

IZTECH SFL Student Handbook



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Student Handbook 2019-2020

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CHAPTER 1

ABOUT SCHOOL OF FOREIGN LANGUAGES

1.1 – Our School and Its History

IZTECH School of Foreign Languages provides English preparatory education to the undergraduate and graduate students who are accepted to Izmir Institute of Technology. The fact that the medium of instruction is English at our Institute increases the significance of foreign language education and it means a challenging preparatory class for our students.

In addition to foreign language education, which is the main function of the School of Foreign Languages, it continues all kinds of research and development activities to increase the quality of education in the awareness of the important mission it leads. With these goals and the approach of modern service understanding in education, it has accomplished the administrative and academic structuring.

The medium of instruction is English at IZTECH. All students who will continue their studies in undergraduate and graduate programs must have foreign language knowledge at academic level.

Admitting first undergraduate students to the faculties, teaching English in preparatory classes and carrying out the teaching in English were determined at the meeting of the Executive Board of Higher Education Council dated on 31.03.1998. The school performed its duties as Foreign Languages Department until the year 2010. Since 01.02.2010, it has been providing education under two departments as School of Foreign Languages.

1.2.- Our Mission and Vision

Mission

Our mission is to help scientists of future by providing the necessary knowledge and ability of foreign language education that is required to meet their language needs during and after their education, to meet the needs of the times and in this way, they will be able to express themselves and represent our institution in international platforms where foreign languages are used as medium of communication.

Vision

Our vision is to help students to reach a level where they can use foreign language in the best way and to develop the language used in technology.

1.3 – School Processes

School of Foreign Languages includes Department of Basic English and Department of Modern Languages. It provides English courses in academic level for undergraduate and graduate students with a director, two vice directors, a prep class coordinator, a coordinator of faculty lessons, a SFL secretary, and instructors. Academic and administrative staff at IZTECH School of Foreign Languages is given in-service training in order to be provided with the modern vision which is necessary in service production to increase quality.

- Department of Basic English
Preparatory Courses
- Department of Modern Languages
Faculty English, French, Japanese, Russian, Spanish and German Courses

Administration

Asst. Prof. Sinem BEZİRCİLİOĞLU

Director

Ahmet Arda YİĞİTOĞLU

Vice Principal

Emrah GÜMÜŞBOĞA

Vice Principal

Academic Staff

Department of Basic English

Coordinator of Basic English: Drahşan İpek BALCI

Ahmet Arda YİĞİTOĞLU

Havva KURT TAŞPINAR

Pelin ACAR

Aksu ALTINAYAR

Huriye YAVUZDİLER

Pelin ÇOBAN

Ayşe Çisem AĞCA

İbrahim ÇELİK

Seda CAN

Ayşe DENİZ

İnci MISIRLI

Seda C. BÜTÜN ÇIRAKOĞLU

Burçak ÖNEL

Kevi TEKGÜL

Seda ÇIRAK GELME

Devrim SEREN

Medine TÜRKMEN

Sedef Remziye ÖNDERLİ

Drahşan İpek BALCI

Merve KARAKAYA

Serdar ÇINAR

Ece ERYENDİ

Mustafa Fatih DALYAN

Serhat BAŞAR

Emrah DÖNMEZ

Müge ÇALIŞKAN

Sevinç ÖZDEMİREL

Emrah GÜMÜŞBOĞA

Melike BOZCA

Shane Michael McCallum

Funda DEMİR

Nazlı EREN

Şirin YİĞİTOĞLU

Gamze ŞAHİN BUDAK

Nevzat AKEREN

Tuğçe KARAUUTAŞ

Gaye ALEVOK

Oya ÖZAY

Yasin LENGELİOĞLU

Gökçen DURSUN YAKUT

Özgül BAŞARAN

Department of Modern Languages

Devrim SEREN

(İngilizce)

Dr. Eda ÇORBACIOĞLU GÖNEZER

(Fransızca)

Gaye ALEVOK

(İngilizce)

Hayat GÜRDAL

(Japonca)

Medine TÜRKMEN

(İngilizce)

Özlem Ceren TÜTÜNCÜOĞLU

(İngilizce)

Seval ŞENTÜRK

(İngilizce)

Shane Michael McCallum

(Almanca)

Svetlana TUCHYNA

(İspanyolca)

Svetlana PASHAEVA

(Rusça)

Student Affairs

The Division of Student Affairs at School of Foreign Languages is comprised of Secretary of the Departments of Basic English and Modern Languages.

In Student Affairs, acceptance procedures of exams, excuses, medical reports, study suspensions, attendance records, petitioning are carried out in accordance with Preparatory Class Regulation and Regulation of IZTECH Undergraduate Education.

System of the Department of Basic English

At the department of Basic English, the students are provided with the lessons written below according to their level.

Remedial Level	B1 Level	A2 Level	A1 Level
Integrated Skills	Integrated Skills	Integrated Skills	Integrated Skills
20 hours/week	20 hours/week	24 hours/week	28 hours/week

Daily course hours in Basic English Department are as follows:

1st Lesson	08:45-09:30
2nd Lesson	09:45-10:30
3rd Lesson	10:45-11:30
4th Lesson	11:45-12:30
LUNCH BREAK	12:30-13:45
5th Lesson	13:45-14:30
6th Lesson	14:45-15:30

At Izmir Institute of Technology, the education of preparatory class is carried out by the Preparatory School Coordinatorship. It is responsible for determining, regulating and examining the scope of English offered at the Preparatory School. It is also the educational unit where students can apply for any kind of requests, suggestions and problems related to their education.

Exams and Success Average

There are two different exams administered at our school. The exams that all levels must take throughout the academic year are as follows:

- Midterm (Monthly) Exams that are administered 6 times in an academic year
- 4 Main Course Quizzes that are administered on the previously announced dates and 8 Pop Quizzes that are administered without prior notice in an academic year
- 2 Presentations and English Portfolio Check (The portfolio comprises a collection of student works prepared throughout the year).

Besides these, an Oral Grade is given to students every semester based on their class participation, homework, regularly bringing the lesson materials into the classroom and doing the online activities (if any). Oral Grade constitutes 2% of the yearly achievement grade.

EXAMS AND THEIR WEIGHTS IN THE YEARLY ACHIEVEMENT GRADE		
MONTHLY (%60)	QUIZ (%30)	CPG (%10)
Monthly I	Main Course Quiz I	English Portfolio I
Monthly II	Main Course Quiz II	English Portfolio II
Monthly III	Main Course Quiz III (Consists of 4 Pop Quiz Scored in Fall Term)	Oral Grade I
Monthly IV	Main Course Quiz IV	Oral Grade II
Monthly V	Main Course Quiz V	Presentation I
Monthly VI	Main Course Quiz VI (Consists of 4 Pop Quiz Scored in Spring Term)	Presentation II

In order for students to graduate from Preparatory Class successfully, their End of Year Success Grade must be at least 60 (out of 100), which is sum of the 60% of the Yearly Achievement Grade and 40% of the Final Exam.

Yearly Achievement Grade is obtained by adding up 60% of the average of the Monthly, 30% of the Quiz average, and the Class Participation Grade (CPG).

In order to pass the preparatory school successfully, students who have got 60 points and more as their Yearly Achievement Grade need to take the Final Exam. In this exam, the threshold is 50. Students who cannot get this score from the Final Exam are considered “failed” even if their score is enough to increase their End of Year Success Grade to 60 or higher.

More information about the content of the exams made will be given in Part Four of this booklet.

System of Department of Modern Languages

The Department of Modern Languages offers compulsory courses in English with course codes ENG 101, ENG 102, ENG 201, ENG 301, ENG 302 in faculties. These courses are three-credit courses with 3 ECTS credits. Our school also offers elective courses in French, Japanese, Spanish, Russian and German. These courses are three-credit elective courses with 3 ECTS credits.

CHAPTER 2

ACADEMIC ISSUES

2.1 Academic Calendar (2019-2020)

You can access the academic calendar of 2019-2020 by clicking on the link below.

<http://ydyo.iyte.edu.tr/en/egitim/akademik-takvim/>

2.2 Course Lists

Students are placed into the levels and classes based on *The Common European Framework of Reference for Languages / CEFR*. The students who have taken preparatory English courses for a year-long as a result of this placement are expected to reach B1+ (Intermediate +) level.

You can see the course details for all classes on the table below.

Group Name	Course Name	Weekly Course Hours	Starting Level (based on CEFR)	Final Level (based on CEFR)
A1	Integrated Skills	28	A1	B1+
A2	Integrated Skills	24	A2	B1+
B1	Integrated Skills	20	B1	B1+
Remedial	Integrated Skills	20	B1	B1+

2.3 Course Definitions and Objectives

Integrated skills course taking place in our Preparatory program is intended to improve students' reading, listening, speaking, and comprehension skills by providing them with grammar and vocabulary knowledge. These courses are designed to help students be proficient enough to use the language in both academic and non-academic contexts.

With sufficient guidance and intensive practice program, our school contributes to the critical and analytical thinking skills in order to be able to train students as independent learners.

At the end of the courses that are supported with grammar and vocabulary practices in order to increase students' proficiency level and their self-confidence in reading and writing, students who can write efficiently and can understand what they read gain the proficiency of analysis, synthesis and evaluation of the knowledge with the help of their critical thinking skills.

With the help of audial and visual aids, our school contributes to the pronunciation, speaking, debating and presentation skills of the students in order to improve their listening and effective communication skills. By this way, the students who have been exposed to the spoken language actively will be able to communicate by using the language fluently and accurately in both academic and non-academic contexts.

At the end of the preparatory program which is designed with a holistic approach, students will be able to use the spoken language efficiently and communicate in English fluently and accurately.

2.4 Exams

The students studying in Preparatory school are required to take 3 monthly exams, 2 quizzes and 4 pop quizzes per semester. In addition to these, they receive an English Portfolio grade, a presentation grade and an oral grade every semester. Moreover, they are required to make a presentation, project or to have an exam on an extensive reading material.

2.4.1 Exam list

- **Monthly Exams:** These exams consist of listening, writing, reading, and language use sections.
- **Quizzes and Pop Quizzes:** These exams consist of grammar, vocabulary, listening, and reading sections.
- **English Portfolio:** This portfolio which consists of the samples of the students' works throughout the semester is evaluated at the end of each semester.
- **Oral Grade:** Students are given one oral grade per semester based on their classroom participation, classroom conduct, the completion of homework on time, the necessary course materials brought to the classes regularly, and the completion of online activities of the courses done (if any).
- **Extensive Reading:** Students are expected to read the readers (story books) that are chosen according to their levels. In each Monthly exam, there will be a section about these readers.
- **Presentations:** Students are required to give a presentation on a subject (determined beforehand) individually or as a group once a semester.
- **Speaking Tasks:** Students are required to present the given task individually or as a group twice a semester and their total grade is added to the 3rd Monthly Exam in the first semester, and 5th Monthly Exam in the second semester.
- **Speaking Interview:** Students are interviewed as part of the 5th Monthly Exam in the second semester, and the Final Exam.
- **Final Exam:** Students are responsible for all subjects, language structures, and vocabulary items that are learnt throughout a year. Final exam consists of open-ended and multiple-choice question types.

2.4.2 Exam Dates

You can access the exam calendar of Academic Year 2019-2020 through the IZTECH YDYO website.

2.4.3. Administration of the Exams

Before each monthly exam, information regarding the venue and time of the sessions is announced on the official website (ydyo.iyte.edu.tr), and Facebook and Twitter accounts of the School of Foreign Languages. General rules about the execution of the exams are as stated below:

- Test takers are required to have an official ID issued by IZTECH or a comparable document (identity card, driving licence, etc.), a pencil, a ballpoint pen and an eraser with them.
- Test takers are strictly not permitted to use any electronic devices during the test sessions.
- Test takers are required to be in the exam hall 30 minutes before the exam starts.
- Since the Listening Comprehension parts of the exams are executed with the doors closed, no one is allowed to go into classrooms after the exam starts. Doors are opened when the Listening-Comprehension part is over, and latecomers are let in to take the rest of the exam.
- Test takers will not be admitted to the exam if they are more than 10 minutes late for the other sessions of the exam.
- Test takers are not allowed to leave the exam room in the first 10 minutes of the exam. In the case of Listening Comprehension part, test takers are not allowed to leave the classroom at any time.
- For the exams which are executed with an optical answer sheet, filling out the student number incorrectly results in the invalidation of the test taker's exam. In these exams, only the answers which are transferred to the optical answer sheet will be evaluated.
- Test takers must fully comply with the invigilators' instructions during the exam.
- Disciplinary/ legal action will be taken against those who attempt to impersonate the rightful test takers or who attempt to cheat, and the exam results of such candidates will be considered invalid.
- Unless there is an extraordinary, unavoidable situation, students who leave the classroom for whatever reason will not be permitted back to resume their exams.
- In the event of a reported violation of any of the rules above, the test taker's test score will be cancelled.

2.4.4. Objection to Exams and Being on sick leave

Students can make objections to the exam results only on the basis of an error of fact. In this case, students must submit a written petition to Student Affairs Office within the first seven workdays after the results have been announced.

When students are absent from exams due to health problems, they can take make-up exams on condition that they submit a medical report. In order for students to be able to take make-up exams, the medical report must be taken from an official medical institution and submitted to Student Affairs Office with a written petition within the first three workdays after the exam.

Make-up exams are offered only for mid-term and final exams. No make-up exams will be conducted for the examinations which are executed under the title of Quiz and Classroom Performance Grade (CPG) even if the student has a medical report.

Venue and date information of make-up exams are announced on the website of our school.

2.5 What Is YOBS, What for and How is it used?

IZTECH School of Foreign Languages uses YOBS (which can be accessed at <http://yobs.iyte.edu.tr/>) in order to register and update our students' grades and class attendance. All the instructors in our Department of Basic English record the students' grades and classroom attendance through this system.

Our students do not need to create a special account for YOBS. Students log in to this system by using their student numbers. For the initial login, the password is the first 6 digits of the ID number or the passport number (for those who are foreign nationals). After the first login, it is required to create a new password. While creating a new password, students should avoid including any Turkish characters.

Through this system, our students can access the information below:

- All Monthly, Quiz, CPG and Final Exam results
- All Proficiency Exam results
- Class attendance status

Students who forget their YOBS password must contact Mesut BAŞARAN (mesutbasaran@iyte.edu.tr) at the Information Technology Department of our Institute.

CHAPTER 3

ABSENTEEISM LIABILITY AND REGULATIONS

3.1– Absenteeism

In IZTECH School of Foreign Languages, class attendance policy is based on each individual class a student takes and it varies according to the level the student is registered in:

A1 Level	126 class hours
A2 Level	108 class hours
B1 Level	90 class hours
Remedial Level	90 class hours

Students who exceed the limits specified above are accepted as unsuccessful (for more information, please check the 9th article of our Regulation). Students who are considered as unsuccessful due to absenteeism cannot attend the Summer School of the academic year. In addition, these students do not have the right to take the Proficiency Exam which is conducted in July.

Medical reports that our students take do not affect their class attendance status. Medical reports will be put in process only if the student missed an exam/ exams during the period he or she was ill according to the report. In that case, the student will be considered on leave for the day of the exam. Students who are on leave cannot take any exams.

Our students can participate in activities organized by the Rectorship or The Center for Health, Culture, and Sports. On the condition that these departments send an official permission document to our School, students who participate in such activities will be considered on leave for the duration of the event specified on the permission document. As mentioned above, in the issue of medical reports, students who are on leave for an activity cannot take any exams for the duration of their leave.

For more information on being on official leave which is valid in only some specific situations, please check the 13th article of our Regulation.

In Preparatory Class, the maximum duration of education is two academic years. Undergraduate and graduate students who fail to document their proficiency in English by the end of two academic years (Final Exam) are dismissed from the Institute. For detailed information and the senate decision on the issue, you can check the announcements on our website.

3.2– Department of Basic English Preparatory Class Regulation

The link below can direct you to the latest version of our School's regulation:

<http://ydyo.iyte.edu.tr/en/egitim/yonetmelik/>

CHAPTER 4

IMPORTANT PHONE NUMBERS

Phone Numbers of School of Foreign Languages

Department of Basic English Student Affairs: 02327506406	(Ali ARICI)
Department of Modern Languages Student Affairs: 02327506418	(Gamze YUNUS)
School of Foreign Languages Private Secretariat: 02327506400	(Nahide BALABAN)
School of Foreign Languages Secretary General: 02327506405	(Ayçin ERCAN)
School of Foreign Languages Fax Number: 02327506404	

Phone Numbers of Registrar's Office

Registrar's Office: 02327506300	
Student Affairs (for International / Erasmus students): 02327506307	
Student Affairs (for Undergraduates): 02327506309	
Student Affairs (for Postgraduates): 02327506306 – 6307 – 6308 – 6311	
Faculty of Architecture Student Affairs: 02327506313	
Faculty of Science Student Affairs: 02327506314	
Faculty of Engineering Student Affairs: 02327506302 – 6303	
Computer Engineering Student Affairs: 02327506318	
Chemical Engineering and Mechanical Engineering Student Affairs: 02327506305	
Electrical-Electronics Engineering and Civil Engineering Student Affairs: 02327506310	

Phone Numbers of The Centre of Health, Culture and Sports

The Centre for Health, Culture and Sports: 02327506200	
Psychological Counselling and Guidance: 02327506211	(Gizem YILMAZ)
Sports Centre: 02327506220	
Career Office: 02327506225	(Tekin KÖSEM)
Branch Office of Nutrition: 02327506203	(Aylin HANCIOĞLU)
Office of Part-Time Student Employment: 02327506219	(Ece ERSAN)

Other Phone Numbers at IZTECH

The Centre for Health, Culture and Sports Nurse Room (for emergency): 02327506208

Security Staff (for emergency): 02327506069

Information Technology (IT) Department: 02327507650

Press Office: 02327506023

Library: 02327506330

Urla Dormitory Directorate: 02327659119

International Relations Office: 02327507895

School of Foreign Languages Caf : 02327506538

Kidonya (Caf /Restaurant): 02327506091

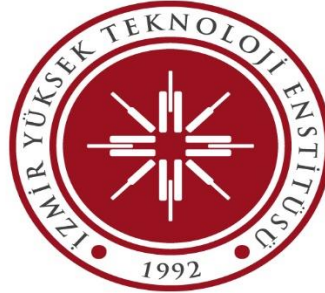
Technopark Caf : 02327506913

Other Phone Numbers

 zmir Urla G lbah e Community Clinic No 5: 02327658383

Urla State Hospital: 02327521004

G lbah e Pharmacy: 02327658318



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