TARSUS UNIVERSITY

SCHOOL OF FOREIGN LANGUAGES

DEPARTMENT OF FOREIGN LANGUAGES

ENGLISH PREPARATORY PROGRAM

STUDENT HANDBOOK

2026–2027 Academic Year



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A Message from the Head of Department

Dear Students,

Welcome to the English Preparatory Program of our university. The step you are taking today marks not only the beginning of an educational journey but also the start of an entirely new adventure in which you will have the opportunity to rediscover yourselves.

Tarsus University aims to equip its students with a strong global perspective through its programs in which English is the medium of instruction. The primary aim of the English Preparatory Program is to enable our students to express themselves fluently and effectively, both orally and in writing. In addition, the program seeks to equip you with the essential skills you will need throughout your academic journey. In this regard, our goal is to help develop individuals who can think critically, use technology effectively, uphold ethical values, and are well-prepared for university studies and professional life.

The foreign language skills and proficiency you will acquire here will be more than just an academic achievement. They will open new horizons for you, enable you to build bridges between different cultures, and serve as a powerful tool in turning your dreams into reality. Years from now, when you look back, you will recognize this experience as one of the most valuable turning points in your life.

To provide the education we envision in the most effective way, we implement a program that encourages your active participation in the learning process, fosters creativity and critical thinking, and contributes to your overall knowledge and intellectual development. Throughout this journey, you will receive the support you need through individual guidance and personal attention, both inside and outside the classroom. Our qualified academic staff, who are committed to continuous learning and professional development and keep up with the latest innovations in language education, will guide you in accordance with your individual needs.

Every achievement is shaped by hard work and determination. As long as you remain eager and committed to learning, we will always be by your side, continuing to guide and inspire you along the way. This handbook is a small compass to help you find your way at the beginning of this journey. However, you will draw your own roadmap through your efforts, discipline, and dreams.

I sincerely believe in the potential of each and every one of you and wish you a journey filled with success, courage, and inspiration.

Yours sincerely,

Ecem EKER UKA, Ph.D.
Head of the Department of Foreign Languages

General Information

- The English Preparatory Program lasts one academic year (Fall and Spring semesters).
- The English Preparatory Program officially begins with the announcement of the results of the Proficiency Exam, which is held on the dates specified in the academic calendar. Following the announcement of the results, students are provided with general information about the preparatory program and Tarsus University through an Orientation Program. On the scheduled date, a Placement Test is administered, and class lists are prepared based on the results. The class lists are published on the School of Foreign Languages (SFL) website, and classes begin shortly afterwards. You can follow all announcements on our website: https://ydyo.tarsus.edu.tr/.
- As stipulated in the relevant directive, the minimum attendance requirement is 80% of the total annual course hours. Attendance is calculated across all courses and evaluated at the end of the academic year based on the combined total of both semesters.
- Students who fail to meet the attendance requirement may continue attending classes and participate in in-term examinations and assessments throughout the academic year. However, they are not eligible to take the Final or Make-up Examination.
- Depending on students' proficiency levels, preparatory classes are scheduled for 18–22 hours per week and consist of Main Course and Speaking courses.
- Preparatory classes are formed according to the results of the Placement Test and the prevailing circumstances.
- At the beginning of each academic year, an academic advisor is assigned to each designated class. Advisors maintain regular communication with the students in their assigned classes. Students can receive general individual academic guidance regarding the preparatory program. They can also arrange individual meetings with the instructor responsible for each course. Instructors' office hours are displayed on the timetables posted on their office doors and are announced to students at the beginning of each academic semester.
- The first point of contact for students regarding any matter related to the preparatory program is their class advisor. If an issue cannot be resolved with the instructor, it is referred for further consideration to the Head of the Department through an application made by the student and the advisor. Issues that remain unresolved at the departmental level are then referred to the relevant Vice Director of the School of Foreign Languages and subsequently to the Director of the School.
- Students successfully complete the preparatory program if their final overall grade is 60 or above. A minimum score of 50 on the Final Examination is also required. The final overall grade is calculated based on the following components:
    - 3 Midterm Exams (30%)
    - 2 Quizzes (6%)
    - 10 Speaking Tasks (12%)
    - 5 Writing Tasks (12%)
    - 1 Final Exam (40%)

Each component listed above contributes to the final overall grade according to its specified percentage.

Students who are unable to take the Final Examination, score below 50 on the Final Examination, or receive a final overall grade below 60 are eligible to take the Make-up Examination.

NOTE: Students who have completed the English Preparatory Program in their first year but failed to pass it, and who subsequently fail the Proficiency Exam administered at the beginning of the following academic year and are therefore required to repeat the preparatory program for a second year, may be required to pay a tuition contribution fee. For detailed information, please contact the Tarsus University Student Affairs Office.</WritingBlock}

Birkaç terminoloji tercihi hakkında:

- **Proficiency Exam:** Yeterlilik Sınavı
- **Placement Test:** Seviye Belirleme Sınavı
- **Attendance Requirement:** Devam zorunluluğu
- **Make-up Examination:** Bütünleme Sınavı
- **Academic Advisor:** Akademik Danışman
- **Vice Director / Director:** Müdür Yardımcısı / Müdür

General Examinations

Students successfully complete the preparatory program if their final overall grade is 60 or above. A minimum score of 50 on the Final Examination is also required. The examinations contributing to the final overall grade and general information about each are as follows:

Midterm Examinations

A total of three midterm examinations are administered on the dates specified in the academic calendar. These examinations cover the topics taught up to the date of each examination. The examination may include various question types, such as multiple-choice, fill-in-the-blank, sentence completion, true/false, and matching questions. It may assess vocabulary and grammar, listening, reading comprehension, writing, and speaking skills. Midterm examinations may consist of two sessions: a Written Examination and an Oral Examination.

Quizzes

A total of two quizzes are administered during the academic year. Quizzes are planned to be conducted online. The question types, content, and administration procedures will be announced during the academic year.

Final Examination

One Final Examination is administered during the Spring Semester Final Examination Week, as specified in the academic calendar. It covers the topics taught throughout the entire academic year. The examination may include various question types, such as multiple-choice, fill-in-the-blank, sentence completion, true/false, and matching questions. It may assess vocabulary and grammar, listening, reading comprehension, writing, and speaking skills. The Final Examination may consist of two sessions: a Written Examination and an Oral Examination.

Make-up Examination

Students who are unable to take the Final Examination, score below 50 on the Final Examination, or receive a final overall grade below 60 are eligible to take the Make-up Examination. The Make-up Examination is administered within the date range specified in the academic calendar and is equivalent in format and scope to the Final Examination.

- All announcements regarding the English Preparatory Program are published on ydyo.tarsus.edu.tr.
- All announcements regarding the university and student affairs are published on tarsus.edu.tr and oidb.tarsus.edu.tr.

NOTE: For further details not covered in this handbook, please refer to the *Tarsus University Directive on Foreign Language Education, Instruction, and Examinations*.

Main Course (English)

Main Course is considered one of the fundamental components of the English Preparatory Program. Its primary objective is to develop students' English grammar knowledge and vocabulary. Course content consists of a wide range of materials selected according to students' proficiency levels.

Scope and Content

The course aims to develop students' four language skills: reading, writing, listening, and speaking. Everyday language use, different English accents, and general knowledge are also covered as part of the course. Course content is supplemented with videos, everyday dialogues, and a variety of learning materials.

Course Schedule and Examinations

- Main Course lesson hours are determined according to the weekly timetable of the proficiency-level class to which each student is assigned.
- The knowledge and skills acquired in Main Course are given considerable importance in all examinations.

Course Materials

- The coursebook is selected by the department at the beginning of each academic year and announced to students before classes begin. In the 2026–2027 academic year, *Evolve 2, Evolve 3,* and *Evolve 4 (Second Edition)* will be used according to students' proficiency levels.
- Boostify and the speaking and writing feedback platform will be used throughout the learning process.
- Each class has its own Google Classroom page. Weekly course materials, assignments, supplementary resources, and explanations of course topics are shared through these pages.

Student Participation and Classroom Management

- Active student participation is of great importance and is assessed as part of the participation component of speaking assignments throughout the academic year.
- Based on the constructivist approach, teaching methods that encourage active student participation are implemented.

Innovative learning activities and methods, such as collaborative learning, inquiry-based learning, brainstorming, the use of infographics, and gamification, are incorporated into lessons. Pair work, group work, and role-play activities are also used to reinforce learning.

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Speaking Course

The Speaking course is designed to help students understand and use English effectively in real-life and academic communication settings. The course focuses on the integrated development of listening and speaking skills.

Scope and Content

- Students practise understanding audio recordings, videos, and everyday dialogues featuring different speaking speeds and accents.
- Students develop their ability to identify main ideas and supporting details, take notes, make inferences, and evaluate the information they hear.
- A variety of activities are carried out, including individual speaking tasks, pair work, group discussions, presentations, and role-play activities.
- Particular emphasis is placed on pronunciation, word stress, intonation, fluency, and interactive communication strategies.

Course Schedule and Examinations

- Course hours are determined according to the weekly timetable of the proficiency-level class to which each student is assigned.
- The knowledge and skills acquired in this course are given particular importance in midterm examinations, speaking assignments, and the Final Examination.

Course Materials

- Listening and speaking materials from *Evolve 2, Evolve 3,* and *Evolve 4 (Second Edition)* are used according to students' proficiency levels.
- Digital learning activities are supported through Boostify and the speaking and writing feedback platform.
- Supplementary listening materials, assignments, and announcements are shared through Google Classroom.

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Speaking Course

Integrated Learning Approach

This approach aims to develop the four fundamental language skills included in English preparatory programs not as separate, independent areas, but as interconnected skills. While students engage primarily in listening comprehension and oral communication activities in the Speaking course, they also connect these learning outcomes with their reading and writing skills.

- Students analyse information presented in a listening text and then express their own opinions about it orally.
- Through tasks that reflect real-life situations, students develop their ability to initiate and maintain communication, ask for clarification, and justify their opinions.
- Through pair work and group work, students experience collaboration, empathy, respect for different viewpoints, and collective decision-making.
- Students conduct research, create content, and monitor their individual progress using digital tools.

Assessment and Evaluation

- Students complete a total of 10 speaking tasks throughout the academic year. Speaking tasks contribute 12% to the final overall grade, consisting of 10% for the assignments themselves and 2% for participation.
- The content of the tasks, submission or performance dates, and assessment criteria are announced by the relevant instructor.
- Students receive feedback during and after the tasks to support their learning and monitor their progress.

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Learning and Assessment Processes

Throughout their time in the classroom, students participate in production-oriented activities both individually and as part of a team. These activities aim to encourage students to use their language skills in everyday and academic contexts, develop regular study habits, and monitor their own learning processes.

Speaking Assignments

A total of 10 speaking assignments are administered throughout the academic year. These assignments aim to improve students' fluency, accuracy, pronunciation, interaction, and self-expression skills. Speaking assignments contribute 12% to the final overall grade.

Writing Assignments

A total of 5 writing assignments are administered throughout the academic year. These consist of 3 short writing tasks and 2 essay assignments. Writing assignments contribute 12% to the final overall grade. Students engage in the processes of planning, drafting, revising, and editing their work based on feedback.

Digital Platforms

Google Classroom, Boostify, and the speaking and writing feedback platform are used to support individual study outside the classroom. Students are responsible for regularly checking assignments and announcements and completing all assigned tasks on time.

Feedback

Instructors provide regular feedback to help students identify their strengths and areas for improvement. Students are expected to take this feedback into consideration and revise their work accordingly.

Frequently Asked Questions (FAQ)

I missed a quiz / did not complete a speaking assignment / did not submit a writing assignment. How will this affect my grades?

All assessments contribute to the final overall grade according to their specified percentages. To help our students avoid any difficulties at the end of the academic year, we expect and encourage them to complete all assigned tasks fully and on time.

Can I use my attendance allowance separately in each semester?

No. The attendance allowance applies to the entire academic year of preparatory education. At the end of the academic year, students who have not attended at least 80% of the total scheduled course hours are considered to have failed due to absenteeism.

I have received a medical report. Can these absences be excused?

The effect of medical reports and other valid reasons for absence on attendance records is assessed in accordance with the applicable directive and university regulations. Please submit your supporting documentation to the relevant office within the specified period and consult your academic advisor or the School Secretary's Office for further information.

Is attendance recorded separately for each course?

Attendance is recorded for each course based on its daily scheduled hours. The 80% attendance requirement is calculated across all courses taken throughout the entire preparatory academic year.

Are make-up examinations available for missed exams?

There are no make-up opportunities for quizzes. Make-up examinations for midterm examinations are administered in accordance with the provisions of the applicable directive. No make-up examinations are available for the Final Examination or the Make-up Examination.

I have a personal, private, or course-related matter. Whom can I contact, and when and how can I arrange a meeting?

Each class has an assigned academic advisor. You can arrange an appointment during your advisor's designated student consultation hours to discuss any questions you may have or any matters for which you need support.

Please check ydyo.tarsus.edu.tr regularly for the latest announcements regarding the English Preparatory Program.