



---

# STUDENT'S HANDBOOK

---

2017 – 2018 ACADEMIC YEAR



**Karabuk University**

**School of Foreign Languages**

**English Language Preparation Department**

## CONTENTS

Director’s message .....	3
About School of Foreign Languages .....	4
Vision & Mission & School Philosophy .....	5
School Management.....	6
System of English Preparatory Program .....	7
Academic Calendar 2017 – 2018 .....	8
1. On-demand preparatory school .....	7
2. Compulsory preparatory school .....	7
3. Level descriptions .....	9
4. Course descriptions and contents .....	10
5. Course materials .....	11
6. Attendance Policy .....	12
7. Exams and Assessment .....	12
7.1. Placement exam .....	12
7.2. Proficiency exam .....	12
7.3. Module Passing .....	13
7.4. Make-up exam .....	13
7.5. Objection to exam results .....	14
8. Student discipline regulations of higher education institutions .....	14
9. Duties and responsibilities of students .....	17
10. Suspending study and disenrollment .....	17
11. Medical Report and leave of absence .....	18
<b>Student Services</b>	
1. Student affairs .....	19
2. Instructors’ academic advisory .....	19
3. UBYs (automation).....	19
4. Student Resource Room .....	19
<b>Living on Campus</b>	
1. Library .....	20
2. Stationery .....	20
3. Social Facilities .....	20
4. Social activities and student clubs .....	21
FAQs .....	23
Students’ remarks .....	24
You have got a message .....	26

importance to social development beside language education.

Dear Students,

Welcome to the heart of modern education. From this moment on, you will definitely enjoy the pride and happiness of being a member of the Karabük University family. As the School of Foreign Languages, we are happy to welcome you, our dear students, who have joined us after a period of hard labour and patience. I congratulate our new students on their first step to the hopeful future by being admitted to this university.

The goal of the School of Foreign Languages is to furnish the students to graduate from all the faculties, schools, and vocational schools with the knowledge and skills of a foreign language required for accessing the up-to-date information, following any current releases for their academic studies, getting acquainted with different cultures and introducing their own culture in exchange, on the way to attain the targets of this university. Having employed the purpose of attaining continuous development in class management and language teaching, and making use of all the possibilities of technology on this way, this School takes it upon itself to impose the same spirit to its students, as well. In order to accomplish these goals, the School of Foreign Languages renders the physical infrastructure and qualified circumstances of education to provide the students acquire the knowledge and skills of a foreign language by the creative, young, and dynamic staff that also places



The globalising world witnesses that science and technology is improving in a fast manner, overseas tourism and international relationships are gaining importance, the borders between countries are being removed, and therefore competition is gaining speed. In order to avoid getting alone in this world of high competition, to keep pace with the developing technology, and to get a share from prosperity, it is a must to open to outer world. And the first requirement to do this is to speak a foreign language.

In consideration with all these, you, dear students, are supposed to act in a responsible manner to learn the foreign language, taking the advantage of the education facilities served to your side to the fullest extent.

I wish a year of success to all students.

**Asim AYDIN**

**The Director of School of Foreign Languages**

## About School of Foreign Languages

Prep Unit connected to Karabük University was established as a coordinatorship directly connected to Rectorship in order to carry out the departments' foreign language preparation and courses for associate degree, undergraduate and post graduate programmes at the time when there wasn't prep education, and the number of students and faculties was a lot fewer compared to the present.

After the establishment of Compulsory Prep Program, English Prep School has continued to provide prep education and the need of English courses for the departments. The decision to convert the Coordinatorship of Prep Programs into School of Foreign Languages was made with the Senate decision, dated 06/ 05/ 2009 and no. 2009/08. School of Foreign Languages proposed The Higher Council of Education to found was established with the Cabinet decision dated 01/02/2010, published in official gazette dated 26/02/2010 and no. 27505.

Currently, School of Foreign Languages English Preparatory Program is mandatory for English Language and Literature, Applied Language and Translation and several engineering departments, such as computer, automotive, mechanical, railway end electrics-electronics engineering where medium of instruction is partly or fully English. Students from other departments are accepted based on their request. Students at the beginning of the year take an online placement exam on announced dates. The students who accomplish a certain level also take proficiency exam. If they score over 65 in proficiency exam, they can start studying at their departments. If they score below 65 in proficiency exam, they study at English Preparatory program. The classes are formed according to students' placement exam scores and students are placed into the classes according to those results. There are four levels in Prep Program, which are mapped according to Common European Framework of Reference (CEFR), A1, A2, B1 and B1+. The exit level for students of English Language and Literature Department is B1+ whereas it is B1 for students of all other departments.



**Our vision** is to achieve international quality standards in institutional and educational practices and thus to become a prestigious language institution that has gained credibility among other institutions across the world.

**Our primary mission** is to provide quality language education for students and parallel to this:

- To help students gain essential academic and language skills to continue their studies in their departments or programs where the medium of instruction is partly or completely English;
- To enable students to communicate effectively in the target language in future social and professional contexts;
- To encourage students to be more autonomous and disciplined in their own learning process;
- To promote technology use in language learning process.

### **Our Philosophy**

SFL has been offering a more multi-cultural environment by welcoming more international students from different countries every year so we believe in contributing students' understanding of different cultures as well as their academic and social development.

Considering the nature of SFL, our main philosophy is to have a welcoming environment by building a valuable learning community for our students where they will feel safe and confident to try, learn and use the target language, where they are not afraid to make

mistakes and volunteer to speak their minds freely and finally where they grow into active members of society.

We believe that learning is a continuous process and also an individual responsibility. To that end, our main aim, as well as providing an effective language teaching, is to help students to discover their own learning styles and be active participants of language learning process by motivating them, teaching them to take responsibility for their own learning, to develop critical thinking skills in addition to promoting language and academic skills and using a variety of methods and techniques in classes.

We strongly believe that every student is unique and has something valuable to bring to the class, so does every teacher. Thus, we offer a universal design for learning where teachers might adapt their methods according to students' needs. We ensure that the various methods and techniques applied by each instructor do not contradict our general pedagogic approach where the fundamental values are as follows:

- \*exposing students to target language as much as possible,
- \*encouraging learner-centred instruction,
- \*enhancing collaboration and student participation,
- \*ensuring the use of contextualization in language teaching process.

## School Management



Director: Asim AYDIN



Vice Director: Tuğba AKBAŞ



Vice Director: Sami AKGÖL



Head of Department: Tuğba YILDIRIM



Vice Head: Uğur TURAN



Vice Head: Esin UYSAL GÜL

## System of English Preparatory Program

### 1. On-demand preparatory school

Students of the departments of which medium of instruction is Turkish, or as well as the medium of instruction being Turkish, there are also lessons partly or totally instructed by a foreign language, may enroll in the preparatory school on demand.

These students should make application with-in the dates announced by the School of Foreign Languages in person with a petition stating that they would like to have preparatory school education. With-in the quota limits, the names announced after the process stated in the School of Foreign Languages education directive must take the placement exam.

The duration of education in the on-demand preparatory classes is one academic year. This duration does not reckon out of the duration of the department they are enrolled in.

Those who succeed in or fail the preparatory class go on their education at the department they are placed. However, the students who fail cannot take the lessons instructed partly or totally in English; they can only take the lessons instructed in Turkish.

Those who study preparatory class on demand are exempt from the YDL lessons at their departments.

### 2. Compulsory preparatory school

The duration of education in the compulsory preparatory classes is one academic year. This duration does not reckon out of the duration of the department they are enrolled in.

Those who succeed in the preparatory class go on their education at the department they are placed. **At the end of the year, the procedures below are applied for those who go on the preparatory class and fail:**

- a. The students who finishes the second term of the preparatory class with A2 level (B1 for ELL students) and cannot take the B1 level (B1+ for ELL students) may take the remaining level during summer school on demand, and succeed in the preparatory class by passing the general exam at the end of the summer school.
- b. Those who take the B1 level (B1+ for ELL students) and fail, must take the placement exam which is applied at the beginning of the upcoming academic year, and they can take the proficiency exam if they succeed in the placement exam. Those who also fail this proficiency exam and want to improve their language use with their own means can take the proficiency exams at the end of both fall and spring terms if they deliver a petition, stating that they are not going on the preparatory class, to the student affairs office of School of Foreign Languages with-in five workdays following the announcement of the proficiency exam results.

- c. Upon the request of the students who fulfilled the compulsory attendance but failed anyway, it is stated by the Assessment, Selection and Placement Center that they are placed at an equivalent department at Karabuk University of which medium of instruction is Turkish; in such a case that there is no equivalent department, they are placed at one of the similar departments. For this, the placement score of the student should not be lower than the targeted department's lowest placement score of the same year the student is placed. Yet, those who cannot fulfill the compulsory attendance cannot take advantage of the aforementioned right.

Those who fail their second year are broken off their departments, and, by the Assessment, Selection and Placement Center are placed at an equivalent department at Karabuk University of which medium of instruction is Turkish; in such a case that there is no equivalent department; they are placed at one of the similar departments. For this, the placement score of the student should not be lower than the targeted department's lowest placement score of the same year the student is placed.

## Academic Calendar

### 2017-2018

2017 – 2018 Academic Calendar	
<b>Fall Term</b>	
11 – 12 September, 2017 Monday–Tuesday(morning session)	Placement Test
12 September, 2017 Tuesday (afternoon)	Proficiency Exam I
20 September, 2017 Wednesday	Start of lessons
18 January, 2018 Thursday	End of lessons
19 January, 2018 Friday	Proficiency Exam II
22 January, 2018 Monday 2 February, 2018 Friday	TERM BREAK
<b>Spring Term</b>	
5 February, 2018 Monday	Start of lessons
18 May, 2018 Friday	End of lessons
22-23 May, 2018 Tuesday-Wednesday	Proficiency Exam III

### Period calendar for modules

PERIOD I	PERIOD II	PERIOD III
20.09.2017 - 01.12.2017	11.12.2017 - 02.03.2018	12.03.2018 - 18.05.2018
1 <sup>st</sup> December, Friday EMT	2 <sup>nd</sup> March, Friday EMT	18 <sup>th</sup> May, Friday EMT



### 3. Level descriptions

At KBU School of Foreign Languages, classes are separated into four levels at the beginning of the academic year. The levels constituted according to CEFR are:

*B1+ level (high intermediate),*

*B1 level (intermediate),*

*A2 level (lower intermediate),*

*A1 level (elementary).*

Students are placed into these levels according to the placement exam they take at the beginning of the first school term. Each consisted of ten weeks; students can complete three levels during one academic year. The students whose in term studies results are below the determined passing grade (65 out of 100), and/or those who exceed the absence limit (40 lessons) within the level repeat the level.

**A1 Level Description:** Students have either very little or no acquaintance with English. They can understand very few daily phrases and can use limited numbers of lexis or phrases in return. They can recognize some fundamental lexis and structures while reading. However, they in a position to use some structural phrases but cannot use them delicately while writing.

**A2 Level Description:** Students who start the program at this level can understand and respond basic conversations. They are in a position to understand a great deal of basic phrases. Even if they make structural and spelling mistakes, they have the ability to produce intelligible questions and answers. They can follow simplified texts and scripts, and can distinguish many structural differences. Even if they don't always produce correct sentences on a significant topic, they can write simple but connected sentences being partly aware of the necessary forms.

**B1 Level Description:** At the beginning, these students are in a position to understand the basic conversation flow of English, though not very detailed. They have the ability to start a conversation based on daily issues, and can fulfill many social and practical function with some help (such as shopping, seeing a doctor). Their level of understanding semi-original texts is satisfactory, but they are in need of support with details, scarcely encountered words and some structures. They can write short paragraphs even if they cannot organize it properly; they usually have problem with providing consistency and coherence. They can use many simple and some complex structures with extracurricular issues (such as storytelling, personal letters, stating or clarifying opinions). But, since they have difficulties in using some of the complex structures, some problems are usually seen in their academic paragraph or essay writing.

**B1+ Level Description:** Students can start and keep on a conversation actively. They are in a position to fulfill daily routines easily, and they can cope with new situations comfortably (such as the situation during shopping is going on according to the expectations). They can understand most of gist and details of a text, but they need help with fine details and academic vocabulary. They can understand most of texts which are not academic, and distinguish essay types. They have paragraph writing skills, but they need to learn how to outline and how to organize a paragraph properly. They can use many structures with most of the contexts which don't demand any specialization (such as storytelling, personal letters, stating or clarifying opinions). But, since they have difficulties in using some of the complex structures, some problems are usually seen in their academic paragraph or essay writing.

#### 4. Course descriptions and contents

Course contents are formed for you to work on your skills both separately and integrated. Students will learn at least from three different instructors during a course. And this gives them the opportunity to experience three different personalities, teaching techniques and accents.

##### **Integrated skills (IS) (Main Course) (English use and vocabulary knowledge) (20 hours a week – all levels)**

During this lesson, students are integrated into tasks and activities that promote four language skills, reading, listening, speaking and writing, while also practicing grammar and vocabulary. In IS lessons, they proceed to use the target language after the learning and understanding stages. Students strengthen their use of target language through course books, worksheets, activities and dialogues. Pair and group works are frequently included in this lesson's activities on reading, listening, speaking and writing.

##### **Reading & Vocabulary (A2 – B1 levels 4 hours a week)**

The main aim of the course is to foster students' academic skills by expanding their vocabulary knowledge, improving their reading strategies and techniques as well as reading comprehension skills, though the lessons are supported with speaking and writing activities. In addition to reading skills coursebook, additional materials including scientific essays, literary texts, articles, short stories, poems or newspaper reports can be utilized depending on the course level.

##### **Writing (at B1 2 hours a week separate from IS)**

This lesson helps students improve their writing skills. In addition to in class activities, homework, portfolio studies and extra work are applied meticulously in order to improve their written expression skills. Both in IS lessons and writing lessons, students write in class tasks on which they receive both written and oral detailed feedback so that they can improve their performance. Students are informed about the importance and process of portfolio studies by their instructors during lessons. They are also provided with "Portfolio Info Student's handbook" that includes objectives of tasks, assessment criteria of them and etc.

##### **Online language study (2 hours a week – all levels)**

This lesson is applied through materials provided for students on internet in lab classes. Students have the opportunity to practice and improve the target language on the program which presents a content parallel to course materials and sources. They complete activities on grammar, vocabulary, listening and reading. At least two instructors guide students during the lessons by helping them and answering their questions.

##### **Grammar (only B1+ ELL 4 hours a week)**

In this lesson, students explore and practise the grammatical structures. The subjects are presented in context and students are provided with a variety of activities depending on their needs.

## 5. Course materials

Course materials are determined by level coordinators, academic units' representors and material selection committee consisted of other instructors. This commission examined the books according to the criteria list determined by School of Foreign Languages, created reports by using some of the parts from books during lessons as a pilot scheme, and made a decision as a result of instant survey.

### *2017 – 2018 SFL ENGLISH PREP COURSEBOOKS AND MATERIALS*

Period / Module	Period I	Period II	Period III
1 A1	English File Elementary Writing Booklet	Speakout 2 <sup>nd</sup> Edt Elementary Writing Booklet	English File Elementary Writing Booklet
2 A2	English File Pre-intermediate Reading Explorer Foundations Writing Booklet	Speakout 2 <sup>nd</sup> Edt Pre-int Effective Reading 2 Writing Booklet	English File Pre-intermediate Reading Explorer Foundations Writing Booklet
3 B1	English File Intermediate What a World 3 Writing Booklet	Speakout 2 <sup>nd</sup> Edt Intermediate Effective Reading 3 Writing Booklet	English File Intermediate What a World 3 Writing Booklet
4 (ELL) B1+	Unlock Reading & Writing 4 Unlock Listening & Speaking 4 Grammar and Beyond 3 Writing Booklet	Unlock Reading & Writing 4 Unlock Listening & Speaking 4 Grammar and Beyond 3 Writing Booklet	Unlock Reading & Writing 4 Unlock Listening & Speaking 4 Grammar and Beyond 3 Writing Booklet
4 (ENG) B1+		English File Upper- intermediate Engineering 1	English File Upper- intermediate Engineering 1

For each period a different set of materials are used for the same courses. The aim of doing so is to make the language learning process much more effective for especially repeat students who will have to study at the same level due to absence fail or success fail.

Students can obtain their coursebooks from either places in other cities or on the Internet or a bookshop in Safranbolu if they would like to. They have to obtain online program passwords with their materials. Photocopied or pirated copies are not allowed in the class.

Writing booklets and additional materials like self-study packs can be obtained from copy centers in the campus.

## 6. Attendance Policy

Each student has to attend the classes of the relevant course at a rate of 85%. The hours which are left from not being absent cannot be transferred to another course term. Each instructor is responsible for recording the absence data of the classes s/he is attending. ***Leave of absence right is 40 hours*** for each module. If you have more than 40 hours of absence in a module, you repeat the level regardless of your success rate.

### Why is class attendance important?

Class attendance is of great importance in language learning. As you need to practise and revise the things you have been introduced in the following lessons, attending the lessons and making the most of them is to your benefit.

**Also, there is no make—up for exams due to absenteeism, which will affect your grades to be able to pass a level.**

If you fail at a level twice in an academic year, you cannot continue to study at the last period as this makes you fail preparatory program. Because of these reasons, you should not miss the classes, and you should keep your absence of leave right for hard times of yours instead of using it arbitrarily.

## 7. Exams and Assessment

### 7.1. Placement exam

With the placement exam, the students' levels are assessed in the following conditions:

- ✓ Who enrolls in the compulsory preparatory class for the first time or through lateral/vertical transfer,
- ✓ Who went on the preparatory class for one year but will have to repeat the class due to failure,
- ✓ Attend the preparatory class on demand,

**Attention:** The placement exam does not ensure being exempt from the preparatory class. Every student must take the placement exam.

### 7.2. Proficiency exam

It is administered three times an academic year: at the beginning of the academic year, at the end of the both fall and spring terms. The passing grade is 65 out of 100.

The students who are attending and/or have completed A1 and A2 levels cannot take the proficiency exam at the end of fall and spring terms. They need to be studying B1 (B1+ for ELL) or to have completed B1 (B1+ ELL).

The students who have grades from internationally recognized exams such as TOEFL, Cambridge ESOL, PTE and TOEIC or from the exam made by the assessment, selection and placement center as stated below are exempt from the compulsory preparatory class and compulsory English lessons without being subject to the proficiency exam.

TOEFL IBT: 65 (70 for ELL)  
 PTE: 55 (60 for ELL)  
 YDS/E-YDS/ YÖKDİL: 60 (65 for ELL)  
 TOEIC LR: 550-785  
 (650-785 for ELL)

### 7.3. Module Passing

SFL adopts a continuous assessment approach which requires the administration different types of assessment at frequent times.

Whether a student passes a level or not is determined by his/her module average which is illustrated in the table below.

For the students to be reckoned as successful at the preparatory class, they should accomplish the B1 level (B1+ for ELL).

### 7.4. Make-up exam (only for midterms)

For the students who cannot take the midterm exams and whose excuses are accepted by the management, make-up exams can be applied.

The students who want to take the make-up exam should deliver their documents showing their excuses to the student affairs office of School of Foreign Languages following the finish of their excuses in **five days** at the latest.

However, with a board decision, a right for taking a make-up exam for the exam which cannot be taken can be given to the students who represent the University or Turkey, covering the time in competitions or camp periods aimed at competition.

Module Avarage						
<b>3/4 Quizzes</b>	<b>1 Mid-term</b>	<b>Writing Portfolio</b>	<b>Speaking Portfolio</b>	<b>Online Language Study</b>	<b>Class Performance Grade</b>	<b>End of Module Test (EMT)</b>
Pop or announced Reading Listening Use of language Vocabulary	Listening Reading Writing Use of language Vocabulary	4 / 5 tasks  including the same number of in-class study	performed n class and/or video recorded  Interviews Role-play videos Mini presentations	Language laboratory work	<u>Criteria</u> <u>e.g. participation assignments etc.</u>	Multiple choice Reading listening Use of language Vocabulary (+ speaking & writing for exit levels)
<b>%10</b>	<b>%15</b>	<b>%10</b>	<b>%10</b>	<b>%5</b>	<b>%5</b>	<b>%45</b>

## 7.5.Objection to exam results

You can object to your exam results by giving a petition to the student affairs office of School of Foreign Languages within three work days following the announcement of the results. However, before an official objection, the student should first consult his/her grader instructor to examine exam paper.

The result regarding the examination of the paper again by the commission will be announced to the student by SFL student affairs.

**Attention: The challenges students make about the coding mistakes made during the multiple-choice exams are not accepted.**

For further information about exams and process; you may see the *Laws and By laws on Education and Examination at Foreign Language Preparatory School* by using the QR code or link below.

<http://oidb.karabuk.edu.tr/yonerge/yabanc%C4%B1%20dil%20haz%5B1%5D.%20y%C3%B6n.pdf>

## The Disciplinary By law for Students of Institutions of Higher Education

### Disciplinary Penalties and Offenses

#### Disciplinary Offenses That Warrant a Warning

##### ARTICLE 4

(1) Offenses that warrant a warning:

a) Not answering the questions of authorities of the institution of higher education in due time without reason,  
b) Posting notices at places that are not reserved for this purpose by the authorities of the institution of higher education,

c) Pulling off, tearing, changing, smudging, or staining the announcements, bulletins, programs and such that were posted by the approval of the institution of higher education.

#### Disciplinary Offenses That Warrant a Reprimand

##### ARTICLE 5

(1) Offenses that warrant a reprimand:

a) Providing incomplete or false information required by the authorities of the institution of higher education,  
b) Disturbing the atmosphere of a lesson, a seminar, a workshop, a laboratory, as well as a conference, and a scientific meeting,  
c) (Change OG 07.11.2013-28814)

Distributing unauthorized leaflets and, posting unauthorized banners and posters within the premises of the institution of higher education

d) Pulling off, tearing, changing, smudging, or staining the announcements, bulletins, programs and such that were posted by the institution of higher education,

e) Attempting to copy and cheat at the exams.

### **The Disciplinary Offenses That Warrant a Suspension from the Institution of Higher Education for a Period of One Week to One Month**

#### **ARTICLE 6**

(1) Offenses that warrant a suspension from the institution of higher education for a period of one week to one month;

a) Preventing the freedom of learning and teaching,

b) Hindering disciplinary investigations,

c) Giving a piece of document that the student has been entitled to receive from the institution of higher education to somebody else for personal use or using

such a document for his/her own interest,

d) Insulting or abusing the honour and dignity of the persons in speech or writing within the premises of the institution of higher education,

e) Insulting or abusing the honour and dignity of the staff in speech or writing at indoor or outdoor premises of the institution of higher education,

f) Consuming alcohol within the premises of the institution of higher education,

g) Holding unauthorized meetings.

#### **ARTICLE 7**

(1) Disciplinary Offenses that warrant a suspension from the Institution of Higher Education for a period of one or two-term suspension from the university are as follows:

a) Threatening the administrative staff, teaching personnel and students.

b) Provoking students or others to prevent

the staff from carrying out their work.

c) Either as an individual or as a group, verbally assaulting the university administrators or their decisions, publishing against them, provoking other students to do that or attempting to do that,

d) Theft,

e) Breaking into or damaging university buildings that have been ruled as off-limits,

f) Cheating or helping other students to cheat during exams, or attempting to do so

g) Keeping any unauthorized printed matter forbidden by the University, or copying or distributing them to other students

### **The Disciplinary Offenses That Warrant a Suspension from the Institution of Higher Education for Two Terms**

#### **ARTICLE 8**

(1) Offenses that warrant a suspension from the institution of higher education for two term;

a) Making university officials at the university leave or to prevent them from performing their duties by using violence or physical threats,

b) Making university students at the university leave or to prevent them from performing their duties by using violence or physical threats,

c) Threatening or forcing either an individual or a group to demonstrate illegally or to participate in such a demonstration,

d) Using, or carrying, or being in possession of, or sale of illegal or controlled substances,

- e) Cheating in exams by the use of threat, preventing or obstructing the removal of a cheating student(s), out of the classroom, or having a student take an exam in their place, or entering an exam assuming the identity of another student,
- f) Raping any of the staff or students at the university,
- g) Acting in express violation of “Law no: 6136 regarding firearms, knives, and other weapons or arms” carrying firearms, ammunition, and knives and explosives either to be used in defense or attack, have in possession in the University grounds or be guilty of such crimes,
- h) Giving a piece of document that the student has been entitled to receive from the institution of higher education to somebody else for personal use or using such a document for his/her own interest,

arms” carrying firearms, ammunition, and knives and explosives either to be used in defense or attack, have in possession in the University grounds or be guilty of such crimes,

- d) Rape

#### **Unforeseen disciplinary infractions**

ARTICLES 10 - (1) In situations not specified in the above passage, but are similar in nature and intent, similar penalties will be given.

#### **Repeat of disciplinary offense**

ARTICLE 11 - (1) A degree of severe punishment is imposed on an action that has caused disciplinary action.

(2) In case of the repetition of the disciplinary offense, the penalty for removing from the higher education institution can not be given.

#### **Disciplinary Conduct and Behavior Resulting in Expulsion from the University:**

##### ARTICLE 9

(1) The following actions or infractions will result in expulsion from the university;

- a) Having membership in an illegal organization, or acting or helping on behalf of these organizations
- b) Using, or carrying, or being in possession of, or sale of illegal or controlled substances,
- c) Acting in express violation of “Law no: 6136 regarding firearms, knives, and other weapons or

For detailed information:

<http://www.yok.gov.tr>





## 9. Duties and Responsibilities of Students

The rules that students are expected to obey and the behaviors that they are expected to exhibit are listed below:

- Participate the lessons regularly at scheduled times,
- Have information about the issues regarding themselves by following official websites and reading relevant documents such as this handbook.
- Comply with the school rules announced at the beginning of the semester,
- Come to class with all required books, tools and materials mentioned in the course schedule,
- Come prepared for the course and do homework on time,
- Follow your program to compensate missing classes,
- Participate in the course by using target language English,
- Stick to the class hours,
- Participate in course activities,
- Submit your homework and assignments on time,
- Make regular repetition of the subject outside the course,

- Enter the official examinations (midterm, final) of the courses.

## 10. Suspending Study and Disenrollment

(1) Students who want to freeze the registration must apply by petition until the end of the lastday of the week in which they take the course specified in the academic calendar, no later registration freeze requests will be processed. Registration freezing requests of students who want to freeze their registration are evaluated by the Department of Student Affairs and, if deemed appropriate, the registration freezing process is carried out in student automation on the basis of the date of the application petition.

(2) In the direction of the request, the student's registration may be frozen for at least one semester and at most two semesters during the education period. Students can not enroll in any courses during the semester they are absent and can not take the semester examinations. The registration freezing period is not counted during the education period. It is determined according to the provisions of the relevant legislation that the student will pay tuitionfee / student contribution while he/ she freezes the registration. Students are obliged to monitor and learn the results of the registration freeze applications.

(3) Students who wish to extend the registration freezing period and to register for the period specified in the second paragraph of this article must certify the excuses of the students and apply by a

petition; the applications of these students are evaluated by the Office of Student Affairs.

(4) After the end of the registration freezing period, the student will be enrolled in the next semester without making any application.

(5) Any application related to excuses, it must be done within one week at the latest from the date of the end of the excuse.

(6) In the event that the total number of students who have been excused in one semester exceeds the limit of absence stated in Article 24 of this Regulation, the student shall be deemed to have an excused leave with a decision of the relevant board for that semester without having to apply for the student.

(7) Students who have been granted permission due to their health condition may continue their education after documenting what they are going to continue their education with a medical report.

Students may, if they so desire, delete their registration by submitting a written application. The date on which the petition for the request of the student to register is recorded is determined as the date on which the student is registered and the student's relationship with the university is canceled without the need for the Board of Directors. If students in this situation ask for it, diplomas are returned. If tuition is canceled in the university, tuition / tuition fees paid by the student will not be

refunded. The student who leaves in this way is not re-enrolled.

Students who transfer to another higher education institution by way of a transfer will be dismissed from the university.

## **11. Medical Report and Leave of Absence**

Medical reports do not remove the attendance. However, in cases where treatment is required for more than 20 days, the students are applied to the Medical Board (delegation) report and the Student Affairs Office of the Foreign Language School.

Students who are unable to take midterm exams due to health problems should submit at least 5 days official medical reports in writing to the Student Affairs of the Foreign Language School within 5 working days following the end of the report. A make-up examination is organized by the relevant commission for the place and time for the students whose excuse is valid. No make-up exam is given for pop-quizzes.

Students who are assigned by the University Board of Directors and who participate in social, sportive and cultural activities within the university and / or university may be granted a course permit for the related dates if they are notified to the Presidency of the Directorate of Health, Culture and Sports by the dean / directorate. Notifications made after the event date are ignored.

Students are granted five work days for the death of first degree relatives and two work days for second degree relatives. In

addition, students who are obliged to participate in the trial as a witness or as a suspect are given two days off for outside of province and one day for in the province. Students are required to submit their documents related to trial to the Foreign Language School Student Affairs Office before the trial, within 5 work days following the end of their leave of absence document (death certificate).

## Student Services

### 1. Student Affairs

Petition for entry to exemption examination, petition for optional reading, petition for make-up exam, petition for appeal for exam result, petition for permission in special cases, submitted to the sfl student affairs. In addition, students who have succeeded in the preparations will also receive the preparatory documents from the student affairs.

### 2. Instructor's Academy Advisory

During an academic year, students can receive academic help from their grader instructors at certain times outside of the class. The office hours are announced in the first week of every period on the website

### 3. UBYS (AUTOMATION)

<http://ubys.karabuk.edu.tr>

Students can view their exam results, absenteeism records on this system. Also, they can perform course registration at their departments. The system is used by simply entering student ID no as user name and TR ID number as password. In order to use the system, they need to have the Internet access.



### 4. Student's Resource Room

Students can use and borrow a variety of coursebooks and materials at SFL student resource room on the first floor. They can also listen and watch programs by plugging their headphones in the jugs on the desks.

## Living on Campus

### 1. Library



Our libraries operate to provide printed and electronic information sources to support the education, scientific researches and studies of our university, to organize and record them according to library rules in electronic environment and to present them to the users in the fastest and easiest way possible.

Karabük University Library, with its new building, acts with the principle of continuous development and self-renewal and keeps user satisfaction in terms of both service quality and resources. Parallel to the rapid growth of our university, we are increasing the number of printed and electronic resources every day to meet the increasing needs of our users and present them to the users.

### 2. Stationery

In the campus, there is stationery where students can purchase stationary materials and photocopy at social facility center near SFL building.

### 3. Social Facilities



At the newly constructed Student Life Center, students can benefit from services such as cafeteria, hairdresser, patisserie, market, restaurant and cafeteria. Besides these, the Turuncu canteen, the central canteen and the canteen in the faculty buildings are at the service of our students.

Our gym, which is located in our school, is in the service of our students for various sports activities.







### Inter-class football / basketball / volleyball games

In School of Foreign Languages, there are soccer, basketball, volleyball competitions between classes. Information about these competitions will be made at [www.ydyo.karabuk.edu.tr](http://www.ydyo.karabuk.edu.tr) during the semester.

these events will be shared on the website of the School of Foreign Languages.



### Other Student Clubs at KBU

Any student who is studying in our school may attend and participate in the student clubs of our university. You can use the following link or QR code for detailed information about these clubs.

<http://sks.karabuk.edu.tr/kulupson.html>



### Sightseeing and social responsibility projects (crystal terrace, garbage collection, shelter, nursinghome visits, etc.)

During the semester, with the participation of the students, various trips, the scope of social projects help and service activities are organized. Detailed information about

## Frequently Asked Questions (FAQs)

**1) Do we have to attend classes? If we have to, how many hours do we have attendance?**

-Yes, it's compulsory. It is 40 hours for each module.

**2) On religious and national holidays, on occasions before and after official holidays such as November 10th, April 23rd, May 19th, New Year, there are sometimes few and sometimes no students. If no students come to the class or if a few students come, will the attendance be taken anyway?**

-Attendance is taken. You need to come to the school. As education and training continue at those days, the student is responsible for the lessons s/he has missed.

**3) The first week of classes at the beginning of the period, is the attendance taken?**

-Yes.

**4) Is there flexibility in attendance hours?**

-No. Attendance is of the utmost importance, as the year-round work on the modular system has a great impact on its success. Absolutely no flexibility during absence times.

**5) Ever?**

-Never.

**6) For example, if my attendance is 42 hours on module A2, do I have to retake the module due to my lack of attendance for 2 hours?**

-Yes, due to absenteeism you have to retake the module.

**7) If I have health report for the days I haven't attended the class, will my absence be deleted?**

-No. If you have committee report, your absence will be taken into consideration by School of Foreign Languages.

**8) When we have report, what should we do to take the make-up exam?**

-You have to wait for the announcement of the make-up exam on the website by submitting your report to the student affairs following the finish of your excuses in five days at the latest.

**9) Can a student who has been absent from the course take the final exam (EMT)?**

-Students who fail to attend may not enter the final exam (EMT). If B1 student can not take the exam because of her absence, s/he will repeat B1 module.

**10) Can any student from another class come to my classroom to listen the lecture?**

-No.

**11) Can I take food or beverage into the classroom?**

-No.

**12) Can I change my class if I do not like my classroom or if I have difficulties in terms of level?**

-There is no such thing as changing a class to dislike. If you think you have difficulty in terms of your level, you have to tell your instructor or the course coordinator about your situation.

13) As a foreign student, additional quota, vertical and transitional student we are registered late. How does this affect our absence? Are we responsible for these days?

-No. From the date that the registration is officially completed and started, 15% of the course hours in the tuition will be absent.

14) Apart from class hours, can we use our classroom to study in the evening and on the weekends, to prepare for class, to use internet connection or to read book?

-You can not use classrooms. You can use the reading room or library to study.

15) I have placed an intermediate or pre-intermediate class at the end of the exemption exam and I have completed these levels successfully in the first semester. I wanted to go through my department but I couldn't receive any lesson. Can I come back to the lessons, even though my relationship with the preparatory class is cut off?

-No.

16) Can I attend lessons when I'm late? Does the teacher take me to school?

-Students have to come to classes on time. Students who are late can not be taken to class.

17) When I come to my lesson without my book, is there a situation like not taking the lesson?

-As stated in the school regulations, students have to bring the necessary course materials.

18) I missed the quiz / final exam (EMT) because of my illness. Can I take the quiz / EMT?

- There is no compensation for the quizzes and EMTs.

19) What should I do if my absence is higher than I expected?

-If they do not find a solution by consulting their teacher, they can apply for college student affairs on the date when the attendance is declared.

#### Student Remarks

Kadir Sağlam



Before studying the KBU preparation, I always thought that my pronunciation was bad and inadequate when I spoke English in the community

and I always kept quiet. Thanks to the support I have received in the maincourse and especially speaking classes there, I have improved my pronunciation and gained experience. I think the greatest benefit of the preparation is that it makes it possible to gain a habit of acquiring a foreign language and to learn a third or fourth language.



### Tugce Ozdemir



The best part of studying the preparation in KBU was the increase in my interest in foreign languages. While I have never been interested in foreign words

and phrases from their meanings until their pronunciations, I am now more interested in particular foreign languages and I believe that this will help me all my life. In addition, friendships, social environment, activities and participation in the preparatory class further strengthened my relationships with people and made me more socially more active.

will notice that the English is not an obligation, but an entertainment and in educational relationship. Welcome to Karabuk University and Foreign Language School.

### Esra Nur Yilmaz



Hello there. First of all, welcome to our university. When I came last year, I

learned that our university has a compulsory preparation. I thought I am exempt from coming to DGS, but now I'm good to say I study it. For the reason, even if I do not communicate at a very advanced level, I can understand what the person is saying and I can speak as much as I can. I got a lot of help from my teachers. If I have difficulties in lessons, I have to face a lot to help me from other platforms and answered my questions diligently. Many events are held in our school. You are invited to participate in all activities that are of interest to you. I recommend you to participate in all the activities that are carried out. I hope you all pass preparation class, good luck.

### Ezgi Calar



This year you will have a lot of opportunities to improve your language, you have time to get used to the university and make friends. If you are aware of these opportunities

of the year and use school facilities and teachers' experiences and recommendations, you will see how successful you will be. At our school you



### VEYSEL YAŞAR

Hi, I'm Veysel. I study the preparation last year and I have very good memories in preparation. You will have many beautiful moments, do not miss it. You both know the school and you get used to the school and you get very nice friendships.



### Emre Soykan

Preparation was a  
very good

experience for me. That is, it would be difficult to go directly to unprepared division in a place where I had to stand for the first time. But for me it was a great advantage to make friends, besides studying English that was spread over a long period of time. During this time, I learned about the city and the possibilities of the city. In addition, by the help of my

effort and with my lecturer I improved my English. In short, prep class prepare us both school life and Karabuk life.

### You Have Got a Message

Perhaps you will first take the first hesitant steps of an explorer; but this door will be the gateway to the world for you. To learn a world language; it will add a great value to your personality and knowledge, expand your horizon and complete one of the most important milestones on the way to profession.

Instructor Ayşegül Asar Zeyhan

You should consider it as a chance to learn English rather than seeing the preparation class as a comfortable year. You should be aware of the fact that you can learn English by not only listening but also by actively participating, so you should be aware that any kind of activity that is done in class will be useful for you. You can be confident that you will have a successful and enjoyable year as long as you fulfill the responsibilities of the student, such as keeping the day of absence by yourself, bringing the necessary materials into the classroom, participating in the class and respecting the class.

Pınar Mızrak





[www.karabuk.edu.tr](http://www.karabuk.edu.tr)

<http://sfl.karabuk.edu.tr>