ÜSKÜDAR UNIVERSITY
FOREIGN LANGUAGES DEPARTMENT
PREPARATORY SCHOOL

2021-2022
ACADEMIC YEAR
STUDENT HANDBOOK

CONTENTS

Message from the Rector

Dear Students,

I salute you all from my heart. I believe that your choice to be a student at Üsküdar University is an expression of your confidence in us. I want you to be sure that we are in full consciousness to fulfill the responsibility that this trust has placed in us. We take the mission of giving you an education above the world standards seriously, and we are excited and honoured to be able to achieve this ideal. Our efforts are developed on the basis of the "successful person, the successful society; happy person, happy society" principle. With the awareness of equipping you with features of a global citizen, we are here to offer you a first class education with the power we receive from you. Our strategic goal is to become one of the top 500 universities in the world and to exceed world standards. Our aim is to train well- equipped and high-minded students who have a healthy thinking ability, who have awareness of the major issues in Turkey and around the world, who have awareness of professional ethics, and who are ready to improve themselves and the society. In our university, we offer education with more than 250 academicians and clinicians, 6 faculties, 1 Vocational School of Health Services, 40 departments, 59 programmes, 5 institutes, 30 research and application centres and 70 laboratories. Üsküdar University aims to educate you in academic and clinically professional standards and started operating in 2012-2013 academic year with your faith and trust. In 1998 we took the "Memory Centres of America" Representation in Turkey and started our journey in "Health Technology" , in 2011 we established Üsküdar University as a foundation university. I wish you a pleasant learning experience in your higher education journey.

Prof. Nevzat TARHAN
Founder Rector

Message from the Director of ÜUFLD

Dear Students,
Welcome to Üsküdar University Foreign Languages Department Preparatory School. We strongly believe that the future will depend on well-educated, sophisticated people. Our aim is to educate these people who will create a better future for all of us. Our greatest goal is to help you implement your critical, creative thinking and problem solving skills with advanced language competencies as autonomous learners. We give utmost importance to diversity, ethics, collaboration and life-long learning and we believe in the power of globalization as English has become an obligation to succeed. Our preparatory school is your first step to achieve your goals with the guidance of dynamic and specialized academic staff in the field of ELT. We wish that you will have a happy, healthy and successful academic year.

Dilek BATUR SEÇER
Director of ÜUFLD

ÜSKÜDAR UNIVERSITY

Üsküdar University being the first and the sole thematic university in the field of Behavioural Sciences and Health is located in Istanbul, the only city that connects two continents. Üsküdar is located on the Anatolian side of İstanbul in the face of the historical peninsula at the starting point of the July 15th Martyrs' Bridge that connects Asia and Europe. Üsküdar University named after this beautiful town is situated at the centre of the world. Üsküdar also is in one of İstanbul's most privileged locations with easy sea, land, and underground transportation facilities. Our university's campuses on the Üsküdar and Altunizade line are inter-connected through a "smart campus" application.

Our university, is located on 45.000m2 that includes Main, Çarşı and South Campuses and Female Student Guesthouse in Nakkaştepe. Our university with campuses located at the intersection of the transportation network in Üsküdar, is at a central location of İstanbul as it is close to the public transport network such as Marmaray, Metrobus, public buses and sea transport. So, our students have easy access to our university from anywhere in İstanbul.

Out of school hours, our students may enjoy the district by visiting coastal cafes with a beautiful sea view and weather. Üsküdar cafeterias, with indoor and outdoor areas, are comfortably designed so that students can socialize with one another.

Üsküdar University;
- respects all human values,
- is committed to universal laws, national laws, universal and scientific values,
- is open to changes and novelty,
- has environmental sensitivity,
- is focused on training students with the highest standards,
- approaches to regional development from a pioneering, exemplary, value adding and participatory point of view,
- embraces all students regardless of their religion, language, race, nationality, gender, color,
- adopts self-criticism, liberalism, pluralism and participation of democratic values,
- maintains the basic values of society, keeps social benefit in the forefront and is sensitive to social problems,
- has the principles of equality, reliability and rationality; ethical values, self-criticism and scientific bounds are in the forefront,
- follows a knowledge seeking, collecting, transmitting, conserving, researching, producing, sharing and excellence achieving method,
- keeps transparency and accountability in the activities in the forefront,
- gives utmost importance to international relations and tries to be the science center for Turkish citizens living abroad,
- tries to reach to the level of contemporary civilizations, without losing its core values, supports European Union accession process,
- provides and continuously improves the job satisfaction of academic and administrative staff.

ÜSKÜDAR UNIVERSITY AIM

Our aim is to be unique in the field of Behavioural Sciences and Health,
- to contribute to the academic world by producing knowledge above world standards,
- to develop projects in line with this, to create resource for the entire production process,
- to perform collaborations and train qualified people.

ÜSKÜDAR UNIVERSITY VISION

- To produce science and service by qualified staff by working with similar methods for common purposes in various disciplines such as Mind-Body Health and Diseases, Medicine, Genetics, Social Sciences and Bioengineering, Basic Sciences, Spiritual Sciences, Family Counselling.
- To maintain and improve the mental health of the people of our country and our society by displaying a holistic approach in the fields of history, culture, social sciences and health.
- To develop high-quality education, training, research and application programmes aimed at modern people and supported by the use of human-oriented technology.
- To be a pioneer, exemplary, universal university that adds value to regional development.
- To give world-class education in Turkey.

ÜSKÜDAR UNIVERSITY MISSION

- To be a university that provides education and research opportunities which contribute to socio-economic and cultural structure of our country in the fields of science, health, history and tourism at international level.
- To be a pioneering and exemplary university that contributes to urban and regional development utilising our country's natural, cultural, economic and social resources.
- To provide high quality education, research, and application programmes using contemporary technology.
- To develop high quality academic programmes that meet the needs of our country and by using resources in the most efficient way, to produce solutions to health problems and perform scientific activities.
- To be a national, international, contemporary, participatory, researching and science producing university based on Turkey's natural and cultural resources, and touristic, agricultural, social and economic assets.

OUR MISSION

Üsküdar University Preparatory Programme is mainly for students whose level in English language is not sufficient to follow their faculty studies. Therefore, the programme aims at improving students' competency and skills in English language at academic level in order to prepare them for their faculty studies.

OUR VISION

Our vision is to contribute to the educational life of the students with the latest educational materials by presenting the highest quality in education and teaching the students to use four skills successfully. Our Programme aims at developing students' linguistic accuracy and range in English language as well as introducing a critical approach to thinking, reading, speaking and writing in an academic environment. The students will be equipped with the survival skills they need not only during their under-graduate studies but also after they graduate and become active agents in academic, professional and social environments.

We employ a learner-centred approach to develop our students' academic, linguistic and critical thinking skills. To this end, we make sure all our classes are based on the principles of;
• learner autonomy,
• life-long education,
• academic honesty,
• critical thinking,
• democratic learning environment,
• learner-centered constructivist methodology,
• instructor as facilitator.

OUR GOALS

Being aware of English is a global language, we become an English-medium university. The objectives of our preparatory school are;
• to improve the ability of the students in reading, writing, listening and speaking in English
• to ensure that they reach to the required level of academic English to study in their faculty departments
• to help improve students' proficiency level so that they can work effectively and equip them with sufficient study skills for academic studies with the support of language laboratories, the self-access center, the learning center, the writing center and the speaking club
• to raise awareness about different cultures and respect and share ideas with them
• to create an effective learning environment with high-technology equipment

ORGANIZATIONAL STRUCTURE

DIRECTOR

UUFLD PREPARATORY SCHOOL

INSTRUCTORS

TESTING AND ASSESSMENT UNIT COORDINATOR

- A1 TESTING UNIT MEMBER
- A2 TESTING UNIT MEMBER
- B1 TESTING UNIT MEMBER
- B2 TESTING UNIT MEMBER

LEVEL HEADS

- A1 LEVEL HEAD
- A2 LEVEL HEAD
- B1 LEVEL HEAD
- B2 LEVEL HEAD

ADMINISTRATIVE ASSISSTANT

- DIGITAL SUPPORT
- STUDENT AFFAIRS

CURRICULUM AND MATERIAL DEVELOPMENT UNIT

PROFESSIONAL DEVELOPMENT UNIT

ACREDITATION UNIT

MODERN LANGUAGES DEPARTMENT

BASIC ENGLISH

ENGLISH FOR ACADEMIC PURPOSES

ACADEMIC ENGLISH

ELECTIVE FOREIGN LANGUAGES

- SPANISH
- RUSSIAN
- ARABIC

ÜUFLD PREPARATORY SCHOOL PROGRAM AND EXEMPTION

Üsküdar University offers one of the best and highest quality preparatory programs to our students with its expert and experienced academic staff. Our aim in English language education, which is an integral part of any quality education with its professional, academic and social functions, is to enable students to have access to the latest developments in their own fields of study as well as providing them with the ability to study their majors in English. Our students at Preparatory School Program undergo a training program based on our in-house level objectives (curriculum) in alignment with the internationally recognized standard The Common European Framework of Reference for Languages. Our program begins with the registration period. The students who enroll to our university can be exempted from the Preparatory School by getting a minimum of 60 points out of 100 from the English Proficiency Exam of the Preparatory School or with the minimum scores from the exams listed below;

EXAMS	SCORES
TOEFL (Computer Based / CBT)	221-222
TOEFL (Internet Based / IBT)	84
TOEFL (Paper Based / PBT)	561-562
Pearson PTE (Academic)	71
CPE	Passing Grade
FCE	Passing Grade
CAE	B
YÖKDİL-YDS-KPDS	70

Students who demonstrate qualification level in the exams according to the standards of Üsküdar University Foreign Languages Department Preparatory School and Higher Education Council (YÖK), gain the right to pursue their studies in their faculty majors. The students who fail the Proficiency Exam are placed in our Preparatory School classes according to their English level which is also assessed with a Placement Exam.

We provide education in four skills;

Reading: at the end of the academic year or at the end of the students' program on a specific level, students will be able to read and understand authentic texts in various genres with their receptive reading skills that have acquired throughout the program.

Writing: at the end of the academic year or at the end of the students' program on a specific level, students will be able to write 350-400 word academic essays in various types, such as cause-effect, compare-contrast, classification, advantage-disadvantage, opinion, and argumentative essays.

Listening and Speaking: At the end of the academic year or at the end of the students' program on a specific level, students will be able to understand the essence of spoken text, learn about note taking techniques, summarize and paraphrase what they listen to, and understand the general function and key points of the lesson. With speaking skill, students are expected to interact with English in a variety of subjects and genres and present this language clearly and fluently and with correct vocabulary. In addition, students will be able to give academic presentations about a topic related to their field of studies.

Use of English: with the help of the main course books, e-books, and materials, our aim is to build a bridge between the students and the real world in an integrated way. The targeted grammar topics which are presented through authentic reading and listening texts using natural and appropriate linguistic context, are tailored to the level of students. The priorities of the course books are largely the content, the task, and the theme of the units rather than grammar points. In addition, with the support of the case studies in the books and the integration and interaction between the courses, we aim to make our students reach to B2 Upper Intermediate Level according to CEFR. (Common European Framework References).

We offer C level language program for students who want to further their studies in English even if they have passed the proficiency exam. At this level, we offer English for Specific Purposes (ESP) program which meets students' needs in English at faculty level. At this level, we employ Problem- Based Learning and encourage detailed research to resolve interdisciplinary problems and write academic reports to offer solutions. The process includes stages from gathering data from a variety of sources to producing a well-researched academic report with a bibliography page following the formal academic register and rules. (MLA, APA)

Specialized English programs (Academic Coaching/Professional English) are offered for the students who reach B level in addition to their regular English classes to familiarize them with the faculty- related vocabulary/concepts/arguments in their chosen field of study.
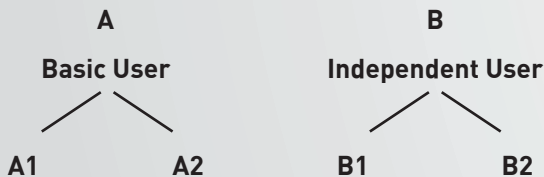
MODULES

Why Modular System?

The modular system has a flexible structure that responds quickly to changes. Each module consists of the teaching processes which operate within a systematic framework. The logic behind the Module allows the student to progress at his/her own pace and to be notified of his/her success instantly. This system allows the students who need relatively more time to learn and offers the opportunity for fast progress for high achievers. The aim of the modular system is to ensure that students reach their target language skills at the end of the module and increase the quality of our language education by closely monitoring the language development of the students in a shorter period of time.

The Modules

English Language education at our school is given on a modular basis. An academic year in the Preparatory Programme consists of 4 modules of 8 weeks. The first two modules and the last two modules are combined modules and there is a summer school for the ones who fail. According to the results of the Placement Tests, our students are placed at their appropriate level: (A1), (A2), (B1) and (B2) levels at the beginning of the fall semester. The combined modules Fall/Spring semesters consist of 16 weeks and the summer module consists of 7 weeks. The students whose levels are determined by the Level Placement Test are grouped according to their levels and they may start their education in the preparatory school in the fall semester of each year. The students who succeed in the fall semester module and who also meet the module absenteeism requirement are entitled to advance to the next module.

The Placement Test is performed to determine which levels the students will be placed into. The levels and equivalences that are determined according to CEFR are as follows:

The students who are placed at A1 Level:

- can understand and use everyday expressions.
- can understand real talk/face to face conversations.
- can introduce themselves and answer personal details about themselves. (For example, he/she could say where he/she lives, describe the people he/she meets, and the objects he/she possesses)
- can communicate in a basic way and understand someone who speaks slowly and clearly.
- can express themselves in writing by drafting short sentences (for example, filling in personal information forms, postcards, etc.).

The students who have reached A2 Level:

- can understand frequently used expressions and the ones in which they are interested in their immediate environment. (such as personal or family-related information, shopping, local geography, job applications)
- can communicate successfully in their daily lives where they will use basic and routine expressions.
- can describe their own past, their immediate environment and things that they need urgently with basic expressions.
- can write short letters and paragraphs.

The students who have reached B1 Level:

- can understand topics that they regularly encounter (such as school, work life)
- can handle all the problems and happenings that require English while traveling.
- can form sentences about simple topics which interest them and they can describe their experiences, dreams, hopes, and desires.
- can tell their ideas and plans giving reasons and they can write simple texts about the fields they are going to study.

The students who have reached B2 Level:

- can understand the main ideas of texts about concrete and abstract topics.
- can speak fluently with speakers whose mother tongue is English.
- can explain advantages and disadvantages of a situation by making clear and detailed sentences.
- can write cause-effect, advantage-disadvantage, compare-contrast, and argumentative essays regarding the department they are going to study.

The equivalents of academic levels are explained below;

A1 Level-BIRMINGHAM (Beginner / Elementary / 10-35 GSE) / A2 Level-EXETER (Elementary + / Pre-Intermediate / 32-47 GSE)

For the A1 level, which is the beginner-elementary level, or, according to GSE, between 10-30 scales, it is named as "Birmingham". "Birmingham" comes from the association of "beginner" level. Birmingham begins with the capital "B" which shows us that Birmingham students start the preparatory program as beginner level students. "Exeter" students are A2 level students who start the preparatory program as "elementary" level students or according to GSE 32 scales and end up with 47 scales. Both A1 and A2 level students start their preparatory program as Basic Users. The duration of education is 2 semesters, 4 modules in both levels. The course hours of A1 level is more than A2 level's in order to fill in the gap between the two levels. Both in A1 and A2 Levels, each module grade is calculated within itself. At the end of module 4, module averages are calculated. Each module has its own weight. 60% of the grade that will be calculated by considering the weights, 40% of the proficiency exam grade is added, the students who will get higher than 60 points are regarded successful, and they can study their faculty majors in their own departments. After the second module if the students' overall grades are below 60 out of 100, the students will repeat the same level. The unsuccessful students of Birmingham students study at "Richmond" which is the repeat class for A1 level with a pre-intermediate program after the second module. Richmond, beginning the letter "R" shows us that the students are repeating the level. The unsuccessful Exeter students repeat their levels with the successful Birmingham students after the second module. All in all, if a student is not successful in his/her module, he/she will fall behind one level. If Birmingham and Exeter students fail at the end of the 4th module they can continue with the 7-weeks Summer School Program which has a B2 level program. Summer School Program has a fee and participation is not compulsory. If the Summer School is not opened, the summer school proficiency exam is not held. If there is summer school, there will be a summer school proficiency exam and the students who have failed in this exam can also enter the proficiency exam which will be held in September with the newly enrolled students. The students who get 60 and above points in the proficiency exam are considered successful and they go to their faculty departments. The unsuccessful students have to study the preparatory school program again.

B1 Level- PADDINGTON (Pre-Intermediate+ / Intermediate/ 42-57 GSE)

B1 level students are named as "Paddington" in order to show that these students start their preparatory program as pre-intermediate + / 42 GSE scales learners. During their first module, the Paddington will cover the preintermediate level program and after their second module they will have covered the intermediate level program. So, the duration

of education and training is 1 semester, 2 modules. Course hours are less than A1 and A2 levels. Each module grade is calculated within itself. 60% of the grade that will be calculated by considering the weights, 40% of the proficiency exam are added, the students who will get higher than 60 points are regarded successful, and they earn their right to study at their departments at their faculties. B1 level-Paddington students can take the proficiency exam at the end of the first semester if their overall grade is 60 and over out of 100. The unsuccessful students will study with the successful Exeter students. On the other hand, the students who pass the proficiency exam have two choices, they can either go to their faculty departments to study their majors or they can decide to study more at the preparatory school in order to reach C1 level of English / 70-82 GSE with their own name "Paddington". In the case of unsuccessful Paddington students who fall behind, they can take the proficiency exam at the end of the 4th module. The unsuccessful students who cannot pass according to the proficiency exam results, can study in the 7-weeks Summer School Program. Summer School Program has a fee and participation is not compulsory. If the Summer School is not opened, the summer school proficiency exam is not held. Unsuccessful students who have attended or have not attended the Summer School have the right to take the Proficiency Exam at the end of the Summer School. Students who have failed in this exam must also enter the Proficiency Exam which will be held in September with the newly enrolled students. Students who get 60 and above points in the proficiency exam are considered successful and they go to their faculty departments. Students who are unsuccessful in this exam must study the preparatory class again.

B2 Level-ISLINGTON (Intermediate + / Upper Intermediate / 55-72)

According to CEFR, B2 level students-according to GSE 55-72 scales, are upper intermediate students who enter into the preparatory school program as Intermediate + students. In order to show that their starting point is B1+ or Intermediate +, they are named as "Islington" beginning with the letter "I" in association with intermediate. The duration of education is 1 semester, 2 modules. Course hours are less than A1, A2, and B1 levels. Each module grade is calculated within itself. 60% of the grade that will be calculated by considering the weights, 40% of the proficiency exam are added, the students who will get higher than 60 points are regarded successful, and they earn their right to study at their departments at their faculties. Islington level students take the proficiency exam after the second module if their overall grade is 60 and over out of 100. The unsuccessful students continue the preparatory school with the Paddington group who are the successful B1 level students. On the other hand, the successful B2 students who want to reach their C1 level can stay in the preparatory school to study more. In this case, their names become "Cardiff" to show that they are studying their C1 level. These successful students are free to go to their departments without a proficiency exam, as they have taken it before and have become successful, or they are given another proficiency exam to assess their level in C1. B2 Level-Islington students work on project-oriented courses in the third and fourth module along with the four skills.

▶

Repeat Levels – RICHMOND-EXETER-PADDINGTON

- The repeat level for A1-Birmingham students is "Richmond".
- The repeat level for A2-Exeter students is "Birmingham".
- The repeat level for B1-Paddington students is "Exeter".
- The repeat level for B2-Islington students is "Paddington" which means after the second and the fourth levels where the passing-failure appears in the system, the unsuccessful ones fall behind one level or in other words they repeat the same level without continuing with the other successful students. After the fourth module, if there are enough students registered for the summer school, the summer school program begins. At the end of a seven weeks summer school program, the unsuccessful students have a proficiency exam. Summer School is not compulsory, but students are responsible for the subjects that are taught in the Summer School program. If the Summer School does not open, the summer school proficiency exam will not be held.
- Those who are unsuccessful will attend the Proficiency Exam with newly enrolled students in September. The students who score 60 and above in the Proficiency Exam are considered successful and they can attend their faculty departments. Students who fail in this exam as well have to study in the preparatory school program again and be successful.
- Modules are designed in connection with one another. Students do not fail or pass between modules 1 and 2 and modules 3 and 4. The students are determined as repeat students only after the 2nd and the 4th modules.

COURSE CONTENTS

Our program concentrates on the development of language skills. Students are provided with writing, listening, note-taking, speaking, and reading skills.

Course contents have been prepared in order for the students to use these skills in both integrated and separated ways.

During the courses, students learn the general factors of the target language including grammar and vocabulary. They turn the input into behaviors after learning and understanding phase. Students improve the targeted language with textbooks, worksheets, activities, case studies, and dialogues.

Students develop targeted reading-comprehension skills, reading techniques and vocabulary by reading scientific texts, narratives, literary texts, articles, documentaries,

and newspaper reports that are determined by module levels. In addition, students also develop their writing skills in the Preparatory School. Class activities, assignments, portfolios and additional studies are applied with great caution in terms of improving the written expression skills of the students.

Students' listening-understanding and speaking skills are also developed using interactive tools such as textbooks, songs and pictures, note-taking skills, writing summaries, and paraphrasing. These studies are reinforced by presentations and classroom discussions.

Students can also improve their language skills by using online activities outside the classroom and they can also get support from their instructors during in class activities and also in their after school activities, such as the speaking club, the writing center, and the learning center.

The primary goal of the Preparatory School is to implement our students' English level to the point where they will be able to follow their program in their faculties in order for which modular system is applied in the Preparatory School. There are two unified modules and one summer school courses in the Preparatory School. Students' whose English level is determined according to the Placement Examination are grouped in A1, A2, B1, B2 as mentioned above and start Preparatory School program.

COURSE BOOKS

The books which are going to be covered in the courses are available to buy online on https://hazirlik.uskudar.edu.tr web page. Students should go to the mentioned mail address, click on the online books, choose Üsküdar University, write their class codes and buy their books online. It is not mandatory for our students to buy the books from that link but the link can be a kind of support to buy the books easily regarding the pandemic conditions, what is more, publishers guarantee that the books will be sold at the lowest price on the market on these links.

Students are required to use the original books because photocopied books are a major copyright violation, and therefore illegal. Additionally, interactive book codes that students will use throughout the year are not available in pirated books. The program of the Preparatory School is supported by internet platforms in order to enable students to become involved in foreign languages and to allow them more opportunities to practice. Using the codes that come with the books, the work and progress of the students are regularly monitored and evaluated by the instructors through these internet platforms. Students' work on these platforms has an impact on their end of module success scores.

SUPPORT UNITS

INTERACTIVE SMART BOARDS

The smart boards are complementary tools to the curriculum. Students are encouraged to develop their skills in researching and critical thinking through the internet, watching video podcasts, books' smart board

activities, listening to some related lectures using the targeted grammar, topics, and vocabulary on the targeted language to develop their language skills using a wide range of activities with the help of these interactive smart boards.

LEARNING CENTER

Learning Center is another tool of the program. The aim of the learning centers is to revise some of the units, topics or structures for students to understand better and improve their skills. In order to achieve this goal, students are provided with additional study hours that help them to complete their lack of information and improve their skills. Learning Center includes reading, use of English and listening skills. Throughout the Learning Center hours, which consist of the instructors' office hours, the students can receive 45 minutes of training and focus on any topic, individually or in groups with the instructors. With the help of these additional hours, students become more confident on topics which they could miss or have difficulty with, and they can get better results in the upcoming quizzes, in module or end of module assessments. Our vision is based on the compensation of the general and specific deficiencies in knowledge through contemporary English teaching skills and techniques that will result in successful and better outcomes. Our goal can be explained in two ways which are connected to each other on a cause-effect basis. The first goal is to ensure that our students are able to detect information deficiencies throughout the learning process and be aware of the difficulties they may encounter, and the second is to help them focus on these gaps, encourage their development with these extra hours, and help them to be more successful.

WRITING CENTER

Writing Center instructors work on writing techniques with students by doing individual or group work at every stage of the writing process. Individual sessions last for twenty-five minutes and the target of the session is determined by the student. By taking an active role in choosing the direction of the session, students can determine their own specific questions and concerns, as well as the writing skills they want to practice or

learn. Through interaction and student-centered dialogue, students broaden their critical thinking and problem-solving skills, develop their knowledge base, and enhance personal awareness. They can study, practice and learn more about the paragraph and essay types. As a result, students do not only improve specific texts they work on, but they also become stronger and more independent authors. The writing center days and hours are different in each level and all students can get the information about all of the centers from the posters posted on the boards of the preparatory school on each floor according to their level with the appointment list prepared for the centers.

SPEAKING CLUB

The Speaking club offers English practice and speaking sessions for all of the students from Preparatory School who want to improve their speaking skills. Speaking sessions are held weekly both in the morning and in the afternoon after the regular class hours. Every session lasts for 45 minutes. They are carried out by Native English speakers and the topics are mostly on music, cinema, travel, shopping, and technology or about the area of interest of the students or students' recommendations. Students who want to improve their daily social conversation skills can benefit greatly from attending club activities.

The aims of the Speaking Club are:

- To develop and equip students with the necessary skills to help them express themselves fluently in English.
- To help students appreciate different cultural perspectives and to participate in the national and international

   Community by accessing all kinds of information.
- To present a platform for English speaking and public speaking methods, techniques and strategies and presentations to students.
- To provide authentic and up-to-date discussion materials to help students prepare for their academic and professional life.

COUNSELING SYSTEM

We have a counseling system for our students' needs. Each classroom has a class advisor who deals with student problems. The advisors provide support when needed. After the placement exam, when students are placed into their classes, students should go to https://hazirlik.uskudar.edu.tr web page, click on the advisors link, find their class advisor and write an e-mail to the advisor to ask him/her to add the student into that classroom which is very important to be placed in for the online classes. The lessons are done on different platforms so it is highly important that the student should get in touch with the advisor.

HYBRID / ONLINE EDUCATION

Our university, which made a breakthrough in distance education by rapidly realizing digitalization in a period of global changes and transformations in all areas of life, synthesizes both physical and digital education in the most effective way in Üsküdar, opening the doors of a brand new understanding in higher education and renaming Üsküdar University as a Phy-gital University. Under the difficult conditions of pandemic, the lessons are going to be covered in two different ways: hybrid and online education. When the students and instructors are not in the traditional classroom but they are in different places, this is called online education. When the students are in the classroom with their instructors for a specific period of time but online for the other times in a module is called hybrid education.

HOW TO DO ONLINE EDUCATION

The Council of Higher Education (YÖK) announced that because of the Corona Virus pandemic it is not possible to carry on education in traditional ways and in 2019 the online education, including its digitals components, began. Last year, our university began using ALMS, Zoom and STIX for the online courses. What is more, the Prep School had live Üsküdar tv lessons every Wednesday for each level for 9 hours, which are still available on youtube videos. This year with the help of more developed technical equipment and programmes we are using ALMS-PERCULUS +, Zoom, STIX in order to give better quality lessons. Students should go to Üsküdar University webpage to understand how to enter into these systems. Students can reach the videos and explanation about the steps to enter into the system via *https://uskudar.edu.tr/tr/uek* . If any problems appear while entering into the system go to *ue@uskudar.edu.tr*.

HYBRID / ONLINE LESSONS

Our lessons are going to be covered as follows:
- Synchronous Lessons: Face to face, in class education developed with internet and virtual classroom equipment
- Asynchronous Lessons: Online books, e-materials, PowerPoint presentations, online homework and studies which are assigned or/and sent by the instructors for the sake of individual learning and studies
- Hybrid Lessons: Students are obliged to do the survey about choosing hybrid/online lessons after the registration period. The survey is on https://hazirlik.uskudar.edu.tr. If the survey is done more than once or the decision of the student has changed, the priority will be given to the students who do not change their decisions. If hybrid is the choice, the student has two weeks in class, face to face education during 8 weeks- 1 module time. The other 6 weeks out of 8 weeks are going to be covered online. The hybrid lesson lists are alphabetic and new lists are announced on our web page once in two weeks on Fridays at 5.00 p.m. If the choice is online, the student is not going to come to school but join the classes online.
- Online class students should get in touch with their advisors and be sure that they are added into the system. It is highly recommended for all of our students to have a camera and microphone attached on their computers while having class hours.

ONLINE EXAMS

There can be various ways to assess students:
- Any/every exam can be online
- Any/every exam can be held orally, by a project or presentation
- Any/every exam can be online with multiple choice questions, open-ended questions, both multiple choice and open-ended questions, paragraph or essay writing

ASSESSMENT

Pop Quizzes

The dates and times of Pop Quizzes are announced to the students in each module. If the student does not take the quiz/quizzes, he/she will get a "0" grade. Medical report/s is/are not accepted for quizzes.

In Module Assessments-IMA

The "IMA" (In Module Assessment) is held on the 4th or 5th week of each module and includes all the program content, which has been covered until the exam. The dates and times of In Module Assessments are announced to the students in each module. They can also access to Üsküdar University webpage to check the academic calendar.

End of Module Assessments-EMA

The End of Module Assessment covers all the program content that has been seen until the 8th week of each module except for the speaking skill. The speaking exam is held after the IMA in the second and fourth module. The dates and times of End of Module Assessments are announced to the students in each module. They can also access to Üsküdar University webpage to check the exam dates in the academic calendar.

Timed Writing

Students write articles, academic paragraphs, or essays according to the program content and their levels within the given time limit.

Graded Process Writing

Students take the exam in two stages. They write articles, academic paragraphs or essays according to their program contents and levels, using the vocabulary notebook at stage 1 / first draft and the English-English dictionary at stage 2 / second draft.

Assessment of the Speaking Skill

The assessment of the students' speaking skills is based on three sections.

1. Speaking Exams

Classroom speaking exams are held in each module for each level. In addition, in module 2, A1 and A2 level students are expected to speak by describing the pictures given by the instructors. In module 4, A1 and A2 level students are expected to make a 3 minute presentation about a topic given by the instructors. B1 and B2 level students are expected to make a 3 to 5 minutes topic based speech in their exams both in module 2 and module 4. On the 2nd and 4th modules, speaking exams are held immediately after the IMA exam (In-Module Exams).

2. Speaking/ Presentation Projects

At each level, students are expected to prepare a project and present it to the class. These presentations may be prepared by a group or individually, depending on the level.
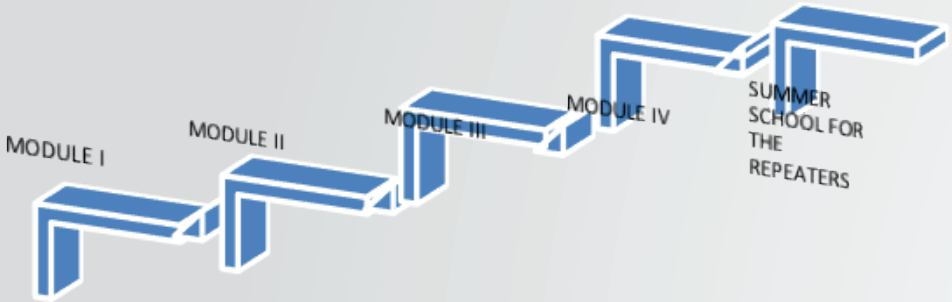

3. General Speaking Activities

All of the Preparatory School students are expected to speak English with their instructors both inside and outside the classrooms. The participation of the students in the classroom dialogues with the speaking activities during the lessons is reflected in the teacher evaluation grades given for their speaking skills.

Portfolio

The Portfolio consists of the writing of students' writing assignments. Product files include all the writing tasks in the course and the academic paragraphs and essays written during the course.
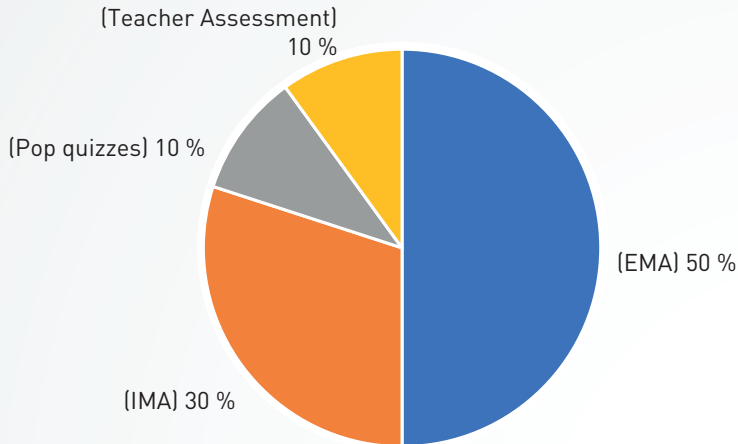
The Assessment System

- A successful Birmingham student begins as an A1 student in module 1, becomes an A2 in the second module, continues the program as a B1 student in module 3 and ends up with a B2 student in module 4.

- A successful Exeter student begins as an A2 student in module 1, becomes an A2+/B1 in the second module, continues the program as a B1/B1+ student in module 3 and ends up with a B2 student in module 4.

- A successful Paddington student begins as a B1 student in module 1, becomes a B2 in the second module. The successful Paddington students take the Proficiency Exam after the second module and if their overall grades are 60 and over, they can either go to their faculty departments or continue the Preparatory Program as "Cardiff" students which refers to C1 level. The unsuccessful students repeat the same level with Exeter students.

- A successful Islington student begins as a B2 student in module 1, becomes a B2+ in the second module. The successful Islington students take the Proficiency Exam after the second module and if their overall grades are 60 and over, they can either go to their faculty departments or continue the Preparatory Program as "Cardiff" students which refers to C1 level. The unsuccessful students repeat the same level under the name of Paddington.

Module Passing Grade

(Teacher Assessment)
10 %

(Pop quizzes) 10 %

(EMA) 50 %

(IMA) 30 %

Pop Quizzes (PQ 10%)

Pop Quizzes are the exams that measure about two to four units in a skill. The purpose of the pop quizzes is to make the students study more and, with the help of the immediate feedback after the quizzes, support the students' learning. Each module has 5 pop quizzes such as Reading, Listening, Use of English, Timed Writing and Graded Process Writing.

In Module Assessment (IMA 30 %)

In Module Assessments are taken on the Tuesdays-Wednesdays of the 4th/5th week of each module. These assessments cover the 4-week program in the curriculum and control the progress of the students in each skill. Presentation skill is assessed in each module in the Teacher Assessment part and in the last module it is assessed in the IMA.

IN-MODULE ASSESSMENT: (MODULE I & III)

USE OF ENGLISH	25 %
READING	25 %
LISTENING	25 %
WRITING	25 %

IN-MODULE ASSESSMENT: (MODULE II)

USE OF ENGLISH	25 %
READING	25 %
LISTENING	15 %
SPEAKING	10 %
WRITING	25 %

IN-MODULE ASSESSMENT: (MODULE IV)

USE OF ENGLISH	15 %
READING	30 %
LISTENING & NOTE TAKING	10 %
SPEAKING	10 %
PRESENTATION	5 %
WRITING	30 %

Teacher Assessment – (TA 10 %)

Teacher Assessment grades are given to the students at the end of each module before EMA. The grades are given in detail to enable the students to understand the TA criteria and to follow the instructors' instructions seriously for the next modules. Each skill instructor is responsible for grading and explaining both the students and the administration the reasons for the given grades. For example, the teacher should be clear about why he / she gives the assignment and whether or not the assignment is made on time. After each teachers' grades are submitted, the grades are collected and divided into the number of teachers

TA - USE OF ENGLISH - READING SKILLS

ATTENDANCE	PORTFOLIO / ONLINE ASSIGNMENT	IN CLASS EXAMS	VOCABULARY NOTEBOOK / JOURNAL
2,5 %	2,5 %	2,5 %	2,5 %

TA – WRITING SKILL

ATTENDANCE	PORTFOLIO / ONLINE ASSIGNMENT	VOCABULARY NOTEBOOK / JOURNAL
2 %	6 %	2 %

TA – LISTENING-SPEAKING SKILLS

ATTENDANCE	IN CLASS SPEAKING EXAM / PRESENTATION
2 %	8 %

END OF MODULE ASSESSMENT – (EMA 50 %)

The EMA is held on the 8th week of each module. This type of assessment evaluates the development of the entire module. Each skill is assessed at EMA. Module passing grade is 60 and over out of 100.

USE OF ENGLISH	25 %
READING	25 %
LISTENING	25 %
WRITING	25 %

END OF YEAR GRADE

POP QUIZZES	10 %
TEACHER ASSESSMENT (TA)	10 %
IN MODULE ASSESSMENT (IMA)	30 %
END OF MODULE ASSESSMENT (EMA)	50 %
AVERAGE OF 4 MODULES OR 2 MODULES ACCORDING TO THEIR LEVELS AND WEIGHTS	60 %
PROFICIENCY EXAM	40 %

EXEMPTION

Students who request to be exempted from the Preparatory School program must pass the proficiency exam administered for the newly registered students in September or they are required to submit a certificate, with sufficient grades, from the international or national language exams written in the 3.5"ÜUFLD Preparatory School Program and Exemption" section. If their scores are satisfactory, they will be eligible to start their education from the first class of the faculty with which they are affiliated. Students who want to enroll in our university through the lateral and vertical transition examination can continue their courses in their departments if they submit a certificate showing a successful grade from their university. These certificates should show that the students' success rate should be B2 and over according to CEFR.

ATTENDANCE

In addition to the exams, the students are assessed according to the performances they have shown in the courses and at the end of each module they receive a teacher assessment grade. This assessment is based on student attendance, absenteeism, attendance to class, homework, classroom communication and speaking exams.

CLASS HOURS

The duration of the lessons are 45 minutes.

OFFICE HOURS

The students are expected to use the office hours that are determined by the instructors. They can consult their instructors when they need help with English or have questions. Appointments with the instructors can be arranged according to their schedules. Students also have the chance to get extra lessons at the Learning Center, Writing Center and the Speaking Club. Each level has different days and hours for the mentioned activities.

PREPARATORY SCHOOL RULES

The Preparatory School students are subject to the Regulations of Disciplinary of Higher Education Institutions. There are general behaviors that are expected from the students to display during their preparatory education. As an educational institute, the students are expected to fulfill their responsibilities and behave responsively within the frame of set rules. Each student is responsible with knowing the disciplinary rules, principles and rules of Üsküdar University and follows them.

ATTENDANCE

Attendance to the lessons is the first requirement of learning. Attendance is recorded by instructors in all classes. Attendance status is announced via the student information system (obs) located at the preparatory school web site. Each student is responsible for keeping the track of his/her attendance status. Students are required to attend at least %80 of the classes. Any student who does not attend more than %20 of the classes cannot take the End of Module Assessment (EMA).

MEDICAL REPORTS

Students are required to deliver the medical report that they get from an official medical center to the Preparatory School Administrative Affairs office within the 7 days of its expiration. Medical reports cannot be accepted as an excuse for absent records, project works, speaking exams, quizzes and in module exams. If the medical report dates cover the dates of the end of module exams, make up exams can be done. Students who do not take these exams are graded as "0" for these exams.

CLASSROOM, LEVEL OR TEACHER CHANGE

 The Modular Education System is used in the Preparatory School and the classes and the teachers are changed at the end of each module according to the rules set by the preparatory school. Classroom or teacher change requests are not possible during a module.

BEING PUNCTUAL

Being punctual is mandatory. All students must be in the classroom before the beginning of the lesson.

STUDENT MATERIALS

Students are expected to come to the class ready with their books, notebooks, pens, and pencils.

HOMEWORK, PROJECT, PRESENTATION

In order to support the learning of the students, the instructors give homework, assign projects or ask the students to prepare presentations and expect students to complete their homework on time. The completion of homework is also important for preparation for the lesson and in class attendance.

IN-CLASS BEHAVIOR

Acts that will disrupt the learning environment inside the class, such as, usage of mobile phones, eating and drinking without permission and disturbing the other students by talking about subjects that are not relevant to the lesson during the class are strictly forbidden.

ASSESSMENT PROCESS

Students must come to the exams on time. All of the students should show their student ID cards to the instructors while signing the exam attendance sheet. They are expected to bring materials that are required for the exam, such as pencils and erasers. Talking to each other or on their mobile phone or keeping the mobile phone on during the exam is strictly forbidden. The mobile phones must be turned off and left on the instructors' desk. The exams of the students who do not obey these rules are regarded as invalid.

RESPECT

All students must respect the rights of other students and be tolerant to different ideas. It is essential for the students to behave in a manner which is open to communication with the instructors. They are expected to voice their concerns or complaints within the frame of respect.

CHEATING POLICY

There is no tolerance in regards to cheating in any exams including the exams, the presentations and the portfolios. The student receives a "0" (zero) for that particular assessment if it is proved that he/she is cheating. A make-up exam will not be given to those students who are caught cheating.

Before the exams, students are asked to place all of their books, worksheets and mobile phones on the teacher's desk. Students are always informed about bringing their student ID cards and they have to present the cards to the invigilator while signing the exam list, otherwise they cannot take the exam. The students have to sit in the seat assigned for him/her according to the exam attendance list. If the invigilator asks a student to change his/her place, the student should do as he or she is told to. If an invigilator or the Testing Unit member spot students with unauthorized material in their possession, including any information on a part of the body, clothing, on the wall or desk, another mobile phone they don't put on the teacher's desk, it will inevitably be assumed that cheating has taken place.

SUGGESTION AND COMPLAINT POLICY

As one of the stake holders is the students, the preparatory school aims to create a motivating and honest atmosphere at school and takes all student complaints into consideration. Complaints can be solved through conversation by the student advisor, class representative, and any teachers of that particular student/s, a Testing Unit Member, or the Administrative Assistant. For formal complaints, the student can go to the Assistant Director or the Director. The students with a complaint can also write to the CRM system of Üsküdar University. If the students are not satisfied with their exam results, they can ask for a re-evaluation of their exams by applying with a written document which they can take and fulfill in the Administrative Office within five days after the exam results are announced. The exams are re-evaluated by a committee different from the original graders organized by the Testing Office Unit Members.

- In-module exams (IMA) are held on the 4th / 5th week of each module.
- Each module has pop quizzes on the 3rd, 5th and 7th week. Doctor's reports are not accepted.
- There is an 80% attendance requirement in each module. A student will not be allowed to take the EMA over 20% absenteeism and will obtain a "0" (zero) in that exam.
- Students who fail according to the end of year passing grade, which is below 60, could attend summer school. All students who fail, whether they attend summer school or not, may take the Summer School Proficiency Exam if there is summer school. Students who are not successful in this exam may take the Proficiency Exam in September with the students who are newly enrolled.
- Students in Paddington (B1) and Islington (B2) with a 2-module average of 85 and above are considered successful and are not required to take the Proficiency Exam, and gain the right to study in the faculty departments.
- Birmingham (A1) and Exeter (A2) students with a module average of 85 and above are considered successful and can study at one step higher level. A successful A1 student can go to an A2 level and a successful A2 student can go to a B1 level.

TIMETABLES

ÜUFLD Preparatory Programme has two shifts (morning and afternoon). Morning classes start at 08:30 and finish at 12:55 while afternoon classes start at 13:15 and finish at 17:40. Both shifts include up to 25 teaching hours per week; up to 5 hours a day.

The shifts of instructors and students can be changed with prior written and/or oral notice as seen necessary.

UFLD Preparatory Programme Timetable

	MORNING SESSIONS					AFTERNOON SESSIONS				
MONDAY	08.30 - 09.15	09.25 - 10.10	10.20 - 11.05	11.15 - 12.00	12.10 - 12.55	13.15 - 14.00	14.10 - 14.55	15.05 - 15.50	16.00 - 16.45	16.55 - 17.40
TUESDAY	08.30 - 09.15	09.25 - 10.10	10.20 - 11.05	11.15 - 12.00	12.10 - 12.55	13.15 - 14.00	14.10 - 14.55	15.05 - 15.50	16.00 - 16.45	16.55 - 17.40
WEDNESDAY	08.30 - 09.15	09.25 - 10.10	10.20 - 11.05	11.15 - 12.00	12.10 - 12.55	13.15 - 14.00	14.10 - 14.55	15.05 - 15.50	16.00 - 16.45	16.55 - 17.40
THURSDAY	08.30 - 09.15	09.25 - 10.10	10.20 - 11.05	11.15 - 12.00	12.10 - 12.55	13.15 - 14.00	14.10 - 14.55	15.05 - 15.50	16.00 - 16.45	16.55 - 17.40
FRIDAY	08.30 - 09.15	09.25 - 10.10	10.20 - 11.05	11.15 - 12.00	12.10 - 12.55	13.15 - 14.00	14.10 - 14.55	15.05 - 15.50	16.00 - 16.45	16.55 - 17.40

ORIENTATION

Orientation is held on the first week of academic year and learner handbooks are distributed. The Director of Foreign Languages Department makes an opening speech explaining the whole programme in detail. After that, Academic staff and units introduce themselves and present their units.

CERTIFICATES

As Üsküdar University Preparatory School is Pearson Assured Organization, students who successfully complete the ÜUFLD Preparatory Programme are granted a certificate.

ÜUFLD ACADEMIC CALENDAR

Any changes in the calendar will be informed to the students beforehand giving them enough time to adapt to the changes made.

ÜSKÜDAR UNIVERSITY 2020-2012 ACADEMIC YEAR FOREIGN LANGUAGES DEPARTMENT PREPARATORY PROGRAMME ACADEMIC CALENDAR	
FALL SEMESTER	
Level Determination Exam	4th October 2021 (Turkish Stdnts.) 5th October 2021 (Int'l Stdnts.)
Announcement of Level Determination Exam Results via (*https://hazirlik.uskudar.edu.tr*)	6th October 2021
English Proficiency Exam (Those who scored 60 over a 100 according to the Placement Test Results - in Writing)	7th October 2021
English Proficiency Exam (in Oral)	8th October 2021
Announcement of Classes by Levels and Proficiency Exam Results on *https://hazirlik.uskudar.edu.tr*	15th October 2021
Week of Orientation	21st October 2021 (Turkish Stdnts.) 22nd October 2021 (Int'l Stdnts.)
Start Date of Courses	18th October 2021
Preparatory Class 1st Quarter Midterm Exams	8th to 9th November 2021
Preparatory Class 1st Quarter Final Exams	6th to 7th December 2021
Preparatory Class 1st - 2nd Quarter Midterm Break	8th to 10th December 2021
Start Date of 2nd Quarter of Preparatory Class	13th December 2021
Preparatory Class 2nd Quarter Midterm Exams	5th to 6th January 2022

Preparatory Class 2nd Quarter Final Exams	31st January to 1st February 2022
Preparatory Class Midterm Break	2nd to 18th February 2022
English Proficiency Exam (Written Exam for B1 and B2 Levels)	7th February 2022
English Proficiency Exam (Oral Exam for B1 and B2 Levels)	8th February 2022
Announcement of Level Determination Exam Results via (*https://hazirlik.uskudar.edu.tr*)	11th February 2022
SPRING SEMESTER	
Preparatory Class 3rd Quarter Start Date	21st February 2022
Written and Oral English Proficiency Exam for Transfer Students	7th March 2022
Announcement of Written and Oral English Proficiency Exam Results for Transfer Students via (*https://hazirlik.uskudar.edu.tr)*	8th March 2022
Preparatory Class 3rd Quarter Midterm Exams	14th to 15th March 2022
Preparatory Class 3rd Quarter Final Exams	11th to 12th April 2022
Preparatory Class 3rd - 4th Quarter Midterm Break	13th to 15th April 2022
Start Date of 4th Quarter of Preparatory Class	18th April 2022
Preparatory Class 4th Quarter Midterm Exams	16th to 17th May 2022
Preparatory Class 4th Quarter Final Exams	13th to 14th June 2022
Last Announcement Date for the Announcement of End of Module Exam Results by Automation	17th June 2022
Proficiency Exam - written	20th June 2022
Proficiency Exam - oral	21st June 2022
Announcement of Proficiency Exam Results on *https://hazirlik.uskudar.edu.tr*	27th June 2022
SUMMER SCHOOL	
Application and Registration Dates for Summer School	5th to 8th July 2022
Start Date of Summer School Courses	18th July 2022
Summer School Proficiency Exam - written	1st September 2022
Summer School Proficiency Exam - oral	2nd September 2022
Announcement of Summer School Exam Results via *https://hazirlik.uskudar.edu.tr*	5th September 2022

> ### "Learning another language is like becoming another person."

Haruki Murakami

1. SEVERAL OPPORTUNITIES TO STUDY ABROAD

The world's best universities are English-speaking. English can give you access to universities abroad. To do a BA, MA and/or PhD abroad, you are expected to be a proficient English user.

2. OPEN DOORS TO SCIENTIFIC COMMUNITY

Scientific research is primarily published in English so that international scientists can read them. According to the Scientific Citation Index, over 95% of papers and journals are written in English, though less   than 50% of those originate from English-speaking countries. If you want to have access to research in any field of study or publish articles in any field, you must learn English.

3. BETTER JOBS/CAREERS

Learning English makes you much more employable. Many big companies around the world require their employees to speak English. It is not just the companies abroad, the job interviews held in our country are also mostly English.

4.GLOBAL LANGUAGE

As the world becomes more and more inter-connected, you will want and need to communicate more in English. There are over 400 million native speakers of English, almost 2 billion people who speak English and another billion people who are learning English.

5. THE INTERNET!

About 60% of   the Internet pages are written in English. The next most popular language on the web is only about 6% of the Internet. Keep in mind that the Internet literally opens up the world to you. All the entertainment, knowledge, or resources you ask for is a couple of clicks away or even inside your pockets with a couple of taps on your smartphone.

6. TRAVELLING THE WORLD

In many places you travel to, you will always be able to find someone who speaks English. That means; you are practically guaranteed to have a chat and communicate with others if you speak English. In addition, flight announcements, train timetables, emergency information and street signs are often translated into English. Learning English, basically, makes your journey much easier and more enjoyable.

7. DISCOVERING DIFFERENT CULTURES

Language and culture cannot be separated. Being a proficient English user gives you more insight into how people think, live and work. The languages you speak provide you with not just the words but also concepts to describe the world around you, allowing you to verbalize certain values in the culture.

8. BE MORE CONFIDENT

Speaking English is a skill that everyone would love to have. You can be very proud of your ability to communicate with a wide variety of people. You will subconsciously feel more self-confident as you will have better communication skills anywhere in the world.

9. GETTING SMARTER

Learning a second language makes you bilingual, which simply makes you smarter. It has been scientifically proven that bilingual people have better comprehension, listening, and memory skills. You will also exercise your brain while learning English.

10. EASY TO LEARN

Despite some difficulties, English is actually the easiest language in the world to learn. It is based on a simple alphabet. Unlike most of the other languages, English does not have many exceptional rules, and has an arguably simple grammar system. Another reason why English is the easiest language to learn, is the vast selection of English resources to learn from, such as, books, websites, music, TV shows, movies, and podcasts.

"Today a reader, tomorrow a leader."

Margaret Fuller

ÜSKÜDAR ÜNİVERSİTESİ
İSTANBUL 2011

> **"One language sets you in a corridor for life. Two languages open every door along the way"**

Frank Smith

1. BE ACTIVE AND TAKE CONTROL OF YOUR OWN LEARNING

When in class, try to participate as much as possible. Be determined to use the language and grammar your teacher has presented. Making mistakes is a natural part of the learning process, so don't let that stop you. By being active and taking control of your own learning, you will soon start to see the results.

Tip: There are many language apps available to help you connect with speakers of English such as 'HelloTalk'. This app will help you use your language skills outside the classroom.

2. FIND INTERESTING THINGS IN ENGLISH TO WATCH AND LISTEN TO

To succeed in your English learning, you need to watch and listen to as much English language as possible. However, it is crucial to make sure the topics interest you. Get into the habit of watching TV shows or movies, and listening to songs and radio shows. The English language is truly global and the opportunities are endless.

Tip: YouTube is a free and seemingly infinite resource of English language videos. A good place to start with is the British Council's YouTube channel and Ted-Ed. To watch TV series with English subtitles, visit Ororo.TV.

3. READ EVERYTHING YOU CAN GET YOUR HANDS ON

Classic literature, paperbacks, newspapers, websites, emails, your social media feed, cereal boxes: if it is in English, read it. Why? Well, this content will be filled with juicy new vocabulary words as well as a fair amount you already know. This helps you improve quickly, as re-exposure to familiar vocabulary gives you new examples in context, and therefore reinforces those suggestions in your mind.

Tip: To read or download free books, visit Aliterate, ReadPrint, Project Gutenberg, and Classic Reader.

4. TALK TO YOURSELF

When you have no one else to speak to, there is nothing wrong with talking to yourself. This can keep new words and phrases fresh in your mind and build up your confidence for the next time you speak with someone.

Tip: To practice speaking, visit TalkEnglish, or install the apps Talk, Hello.

5. LEAVE YOUR COMFORT ZONE

Being open to making mistakes means being ready to put yourself in potentially embarrassing situations. This can be scary, but it is the only way to develop and improve. No matter how much you learn, you will not ever speak a language without putting yourself out there. Talk to strangers in the language, ask for directions, order food, try to tell a joke. The more often you do this, the bigger your comfort zone becomes and the more at ease you will be in new situations.

6. ACTIVELY TAKE NOTE OF NEW VOCABULARY

When learning, we often enjoy a new word or phrase so much that forgetting it seems impossible. But trust us, not everything sticks the first time. To fight this, get into the habit of carrying around a funky notebook or using a tool like Evernote. Whenever you hear or read a new word or expression, write it down in context: that is, in a sentence and with its meaning noted.

7. REVIEW YOUR LESSONS AND SELF-STUDY NOTES REGULARLY

To successfully learn new vocabulary and grammar, you need to review your lesson or self-study notes regularly. Go through the notes you took in a particular lesson and try memorizing some or all of the important language or grammar points. Then, writing on a blank piece of paper, see how much you can recall. Repeat the process until you've memorized all the things you set yourself at the beginning of the task.

> *Tip: Some learners benefit from creating flashcards that you can store on a smart phone. Quizlet is one of these free applications. There is also GoConqr, which can help you bring all your lessons together in one place. You can even create vocabulary mind maps from your lessons! With so many tools to help you online, find out which ones work for you.*

8. HAVE FUN WITH IT

Using your new language in any way is a creative act. Think of some fun ways to practice your new language: make a radio play with a friend, draw a comic strip, write a poem, or simply talk to whomever you can.

> *Tip: There are hundreds of mobile phone apps available to practice English. Here are some examples for you; Duolingo, Game to learn English, Real English, Two min English.*

"Learning another language is not only learning different words for the same things, but learning another way to think about things."

Flora Lewis

WHAT IS PEARSON ASSURED?

Pearson Assured is an independent benchmark that has training and/or learning programmes designed to deliver and assess in-house.

With a strong track record in developing qualifications and carrying out regular quality assurance on their own learning programmes, Pearson Assured is ideally placed to ensure our systems and processes are thoroughly developed and properly executed.

Attainment of Pearson Assured status ensures that our organization's quality processes achieve the standard – an independent international quality benchmark.

WHY BECOME PEARSON ASSURED?

➢ *Set an international benchmark*

By demonstrating that our school meets the Pearson Assured quality criteria, we ensure that each learner on each programme receives the same standard of education and training provision, whoever they are, and wherever they take the course.

➢ *Assure our learners with an independent benchmark from a credible authority on standards in education and training*

Becoming Pearson Assured sends a clear message that our school is accountable and responsible, providing important reassurance to our learners.

WHAT ARE THE ADVANTAGES FOR STUDENTS?

It ensures that all learners on the learning programme receive the same quality of education. All learners at the ÜUFLD Preparatory Programme can get a Pearson Assured certificate.

It is a great opportunity for you because in your future studies or career, the certificate will document that you have graduated from an accredited programme, which has been internationally recognised.

FURTHER QUESTIONS AND ANSWERS

1. IS THE ÜUFLD PREPARATORY PROGRAMME COMPULSORY FOR ALL STUDENTS?

The ÜUFLD Preparatory Programme is "compulsory" for students who are registered in departments in which the medium of instruction is completely or partly English. Students registered in Turkish- medium departments are required to inform the Directorate of the Department of Foreign Languages during their registration, if they wish to attend the ÜUFLD Preparatory Programme.

2. HOW LONG IS THE ÜUFLD PREPARATORY PROGRAMME?

The ÜUFLD Preparatory Programme lasts for a year and it consists of 4 modules. Each module lasts 8 weeks. The students who are at B1/B2 level are eligible to take the Proficiency Exam. They may study B2 level either in winter term (February) or in spring term (June) or in summer school.

3. HOW CAN I BE EXEMPTED FROM THE ÜUFLD PREPARATORY PROGRAMME?

To be exempt from the ÜUFLD Preparatory Programme you must:

    a) receive a minimum of 60/100 points from the ÜUFLD Proficiency Exam,

    b) receive a minimum of 70 points YDS/YOKDIL from OSYM,

    c) receive a minimum of 84 points from TOEFL (IBT) or 71 points from PTE.

    d) receive a minimum of 221-222 from TOEFL (CBT) or 561-562 from TOEFL (PBT)

    e) receive a minimum of B from CAE

    f) receive a passing grade from CPE or FCE.

For the current equivalence table, you can visit OSYM's or ÜUFLD Preparatory Programme websites.

4. CAN I BE EXEMPTED FROM THE ÜUFLD PREPARATORY PROGRAMME IF I HAVE ALREADY RECEIVED A PREP SCHOOL DIPLOMA FROM ANOTHER UNIVERSITY?

The students who have already received their diplomas and graduated with the a degree that Üsküdar University accept from another university can be exempted. (The students should be prepared to give the official documents and the documents are valid for maximum 3 years).

5. WHICH EXAMS DO L HAVE TO TAKE TO BE EXEMPT FROM THE ÜUFLD PREPARATORY PROGRAMME?

- Üsküdar University English Placement Exam (UPLACE)
- Üsküdar University English Proficiency Exam (UPROF)

6. WHAT IS THE PLACEMENT EXAM? IS TAKING THE PLACEMENT EXAM COMPULSORY?

The UPLACE is not an achievement test. The primary objective of the UPLACE is to identify the English levels of students. The UPLACE is a multiple-choice exam consisting of comprehension, grammar, vocabulary sections. Results are announced on the website of the ÜUFLD. According to the results of the placement exam, students are placed in classes in accordance with their level. The students who get 60 and above are eligible to take the proficiency exam.

For more information visit: *http://hazirlik.uskudar.edu.tr/seviye-tespit-sinavi*

   a)   *Where can I find the information about the date, time and place of the Placement Exam (UPLACE)?*

Information regarding the date, time, and place of the placement exam can be found in the Academic Calendar of the School of Foreign Languages and Registration Guide of that academic year.

   b)   *What sections are there in the Placement Exam (UPLACE)?*

The placement exam consists of 100 multiple choice questions on use of English, vocabulary and reading skills.

   c)   *How can I learn the result of my Placement Exam (UPLACE)?*

You can learn the result of your Placement Exam given at the beginning of the academic year by clicking on the "Announcements and News" page on the official website of the ÜUFLD; http://hazirlik.uskudar.edu.tr/en/kategori/duyurular

   d)   *What is the minimum score I should get in the Placement Exam in order to be eligible for the Proficiency Exam?*

Students who achieve a net score of 60 out of 100 will be eligible to take the proficiency exam.

7. WHAT IS THE PROFICIENCY EXAM (UPROF)?

The proficiency examination is an exam that assesses the students' proficiency in English. Students who are successful in the placement exam administered at the beginning of the academic year are eligible to take the proficiency exam. The students who get a score of 60/100 or above will be exempt from the preparatory programme and can start their faculty studies. If the student is not able to come to school to take the face to face in class proficiency exam, he/she can take paid Versant Proctoring Test. Students should go to *https:// hazirlik.uskudar.edu.tr* link, read the information about Versant Test, watch the video, do the sample test and register himself/herself accordingly.

8. WHERE CAN I FIND THE INFO ABOUT THE DATE, TIME AND PLACE OF THE PROFICIENCY EXAM (UPROF) GIVEN AT THE BEGINNING OF THE ACADEMIC YEAR?

Information regarding the date, time and place of the proficiency exam can be found on the ÜUFLD website: *http://hazirlik.uskudar.edu.tr/en/*

a)   *What is the passing grade for the Proficiency Exam (UPROF)?*
The minimum passing grade required is 60 out of 100.

b)   *What are the components of the Proficiency Examination (UPROF)?*
Proficiency exam consists of two parts.

PART 1 (RECEPTIVE SKILLS)

LISTENING (25%)	• 1 While Listening (10 questions) • 1 Note-Taking (10 questions)
READING (30%) (2 authentic texts)	• Main idea • Sentence completion / Summary • T/F/NG • Inference • Reference • Vocabulary /guess the meaning - synonym-antonym-similar meaning • Comprehension

PART 2 (PRODUCTIVE SKILLS)

SPEAKING (10%)	• Topic based three minutes speaking
WRITING (35%)	• 300-350 words-cause-effect, compare-contrast, advantage-disadvantage, argumentative essay types Psychology, Education, Sociology/Society, Communication, Family, Culture, Art, Crime, Marketing, Business, Environment, Linguistics, Health, Media, Sports, Travel, Technology.

To see a sample proficiency exam please visit: http://hazirlik.uskudar.edu.tr/en/yeterlik-proficiency- sinavi

c)   How can I learn the result of my Proficiency Exam?

You can learn the result of your proficiency exam by clicking to the "Announcements and News" on the webpage of the Foreign Languages Department: http://hazirlik.uskudar.edu.tr/

d)   How can we get prepared for the Proficiency Exam? What books can I use when studying for the Proficiency Exam?

Books aimed at KPDS, TOEFL, YDS/e- YDS/YÖKDİL, CAE exams or any proficiency exam would be appropriate.

Your production skills will be assessed in the exam rather than some specific language structures. Getting information about the components of the exam might be useful. For more information about the ÜUFLD proficiency exam and for sample questions, you can visit: http://hazirlik.uskudar.edu.tr/en/yeterlik-proficiency-sinavi.-

9. WHAT CAN I DO IF I THINK THERE IS A PROBLEM WITH MY EXAM GRADE?

Students may submit a petition to the management of the ÜUFLD. All appeals must be submitted in writing within three days of the announcement of the exam results. You can apply to the ÜUFLD Assistant Director's office.

10. I WANT TO SUBMIT A PETITION OR APPEAL TO THE ÜUFLD MANAGEMENT. WHERE CAN I FIND SAMPLE FORMS AND PETITIONS?

You can find all forms and petitions on the ÜUFLD official website or from the Assistant Director's office.

11. IS PARTICIPATION IN THE ÜUFLD PREPARATORY PROGRAMME ORIENTATION PROGRAMME COMPULSORY?

As the Orientation Programme provides detailed information about the ÜUFLD Preparatory Programme, attendance is absolutely compulsory. All information pertaining to the ÜUFLD Preparatory Programme will be provided in detail during the Orientation Programme, and all issues that the students are curious about will be answered. If you do not attend the orientation, you could miss out important information on academic subjects such as rules and regulations and requirements you are expected to meet. The date and time of the Orientation Programme will be announced on the ÜUFLD official website Announcements and News page: http://hazirlik.uskudar.edu.tr/en/kategori/duyurular.

12. CAN STUDENTS WHO REGISTER FOR TURKISH-MEDIUM DEPARTMENTS ATTEND THE ÜUFLD PREPARATORY PROGRAMME?

Yes. These students are required to fill in the "Application Form for Participation in the ÜUFLD Preparatory Programme" during their registration, indicating their wish to attend the programme. Students who have filled in this form are deemed to have accepted all terms and conditions regarding the ÜUFLD Preparatory Programme. Students who fail to fill in this form, or who do not state their wish to do so will not be accepted and will be assigned to their respective departments.

13. WHAT ARE THE ADVANTAGES OF PARTICIPATING AND SUCCESSFULLY COMPLETING THE ÜUFLD PREPARATORY PROGRAMME FOR STUDENTS REGISTERED IN DEPARTMENTS IN WHICH ENGLISH IS OPTIONAL?

The ÜUFLD Preparatory Programme provide students several opportunities such as the following:

- Students who attend and successfully complete the ÜUFLD Preparatory Programme will be in great demand in their sectors when they combine English language they have learned with their academic and vocational education,
- Students interested in studying abroad through student exchange programmes like (the) Erasmus and World Exchange will be one step closer to passing the English Proficiency Exam and will be one step ahead of others in their academic and social life in the countries they go to due to their foreign language skills.
- When these students apply to a company for internship, they are more likely to be preferred due to their knowledge of English.

14. AT WHICH CAMPUS WILL THE ÜUFLD PREPARATORY PROGRAMME BE HELD?

Üsküdar University Main Campus Block C.

15. WHERE CAN I GET GENERAL INFORMATION ABOUT THE ÜUFLD PREPARATORY PROGRAMME?

General information about the ÜUFLD Preparatory Programme is accessible via ÜUFLD official website: http://hazirlik.uskudar.edu.tr/en.

ÜUFLD also coordinates Modern Languages. Our vision is to ensure that our students have a high level of self-confidence, motivation and responsibility as well as the language skills necessary for their academic and professional activities in their departments and fields.

MISSION

In line with this vision, our mission is to provide our students with a student-centered, innovative and dynamic language education that incorporates modern language teaching approaches and critical thinking methods in order to improve the language skills acquired during Preparatory School and to enable the acquisition of academic and professional communication skills in the target language. In addition, the English Unit aims to provide the students whose level of English is below proficiency level with basic language skills so that they can pursue their undergraduate studies at our university without major difficulty.

To achieve this aim, the unit runs a two-semester intensive program placing emphasis on reading, writing, listening and speaking. This education is carried out for 2560 students in over 60 classrooms in 10 buildings by around 8 instructors.

COMPULSORY ENGLISH COURSES

The students in the undergraduate departments take a Compulsory English Course in their first or second year in accordance with their curriculum as follows:

UNDERGRADUATE ENGLISH DEPARTMENTS	COURSE NAME	COURSE CODE	WEEKLY HOURS
Computer Engineering	English For Specific Purposes I - II	ENG101-ENG102	3
Industrial Engineering	English For Specific Purposes I - II	ENG101-ENG102	3
Software Engineering	English For Specific Purposes I - II	ENG101-ENG102	3
Bioengineering	English For Specific Purposes I - II	ENG101-ENG102	3
Electronics Engineering	English For Specific Purposes I - II	ENG101-ENG102	3
Molecular Biology and Genetics	English For Specific Purposes I - II	ENG101-ENG102	3
Chemical and Biological Engineering	English For Specific Purposes I - II	ENG101-ENG102	3
Psychology	English For Specific Purposes I - II	ENG101-ENG102	3
Political Sciences and International Relations	English For Specific Purposes I - II	ENG101-ENG102	3

UNDERGRADUATE TURKISH DEPARTMENTS	COURSE NAME	COURSE CODE	WEEKLY HOURS
Molecular Biology and Genetics	Basic English I - II	ING101-ING102	3
Forensic Sciences	Basic English I - II	ING101-ING102	3
Psychology	Basic English I - II	ING101-ING102	3
Political Sciences and International Relations	Basic English I - II	ING101-ING102	3
History	Basic English I - II	ING101-ING102	3
Sociology	Basic English I - II	ING101-ING102	3
Philosophy	Basic English I - II	ING101-ING102	3
Media and Communication	Basic English I - II	ING101-ING102	3
New Media and Journalism	Basic English I - II	ING101-ING102	3
Advertising Design and Communication	Basic English I - II	ING101-ING102	3
Radio, Television and Cinema	Basic English I - II	ING101-ING102	3
Visual Communication Design	Basic English I - II	ING101-ING102	3
Public Relations	Basic English I - II	ING101-ING102	3
Cartoon and Animation	Basic English I - II	ING101-ING102	3
Nutrition and Dietetics	Basic English I - II	ING101-ING102	3
Audiology	Basic English I - II	ING101-ING102	3
Social Work	Basic English I - II	ING101-ING102	3
Occupational Therapy	Basic English I - II	ING101-ING102	3
Physiotherapy and Rehabilitation	Basic English I - II	ING101-ING102	3
Speech and Language Therapy	Basic English I - II	ING101-ING102	3
Tocology	Basic English I - II	ING101-ING102	3
Nursing	Basic English I - II	ING101-ING102	3
Occupational Health and Safety	Basic English I - II	ING101-ING102	3
Orthosis and Prosthesis	Basic English I - II	ING101-ING102	3
Perfusion	Basic English I - II	ING101-ING102	3
Child Development	Basic English I - II	ING101-ING102	3
Healthcare Management	Basic English I - II	ING101-ING102	3
Medicine	Basic English I - II	ING101-ING102	3

UNDERGRADUATE TURKISH DEPARTMENTS	COURSE NAME	COURSE CODE	WEEKLY HOURS
Healthcare Management	Professional English I-II	SAY215-SAY222	3
Perfusion	Professional English I-II	PER211-PER212	3
Nutrition and Dietetics	Professional English I-II	BES361-BES362	2
Forensic Sciences	Professional English I-II	ABL221-ABL222	2

BASIC ENGLISH I-II (ING101 – ING102)   This is an Elementary English course designed for beginners of English language. The learners are expected to develop four basic language skills; listening, speaking, reading and writing through various kinds of teaching techniques and practices. The course objectives include;

- to identify a range of level words, phrases, and grammatical structures in a listening text of their level of 2-3 minutes and in a reading text of their level.
- to identify the main idea and specific information of a listening and reading text of their level.
- to convey messages of 2-3 minutes by using a range of level words, phrases, and grammatical structures to introduce themselves or others, start and respond to greetings, talk about the weather, give directions, describe daily routines, a story, experiences, situations, things, people, places.
- to use level words and phrases accurately to write simple sentences, fill in forms and write a short paragraph of around 75-100 words.
- to follow basic punctuation rules (apostrophes, commas, full stops, exclamation mark, question marks, and capital letters) at sentence level when writing a text of their level.

ENGLISH FOR SPECIFIC PURPOSES I-II (ENG101 – ENG102)

This is an Upper Intermediate Specific English course designed to teach and develop language skills in their chosen field of expertise. The course objectives include;

- to equip students with the English language skills required for their field of expertise with a primary emphasis on specific academic speaking, listening, writing and reading skills,
- to master specific terms and terminological vocabularies in their chosen field of expertise,
- to develop the ability to read and discuss texts in their chosen field of expertise,
- to be able to write academic reports,
- to be able to give talks and participate in discussions in their chosen field of expertise, in good English,
- to foster self-confidence and a positive attitude in terms of their academic skills.

PROFESSIONAL ENGLISH COURSES I-II

This is a Pre-intermediate Professional English course designed to teach and develop language skills in their chosen field of expertise. The course objectives include;

- to equip students with the English language skills required for their field of expertise,
- to master specific terms and terminological vocabularies in their chosen field of expertise,
- to develop the ability to read and understand texts in their chosen field of expertise,
- to be able to write short academic paragraphs,
- to foster self-confidence and a positive attitude in terms of their own skills.

COURSE MATERIALS OF COMPULSORY ENGLISH COURSES

Basic English I - II	1. English File Elementary (A1) Level, Oxford University Press 2. My Grammar Lab Elementary A1-A2 Grammar Book, Pearson 3. Oxford Bookworms Reader List - Elementary Level
English For Specific Purposes I - II	1. Career Paths Course Books, Express Publishing 2. Reading Texts and Articles related to field and department
Professional English I-II	1. Career Paths Course Books, Express Publishing 2. Reading Texts and Articles related to field and department

EVALUATION CRITERIA

The students have to take midterm and final exams during the exam weeks and they are expected to attend %70 of the courses and participate in the lessons during a semester.

In accordance with the Relative Evaluation System for all the courses at the university, which depends on the average score of the students' exam grades, the students pass the lessons or not, including with foreign languages courses.

REQUIREMENTS	QUANTITY	PERCENTANGE OF GRADE
Midterm	1	%50
Final	1	%35
Homework & Participation	During 14 weeks	%15

ELECTIVE LANGUAGE COURSES

The unit offers elective language courses for undergraduate students studying in the faculty departments. These elective courses include Russian, Arabic, Chinese, Spanish and Turkish as a foreign language. It aims to provide the students with basic language skills so that they can learn a second foreign language and speak them in their academic or social lives. To achieve this aim, the unit runs a two-semester programme placing emphasis on reading, writing, listening and speaking. This education is carried out for over 650 students in over 15 classrooms in 3 buildings by around 4 instructors. These elective courses are in the pool of all faculties' curriculum. Courses are opened if at least 30 students choose them and maximum class size is 40.

COURSE NAME	COURSE CODE	WEEKLY HOURS
Russian I - II	RUS121 – RUS122	3
Arabic I – II	ARA121- ARA122	3
Chinese I – II	ÇİN121- ÇİN122	3
Spanish I - II	İSP121 – İSP122	3
Turkish As A Foreign Language I - II	TUR111 – TUR112	3

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ÜSKÜDAR
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South Campus
Altunizade Mah. Mahir İz Cad. No:23, 34674 Üsküdar / İstanbul / Türkiye

Çarşı Campus
Mimar Sinan Mah. Selman-ı Pak Cad. 34664 Üsküdar / İstanbul / Türkiye

Faculty of Medicine NP Campus
Saray Mah. Site Yolu Cad. No:27, 34768 Ümraniye / İstanbul / Türkiye

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