



PAMUKKALE UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
PREPARATORY PROGRAM
STUDENT HANDBOOK





PAMUKKALE UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES



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Dear students,

Welcome to our university which aims to catch up with the age in a constantly developing world, to serve humanity by reaching the quality of education and education at national and international standards by using up-to-date information and technology in the light of universal values, to raise competent, innovative and entrepreneurial individuals who respect basic human values. Our institution is for all these reasons prepared to show the utmost devotion for our students.

The School of Foreign Languages offers English education on the basis of the "Foreign Language Learning-Teaching Common Framework (CEFR)" implemented in European Union countries with its academic staff of sufficient quantity and quality. For this purpose, we closely follow current methods and techniques and try to catch up academic and technological developments in order to support the development of our students. The Modular System, a process-oriented system, is implemented in our Department of Foreign Languages. Thanks to this system, we can assess the continuous development of our students and take the necessary measures.

Our wish is to ensure that the time you spend here is carried out efficiently, knowing your responsibilities and doing your duties properly. Do not forget that you have the biggest share in achieving success.

Our school is pleased to welcome you with the responsibility and pride of carrying the precious children of this country to the future with its academic staff and all proper capabilities.

Assoc. Prof. Dr. Recep Şahin ARSLAN

Director of School of Foreign Languages

OUR GOALS

The purpose of establishment is to provide foreign language education for the students who enroll in "Associate Degree and Undergraduate Degree Programs with an English program" for a year in accordance with the Pamukkale University School of Foreign Languages Education and Training Regulation.

For this purpose;

1. Being open to innovation, social sensitivity, high self-confidence, accommodating and sharing,
2. Based on expertise and knowledge, holistic perspective, learning based, participatory corporate culture, multi-dimensional approach, motivating and coordinating,
3. The main values of our school are accuracy and reliability in evaluations, including current data, using limited resources in the most appropriate way and being a problem solver .

**OUR ACADEMIC
STAFF**





A1 Module Level: The level at which the student can understand the familiar words and very basic patterns about his immediate environment, which expresses concrete needs, when the students speak slowly and clearly and can communicate in a simple way if they get help.

A2 Module Level: The level at which the student can understand phrases and frequently used expressions in direct expressions , understand simple and routine situations, and make simple and direct transfer of familiar and familiar topics.

B1 Module Level: The level at which the student can understand the main points of the subject when used in the standard language clearly in the usual subjects, where he/she can express himself/herself and express his/her opinion by associating the subjects in ordinary subjects and personal interests .

B1 + Module Level: The level at which the student can understand the content of difficult texts and discussions in concrete and abstract subjects, speak fluently with someone who speaks in his mother tongue, can express himself in a clear and detailed way, and express his/her personal opinion in many subjects.

Academic Module Level: The level at which the student gains the skills necessary to carry out academic studies during his undergraduate education.

In every level, in line with the European Common Language Criteria (CEFR), lessons are taught from every skill: listening, speaking, reading and writing. There is also a Basic English course that covers all these skills. In this way, students will be able to work all skills both integrated and disaggregated. Students will be able to consolidate the skills they learned during the lessons through written and oral portfolios and projects, as well as through websites that will be offered to them. They will be able to transform their learned vocabulary and grammar into behavior by supporting them with materials and activities selected according to their level.



Education-Teaching Materials



The materials developed in the field of language teaching in the School of Foreign Languages, Department of Foreign Languages are evaluated and determined every year to meet the exact needs of our students. Books to be used all year round can be obtained from the dates and places specified during the first weeks of the school.

Since pirate and photocopy books are considered a crime according to the law, students are required to use original books.



Exemption from the English Preparatory Program

* For students who enroll for the first time in units with a foreign language preparatory program;

1. Those who have passed and obtained 100/70 or above in the proficiency exam held at the beginning of the first academic year
2. Those who certify that they have a passing score of 55 or above from YDS or an equivalent from one of the national and/or international foreign language exams accepted by the interuniversity board are exempted from the foreign language preparatory program. In order for the scores obtained in these exams to be evaluated, three years must not have passed since the exam was held.

* Students who are successful in the proficiency exam are given a certificate of achievement.

* The exemption status of the foreign language preparatory program of the students who come by means of horizontal or vertical transfer or relocated to the University by the Student Selection and Placement Center (ÖSYM) is decided by the School Administrative Board.

* Students who fail to meet the specified conditions continue their foreign language preparatory programs.



Assessment and Evaluation

1. Proficiency Exam (Proficiency Exam)

Proficiency exams are held three times a year, at the beginning, end of the fall semester and at the end of the spring semester. From these exams;

* Proficiency exam held at the beginning of the fall semester; students who enroll in university for the first time, those who failed the preparatory program in previous years and those who passed conditionally,

* For the Proficiency exam at the end of the fall semester; Those who failed in the compulsory preparatory program in previous years and those who pass the B1+ module, those who pass conditionally,

* Proficiency exam held at the end of the spring semester ; Students who enroll in the preparatory program for the first time but fail during the year and/or remain absent, fail the preparatory program in previous years and/or remain absent, pass conditionally and prepare with their own means.

* No make-up exam right is given for these exams.

2. Level Determination Examination (Placement Exam)

* The level at which the students start studying in the Preparatory Class is determined by the results of the Placement Exam prepared and administered by the School of Foreign Languages at the beginning of each academic year.

* All newly registered students who fail the English Proficiency Exam and students of compulsory and optional undergraduate programs who have not completed two years in the preparatory program are required to take the Placement Exam in order to be placed in classes appropriate to their levels. Students who do not take this exam begin their education at the lowest level.

3. Midterm Exams

Short exams (Quiz)

* It is given to students in the course during the exam. There is no obligation to inform the student in advance.

* Quizzes are not compensated. Students who do not take the exam are considered to have received "0" from that exam.

* At least four quizzes are applied in each module.

* 10% of the average of the quizzes is taken into assessment.

Quiz Before the Midterm Exam (Pre-Midterm Quiz)

- * Is included into the average grade of the short quizzes.
- * In module 1, it is prepared to include all four skills before visa, and is conducted by announcing the date beforehand.

Midterm Exams (Midterm)

- * Students who arrive late will be given the right to take the exam, provided that they do not exceed 15 minutes, but no additional time is given.
- * Midterm exams can be held in writing, orally, or both orally and in writing.
- * It is applied once in each module on the date determined by the Exam Preparation and Evaluation Office. Exam dates are announced on the website.

Make-up Exam (Make-up Exam)

- * Students who cannot attend midterm exams due to their justified and valid reasons that the School Executive Board deems appropriate, apply to the Department of Foreign Languages within 3 work days after the exam with the document proving their excuses. If the excuses are accepted, a make-up exam is applied on the specified date for the midterm exams that the student did not attend.
- * Make-up exam is only applied for midterm exams. No make-up exam is given for other exams.

3. Module Final Exam

- * Students who enroll in the foreign language preparatory program can switch to upper modules or repeat modules according to their success in the module final exam during the academic year.
- * Students who fail the module final exam will repeat the same module at most twice. Students who fail twice in the same module cannot attend classes. However, they can take the module make-up Exam. If successful, they can continue their education from a higher module.
- * Students who have a grade point average of 80 and above at the end of the module can take the module skipping exam to be held during the year and are placed on a higher level based on the module skipping exam score. This exam is applied once at the end of the first module.

4. In-Module Study Note - Performance Note (Alternative Assessment)

* This is the grade given by the lecturer of the course considering the students' attendance, performance, and success in homework and projects.

Portfolio
Presentations
Readers
Homework
Project
Participation

**IT IS STRICTLY FORBIDDEN TO BRING YOUR
MOBILE PHONE TO ALL EXAMS MADE BY THE
SCHOOL OF FOREIGN LANGUAGES.**



Assessment of Success

* During the preparatory class, all kinds of measurement activities are evaluated over 100 full points. Accordingly, a student's success assessment score as of the end of the module is as follows:

Midterm Exams (Midterm)	30%
Quizzes (Quiz)	10%
In-Module Study Note (Portfolio, hw , ..)	10%
Module Completion Exam	50%

* In order to be considered successful, the student must have a minimum score of 70 out of 100.

Unsuccessful Students

* Students who fail because they fail to meet the required conditions at the end of the first year of their preparatory program in programs that offer education in foreign language and those that offer partial education in foreign language, attend the next proficiency exam and/or repeat the preparatory program.

* Students of programs who receive education in foreign language and those who receive education in a partial foreign language cannot start the related program without being successful in the proficiency exam or preparatory program. They have to complete the preparatory program. On the other hand, if the students of optional programs do not meet the attendance requirement, they move on to the departments the following year, but cannot get a certificate. If they continue but fail the exams, they have the right to take the proficiency exam. If they succeed in the proficiency exam, they can move on to their departments.

* If the students who enrolled in programs that have a language of instruction completely or partially in foreign language cannot successfully complete the preparatory class at the end of the first year, students can apply by submitting a petition to the relevant department of the faculty they are affiliated with for an equivalent program in Turkish.

* Students who cannot complete the preparatory class successfully within two years are dismissed from the program. Students who are dismissed from the preparatory class of

programs whose language of instruction is wholly or partially in a foreign language can enroll in an equivalent program in Turkish at the university.

* If there is no equivalent program in our university, students are centrally placed in one of the programs whose language of instruction is Turkish, provided that the student's university entrance point is not lower than the required base for enrollment in the program where the student will be enrolled, by the Assessment, Selection and Placement Center.

* Students who are not successful at the end of the second semester of the preparatory class can continue to the pre-graduate and undergraduate program they are entitled to enter provided that they are successful in the Proficiency Exam held at the end of the semester by attending the preparatory class for another additional two semesters or by developing their foreign language skills by their own means.



dreamstime.com

Attendance

* Students must attend 85% of the lessons in each module in the preparatory program. Students who do not fulfill the attendance requirement are considered unsuccessful for the module they attend. These students are not granted the right to take the module final exam held at the end of the module, they repeat the same module.

* Students who failed the module from being absent, who fail the preparatory program in previous years and/or who pass conditionally and those who prepare by their own means may enter the proficiency exam held at the end of the spring semester.

Offered by the School of Foreign Languages:

Extra-Curricular Activities

READING CLUB:



In the reading club, students come together on certain days of the week to read books selected from appropriate levels. They research and share the subjects they read. Studies in the reading club help students improve their language skills such as vocabulary, speaking and reading.



FILM CLUB:



English preparatory students watch English films suitable for their level in selected days of the week appropriate to the module classes they are enrolled in. Our students develop discussions on the movie they watch and do activities related to the movie. Studies in the mini cinema club allow students to improve their vocabulary, listening and speaking skills.

FOREIGN LANGUAGES FESTIVAL:



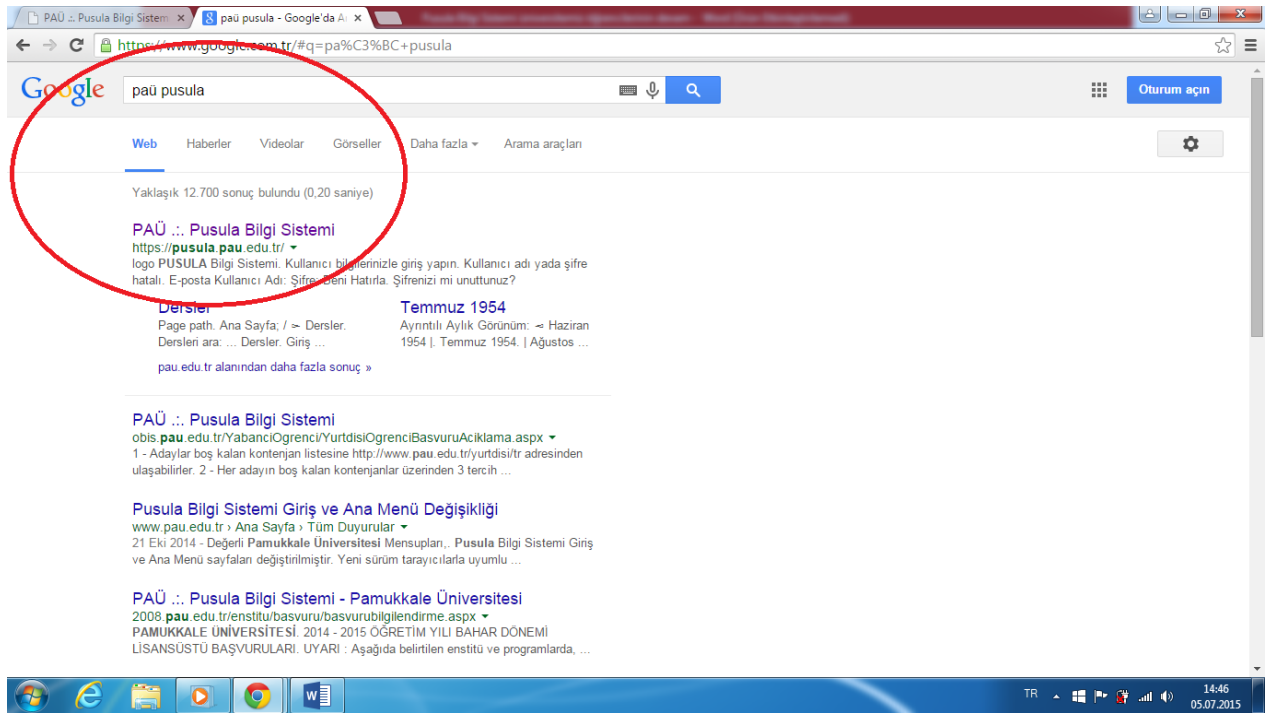
The aim of the festival is to provide an environment where our students can demonstrate their performances with the "language competition" activity they are exposed to throughout the 4 modules; to increase language awareness and enable students to become familiar with the university environment. After the event, a music concert is held in the school garden to ensure that the students socialize. It is aimed to create a colorful environment with the participation of our students from different countries and cities.



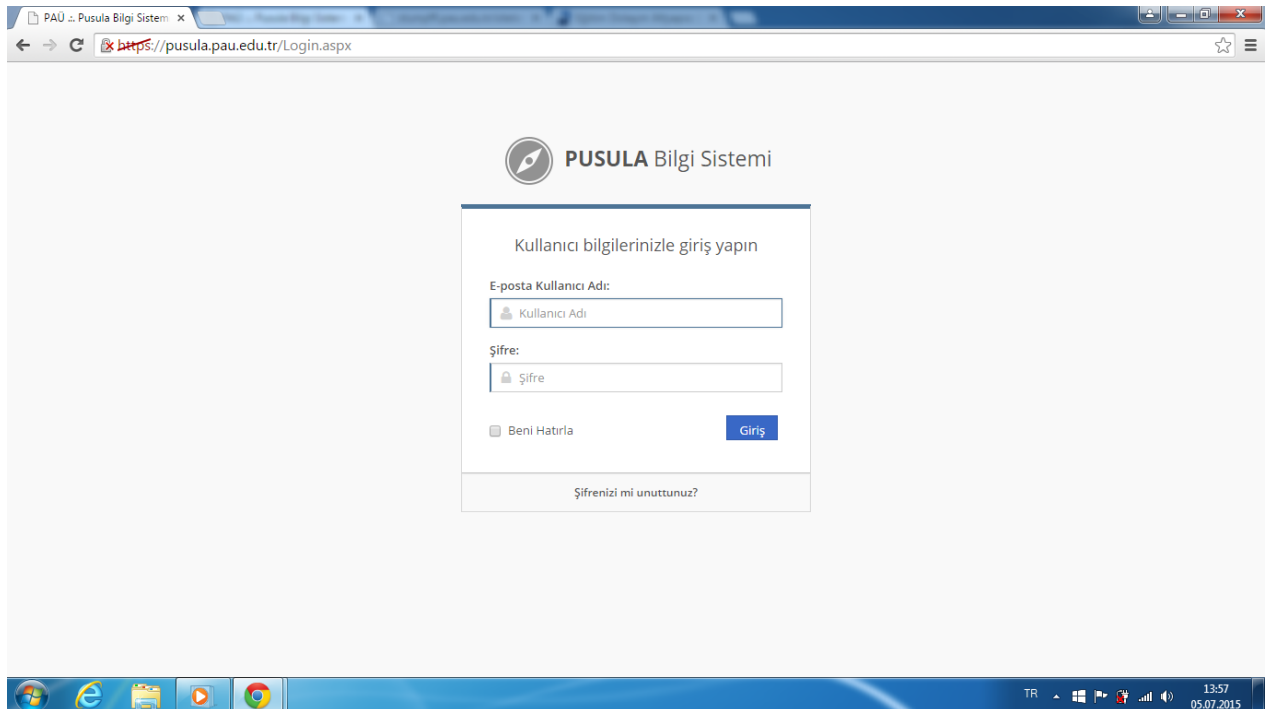
Student Education Support Program

The Pusula Information System is an information system where students of our university can see attendance, absence and all exam results. To enter the Compass Information System, it is necessary to click on the icon in the upper right on the main page of www.pau.edu.tr:

Another way to access the Compass Information System is to type in "PAÜ Pusula" on the Google search engine and click on the first link:



Students login to this system with their user name and password given during registration:



The username consists of the student's name, surname and year of enrollment at the university.

Ex: Berkay Can Erođlu / 2014 Username: 12345

The password is determined by the IT Center in the first place and given to the student. Students can then change these passwords at any time from the Pusula Information System.

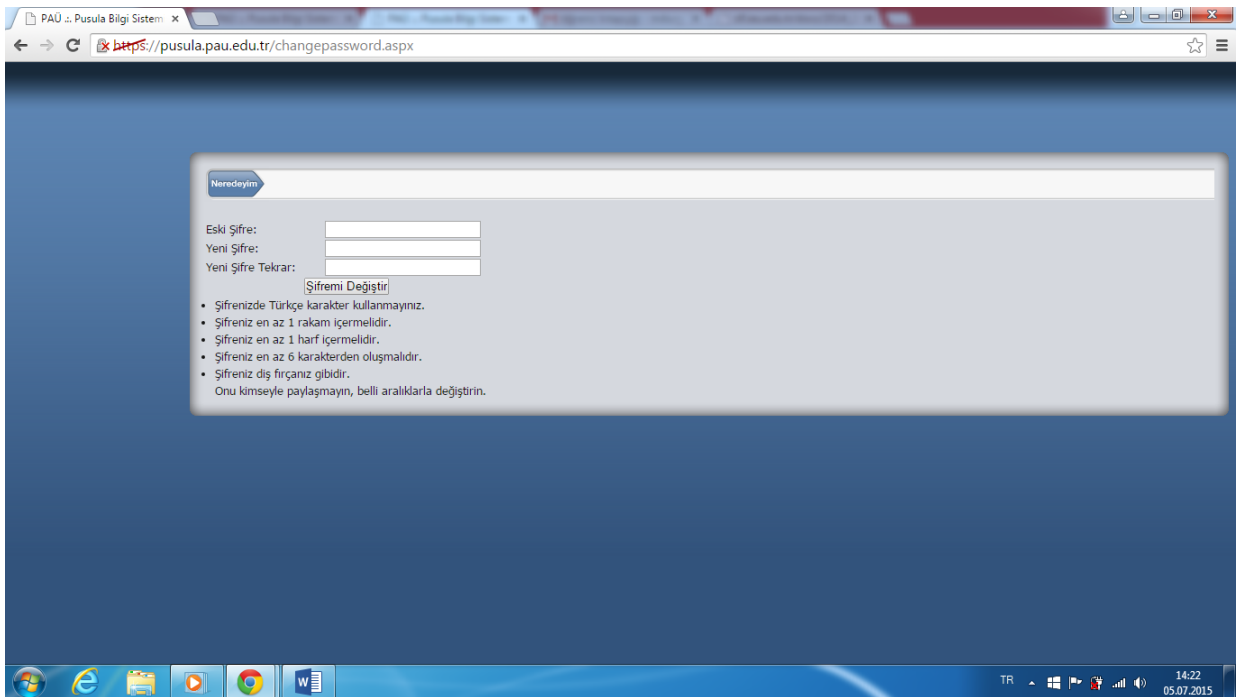
Preparation Information System is selected after login to the Pusula Information System for password change:



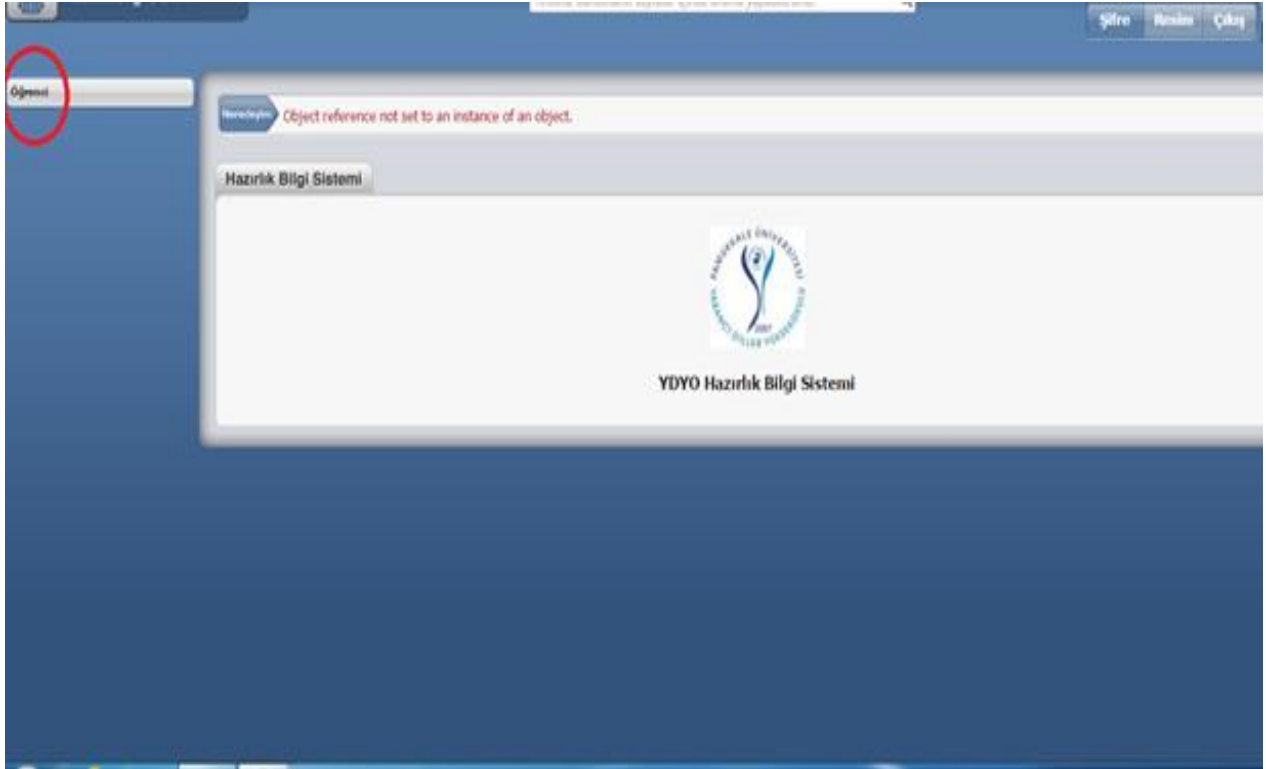
Then click on the Password tab in the upper right corner on the screen that appears:



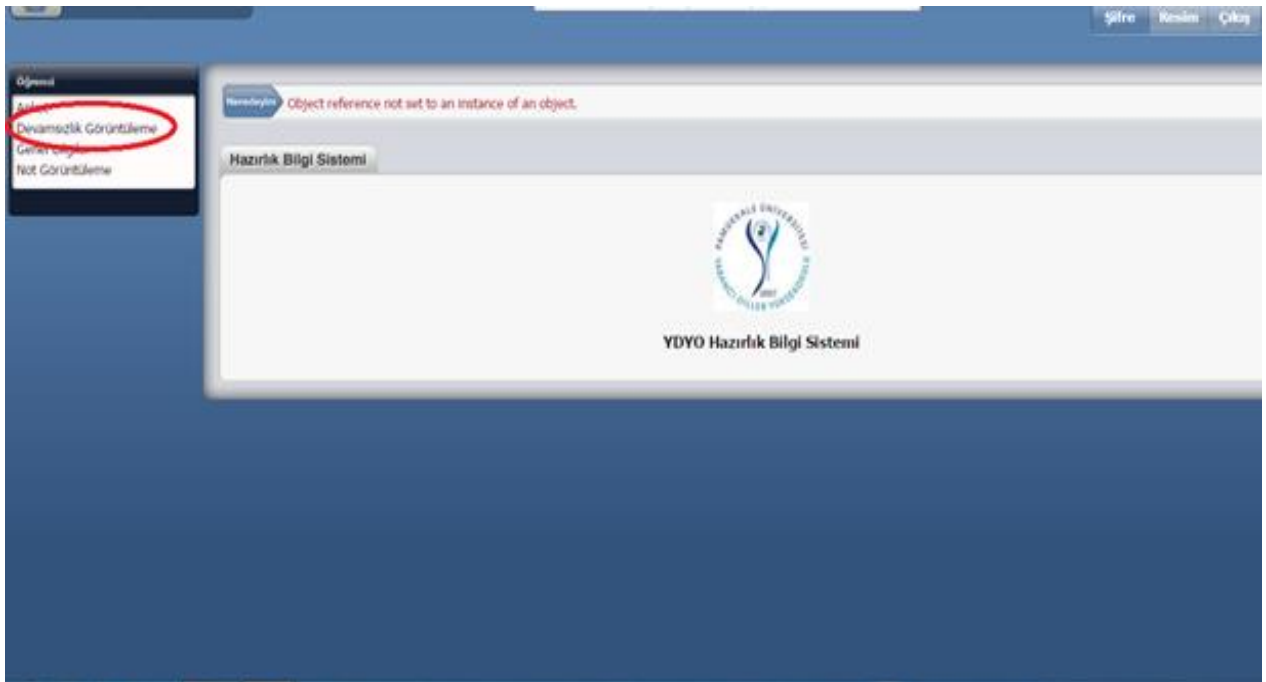
Then you can create your new password from the password change screen that comes up:



To see the absence or exam grade information in the Pusula Information System, click on the Student tab in the upper left after entering the Preparatory Information System:



To learn about absence, click on the "Absence Viewing" tab in the "Student" sub-tab:



Öğrenci

Anket
Devamsızlık Görüntüleme
Genel Bilgiler
Not Görüntüleme

Hazırık Bilgi Sistemi > Öğrenci > Devamsızlık Görüntüleme

Devamsızlık Görüntüleme

Devamsızlıklarım

Dönem: 2014-2015 Dönemi

Toplam Devamsızlık: 50 saat

Sınıf	Ders	Tarih	Süre
2	İNG 079 - TEMEL İNGİLİZCE I	02.10.2014	4 saat
2	İNG 079 - TEMEL İNGİLİZCE I	08.10.2014	2 saat
2	İNG 081 - DÖNLEME/KONUŞMA BECERİLERİ I	08.10.2014	2 saat
2	İNG 079 - TEMEL İNGİLİZCE I	09.10.2014	4 saat
2	İNG 079 - TEMEL İNGİLİZCE I	05.11.2014	2 saat
2	İNG 081 - DÖNLEME/KONUŞMA BECERİLERİ I	05.11.2014	2 saat
2	İNG 079 - TEMEL İNGİLİZCE I	10.12.2014	2 saat
2	İNG 081 - DÖNLEME/KONUŞMA BECERİLERİ I	10.12.2014	2 saat
2	İNG 085 - YAZMA BECERİLERİ I	26.12.2014	2 saat
2	İNG 086 - YAZMA BECERİLERİ II	20.02.2015	2 saat
2	İNG 084 - OKUMA BECERİLERİ II	20.02.2015	2 saat
2	İNG 082 - DÖNLEME/KONUŞMA BECERİLERİ II	11.03.2015	2 saat
2	İNG 080 - TEMEL İNGİLİZCE II	16.03.2015	4 saat
2	İNG 080 - TEMEL İNGİLİZCE II	30.03.2015	2 saat
2	İNG 080 - TEMEL İNGİLİZCE II	09.04.2015	2 saat
2	İNG 080 - TEMEL İNGİLİZCE II	15.04.2015	2 saat
2	İNG 082 - DÖNLEME/KONUŞMA BECERİLERİ II	15.04.2015	2 saat
2	İNG 080 - TEMEL İNGİLİZCE II	16.04.2015	4 saat
2	İNG 086 - YAZMA BECERİLERİ II	17.04.2015	2 saat

In order to learn the exam grades, click on the "Grading Display" tab in the same section:



PAÜ PUSULA Bilgi Sistemi

https://2008.pau.edu.tr/Hazirlık/Ogrenci/notGoruntule.aspx

Öğrenci

- Anket
- Devamsızlık Görüntüleme
- Genel Bilgiler
- Not Görüntüleme

Not Görüntüle

Dönem : 2014-2015 Dönemi

Öğrenci No	Ad Soyad	Kur - Sınıf	Durum	Quiz Ort.	Midterm Ort.	Final Ort.	Bütünlük Ort.	Genel Ort.
14167025	BERKAY CAN EROĞLU	C - 2	Aktif	80,75	89,67	90	-	88,976

Ders	Sınav Türü	Not	Tarih
ING 081 - DİNLEME/KONUŞMA BECERİLERİ I	Quiz	92	15.10.2014
ING 079 - TEMEL İNGİLİZCE I	Quiz	90	20.10.2014
ING 085 - YAZMA BECERİLERİ I	Quiz	96	27.10.2014
ING 083 - OKUMA BECERİLERİ I	Quiz	90	28.10.2014
ING 079 - TEMEL İNGİLİZCE I	Quiz	0	30.10.2014
ING 079 - TEMEL İNGİLİZCE I	Midterm	85	03.11.2014
ING 083 - OKUMA BECERİLERİ I	Quiz	35	28.11.2014
ING 081 - DİNLEME/KONUŞMA BECERİLERİ I	Quiz	100	01.12.2014
ING 079 - TEMEL İNGİLİZCE I	Quiz	71	08.12.2014
ING 081 - DİNLEME/KONUŞMA BECERİLERİ I	Midterm	92	11.12.2014
ING 083 - OKUMA BECERİLERİ I	Quiz	100	16.12.2014
ING 079 - TEMEL İNGİLİZCE I	Quiz	87	17.12.2014
ING 079 - TEMEL İNGİLİZCE I	Quiz	100	18.12.2014
ING 079 - TEMEL İNGİLİZCE I	Quiz	95	22.12.2014
ING 085 - YAZMA BECERİLERİ I	Quiz	90	24.12.2014
ING 079 - TEMEL İNGİLİZCE I	Midterm	91	31.12.2014
ING 079 - TEMEL İNGİLİZCE I	Quiz	88	04.03.2015

The username and password given to the students are also used as an e-mail address with the extension @ pau.edu.tr. Faculty members can reach their students via this e-mail. In addition, any news and announcements related to the university are sent to this e-mail. Therefore, students need to check their e-mails regularly.

PAÜ PUSULA Bilgi Sistemi

PAÜ E-posta = Gelen

https://pusula.pau.edu.tr/login.aspx

PUSULA Bilgi Sistemi

- Altyapı Bilgi Sistemi
- E - posta Servisi
- Öğrenci İşleri Bilgi Sistemi
- Bildirim Takip Sistemi
- Erasmus Bilgi Sistemi
- Personel Bilgi Sistemi
- Bukalemun İçerik Yönetim Sistemi
- Formasyon Bilgi Sistemi
- Proje Bilgi Sistemi
- Doküman Yönetim Sistemi
- Hazrlık Bilgi Sistemi
- SKS Bilgi Sistemi
- EDS Eğitim Destek Sistemi
- Kurumsal Veri Değerlendirme Sistemi
- Süreç Yönetimi Bilgi Sistemi
- Eğitim - Öğretim Bilgi Sistemi
- Mezun Bilgi Sistemi
- Stratejik Yönetim Bilgi Sistemi
- Eğitim Yönetim Sistemi
- Öğrenci Bilgi Sistemi
- Tıp Fakültesi Bilgi Sistemi
- Enstitü Bilgi Sistemi
- Toplantı Bilgi Sistemi

Çıkış Yap

PAÜ E-Posta Servisi

webmail.pau.edu.tr/?_task=mail&_mbox=INBOX

Hakkında Destek Al mdurgut@pau.edu.tr Kapat


E-Posta Adresler Ayarlar

Yeni E-Posta Yaz Yanıtla Tümüne Ya İlet Sil İşaretle Daha Fazla

Hepsini Q

Gelen	Gönderen	Konu	Tarih	Boyut
Taslaklar	Mr. Imran Shah	[! PROBABLE SPAM]2-Day Workshop on SEM (Structural Equation Modeling) and Its Applicati...	2015-06-27 03:03	14 KB
Giden	Aslı ATAR	PAU TTO - Hezarfen Davetiye	2015-06-26 13:24	1,7 MB
İstenmeyen	PAÜ Duyuru Servisi	[Akademik_genel] Mentee Başvuruları Daveti	2015-06-26 12:51	69 KB
Çöp 135	Stewart Anderson	Call for Papers	2015-06-26 12:19	42 KB
Etiketler	PAÜ Duyuru Servisi	[Akademik_genel] TÜBİTAK - Japonya Bilimi Destekleme Kurumu (JSPS) Çağrısı Açıldı	2015-06-26 10:07	100 KB
Etiket oluşturun	PAÜ Duyuru Servisi	[Akademik_genel] Türkiye - İspanya EUREKA İkili İşbirliği Ortak Çağrısı Açıldı!	2015-06-26 09:53	146 KB
	JSTOR	JSTOR news - new teaching resource and lesson plan competition	2015-06-25 17:19	30 KB
	PAÜ Duyuru Servisi	[Genel] ADÜ Didim Sosyal Tesisleri	2015-06-25 17:00	138 KB
	PAÜ Duyuru Servisi	[Akademik_genel] Sınai Mülkiyet Hakları Eğitimi	2015-06-25 09:55	102 KB
	PAÜ Duyuru Servisi	[Genel] Yaz Okulu Ders Görevlendirme ve Şubelendirme işlemleri uzatılmıştır...	2015-06-24 13:52	3 KB

Seç Dizimler Postalar: 1 - 100 , Toplam: 2342



TR 16:07 05.07.2015



Frequently Asked Questions

- Why is foreign language education compulsory?

English Preparatory Education is very important at our university because of our belief that our students will continue their studies in a way that they can follow international publications, have the opportunity to study at European universities where we have bilateral agreements during their undergraduate education, and have an opportunity to take part in international projects during their professional careers.

- What time do the lessons begin?

Regular teaching classes in the morning modules begin at 08:55 and the secondary teaching lessons at 15:20. Lessons are 45 minutes.

- Can the normal education student enter the course in the secondary education and the secondary education student in the normal education?

No.

- What is the content of the English Proficiency exam?

Proficiency exam B 1+ is an exam covering basic English, reading, listening, writing and speaking skills. You can review the sample exam on our website. (<http://www.pau.edu.tr/ydyo/en>).

- How can they access the information regarding the Proficiency Exam?

Students can find out about the location, date and time information or details of the relevant exam from the School of Foreign Languages website announcements section.

- I passed the Proficiency exam. Can I still continue with the preparatory program?

No.

- How to freeze registration?

Students can get information about the registration freezing process from the student affairs of the faculties they are enrolled in.

- Can I freeze registration and take proficiency exams during the same year?

In order to take the proficiency exam, you must be an active student.

- What is the procedure for getting medical reports in case of illness?

Students who cannot attend the exams due to their illness must prove this condition with a medical report. The reports must be submitted to the secretary general of foreign languages department at the latest within 3 working days after the report expires. Reports that do not comply with the above-mentioned procedure will be invalid. Medical reports are only for compensating inter-module exams. **Reports are not valid for absence, quizzes, module final exams and proficiency exam.**

- If our teacher is late, will the lesson be canceled?

No. If the school administration is not told that the course cannot be held that day, you should wait for the course to start.

- If the whole class does not come to class, will the course be canceled?

No. It is not possible for the students not to come to class.

- Can my friend come to the class as a guest?

Students who are not students of the preparatory program are not allowed to enter the course.

For students of departments whose language of instruction is wholly and partially foreign language:

- Can I get a certificate when I finish the English Preparatory Program?

Students who successfully complete the preparatory program are not issued a certificate, but a certificate of achievement is issued when deemed necessary.

- If a student is absent from a module, can he/she take the midterm and the module final exam of that module?

If the student does not fulfill the attendance condition, he/she has to repeat the module and the student cannot take the final exam.

- Will the students who are not successful in the preparatory program take the placement test again in the next academic year, or will they start from the higher level of their completed course?

These students must take the placement test again. They will be placed in classes again according to their redefined levels.

- Will students be able to take the proficiency exam the following year if they fail due to absence?

Yes, they can.

- What are the options of students who continue the English Preparatory Program and cannot complete this program at the end of an academic year?

** The students of the faculties/departments/programs where the preparatory program is mandatory (students of departments whose language of instruction is completely and partially foreign language) have the right to take the Preparatory proficiency exam 3 times in each academic year. However, they can continue their preparatory education for a maximum of 2 academic years.

** If the students of faculties/departments/programs where the preparatory program is compulsory (students of departments whose language of instruction is completely and partially foreign language) cannot complete the preparatory program, they can complete it by submitting the grades they receive from the national or international exams accepted by the University Senate by developing their own foreign language skills.

** If the students of the faculties/departments/programs (where the language of instruction is completely and partially foreign language) are not able to complete the preparatory program within the legal period given to them, they can apply to an equivalent program with a Turkish language of instruction at another university through the Student Selection and Placement Center (ÖSYM) upon their request.

For students who will optionally study in the preparatory program:

- I declared that I wanted to attend the preparatory program optionally. Can I give up my decision later?

Within the period determined in the academic calendar, students can submit their requests to the faculty by submitting a petition to the school directorate.

- Do the students who attend the preparatory program on demand, take courses at different branches?

After the students of compulsory and optional departments are classified according to their levels in our school, they take courses in the same branches and are subjected to the same exams.

- I will receive preparatory education optionally. Do I have to follow attendance?

Yes. Attendance is mandatory in all departments of the English Preparatory Program. However, optional students can start their departments even if they do not fulfill the preparatory program successfully or the attendance requirement. However, they cannot obtain a preparatory certificate.

- If students who are studying on demand are not successful at preparatory school, can they move on to their departments the next year?

Students in departments where the preparatory program is not compulsory have the right to move on to their departments in the next academic year if they fail.

For more detailed information on application principles, see:

Pamukkale University School of Foreign Languages Associate and Bachelor's Foreign Language Preparation, Education and Teaching Regulation;

<http://mevzuat.basbakanlik.gov.tr>