



TARSUS  
ÜNİVERSİTESİ

YABANCI DİLLER YÜKSEKOKULU

dic-tion / dɪkʃənəri  
words: clear diction  
words in literature  
dic-tion-ary / dɪkʃənəri; NAmE  
-ies)  
1 a book that gives a list of the words of a language in  
alphabetical order and explains what they mean, or gives  
dictionary 2 a book that explains the words that are used  
in a particular subject: a dictionary of mathematics 3 a list  
of words in electronic form, for example stored in a com-  
puter's SPELLCHECKER  
dic-tum / dɪktəm/ noun (pl. dicta /-tə/ or dic-tums) (for-  
mally) a statement that expresses sth that people believe is  
should be followed  
metal m  
die-ha  
chang  
king  
the  
di

# TARSUS UNIVERSITY

## SCHOOL OF FOREIGN LANGUAGES

### FOREIGN LANGUAGES DEPARTMENT

#### PREPARATORY EDUCATION

#### STUDENT HANDBOOK



## Content

|                                        |   |
|----------------------------------------|---|
| General Information .....              | 2 |
| General Exams .....                    | 3 |
| Main Course (English) Course .....     | 4 |
| Listening & Speaking Course .....      | 5 |
| Contemporary Topics Course: .....      | 6 |
| Frequently Asked Questions (FAQs)..... | 8 |



TARSUS  
ÜNİVERSİTESİ

## General Information

- ✚ The Preparatory Education is a one-year (Fall + Spring) process.
- ✚ Preparatory Education begins with the announcement of the results of the Proficiency Exam held on the dates specified in the academic calendar. After the announcement of the exam results, students are given general information about the preparatory education and Tarsus University through an Orientation event.
- ✚ Attendance is mandatory and, as stated in the relevant guidelines, the total annual attendance rate must be at least 80%.
  - Those who fail due to absenteeism can still attend classes throughout the year and participate in the mid-term exams and assessments. However, they will not have the right to take the final/resit exams.
  - Students have the right to be absent for **a total of MAXIMUM of 120 lesson hours** during the preparatory academic year. These absences are calculated collectively, not separately for each lesson.
- ✚ Preparatory courses consist of 22 hours per week, distributed as follows:
  - 10 hours of Main Course
  - 6 hours of Listening and Speaking
  - 6 hours of Contemporary Topics
- ✚ Preparatory classes are organized according to the current conditions, and the lessons are spread over 4 days of the week. One day of the week is free for students to complete their assignments and continue their out-of-class language practices.
- ✚ At the beginning of each academic year, an advisor is assigned to the designated classes, and advisors are in constant communication with the students in their class. Students have the opportunity to receive general individual counseling about preparatory education from the relevant instructor assigned to their preparatory class. Additionally, students can receive one-on-one counseling from the relevant instructor of each course. The basic principle in receiving counseling services is for the student to consider the "Student Consultation Hours" of the instructor from whom they wish to receive counseling. "Student Consultation Hours" are indicated in the course schedule posted on the office door of each instructor and are announced to students at the beginning of each academic term.
- ✚ The first person a student should contact regarding any issue related to preparatory education is the class advisor. Issues that cannot be resolved with the instructor are re-evaluated by the student's application to the department head together with the instructor. Issues that cannot be resolved with the department head are forwarded to the relevant assistant directors and then to the college director.

- ✚ To successfully pass the preparatory class, the final evaluation grade must be 60 or above. The final evaluation grade\* is calculated based on the following items:
  - 3 mid-term exams
  - 8 quizzes
  - 2 presentations
  - 2 role-play activities
  - 2 portfolio presentations
  - Weekly speaking assignments
  - Weekly writing assignments
  - In-class participation
  - 1 final exam\*\*

\*Each of the items listed above will have a different percentage impact on the final evaluation grade.

\*\*Those who cannot take the final exam or who do not achieve a sufficient grade can take the resit exam.

**NOTE:** Students who have taken Foreign Language Preparatory Education in the first year and failed, are required to pay a contribution fee if they fail the Proficiency Exam held at the beginning of the Academic Year and will receive preparatory education in the second year. Detailed information can be obtained from Tarsus University Student Affairs Department.

## General Exams

- ✚ To successfully pass the preparatory class, the year-end evaluation score must be 60 or above. The exams included in the year-end evaluation and their general information are as follows:
  - **Midterm Exams:**

Midterm exams are held three times during the academic year, as specified in the academic calendar: during the midterm weeks and the Fall Semester Final Exam period. These exams cover all topics taught up until the exam date. The exam content includes multiple-choice, fill-in-the-blank, sentence completion, true-false, and matching questions, and consists of sections on vocabulary and grammar, listening, reading comprehension, paragraph/essay writing, and speaking. Midterm exams consist of two sessions: Written and Oral.
  - **Quizzes:**

There are a total of 8 quizzes, 4 in each semester, held every 2-3 weeks. The purpose of the quizzes is to help students identify where they have gaps in the topics learned up to that point and to adjust their study plans accordingly. The question types and content of the quizzes are shaped according to the student's needs and may vary throughout the semester.



- **Final Exam:**

The final exam is held once during the Spring Semester Final week, as specified in the academic calendar. It covers all topics from the entire academic year and is prepared at a B1+ level. The exam content includes multiple-choice, fill-in-the-blank, sentence completion, true-false, and matching questions, and consists of sections on vocabulary and grammar, listening, reading comprehension, paragraph/essay writing, and speaking. The final exam consists of two sessions: Written and Oral.

- **Makeup Exam:**

Students who could not take the final exam, did not achieve a passing score of 50 or above in the final exam, or whose year-end evaluation score is below 60 can participate in the makeup exam. The makeup exam is held within the date range specified in the academic calendar and has the same features as the final exam. For detailed information, please refer to the final exam information.

✚ All announcements regarding the Preparatory Unit are made at [ydyo.tarsus.edu.tr](http://ydyo.tarsus.edu.tr).

✚ All announcements related to the university and student affairs can be found at [tarsus.edu.tr](http://tarsus.edu.tr) and [oidb.tarsus.edu.tr](http://oidb.tarsus.edu.tr).

**NOTE:** For other details not included in this document, you can review the “**Tarsus Üniversitesi Yabancı Dil Eğitim-Öğretim ve Sınav Yönergesi** (Tarsus University Foreign Language Education-Teaching and Examination Directive)” by [clicking here](#).

### **Main Course (English) Course**

The Main Course English lessons are seen as one of the fundamental building blocks of preparatory education. The primary goal of this course is to develop English language skills and vocabulary. The course content consists of rich materials selected according to the level.

**Scope and Content:** This course aims to develop language skills such as reading, writing, listening, and speaking. Daily language usage, different accents, and general cultural knowledge are presented within this course. The course content is supported by videos, daily dialogues, and various learning materials.

**Course Schedule and Exams:** The Main Course is taught for 10 hours per week. Information learned in the Main Course is given significant importance in all exams.

**Course Materials:** The course book is decided at the beginning of each academic year by the unit and announced to students at the start of the academic year. Digital book platforms are introduced at the beginning of the academic year and are used in all courses. Each group has its own Google Classroom page. On these pages:

- Weekly course materials and assignments are shared.
- Additional materials, topic explanations, and assignments are regularly added.

- The LMS (Learning Management System) within the Main Course book platform is used to support individual studies outside of school and class.

**Student Participation and Classroom Management:** Student participation in the course is crucial and directly affects the year-end success score. Methods that ensure active student participation are applied based on the constructivist approach. Innovative processes such as collaborative learning, inquiry-based learning, brainstorming, infographic usage, and gamification are used in the lessons. The learned material is reinforced with paired work, group work, and role-play activities.

**Evaluation and Exams:** Evaluation criteria include midterm exams, quizzes, and the final exam, which are mainly prepared within the scope of this course, and in-class participation is taken into account.

### **Listening & Speaking Course**

The Listening & Speaking course is designed to help students develop their listening and speaking skills. Active participation in the course throughout the term is required. In addition, the skills learned are reinforced with weekly performance (speaking tasks, presentations, live performances).

**Scope and Content:** The listening sections cover daily conversations and academic speaking materials, listening strategies (e.g., main idea, details, inferences), different accents, and speaking speeds. The speaking sections emphasize effective speaking techniques (e.g., pronunciation, fluency), expressing opinions, debating, presenting, role-playing, and group work.

**Course Schedule and Exams:** The Listening & Speaking course is taught for 6 hours per week. The knowledge and skills acquired in this course are given importance in all necessary exams.

**Course Materials:** The course book is decided at the beginning of each academic year by the unit and announced to students at the start of the academic year. Online resources are prepared and shared by the relevant instructor if deemed necessary, based on student feedback. Each group has its own Google Classroom page. On these pages:

- Weekly course materials and assignments are shared.
- Additional materials, topic explanations, and assignments are regularly added.

**Student Participation and Classroom Management:** This course generally adopts the Interactive Teaching Model, along with other approaches such as Student-Centered Approach, Social Learning Theory, and Collaborative Learning. The active role of students in the course places the student at the center of learning. This approach allows students to guide their own learning processes. During the role-play activity (live performance), students can identify and

correct their mistakes. Social interaction among students promotes learning. The role-play activity supports this interaction and allows language skills to be used in a social context. Students typically work in groups and use collaborative learning strategies.

- Students engage in individual, group, and team activities both inside and outside the classroom. In addition, competitions such as debate competitions that cover all preparatory classes and projects aimed at raising students' awareness of global issues are conducted. (For example, the June 5th World Environment Day Q&A Event)

**Evaluation and Exams:** Evaluation criteria include 2 presentations, 2 role-play activities, and in-class participation (weekly speaking assignments) in addition to midterm exams, quizzes, and the final exam.

**Assignments and Projects:** Individual assignments, group assignments, presentation assignments, role-play assignments are given when necessary.

### **Contemporary Topics Course:**

The **Contemporary Topics** is a course designed to meet modern educational needs, offered during the one-year preparatory period at our school. This course has two key strengths that highlight its impact. Firstly, it focuses on "21st Century Skills," which are essential for individuals to demonstrate and develop themselves as part of today's societal structure. Secondly, it integrates the four fundamental language skills (reading, writing, listening, and speaking) within a context that mirrors the complexity and interconnectedness of real life.

### **What Are "21st Century Skills" and Why Are They Important?**

21st Century Skills encompass the competencies needed for individuals to succeed in today's rapidly changing and globalized world. These skills extend beyond traditional academic knowledge, aiming to develop students' social, cultural, and digital capabilities throughout the learning process.

For instance, "*Critical Thinking and Problem Solving*" is a key skill where students analyze, question, and evaluate information, and approach events and their consequences logically to develop creative and effective solutions. Activities within our courses provide opportunities for students to address problems from various areas of modern life.

Another example is "*Effective Communication and Collaboration*". Throughout the course, students will learn to express themselves clearly and precisely, both verbally and in writing, on various topics. They will engage in teamwork, gaining experience in collaboration, empathy, understanding group dynamics, and making collective decisions.

"*Digital Literacy*" includes technological proficiency and information management. Students will play a role in integrating contemporary technologies into the classroom, using these tools to conduct research and create content.

“*Global Awareness and Cultural Sensitivity*” aim to enhance students' knowledge of international events, cultural differences, and global issues, fostering sensitivity towards these topics. This involves understanding different countries, cultures, and the values, traditions, and beliefs associated with them.

“*Creative Thinking and Innovation*” involve generating new and original ideas or using existing knowledge in novel ways. By engaging in a variety of ideas within a supportive classroom environment, students will learn to produce innovative solutions and develop empathy and respect for diversity.

“*Self-Management and Discipline*” focus on setting personal goals for the future and managing time and stress effectively. This includes taking responsibility, supporting personal development, developing discipline and determination, establishing planned study habits, and increasing motivation towards achieving goals.

These skills represent just a portion of the learning outcomes in the Contemporary Topics course. Many other skills are integrated into the course curriculum and supported with rich materials provided by instructors.

**Course Schedule and Exams:** The Contemporary Topics course is taught for 6 hours per week. The knowledge and skills acquired in this course are given importance in all necessary exams.

### **Integrated Learning Approach**

The term "integration" in this approach refers to the aim of teaching the four fundamental language skills (reading, writing, listening, and speaking) not as separate subjects but in an interconnected manner. In the Contemporary Topics course, students will engage in processes primarily focused on reading comprehension and writing, while learning to combine these skills with listening and speaking. This approach not only enhances linguistic competence but also supports the development of 21st Century Skills.

The integrated learning approach facilitates holistic development by allowing students to work on both the receptive skills (listening and reading) and productive skills (speaking and writing) on the same theme. For example, when exploring a topic like "global warming," students may listen to a detailed speaker on the subject, read a letter from someone with opposing views, and then express their own opinions either through speaking or writing. This method provides a more profound examination of the topic compared to traditional methods.

This approach ensures that students can manage both information reception and production processes while studying on the same theme, preparing them for real-life situations where they need to both acquire and articulate information effectively.

### **Assessment and Evaluation Processes**

Throughout the course, students will participate in both individual and team-based production activities. Additionally, they are required to create a portfolio for ongoing assessment, which differs from traditional end-of-year exams. The portfolio focuses on "ongoing success assessment" throughout the year, containing tasks related to units or weeks. Students will receive periodic feedback throughout the year and submit a completed file at the



end. Students will also be assessed based on their participation in class, engagement in discussions on digital platforms, and performance on end-of-term assignments.

## Frequently Asked Questions (FAQs)

- **I missed a quiz / I didn't do a presentation / I didn't do three role-play assignments. How will this affect my grades?**

Usually, the contribution of activities/assignments during the term to the final grade is not fully understood by students at the beginning of the term, and sufficient importance is not given. However, at the end of the term, it is realized how significant a quiz or presentation is in terms of percentage. Therefore, we expect and recommend that our students complete all assignments without any omissions to avoid problems at the end of the term.  
- You can review the sample grading table from previous years.

ÖRNEK NOT DAĞILIMLARI

|           | 1. Ara Sınav | 2. Ara Sınav | 3. Ara Sınav | 1. Quiz | 2. Quiz | 3. Quiz | 4. Quiz | 5. Quiz | 6. Quiz | 7. Quiz | 8. Quiz | 1. sunum | 2. sunum | 1. roleplay | 2. roleplay | yazma | konuşma | Ders İçi Katılım | Final | GEÇME DURUMU |
|-----------|--------------|--------------|--------------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|-------------|-------------|-------|---------|------------------|-------|--------------|
| Öğrenci 1 | 80           | 80           | 80           | 80      | 80      | 80      | 80      | 80      | 80      | 80      | 80      | 0        | 0        | 0           | 0           | 0     | 0       | 0                | 75    | 60.4         |
| Öğrenci 2 | 60           | 60           | 60           | 60      | 60      | 60      | 60      | 60      | 60      | 60      | 60      | 0        | 0        | 0           | 0           | 0     | 0       | 0                | 75    | 52.8         |
| Öğrenci 3 | 40           | 40           | 40           | 40      | 40      | 40      | 40      | 40      | 40      | 40      | 40      | 95       | 95       | 95          | 95          | 95    | 95      | 95               | 60    | 60.1         |
| Öğrenci 4 | 50           | 50           | 50           | 50      | 50      | 50      | 50      | 50      | 50      | 0       | 0       | 95       | 95       | 95          | 95          | 95    | 95      | 95               | 55    | 60.9         |
| Öğrenci 5 | 60           | 60           | 60           | 0       | 0       | 60      | 40      | 30      | 70      | 50      | 30      | 95       | 95       | 95          | 90          | 80    | 80      | 80               | 55    | 61.75        |
| Öğrenci 6 | 70           | 75           | 80           | 90      | 85      | 70      | 85      | 60      | 75      | 80      | 70      | 100      | 100      | 100         | 100         | 100   | 100     | 100              | 50    | 70.65        |
| Öğrenci 7 | 70           | 75           | 80           | 90      | 85      | 70      | 85      | 60      | 75      | 80      | 70      | 100      | 100      | 100         | 100         | 100   | 100     | 100              | 80    | 82.65        |
| Öğrenci 8 | 60           | 60           | 60           | 60      | 60      | 60      | 60      | 60      | 60      | 60      | 60      | 0        | 0        | 0           | 0           | 0     | 0       | 0                | 100   | 62.8         |
| Öğrenci 9 | 100          | 100          | 100          | 100     | 100     | 100     | 100     | 100     | 100     | 100     | 100     | 0        | 0        | 0           | 0           | 0     | 0       | 0                | 50    | 58           |

- **Can I use my absenteeism right separately for each semester?**

No. The absenteeism right is spread over the one-year process in Preparatory Education. There is no difference between using 60 hours of absenteeism in one semester and 60 hours in another semester and using 120 hours in one semester and attending school fully in the other semester. Students who have exceeded 120 hours of absenteeism at the end of the academic year are considered to have failed due to absenteeism.

- **I got a medical report. Can it be exempted from absenteeism?**

No. The medical report is counted as part of the 120-hour absenteeism allowance.

- **Is absenteeism counted separately for each course?**

Yes. Attendance is taken for each course according to the daily course hours, and all absenteeism records are collected by class advisors. Thus, a student's total annual absenteeism hours are obtained. Absenteeism is not counted separately as 120 hours for each course, but as 120 hours in total for all courses throughout the preparatory education year.

- **Is there a make-up exam for the exams?**

There is no make-up for quizzes. The make-up for midterms is done as specified in the directive. There is no make-up for the Final and Make-up exams.

- I have a personal/private/class-related situation. Who can I talk to, when, and how?

Each of your classes has an advisor. Your advisors have student meeting hours. During these hours, you can make an appointment with your advisor and discuss any topic you want.



*Tarsus University*  
*School of Foreign Languages*  
[ydyo.tarsus.edu.tr/en](http://ydyo.tarsus.edu.tr/en)

TARSUS  
ÜNİVERSİTESİ