



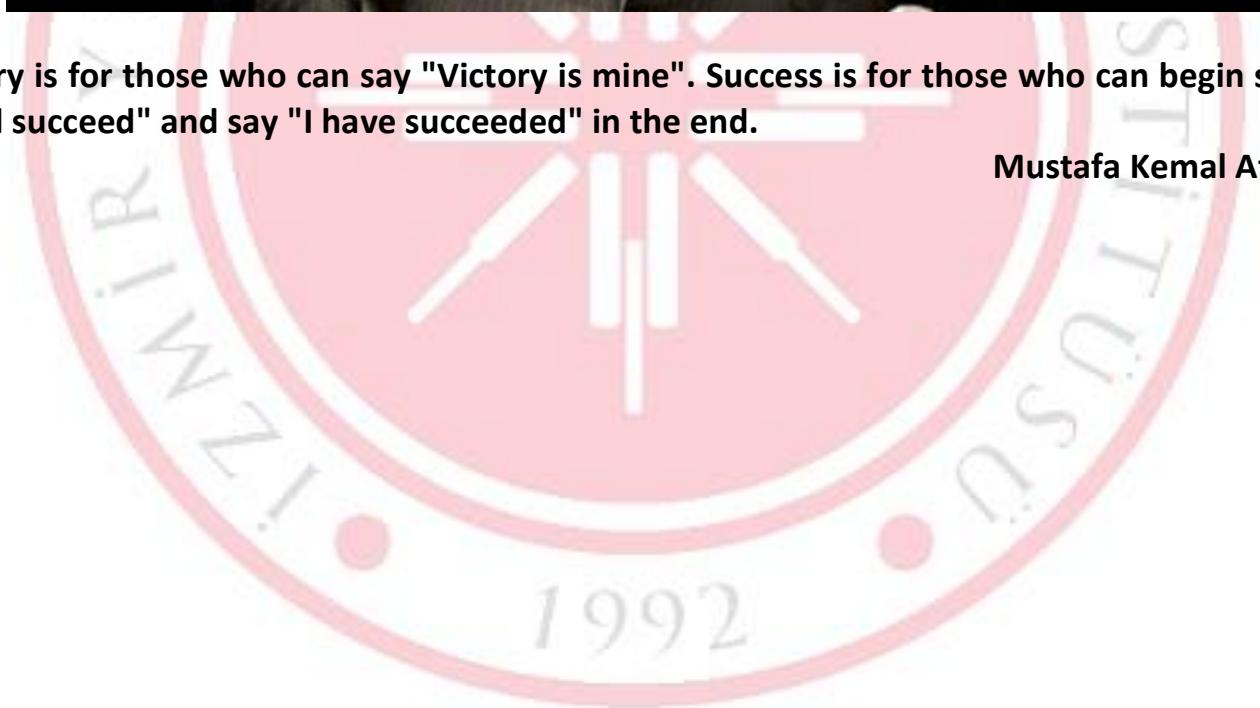
IZTECH
SCHOOL OF FOREIGN LANGUAGES
STUDENT HANDBOOK
2025-2026





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, German and Chinese Courses

Administration

Asst. Prof. Sinem BEZİRCİLİOĞLU	Director
Nevzat AKEREN	Assistant Director
Huriye YAVUZDİLER	Assistant Director

Academic Staff

Department of Basic English

Ahmet Arda YİĞİTOĞLU
Ayşe DENİZ DEMİR
Begüm AKYOL
Devrim SEREN
Drahşan İpek BALCI
Ece GÖNÇER
Emrah DÖNMEZ
Emrah GÜMÜŞBOĞA
Fulya ÇOLAK
Gaye ALEVOK KILINÇ
Gökçen DURSUN YAKUT
Güliz ÖZGÜREL

Havva KURT TAŞPINAR
Helen ÖZBAŞOĞLU
Huriye YAVUZDİLER
İbrahim ÇELİK
Kevi TEKGÜL
Medine TÜRKMEN
Merve KARAKAYA
Melike BOZCA
Mustafa Fatih DALYAN
Nazlı EREN
Nevzat AKEREN
Pelin KIZILATA

Pelin OKYAY
Sedef ÖNDERLİ AYDEMİR
Seda ALTINER
Seda CAN PAYDAŞ
Seda C. BÜTÜN ÇIRAKOĞLU
Seda ÇIRAK GELME
Serdar ÇINAR
Seval ŞENTÜRK DURMUŞ
Şirin YİĞİTOĞLU
Tuğçe KARAULUTAŞ SARI
Yasin LENGERLİOĞLU

Department of Modern Languages

Asst. Prof. Sinem BEZİRCİLİOĞLU
İnci MISIRLI KARABULUT
Meltem ŞEN
Müge ÇALIŞKAN
Aksu ALTINAYAR
Emirhan ULUDAĞ
Senem Cenay UĞUR
Özcan KAHRAMAN
Umut Salih ÖZBAY
Minghua XING
Hayat GÜRDAL
Mehmet Ümit AYDIN

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

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
24 class hours/week	22 class hours/week	20 class hours/week

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, German and Chinese. 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 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 B2 (Upper-Intermediate) level.

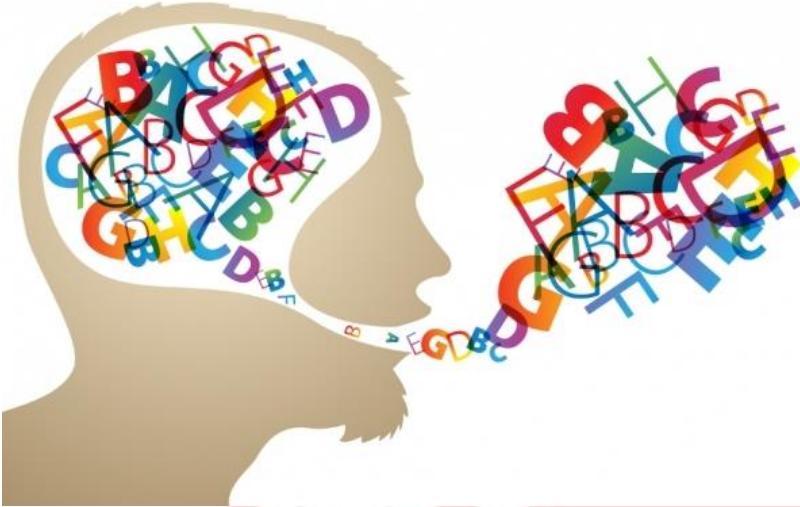
You can see the course details for all classes on the table below.

Group Name	Course Name	Weekly Course Hours	Starting Level (CEFR)	Final Level (CEFR)	Purpose
Level 1	Integrated Skills	24	A1	B2	EGP*
Level 2	Integrated Skills	22	A2	B2	EGP
Level 3	Integrated Skills	20	A2+	B2	EGP

*English for General 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



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 as follows:

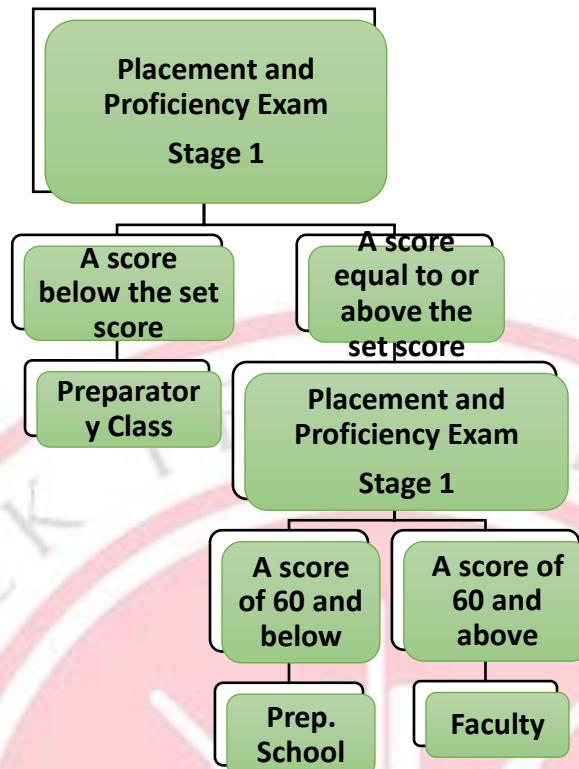
- a. Those who have succeeded in the two-stage 'Placement and Proficiency' exam held by the School of Foreign Languages.

Students with a score equal to or above the score set by the School of Foreign Languages will be eligible to take the second stage of the exam. Students who score below the set score 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).

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,



(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 the certificate 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 (Cambridge C2 Proficiency): C and above
 - CAE (Cambridge C1 Advanced): B and above
 - Cambridge Linguaskill General: 160-166 and above
 - Oxford Test of English Advanced: 121-125 and above
 - Oxford Test of English: 121-125 and above
- c.** Students 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.** Graduate students who submit an official document stating that they have completed their education fully in English on condition that they apply to our institute within 3 (three) academic years following their graduation from undergraduate and graduate programs of higher education institutions that offer 100% English medium of instruction. (For example: 2022-2023 / 2023-2024 / 2024-2025 graduates applying for the 2025/2026 academic year)

- e. Transfer students who submit an official document stating that they have completed their education in English in the undergraduate programs of higher education institutions that offer 100% English medium of instruction.

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(s) 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 B2 (Upper-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	A1	B2
Level 2	A2	B2
Level 3	A2+	B2

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 Stage 1 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 Class Performance Grade (CPG) average.

2 Term Exams and 6 Quizzes are administered in an academic year and CPG 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 they do not fail due to absenteeism. The following tables show relevant details.

Fall Term

Evaluation	Skills Assessed:
%20 Class Performance Grade (CPG)	CPG: %10 In-Class Activities %5 Online Practice %5 Active Participation
%20 Quizzes	QUIZ 1 1. Vocabulary 2. Language Use QUIZ 2 1. Vocabulary 2. Language Use QUIZ 3 1. Listening Comprehension 2. Reading Comprehension
%60 Term Exam	%20 Language Use %20 Reading Comprehension %20 Writing %20 Speaking %10 Listening Comprehension %10 Vocabulary

Spring Term

Evaluation:	Skills Assessed:
%20 Class Performance Grade (CPG)	CPG: %10 In-class Activities %5 Online Practice %5 Active Participation
%20 Quizzes	QUIZ 4 Writing QUIZ 5 1. Vocabulary 2. Language Use QUIZ 6 Presentation
%60 Term Exam	%30 Language Use %20 Reading Comprehension %20 Writing %15 Listening Comprehension %15 Vocabulary

2.4.3.1.a. Class Performance Grade (CPG)

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 “Active Participation”, “Completion of in-class tasks” and “Online Practice”.

- Detailed information about CPG 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 Language Use, 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 presentation skills. During the academic year, a total of 6 quizzes are administered, 3 in each semester.

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 Language Use, 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 Language Use, 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	20% Writing ('Essay Writing') 20% Speaking 20% Reading Comprehension 20% Language Use 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 Assessment Practices booklet that will be shared by TAU 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.
- Students are required to have a photo ID (student ID, driving license, passport, etc.) on the day of exams.
- Students are required to leave their muted mobile devices on their proctor's desk before the start of each session in an exam and get them back after submitting their exam papers.
- Wearing hats or caps during exam sessions is not allowed.
- After an 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 in or around the buildings 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 entirely the responsibility of the students to follow the announcements about the exam and comply with the warnings of the proctors during the exam. Therefore, students who do not comply with the specified rules forfeit their rights 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 the 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 the 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 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 only 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 granted only 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 – UBYS

IZTECH School of Foreign Languages uses UBYS (which can be accessed at <http://ubys.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 UBYS. Students log in to this system by using their university email accounts and their passwords.

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

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

The students having issues on UBYS can contact uzem-ydyo@iyte.edu.tr.

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 August Proficiency Exam (the month may change according to the academic calendar).

Students who get a score of 60 and above from the summer school final exam and/or the August Proficiency Exam or the September Proficiency Exam (for students who have studied in the Preparatory Class for only one year) 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 and announcements 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 take the January English Proficiency Exam (the 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 take the August Proficiency Exam (the 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 August Proficiency Exam (months may vary according to the academic calendar).

Level	Maximum course hours of abseentism:
L1 Kuru	119 class hours
L2 Kuru	109 class hours
L3 Kuru	99 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
- October 29th Republic Day Picnic



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.



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



@sfl.iztech

CHAPTER 5

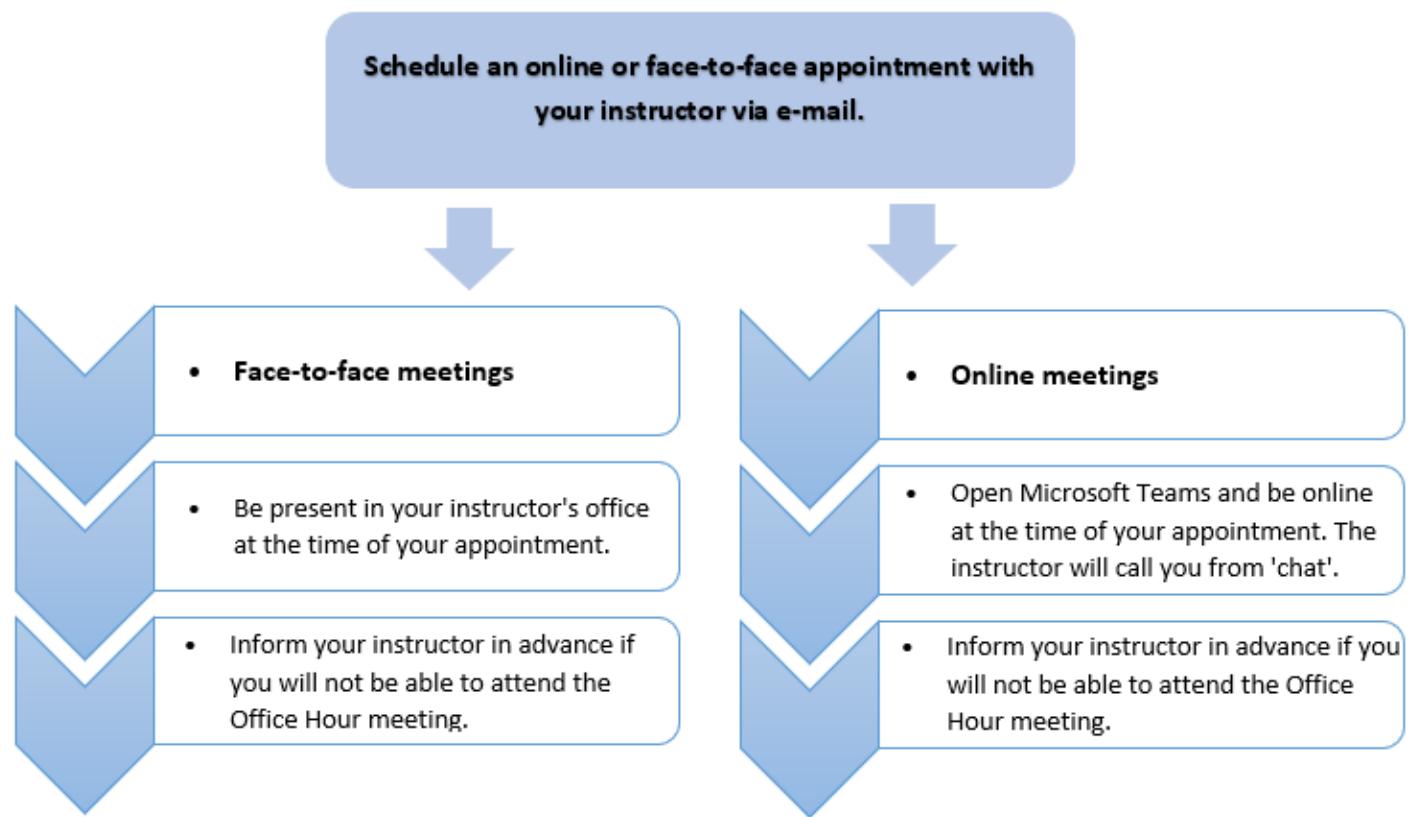
IMPORTANT NOTES

- **Office Hour**

Office Hours, during which students are given personal feedback on their studies, will be offered face to face or online in the 2025-2026 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**

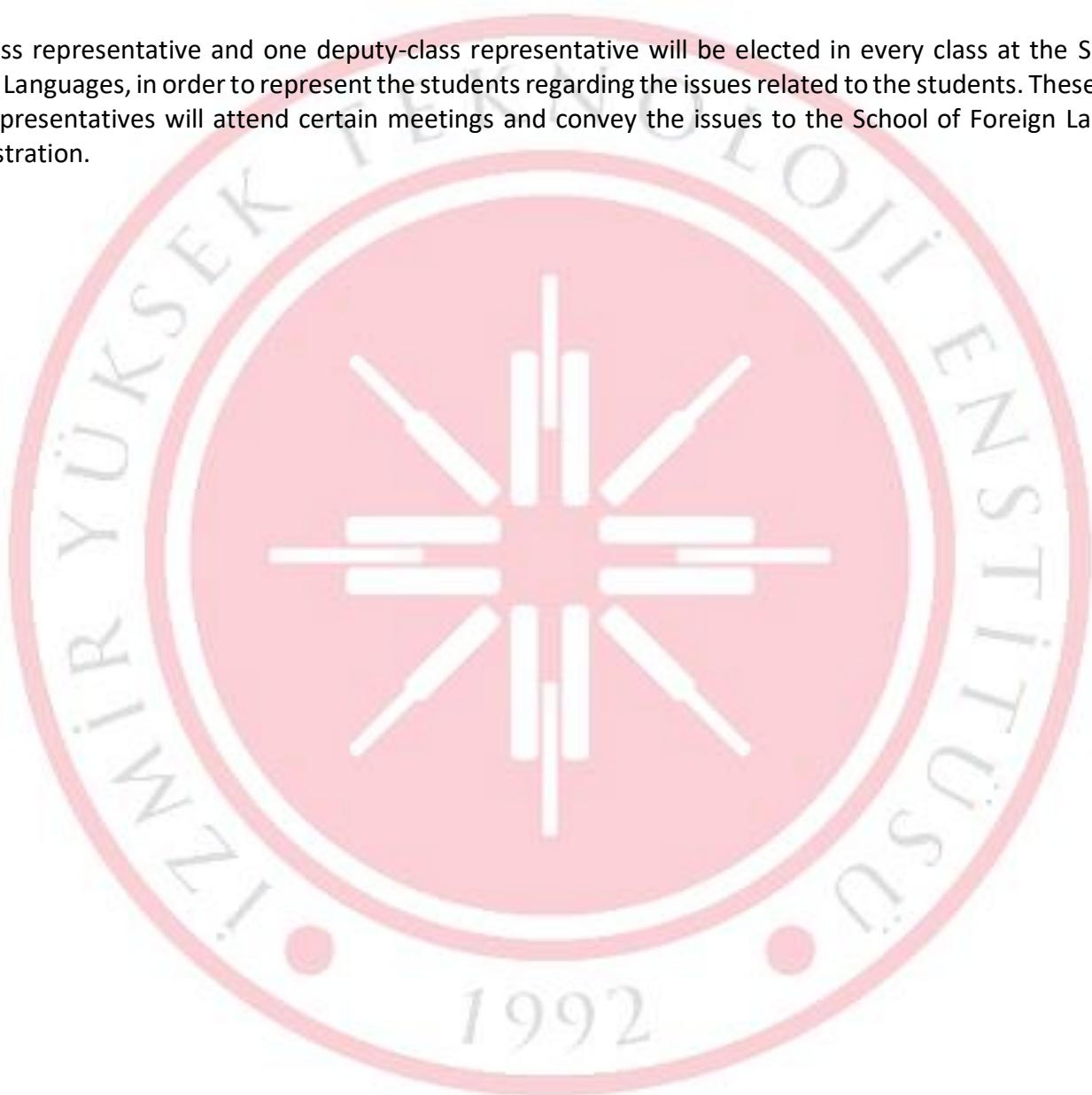
During the lessons, students are expected to keep their phones on silent mode. The digital dictionary or online educational tools can only be used when allowed.

- **Tardiness to Classes:**

If you are late to classes, you will not be admitted to classes and you will not be able to participate in class activities. In this case, your (CPG) 'Classroom Performance Grade', which constitutes 20% of the Yearly Achievement score, may be reduced. It is therefore also important to arrive on time.

- **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
- School of Foreign Languages Private Secretariat: 02327506400
- School of Foreign Languages Secretary General: 02327506405
- 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

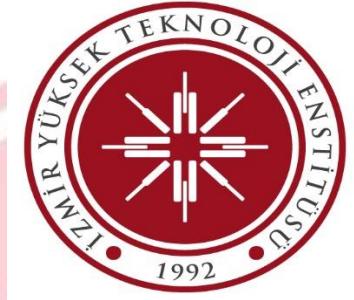
- The Centre for Health, Culture and Sports: 02327506200
- Psychological Counselling and Guidance: 02327506211
- Sports Centre: 02327506220

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

Gülbahçe Kampüsü
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750 60 00
bilgi@iyte.edu.tr