



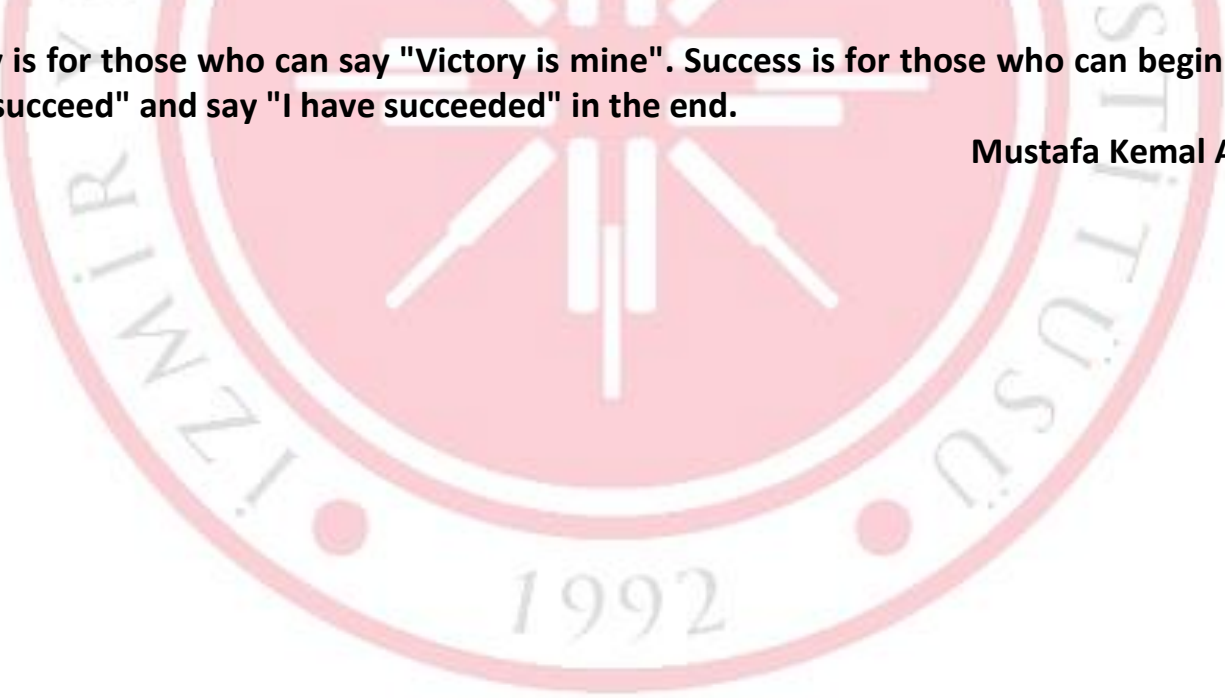
**IZTECH**  
**SCHOOL OF FOREIGN LANGUAGES**  
**STUDENT HANDBOOK**  
**2023-2024**





**Victory is for those who can say "Victory is mine". Success is for those who can begin saying "I will succeed" and say "I have succeeded" in the end.**

**Mustafa Kemal Atatürk**



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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 at academic level for undergraduate and graduate students with a director, 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, Japanese, Chinese and German Courses

## Administration

Asst. Prof. Sinem BEZİRCİLİOĞLU	Director
Ahmet Arda YİĞİTOĞLU	Assistant Director
Güliz ÖZGÜREL	Assistant Director

## Academic Staff

### Department of Basic English

Ahmet Arda YİĞİTOĞLU  
Aksu ALTINAYAR  
A.Çisem AĞCA ÖZTÜRK  
Ayşe DENİZ DEMİR  
Burçak ÖNEL  
Devrim SEREN  
Drağsan İpek BALCI  
Ece GÖNÇER  
Emrah DÖNMEZ  
Fulya ÇOLAK  
Funda DEMİR  
Gaye ALEVOK KILINÇ  
Gökçen DURSUN YAKUT

Güliz ÖZGÜREL  
Havva KURT TAŞPINAR  
Huriye YAVUZDİLER  
Kevi TEKGÜL  
Medine TÜRKMEN  
Meltem İŞİK  
Meltem ŞEN  
Merve KARAKAYA  
Mustafa Fatih DALYAN  
Müge ÇALIŞKAN  
Medine TÜRKMEN  
Melike BOZCA  
Nazlı EREN

Nevzat AKEREN  
Özgül BAŞARAN  
Özlem Ceren TÜTÜNCÜOĞLU  
Pelin OKYAY  
Sedef ÖNDERLİ AYDEMİR  
Seda CAN PAYDAŞ  
Seda C. BÜTÜN ÇIRAKOĞLU  
Seda ÇIRAK GELME  
Serdar ÇINAR  
Seval ŞENTÜRK DURMUŞ  
Şirin YİĞİTOĞLU  
Yasin LENGELİOĞLU

### Department of Modern Languages

Asst. Prof. Sinem BEZİRCİLİOĞLU  
Begüm AKYOL  
İnci MISIRLI KARABULUT  
Pelin KIZILATA  
Seda ALTINER  
Serhat BAŞAR  
Tuğçe KARALUTAŞ  
Xing Minghua  
Hayat GÜRDAL  
Esra Kıymık

(English)  
(English)  
(English)  
(English)  
(English)  
(English)  
(Chinese)  
(Japanese)  
(German)

### Fulbright Grantee

Amna HAIDER

## 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.

## Department of Basic English

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

LEVEL 1	LEVEL 2	LEVEL 3
Integrated Skills	Integrated Skills	Integrated Skills
26 class hours/week	24 class hours/week	20 class hours/week

Daily class hours in Department of Basic English are as follows:

LESSONS	
1st lesson	09:00 - 09:45
2nd lesson	10:00 - 10:45
3rd lesson	11:00 - 11:45
4th lesson	12:00 - 12:45
Lunch Break	12:45 - 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 managed by the SFL Administration. It is responsible for determining, regulating and examining the scope of English offered at the Preparatory School. It is also the unit where students can apply for any kind of requests, suggestions and problems related to their education.

## Modern Languages Department

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 Japanese, Chinese, and German. These courses are three-credit elective courses with 3 ECTS credits.

## CHAPTER 2

### ACADEMIC ISSUES

#### 2.1- Academic Calendar

You can access the academic calendar of 2023-2024 by clicking on the link below.

<https://en.iyte.edu.tr/academic/academic-calendar/>

#### 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 an academic year 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.

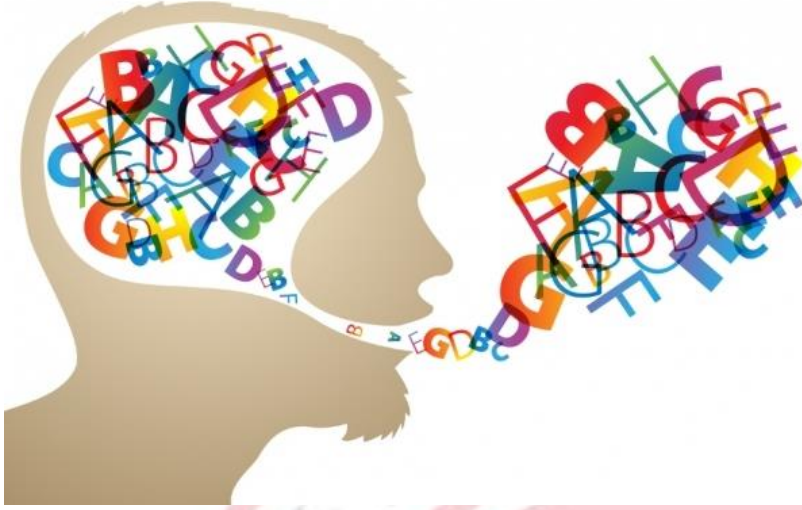
Group Name	Course Name	Weekly Course Hours	Starting Level (CEFR)	Final Level (CEFR)	Purpose
Level 1	Integrated skills	26	A1+	B1	EGP*
Level 2	Integrated skills	24	A2+	B1	EGP
Level 3	Integrated skills	20	B1	B1	EGP & EAP**

\*English for General Purposes

\*\*English for Academic Purposes

#### 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 to increase students' proficiency level and their self-confidence in reading, writing, listening and speaking, 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, discussion 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 – Testing & Assessment System**

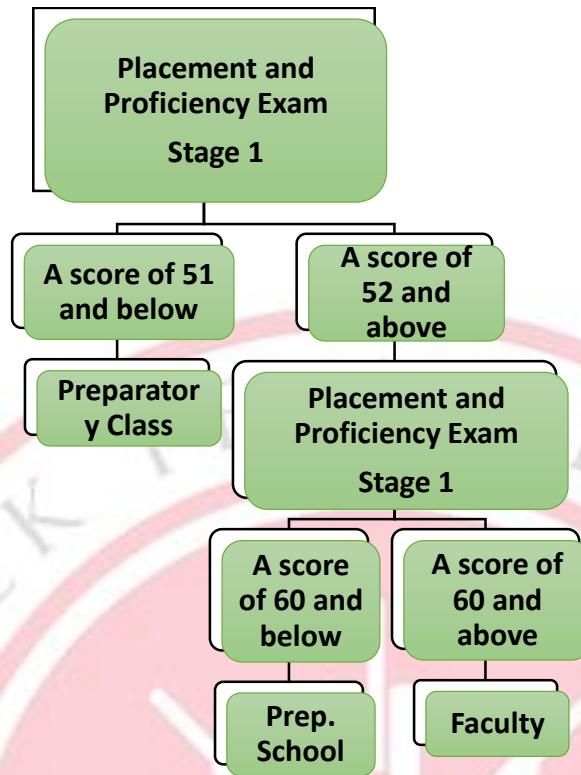
### **2.4.1 – Exemption from English Preparatory Class**

For undergraduate and graduate students, the exemption conditions for the School of Foreign Languages English Preparatory Class are in the following:

- a. Those who have succeeded in the two-stage 'Placement and Proficiency' exam held by the School of Foreign Languages.

Students with a score of 52 and above out of 75 (a success rate of 70%) will be eligible to take the second stage of the exam. Students who score 51 and below in the first stage of the exam will have to attend the Preparatory Class. Students who do not attend the second stage of the exam, despite getting a passing score from the first stage of the exam cannot be exempted from the Preparatory Class. Students who are eligible to take the second stage of the exam are entitled to continue their education in their faculties if they can score 60 and above out of 100 in this exam (see Figure 1).





**(Figure 1. Placement & Proficiency Exams)**

- b.** Those who submit a valid language certificate from the language exams whose equivalence is accepted by the Higher Education Council, provided that it is not older than 5 years in cases where the validity period is not specified on the exam document.
- TOEFL (IBT): 84 and above
  - PTE (Academic): 71 and above
  - YDS / e-YDS / YÖKDİL: 70 and above
  - CPE: C and above
  - CAE: B and above
- c.** Those who submit an official document stating that they have completed their secondary education in the last 3 (three) years in a secondary education institution located in a country where English is spoken as the first language.
- d.** Those who submit an official document stating that they have completed their education fully in English among the graduate students who applied to our institute within 3 (three) academic years from the graduation of the undergraduate and graduate programs of higher education institutions that provide 100% English medium of instruction. (For example: 2020/2021-2021/2022-2022/2023 for candidates applying for the 2023/2024 academic year)
- e.** Those who submit an official document stating that the candidates for undergraduate programs, coming from the undergraduate programs of higher education institutions that provide education fully in English, have completed their education in English.

## 2.4.2 – Placement in English Preparatory Class

All undergraduate students who cannot meet the conditions mentioned above and graduate students who are required to be proficient in English to continue their programs are placed in one of the three levels available according to the results of the Placement and Proficiency exam administered by the School of Foreign Languages and they continue in the same level throughout the year. Level requirements are based on the Common European Framework of Reference for Languages (CEFR). Being placed in these levels, students are expected to reach B1 (Intermediate) level at the end of the academic year. The table below shows the relevant details for all levels.

Level Name	Entry Level (Based on CEFR)	Exit Level (Based on CEFR)
Level 1	Elementary (A1-A2)	B1
Level 2	Pre-Intermediate (A2-B1)	B1
Level 3	Intermediate (B1)	B1+ EAP*

\*English for Academic Purposes

After students are placed in levels, it is not possible to make any changes. Therefore, participation in the first stage of the exam is crucial. Students who do not take the exam start from the lowest level, 'Level 1'.

## 2.4.3 – Successfully Completing the English Preparatory Class

In order for students to graduate from Preparatory Class successfully, their End of Year Success Score must be at least **60** (out of 100), which is the sum of the **60%** of the Yearly Achievement Score and **40%** of the Final Exam score, provided that the Final Exam score is at least **50** (out of 100).

The Yearly Achievement Score is obtained by adding 60% of the Term Exam average, 20% of the Quiz average, and 20% of the Student Activity Grade (SAG) average.

2 Term Exams and 4 Quizzes are administered in an academic year and SAG scores are given 2 times. In addition, students receive individual and/or collective written and/or verbal feedback from their teachers regarding the assignments, presentations, etc. they are responsible for.

**End of Year Success Score = Yearly Achievement Score (%60) + Final Exam Score (%40)**

**End of Year Success Score ≥ 60: PASS** ✓

**End of Year Success Score <60: FAIL** ✗

### 2.4.3.1 – Yearly Achievement Score

The average of the scores collected out of 100 in both academic terms constitutes the Yearly Achievement Score. Students with a Yearly Achievement Score of 60% or more are entitled to take the Final Exam as long as they make sure not to fail due to absenteeism. The following tables show relevant details.

#### Fall Term

<b>Assessment Tool:</b>	<b>Skills Assessed and Weighting:</b>
<b><u>%20 Student Activity Grade (SAG)</u></b>	<u>20% SAG</u>
<b><u>%20 Quizzes</u></b>	<u>10% Quiz 1</u> 1. <u>Use of English</u> 2. <u>Vocabulary</u>
	<u>10% Quiz 2</u> 1. <u>Listening Comprehension</u> 2. <u>Reading Comprehension</u>
<b><u>%60 Term Exam</u></b>	<u>10% Listening Comprehension</u> <u>10% Vocabulary</u> <u>20% Use of English</u> <u>20% Reading-Comprehension</u> <u>20% Writing</u> <u>20% Speaking</u>

#### Spring Term

<b>Assessment Tool:</b>	<b>Skills Assessed/Weighting:</b>
<b><u>%20 Student Activity Grade (SAG)</u></b>	<u>20% SAG</u>
<b><u>%20 Quizzes</u></b>	<u>10% Quiz 1</u> <u>Writing</u>
	<u>10% Quiz 2</u> <u>Presentation</u>
<b><u>%60 Term Exam</u></b>	<u>20% Listening Comprehension</u> <u>20% Reading Comprehension</u> <u>20% Writing</u> <u>25% Use of English</u> <u>15% Vocabulary</u>

### 2.4.3.1.a. Student Activity Grade (SAG)

The in-class performance of the student evaluated within both terms constitutes 20% of the Yearly Success Score. The performance score includes assessment in three different categories which are “Presentations”, “Completion of in-class tasks” and “Online Practice”.

- Students who miss the Student Activity Grade (SAG) tasks are not given make-up tasks. However, these students can hand in their task to their instructor and receive feedback within 3 days. These late tasks will not be included in their grade.
- Detailed information about SAG will be shared in the Assessment Practices Booklet at the beginning of the term.

### 2.4.3.1.b. Quizzes

These exams are composed of the Use of English, Vocabulary, Listening Comprehension, Reading Comprehension, Writing and Speaking-Presentation parts. In addition to multiple choice questions, these exams include open-ended and gap-fill questions and tasks assessing the presentation skills. During the academic year, two in each semester, a total of 4 quizzes are administered.

Students are responsible for the targeted skills, structures and vocabulary in the lessons taught until the week of the exam.

### 2.4.3.1.c. Term Exam



These exams are composed of the Use of English, Vocabulary, Listening Comprehension, Reading Comprehension, Writing and Speaking-Interview parts. In addition to multiple choice questions, these exams include open-ended questions assessing the skills for writing a paragraph or an essay and speaking. During the academic year, 1 in each semester, a total of 2 Term Exams are administered.

Students are responsible for the targeted skills, structures and vocabulary in the lessons taught until the week of the exam.

### 2.4.3.2 –Final Exam

This exam is composed of the Use of English, Vocabulary, Listening Comprehension, Reading Comprehension, Writing and Speaking-Interview parts. In addition to multiple choice questions, the exam includes open-ended questions examining the skills for writing an essay and speaking.

Students are responsible for the targeted skills, structures and vocabulary in the lessons taught during the whole year.

Assessment Tool:	Skills Assessed and Weighting:
Final Exam	25% Writing ('Essay') 25% Speaking 15% Reading Comprehension 15% Use of English 10% Listening Comprehension 10% Vocabulary

*(The School of Foreign Languages Directorate reserves the right to make changes within its authority regarding the content of the exam.)*

#### 2.4.4 – Exam Dates

Detailed information will be included in the information booklet that will be shared at the beginning of the semester.

#### 2.4.5 – Exam Administration Procedures

*The School of Foreign Languages Directorate reserves the right to make changes within its authority regarding the examination principles.*

It is not possible to request a change in the date and time of the exams due to any excuse. Students are informed about the details of the exams in the 'Announcements' section on <https://ydyo.iyte.edu.tr/> before the exam dates. Students are obliged to follow the announcements regarding the procedures and operation of the exams and read them in detail.

#### Administration Procedures for Exams::

- No one except the students who will take the exam is allowed inside the exam buildings.
- After the exam has started, it is not possible to leave the classroom even for a short time for any reason. Students can only leave the exam session after handing in their exam documents.
- Students who have finished the exam have to leave the building quickly after handing in their exam documents. Students cannot wait inside or around the building after the exam.
- It is the responsibility of the students to bring stationery items such as pencils, erasers and sharpeners required for the exam. Students are not allowed to exchange these materials during the exam.
- It is the responsibility of the students to follow the announcements about the exam entirely and comply with the warnings of the proctors during the exam. Therefore, students who do not comply with the specified rules forfeit the right to take the exam.



## 2.4.6 – 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.

Students who cannot attend an exam held on the official date due to any health problems are entitled to be given a make-up exam (see Article 2.4.7) provided that they submit an official 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. In addition, petitions can be sent to [ydyo@iyte.edu.tr](mailto:ydyo@iyte.edu.tr) via e-mail.

Students, officially assigned to events organized by the Rectorate or the Department of Health, Culture and Sports (SKS), will be deemed to be on leave during the course hours and/or days specified on the official permit slip sent to our school by the relevant units.

## 2.4.7 – Make-up Exams

Students are entitled to take a make-up exam for Term Exams and Final Exam as long as they meet the necessary conditions (see Article 2.4.6). However, there is no make-up exam for Quizzes.

The right to make up for quizzes is only granted to students with certain special conditions. Students who have been officially assigned by the Rectorate or SKS hold the right to be given make-up exams for the quizzes they miss.

Venue and date information of make-up exams will be announced on the website of our school and by instructors in classes in due time.

## 2.4.8 – YOBS

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 Term Exam, Quiz, SAG and Final Exam scores
- All Proficiency Exam results
- Class attendance status

Students who forget their YOBS password must contact Bülent YİĞİTALP (bulentyigitalp@iyte.edu.tr) or Bilal KOÇ (bilalkoc@iyte.edu.tr) at the Information Technology Department of our Institute.

## 2.4.9 – Students who are not successful at the end of the year

Students who are unsuccessful at the end of the year, but fulfill their attendance obligation, can attend summer school and/or take the July Proficiency exam (month may change according to the academic calendar). Students who get a score of 60 and above from the summer school final exam or the July proficiency exam are considered successful and they can move on to their faculties.

The maximum period of study in the preparatory class is 2 academic years. Detailed information and the decision of Senate on this issue is available on our website.

### 2.4.9.1 – Proficiency Exam

The English Proficiency Exam can be administered as a single or multi-stage test. The method of application of this exam is decided by the School Directorate. Sample exams are published on the web page.

All newly registered undergraduate, graduate and foreign students and students who have the right to continue their second year (even if they failed due to absenteeism) can attend the September Proficiency Exam. These students see their names on the announced student list without the need for any prior application to take the exam.

A separate English Proficiency Exam is administered for DGS, Additional Placement and YÖS students who register after the academic year starts.

Graduate students who are registered to the School of Foreign Languages (SFL) and fulfill their attendance obligation, graduate students who are on leave for one year for various reasons, and graduate students who apply for the Institute for the Spring semester can attend January English Proficiency Exam (month may change according to the academic calendar) held in the middle of the academic year.

All undergraduate and graduate students who are registered to SFL and fulfill their attendance obligation, students who are on leave for one year for various reasons, candidate graduate students who fail the January English Proficiency Exam, and graduate students who apply to the Institute for the Fall semester can attend the July Proficiency Exam (month may change according to the academic calendar) held in the summer at the end of the academic year.

## CHAPTER 3

### ABSENTEEISM LIABILITY AND REGULATIONS

#### 3.1 – Absenteeism

Students of IZTECH School of Foreign Languages are required to attend 85% of the Prep Class courses. The maximum number of absenteeism depends on the level students have been placed into. Students who have been absent for more than the course hours specified in the table below are considered unsuccessful (see article 9 of our regulation for more detailed information). Students announced to have failed due to absenteeism cannot attend the Final Exam and Summer School of that academic year. These students also lose their right to take the July Proficiency Exam (months may vary according to the academic calendar).

Level	Maximum course hours of absenteeism:
L1 Kuru	117 class hours
L2 Kuru	108 class hours
L3 Kuru	90 class hours

Students are marked absent even if they submit an official medical report. However, those who have been officially assigned by the Rectorate or SKS to participate in the activities will be considered on leave for the duration specified on the permission document.

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

#### 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/egitim/yonetmelik/>



## CHAPTER 4 STUDENT CLUBS

### 1. Community Service Activities

The unit carries out social and educational projects and activities that contribute to students' social academic and individual development and raises their awareness on social issues.

By designing projects and organizing activities, it provides cooperation and interaction between SFL and its stakeholders in the society.

Students are informed about the details of the projects and activities in the 'Announcements' section on <https://ydyo.iyte.edu.tr/> and on social media accounts.

Some projects carried out in previous years are as follows:

- Charity Bazaar
- Charity Run
- Educational Excursions



### 2. Extracurricular Activities

#### ***What is an extracurricular activity?***

It is a club that can help you meet new people and make friends, all in a relaxed and creative atmosphere outside the traditional classroom where we can encourage students to actively use English while doing activities that they enjoy. It is a great way to spend your free time, and also an inexpensive way to have fun!

We started the Extracurricular Activities with the hope that students who attend the club meetings will achieve three main goals:

- Practicing the vocabulary and structures they have already covered in their individual classes.
- Expanding their knowledge of vocabulary and structures with new ones they discover during their club activities.
- As a result, they will have benefited from the club activities by both consolidating their current knowledge and discovering new items of vocabulary and structures that will definitely help to improve their English skills.



During the Fall and the Spring Term(s), we will have three club activities as part of the Extracurricular Activities Unit:

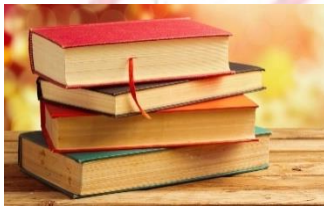
\* Book Club

\* Podcast Making Club

\* Magazine Club

### Book Club

- **Why should you join our SFL Book Club?**



- Reading is good for your brain and it broadens your horizons.
- It also improves your English writing skills.
- It is a social activity, so you will learn new things from others.
- The reading materials will be provided by our school.
- At the end of each term, you will have finished reading three interesting books.
- Being provided a welcoming environment to read inspiring books and participate in book discussions and reviews, you will be able to enrich your knowledge of language skills in English.
- It is a good opportunity for you to improve both your academic and life skills.

### Podcast Club

The purpose of the Podcast Club is to give students an opportunity to produce a podcast in English, which would include preparing interviews and scripts, recording the episodes, editing, and disseminating.

(Last year, six students met and determined the title of our podcast as “The Voices of IYTE.” Students interviewed a selected group of students, faculty members, and alumni to highlight the diverse voices and perspectives present at IYTE.)



- **Why should you join our Podcast Club?**
- You will increase your written English proficiency through requesting participation, writing scripts and interview questions, and promoting the podcast episodes.
- You will gain a better understanding of how podcasts are produced.
- You will exercise leadership and communication skills as you collaborate with a diverse group of people while you are seeking participation of guests and preparing for the episodes.
- Learning how to record and edit episodes.
- Disseminating the episodes and promoting them to the IYTE community.

ydyo.iyte.edu.tr

@sfl.iztech

## Magazine Club

The purpose of Magazine Club is for students to not only practice their English through writing different pieces, like poetry, essays and op-eds, but also to create a space for students to explore current events and discuss issues on campus that they are passionate about through design and writing.

With a group of students, we will publish a one-time magazine project that discusses issues and different topics at IZTECH and in the prep class. There will be a core group of students who will help run the magazine, developing topics, calling for submissions from other students, and editing the final project.



- **Why should you join our Magazine Club?**
- You will understand what it takes to publish a magazine.
- You will gain leadership skills through looking for submissions and determining topics, as well as teamwork skills by working together in a group to develop a large project.
- You will have the opportunity to contribute your own work and have your pieces published.
- **Also;**
- You will understand what it takes to publish a magazine.
- You will gain leadership skills through looking for submissions and determining topics, as well as teamwork skills by working together in a group to develop a large project.
- You will have the opportunity to contribute your own work and have your pieces published.

### **Interested? How to join our club?**

- Just wait for the announcements for our clubs at the beginning of the new term, we are looking forward to seeing you there!
- For any further questions you can always contact us!

**DON'T FORGET TO FOLLOW US FOR SFL ANNOUNCEMENTS, ACTIVITIES AND MORE!!!**



**@sfl.iztech**

## CHAPTER 5

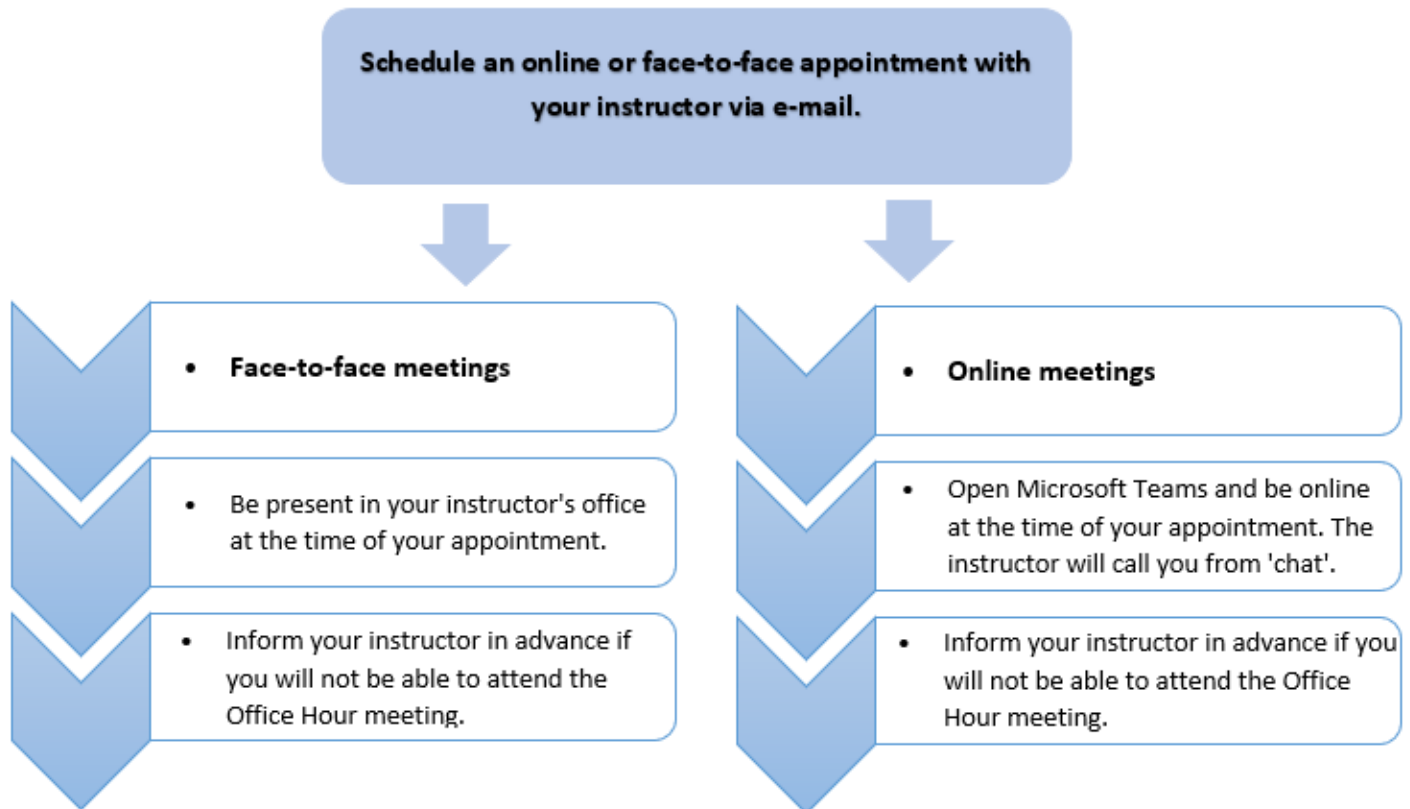
### IMPORTANT NOTES

- **Office Hour**

Office Hours, during which students are given personal feedback on their studies, will be offered face to face or online in the 2023-2024 Academic Year. Online Office Hours will be conducted on Microsoft Teams.

1. Students are required to schedule appointments for the Office Hours. Students may get an appointment for an exact time and date from their instructor via e-mail.
2. Students are responsible for informing the instructor if they will not be able to attend the Office Hour meeting.
3. Office Hour meetings will take place either in the instructor's office or on Microsoft Teams, chat application. In case of the latter, the instructor will call the student from 'chat' at the time of their appointment.
4. The instructors give general feedback on the students' products, guide them through the school program or how to study, etc. in office hour meetings. These are not private tutoring sessions.

The following chart shows the related steps for Office Hour meetings:



- **Mobile Phone Policy**

During the lessons, students are expected to keep their phones on silent mode. The digital dictionary or online educational tools can only be used when allowed.

- **Book Scholarship**

Book scholarships is given to our preparatory students within our school. Students who apply for a book scholarship should apply by completing the necessary documents together with their petitions and sending them to ydyo@iyte.edu.tr until the end of the working day announced on the website.

**Required documents for application:**

1. Application petition
2. Sibling Certificate (if you have a sibling, a certificate of birth registration via e-government as a document showing this)
3. If the mother/father is not working, SSI document stating that they are not working
4. If the mother/father is working, SGK statement

**Petition Sample:**

..... / ..... / 20.....

İZMİR YÜKSEK TEKNOLOJİ ENSTİTÜSÜ  
YABANCI DİLLER YÜKSEKOKULU MÜDÜRLÜĞÜNE,

Temel İngilizce Bölümü Hazırlık ..... kuru sınıfında ..... numaralı öğrenciniz olarak yüksek okul bünyenizde vermekte olduğunuz kitap bursundan faydalanmak için başvurumun incelenmesini olurlarınıza arz ederim.

Saygılarımla,

- **Student Representatives**

One class representative and one deputy-class representative will be elected in every class at the School of Foreign Languages, in order to represent the students regarding the issues related to the students. These elected class representatives will attend certain meetings and convey the issues to the School of Foreign Languages Administration.

## CHAPTER 6

### IMPORTANT PHONE NUMBERS

#### Phone Numbers of School of Foreign Languages

- Department of Basic English Student Affairs: 02327506406 (Ali ARICI, Ahmet ÇOBAN)
- 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 (Seda TANIŞ)
- 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

#### 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

#### 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 Café: 02327506538
- Kidonya (Café/Restaurant): 02327506091
- Technopark Café: 02327506913

#### Other Phone Numbers

- İzmir Urla Gülbahçe Community Clinic No 5: 02327657705
- Urla State Hospital: 02327521004
- Gülbahçe Pharmacy: 02327658318



# İZMİR YÜKSEK TEKNOLOJİ ENSTİTÜSÜ

Gülbağçe Kampüsü  
35430 Urla/İZMİR 0 232  
750 60 00  
bilgi@iyte.edu.tr