

2025–2026 ACADEMIC YEAR ENGLISH PREPARATORY CLASSES

STUDENT HANDBOOK

Implementation of the English Preparatory Program

* The aim of the English preparatory program is to provide English language education throughout one academic year in order to develop students' Listening, Speaking, Reading, and Writing skills within the framework of the Common European Framework of Reference for Languages (CEFR), and to ensure that students reach at least the B1+ level. The English preparatory program is conducted in modular courses divided into fall and spring semesters. Compulsory students and voluntary students (Faculty of Engineering, Faculty of Technology, and School of Civil Aviation) study together. At the beginning of each module, students are placed into course levels suitable for their determined proficiency levels.

Proficiency and Placement Tests

- * The English Proficiency Exam (YDYS) is administered twice in an academic year: at the beginning and at the end.
- * At the beginning of the academic year, all students subject to compulsory preparatory education have the right to take the YDYS.
- * At the end of the academic year, all students who have studied in the preparatory program, fulfilled the attendance requirement, and successfully completed at least the B1 level are eligible to take the YDYS.
- * Students who score at least 70 out of 100 on any of the YDYS exams are considered to have successfully completed the preparatory program.
- * Students who have obtained at least 85 points in centrally administered language exams recognized by the Council of Higher Education (YÖK) in the last two years, or who hold an international language exam score accepted as equivalent by YÖK, are exempt from the proficiency exam and compulsory preparatory education.

Placement Exam Equivalency Table

- * According to the results of the Placement Exam to be held on 18 September 2025, the equivalency table showing the levels into which students will be placed is as follows:

Exam Score (out of 100)	CEFR Level	Preparatory Program Placement
90 and above	B1+	Starts from B1+ level.
75 – 89	B1	Starts from B1 level.
55 – 74	A2	Starts from A2 level.
30 – 54	A1	Starts from A1 level.
0 – 29	A0	Starts from Beginner (below A1).

* Students who do not take or do not wish to take the placement exam are placed in A1 classes. However, based on instructors' reports after the module begins, they may be transferred to a different level.

In-Course Materials

Level	Weekly Class Hours	Course Titles	Materials
A0	27	Main Course 1 (9h), Main Course 2 (9h), Main Course 3 (9h)	Extra Materials (A0), English File Student's Book (Elementary)
A1	24	Main Course 1 (9h), Main Course 2 (9h), Main Course 3 (6h)	English File Student's Book (Elementary)
A2	24	Main Course 1 (9h), Main Course 2 (9h), Main Course 3 (6h)	English File Student's Book (Pre-Intermediate)
B1	27	Main Course 1 (9h), Main Course 2 (9h), Writing (6h), Speaking (3h)	English File Student's Book (Intermediate), Writing Pack, Speaking Pack

B1+	30	Main Course 1 (12h), Main Course 2 (9h), Writing (6h), Speaking (3h)	English File Student's Book (Upper-Intermediate), Writing Pack, Speaking Pack
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*In Module 1, students enrolled in both Pre-A1 and A1 levels use **English File 5th Edition Elementary** as their coursebook. Students in the Pre-A1 level take an additional 3 hours of lessons per week and are supported with extra materials. Therefore, students who finish Pre-A1 level successfully in Module 1 move on to A2 level in Module 2; students who study at Pre-A1 level in Module 1 but don't finish the module successfully continue their studies at the A1 level in Module 2.

In-Course Achievement and Evaluation

- * Course grades are calculated separately for each module.
- * Students who fulfill attendance requirements and achieve at least 70 as their module average (from exams, presentations, and assessments announced by the Academic Committee) proceed to the next level.
- * Students scoring below 70 repeat the same level in the next module.
- * A level can be repeated at most twice. Students failing a level twice but meeting attendance requirements continue with self-study and/or Student Support Education provided by the School of Foreign Languages (SFL). They cannot take further exams or be assessed.
- * Students who successfully complete the B1+ level are considered to have completed the preparatory program and may proceed to their departments without taking the YDYS. Their average grade in B1+ is recorded as their preparatory class success grade.
- * Before the last module of the academic year, students who complete B1+ successfully may be offered optional B2 and above courses. Participation is voluntary, and results from these courses do not affect preparatory class achievement.
- * Evaluation at each level includes: Progress Tests, End-of-Course Tests, Pop Quizzes, Oral Exams (B1 and above), Writing Exams (B1 and above), and Classroom Performance Grade (CPG: Presentation, Online Homework, Written Homework, Participation, Attendance).

* The assessment for preparatory classes (exams and assignments) will be carried out as follows:

Module	Assessment Type	Percentage	Number	Content
A0	Progress Test (Midterm)	%20	1	Administered on the 4th week of the module, based on the coursebook, it measures students' four language skills (listening, reading, speaking, writing), vocabulary, and grammar knowledge. It covers the first four weeks' units.
	End-of-course Test (Final)	%40	1	Administered on the last week of the module, based on the coursebook, it measures students' four language skills (listening, reading, speaking, writing), vocabulary, and grammar knowledge. It covers all units studied throughout the module.
	Pop Quiz	%10	2	The content of pop quizzes is determined by the Assessment and Evaluation Committee. Dates are not announced in advance.
	CPG (Classroom Performance Grade)	%30	1	<p>-Presentation – 30%</p> <p>One presentation on Week 6 on syllabus topics, assigned by the Academic Committee; guidelines are prepared by the Materials Development Committee</p> <p>-Online Assignments – 40%</p> <p>For each unit of the book, there will be activities that students are required to complete on the online system. Students are expected to complete these activities according to the deadlines specified in the curriculum.</p>

				-Assignments – 10% Selected reading tasks and “Revise & Check” activities from the book, to be evaluated in class. -Participation – 10% -Attendance – 10%
A1	Progress Test (Midterm)	%20	1	This assessment will be administered on the fourth week of the module and is intended to measure students’ four language skills (listening, reading, speaking, and writing) as well as their vocabulary and grammar competence, based on the coursebook. The assessment will cover the units studied during the first four weeks.
	End-of-course Test (Final)	%40	1	This assessment will be administered on the last week of the module and is intended to measure students’ four language skills (listening, reading, speaking, and writing) as well as their vocabulary and grammar competence, based on the coursebook. The assessment will cover the whole units studied during the first semester.
	Pop Quiz	%10	2	The content of the quizzes will be determined by the Assessment and Evaluation Committee, and the date of administration will not be announced in advance.

	CPG (Classroom Performance Grade)	%30	1	<p>-Presentation – 30%</p> <p>The presentation will be given once in the 6th week of the module and will be based on the topics specified in the syllabus. The presentation topics will be determined by the Academic Committee, while the instructions for implementation will be provided by the Material Development Committee.</p> <p>- Online Assignments – 40%</p> <p>For each unit of the book, there will be activities that students are required to complete on the online system. Students are expected to complete these activities according to the deadlines specified in the curriculum.</p> <p>- Assignments – 10%</p> <p>Selected reading activities from the coursebook, as well as the <i>Revise & Check</i> activities, will be assigned as homework and evaluated in class.</p> <p>- Class Participation – 10%</p> <p>- Attendance – 10%</p>
A2	Progress Test (Midterm)	%20	1	<p>This assessment will be conducted on the fourth week of the module and aims to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The</p>

				assessment will cover the units studied during the first four weeks.
	End-of-course Test (Final)	%40	1	This assessment will be conducted on the final week of the module and aims to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The assessment will cover all the units studied throughout the module.
	Pop Quiz	%10	2	The content of the quizzes will be determined by the Assessment and Evaluation Committee, and the date of administration will not be announced in advance.
	★ CPG (Classroom Performance Grade)	%30	1	<p>-Presentation – 30%</p> <p>(The presentation will be given once on the 6th week of the module and will be based on the topics specified in the syllabus. The presentation topics will be determined by the Education Committee, while the instructions for implementation will be provided by the Material Development Committee.)</p> <p>- Online Assignment – 40%</p> <p>For each unit of the book, there will be activities that students are required to complete on the online system. Students are expected to complete these activities according to the deadlines specified in the curriculum.</p> <p>- Assignments – 10%</p> <p>Selected reading activities from the coursebook, as well as the <i>Revise & Check</i> activities, will be assigned as homework and evaluated in class.</p>

				- Class Participation – 10% - Attendance – 10%
B1	Progress Test (Midterm)	% 15	1	This assessment will be administered on the fourth week of the module and is designed to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The assessment will cover the units studied during the first four weeks.
	End-of-course Test (Final)	% 30	1	This assessment will be administered in the final week of the module and is intended to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The assessment will cover all the units studied throughout the module.
	Pop Quiz	% 5	1	The content of the pop quizzes will be determined by the Assessment and Evaluation Committee, and the date of administration will not be announced in advance.

	Oral Exam (Speaking Exam)	% 10	1	This exam will assess speaking skills, which are intended to be developed based on the activities specified in the Speaking Course curriculum. It will be conducted on the final week of the module.
	Writing Exams	% 15 *1 st exam- %5 *2 nd exam- % 10	2	In this module, the writing exams will focus on paragraph writing skills and will cover the topics specified in the writing curriculum. The first exam will be held after the Progress Test, and the second exam will be held after the End of Test. The topics to be covered will be prepared by the Material Development Office and provided to students and teachers as a package.
	CPG (Classroom Performance Grade)	% 25	1	<p>- Presentation – 30%</p> <p>The presentation will be given once on the 6th week of the module and will be based on the topics specified in the syllabus. Presentation topics will be determined by the Education Committee, and the instructions for implementation will be provided by the Material Development Committee.</p> <p>-Online Assignment – 40%</p> <p>For each unit of the book, there will be activities that students are required to complete on the online system. Students are expected to complete these activities according to the deadlines specified in the curriculum.</p> <p>- Assignments – 10%</p> <p>Selected activities from the writing exercises at the back of the coursebook, as well as selected reading activities and the <i>Revise & Check</i> exercises, will be assigned as homework and evaluated in class.</p> <p>- Class Participation – 10%</p>

				- Attendance – 10%
B1+	Progress Test (Midterm)	% 15	1	This assessment will be conducted on the fourth week of the module and is designed to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The assessment will cover the units studied during the first four weeks.
	End-of- course Test (Final)	%30	1	This assessment will be conducted on the final week of the module and is designed to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The assessment will cover all the units studied throughout the module.
	Pop Quiz	%5	1	The content of the pop quizzes will be determined by the Assessment and Evaluation Committee, and the date of administration will not be announced in advance.
	Oral Exam	% 10	1	This exam will assess speaking skills, which are intended to be developed based on the activities specified in the Speaking Course curriculum. It will be conducted on the final week of the module.
	Writing Exams	% 15 *The 1 st exam- %5	2	In this module, the writing exams will focus on composition writing skills and will cover the topics specified in the writing curriculum. The first exam will be held after the Progress Test, and the second

		*The 2 nd exam- %10		exam will be held after the End of Test. The topics to be covered will be prepared by the Material Development Office and provided to students and teachers as a package.
	CPG (Classroom Performance Grade)	%25	1	<p>- Presentation – 30%</p> <p>The presentation will be given once on the 6th week of the module and will be based on the topics specified in the syllabus. Presentation topics will be determined by the Education Committee, and the instructions for implementation will be provided by the Material Development Committee.</p> <p>- Online Assignment – 40%</p> <p>For each unit of the book, there will be activities that students are required to complete on the online system. Students are expected to complete these activities according to the deadlines specified in the curriculum.</p> <p>-Assignments – 10%</p> <p>Selected activities from the writing exercises at the back of the coursebook, as well as selected reading activities and the <i>Revise & Check</i> exercises, will be assigned as homework and evaluated in class.</p> <p>- Class Participation – 10%</p> <p>- Attendance – 10%</p>

Module Start and End Dates

The module start and end dates for the English preparatory program at the School of Foreign Languages are as follows.

Module Dates

Module	Start Date	End Date
Module 1	22 September 2025 (Monday)	14 November 2025 (Friday)
Module 2	24 November 2025 (Monday)	16 January 2026 (Friday)
Module 3	16 February 2026 (Monday)	10 April 2026 (Friday)
Module 4	20 April 2026 (Monday)	19 June 2026 (Friday)

Attendance Requirement

- *Students must attend at least 80% of classes in each module.
- *Attendance is calculated separately for each module. Absences from previous modules are not carried over.
- *Students who fail in two modules due to absenteeism are considered unsuccessful in the preparatory program and cannot take the year-end YDYS.
- *Voluntary preparatory students who meet attendance but fail the course may take the YDYS at the beginning of the following academic year.

Make-Up Exams

- *Students who cannot attend an exam for valid reasons approved by the SFL Administrative Board are entitled to a make-up exam.
- *Make-up exams do not apply to YDYS, pop quizzes, or previous make-up exams.
- *Dates for make-up exams are determined and announced by the Academic Board.

Announcements

For all announcements regarding courses and exams, please follow the website of our School of Foreign Languages: <http://yabancidiller.firat.edu.tr>