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1. WELCOME

Welcome to the Firat University School of Foreign Languages English Preparatory Program. This guide, published on our School's official website (Page No: 30279), has been prepared to present, in a clear and accessible way, the essential academic information, regulatory explanations, and processes you will need throughout the program.

The English Preparatory Program is the first and most important step of your university education. The language skills you gain here will guide your academic and personal development throughout your undergraduate/associate degree studies and professional life.

2. PROGRAM STRUCTURE AND FLOW

When you begin the English Preparatory Program, your level is determined by the Placement Test administered at the start of the term. Our program has a modular structure, with each module lasting 8 weeks.

Placement Test → Level Determination → Pre-A1 / A1 / A2 / B1 Modules → B1+ Compulsory Exit / Outcome → B2 Optional Module

Level	Weekly Class Hours	Module Duration	Total Module Hours	Description and Language Outcome
Pre-A1	27 Hours	8 Weeks	216 Hours	Foundational language awareness at beginner level
A1	24 Hours	8 Weeks	192 Hours	Basic personal and everyday communication
A2	24 Hours	8 Weeks	192 Hours	Communication on routine matters and familiar contexts
B1	27 Hours	8 Weeks	216 Hours	Transition to independent language use and foundational academic skills
B1+	27 Hours	8 Weeks	216 Hours	Compulsory Exit / Outcome: Advanced academic skills, complex text analysis, effective academic presentation, and fluent discourse development

B2 Module (Optional Academic Enrichment): Students who successfully complete the compulsory B1+ module may enrol in the optional B2 enrichment module to further develop their language skills. This module is not compulsory and represents an additional academic preparation opportunity.

3. TEACHING APPROACH AND LESSON DELIVERY

Our lessons adopt the Action-Oriented Approach and the principles of Communicative Language Teaching (CLT). The four core skills (Speaking, Listening, Reading, Writing) are developed in an integrated manner alongside digital competencies.

Skill	Description and In-Class Application
Speaking	Participating in discussions, defending ideas, individual/group presentations, and role plays.
Listening	Following academic presentations, interviews, lecture-style talks, and authentic audio recordings.
Reading	Skimming/scanning academic texts, analysing main ideas and supporting details.
Writing	Producing coherent paragraphs, reports, emails, and opinion essays.
Digital Skills	Autonomous and interactive learning through the LMS (supplementary instruction) and Language Hub Online systems.

4. ASSESSMENT AND EVALUATION SYSTEM

Our assessment system is structured to track the learning process both continuously (formative) and at the end of the term (summative).

Pre-A1, A1 and A2 Module Assessment Weights:

Component	Weight	Description
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Progress Test (Midterm)	30%	Interim exam administered in Week 4
End-of-course Test (Final)	40%	Final exam administered in Week 8
Online Portfolio	10%	Online assignment tracking via the LMS
Speaking Portfolio	10%	Two oral tasks submitted in Weeks 4 and 8
Writing Portfolio	10%	In-class writing supported by Scribo AI

B1 / B1+ Module Assessment Weights:

Component	Weight	Description
Progress Test (Midterm)	25%	Interim assessment held mid-module (Week 4)
End-of-course Test (Final)	35%	Comprehensive outcome exam held at the end of the module (Week 8)
Online Portfolio	10%	Assignments, exercises, and digital tracking via both the LMS and Language Hub Online
Presentation	10%	Individual/group academic presentation delivered in Week 6, evaluated with a rubric
Writing Portfolio	10%	Written drafts developed and tracked throughout the process
Speaking Exam	10%	Face-to-face speaking exam held in Week 8, evaluated with an institutional rubric

5. ACADEMIC SUPPORT AND LEARNING RESOURCES

- **Language Hub (Macmillan Education):** The main coursebook series, communicative and action-oriented.
- **Language Hub Online Platform:** Digital exercises, digital workbook, assignments, and Online Portfolio tracking.
- **Firat University LMS:** The platform used for supplementary instruction, course materials, announcements, and Online Portfolio activities.
- **Scribo (AI Writing Tool):** AI-supported feedback software that develops writing skills.
- **Writing Centre:** One-on-one writing consultation, academic reporting, and text review support.
- **Speaking Club:** Interactive speaking practice and fluency activities outside class.
- **Academic Advising:** Weekly announced office hours of instructors.

6. ACADEMIC INTEGRITY

Academic integrity is a core principle of the Preparatory Program. All students are expected to demonstrate originality in their exams, assignments, and portfolio work. Cheating, plagiarism, and unauthorized/unethical use of AI tools are evaluated under the disciplinary regulations.

7. DIGITAL LINKS AND QUICK ACCESS

Platform / Document	Description	Web Address
Official Curriculum	Program details and learning outcomes	yabancidiller.firat.edu.tr/curriculum
Academic Calendar	Important dates and exam schedule	yabancidiller.firat.edu.tr/academic-calendar
Student Handbook	Regulations and student services	yabancidiller.firat.edu.tr/handbook
LMS Login (Supplementary Instruction)	Course materials and Online Portfolio tracking	lms.firat.edu.tr
Language Hub Online	Digital interactive exercises and Online Portfolio	macmillaneducationeverywhere.com
Scribo (Literatu)	AI-supported writing platform	www.literatu.com

8. CREATING AN ACCOUNT AND JOINING A CLASS ON MACMILLAN PLATFORMS (SUMMARY)

Access to Language Hub materials involves creating an account, activating your book code, and joining a class on either the MEE2 or MEP platform, depending on your coursebook. The process is summarised below; please refer to the relevant user guides for detailed, illustrated instructions.

1) Creating an Account (Macmillan Education Everywhere):

- Go to www.macmillaneducationeverywhere.com and click **Register** → **Register a new account**.
- Select **Student** as the Role and **Turkey** as the Region; select your age range.
- Enter your first name, last name, and email address; create a username (without Turkish characters) and a password of at least 12 characters, then click **Submit**.
- Activate the access code found inside your book's cover using **Activate code**.

2) Joining a Class and Doing Assignments on MEE2:

- After logging in, click on your book, then click **View** next to **Online Workbook**.
- Click **Join Class** in the bottom right corner and enter the class code given by your instructor.

- To do an assignment, go to **Course Contents** → click an open unit, complete the exercise and click **Submit**; you can view results with **Check answers** or retry with **Try again** (your highest score is recorded).

3) Joining a Class and Doing Assignments on MEP:

- After logging in, click on your book, then open **Macmillan Education Student app** via **View** in the browser (or **Download** for the desktop app).
- Go to **More** → **Join a class** and enter the class code you were given.
- Access your assignments under **Homework** → **To do**; click **Start** to begin an exercise, use **Check** to verify your answers, and **Try again** to retry; completed items move to the **Completed** tab.

Technical support: for K12, destek@eltturkey.com; for university, university.support@eltturkey.com; UES Turkey Macmillan Support Centre: <https://macmillan.tawh.help/>

9. FIRST-WEEK CHECKLIST

- ☐ I verified my LMS (Supplementary Instruction) account and password.
- ☐ I created my Language Hub Online account and entered my class code.
- ☐ I logged into the Scribo AI platform for the first time.
- ☐ I checked my weekly class schedule and classrooms.
- ☐ I met my instructors and their office hours.
- ☐ I read the attendance requirement and the school regulations.
- ☐ I obtained my coursebooks and printed materials.
- ☐ I started actively using my student email account.
- ☐ I found and read the Student Handbook on the YDYO website.

10. LEGAL NOTICE AND CONTACT

Legal Disclaimer: This guide is a summary prepared to inform students. In official practice, the Firat University School of Foreign Languages Education and Training Regulations, School Board Decisions, and the "English Preparatory Program Curriculum Document" shall prevail.

In the event of any inconsistency between this guide and official university regulations, the official regulations and the English Preparatory Programme Curriculum Document shall prevail.

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