

T.C.
ÜSKÜDAR ÜNİVERSİTESİ
MERKEZ YERLEŞKESİ
C - BLOK



**ÜSKÜDAR
UNIVERSITY
PREPARATORY
PROGRAMME
LEARNER HANDBOOK**

2018 – 2019
ACADEMIC YEAR

FOREIGN LANGUAGES DEPARTMENT

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1. FOREWORD	5
1.1. Message from the Rector	5
1.2. Message from the Director of ÜUFLD	5
2. ÜSKÜDAR UNIVERSITY	1
2.1. Üsküdar University Aim	2
2.2. Üsküdar University Vision	2
2.3. Üsküdar University Mission	2
3. ÜUFLD PREPARATORY PROGRAMME	3
3.1. Our Mission	3
3.2. Our Vision and Aims	3
3.3. Organisational Structure	4
3.4. ÜUFLD Preparatory Programme Educational System	5
3.4.1. Modules	5
3.4.2. Placement and Proficiency Exams	5
3.4.3. Test Equivalence Conditions of Examination	6
3.4.4. Assessment	6
3.4.5. Timetables	6
3.4.6. Attendance	7
3.4.7. Summer School	7
3.4.8. Enrollment Process and Beyond	8
4. ÜUFLD ACADEMIC CALENDAR	10
5. WHY ENGLISH	11
6. SUGGESTIONS FOR LEARNERS	13
7. DISCIPLINARY ISSUES	15
8. ABOUT PEARSON ACCREDITATION	16
9. FAQ	17

1. FOREWORD

1.1. 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 on 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 “successful person, 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 healthy thinking ability, who have awareness of the issues in Turkey and 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, 4 faculties, 1 Vocational School of Health Services, 34 departments, 59 programmes, 5 institutes, 27 master degrees, 4 doctoral degrees, 29 research and application centres and 37 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” and in 2011 we established Üsküdar University as a foundation university. I wish you a pleasant learning experience in your higher education journey.

Rector,
Prof. Nevzat Tarhan

1.2. Message from the Director of ÜUFLD

Dear Students,

You are now a part of Üsküdar University.

We are here to guide you towards becoming autonomous agents in a life-long learning process.

We are here to empower you to take ownership of your own education, your aims and your dreams.

Now is the time to start your intellectual journey and fill it with invaluable memories.

Now is the time for equipping yourself with the 21st century skills.

Now is the time for finding fun and excitement in exploring your academic tastes.

Best wishes,

Director of ÜUFLD
Tuba BERK

2. 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 Üsküdar and Altunizade line are inter-connected through "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 beautiful sea view and weather. Üsküdar cafeterias with indoor and outdoor areas are designed comfortably so that they can talk to each other and enjoy being there.

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, colour,
- 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 scientificity 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 centre 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.

2.1. 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 to train qualified people.

2.2. 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.

2.3. 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.

3. ÜUFLD PREPARATORY PROGRAMME

3.1. 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 and beyond.

3.2. Our Vision and Aims

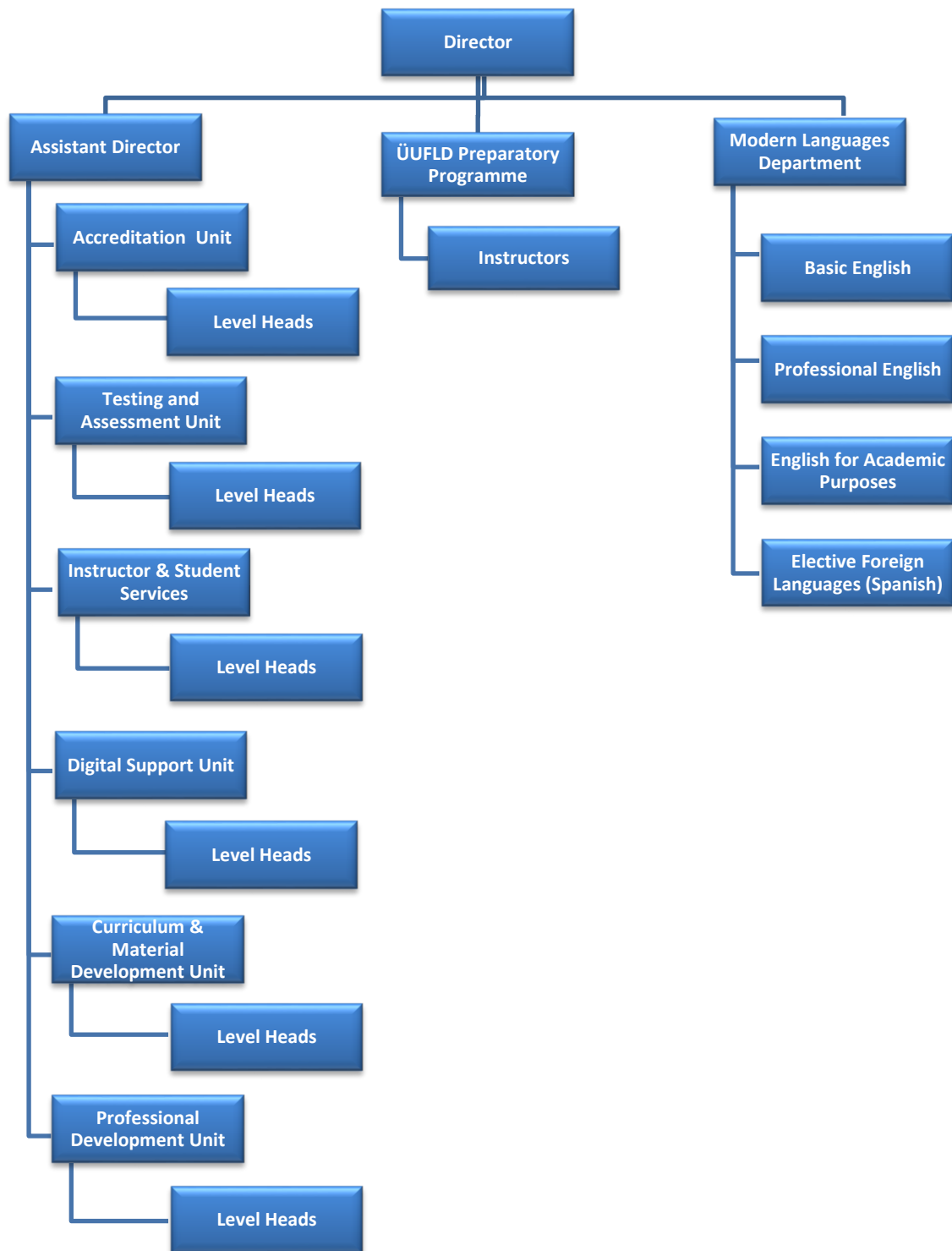
Our Programme aims at developing students' linguistic accuracy and range in English language as well as introducing a critical approach to thinking, reading, speaking and writing in an academic environment. The students will be equipped with the survival skills they need not only during their under-graduate studies but also after they graduate and become active agents in academic, professional and social environments.

Our Programme has adopted the teaching philosophy which is based on the belief that a good teacher should empower students to take ownership of their education. This involves enhancement of skills and facilitation of students' learning process rather than simplistic transfer of dry information. The instructors, in this programme, are thus guides or facilitators coaxing students on an intellectual journey, to help them develop curiosity about language and culture, and to give them the opportunity to confront new ideas and different points of view. This; we believe to be the best way to motivate students to improve their language to learn to think critically, to improve their minds and become autonomous agents.

We employ 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,
- criticality,
- democratic learning environment,
- learner-centred constructivist methodology,
- instructor as facilitator.

3.3. Organisational Structure



3.4. ÜUFLD Preparatory Programme Educational System

Üsküdar University offers one of the best and highest quality preparatory programmes 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 degree programmes in English. Our students at Preparatory Programme undergo a training programme based on our in-house level objectives (curriculum) in alignment with the internationally recognized standard The Common European Framework of Reference for Languages.

We offer C level language programme 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) programme 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 programmes (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.

3.4.1. 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. 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 fall semester.

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.

3.4.2. Placement and Proficiency Exams

All students who are enrolled and will attend the Preparatory Programme are required to take the Placement Test. According to the results of the Placement Test, students are placed in one of the levels of A1, A2, B1 or B2 depending on their language level. It is optional to take the Proficiency Exam. Students who want to take it must indicate that they want to take the proficiency exam during the registration process. Those who receive 60/100 or above from the proficiency exam and are exempted from the Preparatory Programme and continue with their undergraduate programmes.

3.4.3. Test Equivalence Conditions of Exemption

Those who prove their English proficiency level with the national/international (official) exam result documents can be exempted from the Preparatory Programme.

For the validity period, the time between the examination date stated in the exam result document and the start date of the Fall Semester of our university is taken into account.

To be exempt from the ÜUFLD Preparatory Programme you must:

1. receive a minimum of 60/100 points from the ÜUFLD Proficiency Exam,
2. receive a minimum of 65 points YDS/YOKDİL from OSYM,
3. receive a minimum of 78 points from TOEFL (IBT) or 67 points from PTE.

Üsküdar University Proficiency Exam (UPROF), 60/100; YOKDİL/YDS, 65; TOEFL (IBT), 78; PTE, 67

3.4.4. Assessment

Students are subjected to an 8-week learning and assessment process in each module. The students should get an average of 60 or more out of 100 to move to the next level. In this system, the aim is to evaluate the process as well as the product.

In addition to mid-term and final exams, the success of the students in one module is calculated based on the quizzes, students' motivation and active participation, portfolio tasks and grades given to the projects. To be able to successfully complete the Preparatory Programme, students must at least be at B1 level to be eligible to sit the proficiency exam (UPROF) and receive a passing grade 60/100 minimum.

3.4.5. 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.

ÜUFLD Preparatory Programme Timetable

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

3.4.6. Attendance

Every student has to attend at least 80% of the courses. Since English language instruction requires continuity, our students should not be absent except in extraordinary circumstances. Reports taken due to illness are not deducted from absence. Those reports accepted by the university are only valid for the compensation of the mid-term examinations. Absenteeism calculations are done on an 8-week module basis. Students who exceed 80% of absenteeism will not be able to take the exams at the end of the module and will have to repeat the level. Each module consists of up to 25 hours per week and 200 hours per 8 weeks.

3.4.7. Summer School

Summer School is the last module (5th) of the ÜUFLD Preparatory Programme. The module lasts for 7-8 weeks. The assessment is done by taking into account the specified percentages of assessment components. At the end of the Summer School, students who get 60 or above from the UPROF can continue with their faculty studies.

Thanks to the Summer School, students can finish the preparatory programme in one academic year.

3.4.8. Enrolment Process and Beyond

STEP 1 Graduation from High School

Students graduate from high school

STEP 2 LYS/YGS Exams by OSYM

After graduation from high school, they need to take two exams which are Transition to Higher Education Examination (YGS) and Undergraduate Placement Examination (LYS), held by OSYM (Higher Education Student Selection and Placement Centre) to apply for universities.

STEP 3 Announcing the Exam Results

Results are announced on OSYM web page, <https://sonuc.osym.gov.tr/>. Students can log in with their IDs and passwords to see their exam results.

STEP 4 Selection of University/Preparatory Programme

After the results have been announced on the webpage, students make their preferences on <https://ais.osym.gov.tr> after they have logged in with their IDs and passwords.

STEP 5 Placement to University/Preparatory Programme

Students are placed in the programme on the basis of their preferences and scores, and the announcement is on <https://sonuc.osym.gov.tr/>

STEP 6 Enrolment

Students register at the Student Affairs of the university with the necessary documents required.

STEP 7 Placement Exam

Students need to take UPLACE (Üsküdar University Placement Exam) at the Department of Foreign Languages building on the specified date/time given on <http://hazirlik.uskudar.edu.tr> official website announcements page. According to their exam results, they are placed in appropriate levels.

STEP 8 Proficiency Exam

Students who get minimum 60 out of 100 from UPLACE are eligible to take the UPROF (Üsküdar University Proficiency Exam). Students take UPROF on the specified date/time given on <http://hazirlik.uskudar.edu.tr> official website announcements page.

STEP 9 Result of Proficiency Exam

Students who pass UPROF need to go to their faculty secretary to study in their departments.

If they do not get the required score from UPROF, they are placed in the appropriate level announced on <http://hazirlik.uskudar.edu.tr> official website announcements page.

STEP 10 Orientation

Orientation is held on the first week of academic year and learner handbooks are distributed. The Director or the Assistant Director of Foreign Languages Department makes an opening speech. Academic staff and units introduce themselves and present their units.

STEP 11 Studying at Preparatory Programme

Students study for one year during which they are expected to successfully meet the requirements of the ÜUFLD Preparatory Programme. The duration of Preparatory Programme depends on the level of the student. The students who start at A1 and A2 levels study at Preparatory Programme for one year, and the ones who start at B1 and B2 levels can go on with their studies in their faculties if they pass UPROF at mid-semester.

STEP 12 Certificates

Students who successfully complete the ÜUFLD Preparatory Programme are granted a certificate.

4. 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 2018-2019 ACADEMIC YEAR FOREIGN LANGUAGES DEPARTMENT PREPARATORY PROGRAMME ACADEMIC CALENDAR	
FALL SEMESTER	
Placement Exam	25 September 2018 (Turkish) 26 September 2018 (International)
Proficiency Exam	27 September 2018
Announcements of the Exams	1 October 2018
Module 1 begins	2 October 2018
Module 1 Midterm Exam	24-25 October 2018
Module 1 Final Exam	20-21 November 2018
Holiday between Module 1 and 2	26-30 November 2018
Module 2 begins	3 December 2018
Module 2 Midterm Exam	26-27 December 2018
Module 2 Final Exam	22-23 January 2019
Semester Holiday for ÜUFLD	28 January -11 February 2019
Proficiency Exam (B1)	29 January 2019
Proficiency Exam (B2)	31 January 2019
Proficiency Exam (make-up)	4 February 2019
Announcement	8 February 2019
SPRING SEMESTER	
Module 3 begins	11 February 2019
Module 3 Midterm Exam	6-7 March 2019
Module 3 Final Exam	2-3 April 2019
Holiday between Module 3 and 4	8-12 April 2019
Module 4 begins	15 April 2019
Module 4 Midterm Exam	8-9 May 2019
Module 4 Final Exam	3-4 June 2019
Proficiency Exam	11 June 2019
Proficiency Exam (make-up)	13 June 2019
Announcement	14 June 2019
SUMMER SCHOOL	
Summer School Application and Registry	17-21 June 2019
Summer School begins	24 June 2019
Summer School Midterm Exam	17-18 July 2019
Summer School ends	8 August 2019
Summer School Final Exam	8 August 2019
Proficiency Exam	15 August 2019
Proficiency Exam (make-up)	16 August 2019

5. WHY ENGLISH

“Learning another language is like becoming another person.” – Haruki Murakami

1. Lots of 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 smartphones.

6. Travelling the world

In many places where you will travel, 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, aeroplane 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; books, websites, music, TV shows, movies, podcasts.

“Today a reader, tomorrow a leader.” – Margaret Fuller

6. SUGGESTIONS FOR LEARNERS

“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 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 succeed in your English learning, you need to watch and listen as much English language as possible. However, it is crucial to make sure the topics are the ones that interest you. Get into the habit of watching TV shows or movies, 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, and 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 full of juicy new vocabulary 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, therefore reinforces those words 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 can 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.

Tip: [Memrise](#) is a fun way of learning English especially new words.

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 memorising 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 memorised 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 [GoCongr](#), 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

7. DISCIPLINARY ISSUES

Students studying in the ÜUFLD Preparatory Programme are subject to the disciplinary procedures laid down by the Higher Education Institution.

Students should adopt behaviour befitting their university student status and must follow the rules outlined below:

1. Bring the lesson materials regularly
2. Stick to the class hours
3. Submit assignments on time
4. Refrain from disruptive and irrelevant behaviour during the lessons (sleeping, playing games, using mobile phones, eating and drinking, wandering around the classroom, making preparations for another lesson, reading a newspaper, etc.)
5. Set positive and respectful relationships with peers and instructors
6. Do not damage the school properties and materials.

According to the code of discipline of the ÜUFLD, students who do not adopt the required behaviour are given two warnings by the instructor. In the case of a third warning, students will be subject to the disciplinary procedures specified by the Higher Education Institution. In accordance with the Disciplinary Bylaw for Students of Institutions of Higher Education, students who behave in an undignified manner that cannot be attributed to a respectful student in or out of an institution of higher education; limit the freedom of learning and teaching directly or indirectly; disturb the smooth and good working conditions in the institutions; engage in activities such as boycotting, occupying, obscuring, and provoke and encourage such activities will be warranted a warning, a reprimand, a suspension from the Institution of Higher Education for a period of one week to one month, or a period of one or two-term suspension from the university, or expulsion from the university. It is highly important that students avoid any behaviour that requires disciplinary investigation. In such cases, the relevant articles of the Disciplinary Bylaw for Students of Institutions of Higher Education will be fulfilled exactly.

8. ABOUT PEARSON ACCREDITATION

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 organisation'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 ÜÜFLD 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.

9. FAQ

I. *ÜUFLD Preparatory Programme and Exams Given at the Beginning of the Academic Year*

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 exempt 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 65 points YDS/YOKDİL from OSYM,
- c) receive a minimum of 78 points from TOEFL (IBT) or 67 points from PTE.

Üsküdar University Proficiency Exam (UPROF), 60/100; YOKDİL/YDS, 65; TOEFL (IBT), 78; PTE, 67

For the current equivalence table, you can visit OSYM’s or ÜUFLD Preparatory Programme websites below:

<http://dokuman.osym.gov.tr/pdfdokuman/2016/GENEL/EsdegerlikTablosu25022016.pdf>

<http://hazirlik.uskudar.edu.tr/sinav-esdegerlikleri>

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 degree that Üsküdar University stated 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 I 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 80 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.

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 (15% - 20%) (4-6 minutes)	<ul style="list-style-type: none"> • 1 While Listening (6-8-questions) • 1 Note-Taking (6-8 questions)
READING (20%-25%) (1-2 texts, 700-800 words)	<ul style="list-style-type: none"> • Main idea • Sentence completion • T/F • Inference • Reference • Guess the meaning (word)
USE OF ENGLISH (35% - 40%)	<ul style="list-style-type: none"> • Grammar (10 questions) • Vocabulary (10 questions) • Finding the similar meaning/Paraphrase (5 questions)

PART 2 (PRODUCTIVE SKILLS)

WRITING (20% - 25%)	<ul style="list-style-type: none"> • 300-350 words. <p>Psychology, Education, Sociology/Society, Communication, Family, Culture, Art, Crime, Marketing, Business, Environment, Linguistics, Health, Media, Sports, Travel, Technology.</p>
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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.

II. Education System, Exams, and Attendance

11. What is the education system in the ÜUFLD Preparatory Programme?

The English education at our school is given in a modular sense, in the direction of the European Union language proficiency criteria in A1, A2, B1 and B2 levels. An academic year in the ÜUFLD Preparatory Programme consists of 4 modules of 8 weeks in one academic year. According to the results of the placement examinations, our students are placed at their appropriate level from the Foundation (A1), Level 1 (A2), Level 2 (B1) to Level 3 (B2).

A student is required to complete each module successfully with an overall grade of **at least 60/100** in order to advance to a higher level.

A student is required **to comply with the school's attendance requirements** for that module in order to be eligible to take the Final Exam.

12. Why Modular System?

The modular system has a flexible structure that responds quickly to changes. The logic behind the modular system is that it allows the student to progress at his/her own pace and to be notified of his/her success instantly. The system also contributes to the quality of our language education by allowing close monitoring of student progress in a shorter period of time.

13. Is attendance compulsory in the ÜUFLD Preparatory Programme? What happens if I exceed the maximum limit?

Yes, regular attendance is required in the ÜUFLD Preparatory Programme. Students studying at all levels have to meet the attendance requirements in each module in order to be eligible to take the Final Exam given at the end of that module. Students are responsible for keeping track of their class attendance through the Student Information System (SIS).

The upper limit for absenteeism each module is 40 class hours in total for 25 class hours a week (attendance requirement is 80% of the total class hours of that module) with or without a report.

14. Is it possible to receive a medical report in order not to be marked absent?

No, even if you have a medical report you are marked absent. Reports taken due to illness are not deducted from absence. Those reports accepted by the university are only valid for the compensation of the mid-term examinations and portfolio tasks.

15. What happens if a student is late for a course?

Nobody can be deprived of the right to education. That is why the late comers are able to enter the classroom but they are marked absent.

16. How can I keep track of my grades and my attendance record?

You can check your grades and your attendance record by logging into our Student Information System (SIS) <https://sis.uskudar.edu.tr/> using the user name and the password given to you during your registration process.

17. Is it possible to ask for a classroom change?

The classes are arranged on the basis of some academic principles and physical conditions. That is why such demands are not met by the management of ÜÜFLD except for the very extraordinary situations. Extraordinary situations are dealt with during the first two days of each module. Extraordinary situations involve students who have to work and students who are under medication.

18. Can I take make-ups for the exams that I have missed?

There are no make-ups for quizzes and final exam. Students can take make-up exams for Midterms and Portfolio Tasks provided that they submit a medical report. Medical reports have to be submitted to the ÜÜFLD Preparatory Programme Instructor and Student Services office within **5 (five) work days** following the final date of the report.

19. What should I do if I encounter technical problems in online courses and exams?

Students can refer to the Head of Digital Support Unit for support when they encounter technical problems about any online homework.

20. Are there any support units that I can get help apart from lessons?

The students who want to get extra practice may go to the relevant Level Head. The tutorials last for maximum 30 minutes. Each student has a right to take tutorial sessions in each module and the sessions are arranged by the Level Heads depending on the needs of the student. During the exam weeks, tutorials are not offered.

III. Orientation

21. 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>

IV. Turkish Medium Departments

22. 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.

23. 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.

V. *Campuses*

24. At which campus will the ÜUFLD Preparatory Programme be held?

Üsküdar University Main Campus Block C.

25. 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>.



FOREIGN LANGUAGES
DEPARTMENT

www.uskudar.edu.tr/en