

Contents

Welcome to Bilkent University School of English Language (BUSEL)	1
Background Information about Bilkent University School of English Language	2
The English Language Preparatory Program	2
The Faculty Academic English Program	3
Who's Who in BUSEL	4
Heads of Teaching Unit in the Preparatory Program	5
BUSEL Mission Statement	7
Now that You are University Students	8
➤ 1. Plan Your Time	8
➤ 2. Use Mobile Computing	9
➤ 3. Use the Library	9
➤ 4. Who to Visit When in Need	9
➤ 5. Take Advantage of Sports Opportunities	12
➤ 6. Be Active and Make Your Voice Heard	12
➤ 7. Get to Know the Learning System	13
➤ 8. Familiarise Yourself with the Rules and Regulations	15
➤ 9. Observe Assessment Related Requirements	19
➤ 10. Be a Responsible Member of the BUSEL Community	21

Welcome to Bilkent University

School of English Language (BUSEL)



This handbook has been designed to give you all the basic information you will need for your studies in the English Language Preparatory Program of our school.

BUSEL staff are here to help you achieve the needed English language, academic, and life skills so that you can graduate successfully from your chosen department in Bilkent University and enjoy a fruitful and rewarding career, a fulfilling personal life, as well as making an important contribution to your community.

On the following pages you will find details of the school's education system, syllabus, assessment, and its rules and regulations. This information is here to help you understand the school's approach to the learning of English and its expectations of its students.

BUSEL is a challenging school and has high expectations of its students and its staff. You will need to work hard during your time in the school but, if you use all the opportunities made available to you and work both consistently and in an organized way, we are confident that you will be successful.

The handbook also tells you where you can get additional information and help, should you need it. We want students to be fully aware of the facilities available to them and the process by which they can get further information and support for their learning.

We are here to help you so please feel free to contact us, either through email, or through visiting the administrative services in N building on east campus. The contact details are given in the pages that follow.

We wish you every success in your studies in BUSEL. We look forward to getting to know you, working with you, and celebrating your successful learning experience in our school.

Asst. Prof. Dr. Tijen Akşit
Acting Director, BUSEL

Background Information about Bilkent University

School of English Language

Bilkent University School of English Language is one of the largest academic units in Bilkent University, with approximately 230 teaching and administrative staff and over 2500 Preparatory Program students and over 3500 students in the faculty courses it offers.

The school comprises two programs: the English Language Preparatory Program and the Faculty Academic English Program.

The English Language Preparatory Program

The English Language Preparatory Program helps students acquire the required level of English for entry into the academic programs in their chosen departments. It is the larger of the school's two programs, employing around 170 teachers, some of whom are international. In addition to the teaching cadre, the school employs a range of administrative staff.

The English Language Preparatory Program is divided into 6 levels and students are placed into an appropriate level at the beginning of their studies, reflecting their level of English. Students then have between one and four semesters to complete the program.

Instructors are organized into 10 Teaching Units (TUs) and students will be assigned to a TU during each of their courses. The Head of Teaching Unit (HTU) is an important person in the life of students as s/he is responsible for overseeing the academic work for a certain group of students. Instructors also have an important role to play in students' lives. All BUSEL teaching staff are highly selected and trained professionals, and students need to follow their recommendations and advice as the academic staff are charged with ensuring that students meet the learning objectives and that they are prepared for the level assessment tasks.

The Faculty Academic English Program

The Faculty Academic English (FAE) Program continues the provision of English language courses in the freshman year. All students have to take ENG 101 and ENG 102 courses as part of their freshman departmental requirements. This program also provides English language courses beyond the freshman year into sophomore, junior and senior years for some departments, and graduate English language courses.

There are approximately 60 instructors working in the FAE Program, many of whom are native speakers of English. The freshman English language courses focus on academic skills. These courses are designed by the instructors on a variety of interesting topics. It is an opportunity to meet students from different departments on these courses.

Similar to the Preparatory Program, the FAE Program is divided into four teaching units, with each unit run by a Unit Head.

Who's Who in BUSEL



Asst. Prof. Dr. Tijen Akşit

Acting Director, BUSEL / Director, FAE

Office: Main Campus, A Block (SA) 132 - A

Phone: 290 1461

E-mail: aksit@bilkent.edu.tr



Dr. Hande Işıl Mengü

Associate Director, BUSEL

Office: East Campus, N Building, CZ05

Phone: 290 2442

E-mail: hmengu@bilkent.edu.tr



Dr. Elif Kutevu

Director, Preparatory Program

Office: East Campus, N Building, CZ03

Phone: 290 5076

E-mail: kutevu@bilkent.edu.tr



Carole Thomas

Head of Testing

Office: East Campus, N Building, AZ15

Phone: 290 5168

E-mail: carole@bilkent.edu.tr



Ayça Üner

Head of Teaching

Office: East Campus, N Building, AZ01

Phone: 290 1801

E-mail: alpman@bilkent.edu.tr

Heads of Teaching Unit in the Preparatory Program



Aslı Sağ

Head of Teaching Unit (HTU) 1

Office: East Campus, N Building, AZ02

Phone: 290 5151

E-mail: aslioz@bilkent.edu.tr



Nazan Aktürk

Head of Teaching Unit (HTU) 2

Office: East Campus, C building, DZ11

Phone: 290 5099

E-mail: nazang@bilkent.edu.tr



Seçil C. Chouseinoglou

Head of Teaching Unit (HTU) 3

Office: East Campus, D Building, 123

Phone: 290 5087

E-mail: secilcan@bilkent.edu.tr



Efe Burak Yakar

Head of Teaching Unit (HTU) 4

Office: East Campus, N building, AZ05

Phone: 290 5189

E-mail: ebyakar@bilkent.edu.tr



Zeynep Kireççi

Head of Teaching Unit (HTU) 5

Office: East Campus, N building, AZ06

Phone: 290 1635

E-mail: kirecci@bilkent.edu.tr



İlknur Halıcı Yılmaz

Head of Teaching Unit (HTU) 6

Office: East Campus, N building, AZ04

Phone: 290 5192

E-mail: ilknurh@bilkent.edu.tr



Ümran Board

Head of Teaching Unit (HTU) 7

Office: East Campus, D Building, B23

Phone: 290 2185

E-mail: board@bilkent.edu.tr



Tülay Özyurt Erkan

Head of Teaching Unit (HTU) 8

Office: East Campus, D Building, Z23

Phone: 290 5240

E-mail: ozyurt@bilkent.edu.tr



NurdanYeşil

Head of Teaching Unit (HTU) 9

Office: East Campus, C Building, DZ13

Phone: 290 5099

E-mail: nurdan@bilkent.edu.tr



Birgül Gülener

Head of Teaching Unit (HTU) 10

Office: East Campus, N Building, AZ03

Phone: 290 5158

E-mail: birgul@bilkent.edu.tr

BUSEL MISSION STATEMENT

We provide a learning environment for students which

- ensures they attain the level of proficiency in English necessary to continue their studies in the Schools and Faculties at Bilkent University and supports the further development of their English language and study skills throughout their study in the university;
- helps them develop their potential as critical, analytical, and autonomous learners as part of a commitment to whole-person learning;
- enables them to successfully adapt to university life, supports them in coping with the demands of academic study, and provides them with tools to embark on a fulfilling and successful life after university.

We provide staff with a professional place to work which

- offers them opportunities for personal and professional learning and development;
- encourages an open and enquiring culture to support institutional learning.

We contribute to the maintenance and improvement of English within the university and the community at large.

NOW THAT YOU ARE UNIVERSITY STUDENTS

Now that you have left high school behind you and have become a university student, you need to adapt to a new educational system which has different requirements to the one that you experienced in high school.

Bilkent University is one of Turkey's top universities, as well as being recognized internationally as a centre of excellence. It sets challenging educational goals for its students.

You are now a member of the Bilkent University community. You will need to work hard in order to meet the university's goals. Please read the following as it will help you settle in successfully into your new environment.

1. PLAN YOUR TIME

First of all, you will need to develop study habits that allow you to work and learn independently. It is important that you do this as early as possible.

As a student in the Preparatory Program, you will have a number of required class hours every day that you will need to attend. However, in order to be successful in the school, one of the most important things you will need to learn is how to work consistently on your own outside of the classroom hours.

Of course, your instructors will guide you and provide you with the essential materials. They will also ask you to buy a textbook, and they will give you homework for you to do as part of your course assessment. But this will not be sufficient to ensure that you meet the Preparatory Program's challenging objectives, it is essential that you study independently. Learning how to plan your time is crucial. A balanced life is important for students. It is essential that you learn how to organize your time effectively so that you have a balance between work and relaxation.

Therefore, it is strongly recommended that you *learn to keep a weekly planner* – this will allow you to plan ahead so that you meet deadlines for your academic work, and at the same time, you can put time aside for personal enjoyment such as sports, cinema, and other activities. At the beginning of the academic year, your instructors will help you draw up planners based on the requirements of the courses you will be taking. These planners can then be used to make sure that you devote enough time to learning while also signaling important dates and deadlines for your courses. With all the 'Apps' now available for mobile computing, there are

many useful tools which will help you plan and keep a track of your learning and other related commitments.

2. USE MOBILE COMPUTING

During your time in the Preparatory Program, much of the information you need for your studies will be available to you on-line. It is therefore important to become familiar with the university's computing systems.

You will be able to access your course material through the Learning Management System (LMS) *Moodle*. Many instructors in the university use *Moodle* to send you homework, or to connect you to material necessary for your courses; they may also post your grades on *Moodle*. If you learn to interact with your course and your instructor through this system, it will help you be more prepared and therefore more successful in your studies.

In addition to *Moodle*, course information will be made available to you electronically through the *STARS* System (Student Academic Records System). You will be able to access information about your registration to classes, as well as get immediate feedback on grades in important exams, or find access points to materials and other information of importance to you as a student, such as attendance. When you registered at the university you were given your access code for the *STARS* system.

3. USE THE LIBRARY

A further important thing for you to do is to learn to use the library. Bilkent has one of the best equipped libraries in Turkey and meets international standards in the services it offers to Bilkent students.

During your induction to the university, you will be given tasks to familiarise yourself with the library system. You need to know how to look for books in the catalogue system, how to run searches electronically, which will bring up needed materials for your assignments, and how to borrow books so that you can take them out of the library for your personal needs.

Information about the library is available on www.library.bilkent.edu.tr

4. WHO TO VISIT WHEN IN NEED

Starting university is a transition period which involves new and sometimes difficult experiences for all students, many of whom come from very many different backgrounds. English Language Preparatory Program academic

and administrative staffs aim at helping students integrate into the Bilkent community.

Academic Guidance

Sometimes we need help in adjusting to a new environment; this is a normal part of life. This help could be related to your study needs. As mentioned earlier, universities are very different from high schools and they require a different type of learning which you may have experienced in high school. If you have problems with learning on your courses, you can talk directly to your instructor who will provide you with help. However, if you feel you need help from someone outside of your class context, you can see your Head of Teaching Unit, who will be happy to help you, or point you in a direction where you can get the help you need.

Personal Guidance

All of us, at some point in our lives, need help with personal problems that we may encounter. Sometimes these can be related to our social environment, or could concern family or other related issues. For example, some students have left home and now live in a dormitory for the first time in their lives. This can sometimes be a challenging experience for many different reasons. Bilkent University Dean of Students' Office Psychological Counselling and Development Center is ready to guide students cope with any obstacles to their learning. The center can be reached by telephoning (312) 290 17 85 – 86 or sending an e-mail to pdgm@bilkent.edu.tr

Administrative Guidance

The rules and regulations governing the courses in the Preparatory Program are provided in this handbook and during the student orientation program. You can also read relevant information provided on the website (www.idmyo.bilkent.edu.tr). For all administrative matters not mentioned on the website, students may contact their Head of Teaching Unit.

Extracurricular Learning Opportunities

In the 2011 academic year, the English Language Preparatory Program integrated a 'Service Learning Project' into its curriculum. This aimed to provide students with an opportunity to become involved in a project in the community. The project also enriched students' academic skills, as well as helping improve their awareness and social responsibility. It is hoped to continue such projects in the future. Interested students should keep an

eye on the Preparatory Program notice boards, or contact their Head of Teaching Unit if they would like to take part in such projects.

Workshops by English Language Preparatory Program

Preparatory Program will advertise workshops from time to time. These will be on themes which are designed to help students be more successful or prepared for their studies. Workshops may be about helping students: manage time effectively, set realistic and achievable goals, improve existing study habits, increase awareness about learning a new language, become familiar with and use available language learning resources outside class, motivate themselves, improve their concentration, and overcome their anxieties.

Support for Students with Special Needs

If you feel you are a student who needs special arrangements in order to achieve better academic success, please contact your Head of Teaching Unit as soon as possible so that procedures may be put in place to help you.

Student Support System

If you have a problem that you have experienced or are experiencing related to your studies and/or life in the Preparatory Program which you wish to express in either written or spoken form, you can e-mail **buselstudentinfo@bilkent.edu.tr** or visit your Head of Teaching Unit who will look into the issue, direct the problem to the relevant parties either in the Preparatory Program or in the university and provide feedback on the problem.

Join the Voluntary Support Network

The “Voluntary Support Network” was established in the English Language Preparatory Program to increase awareness about special needs, and to assist and support those students who may have special needs. For example, we may have students with visual impairment who may need help with aspects of their language learning. Other members of the community may have health problems, which would benefit from special help from other members of the community. If you would like to volunteer to provide time to help in such cases, please contact your Head of Teaching Unit.

Academic Issues: Attendance and Health Reports

It is important for students to attend class. The Preparatory Program requirements for attendance and rules for absence due to illness are stated below in this booklet.

5. TAKE ADVANTAGE OF SPORTS OPPORTUNITIES

The university offers a wide range of opportunities for you to take part in sports and other leisure activities. A healthy life-style is an important part of being a successful student and you are encouraged to enroll in one of the many activities available to you. You may get more information about sports and activities available to you through contacting the Sports Center on-line at **www.spor.bilkent.edu.tr**, or by going to the main campus sports centre.

6. BE ACTIVE AND MAKE YOUR VOICE HEARD

The Preparatory Program is interested in hearing student voices about all aspects of their education. There are many opportunities for you to give feedback to the school about your opinions and needs related to your academic and social environment.

Class Spokesperson Meetings

Since 1995 the English Language Preparatory Program has had a 'Class Spokesperson' system. Each class selects a representative to attend regular meetings which have the following aims: to provide a forum where the ideas of students in the English Language Preparatory Program can be heard, to increase communication between all members of the program, and to improve student understanding of their priorities. In order to help each class spokesperson fulfill his/her role to the best of their ability, they are given training as well as written guidelines about their responsibilities.

Student Evaluation of Learning

The English Language Preparatory Program is committed to maintaining a high quality learning environment for all our students. Students are given the opportunity to evaluate their courses and their instructors through the university's 'student evaluation of learning' system. Towards the end of every course you will be asked to fill in an anonymous questionnaire that requires you to answer a number of questions about your class and instructor. The data is collated and put on-line. This is a major responsibility given by the university and students should use the

opportunity in a responsible manner so that the teachers and the school can provide the best service possible to their learners.

Preparatory Program Evaluation of Learning

The anonymous student evaluation of learning system is supplemented by a more informal course evaluation system that will take place during each of your courses. You will be asked to answer a range of questions about your learning experience and needs, and instructors will act on your response in order to have a dialogue with the class so as to improve the quality and effectiveness of your learning. Again, it is very important that you answer these questions responsibly so that the school can help you learn more effectively.

7. GET TO KNOW THE LEARNING SYSTEM

It is important for you to become familiar with the learning system used in the Preparatory Program. What you do in the Preparatory Program is an important part of your education and your English language results will appear on the transcript you receive at the end of your university education.

GE 100 Orientation

All students are given information about the university system and resources available for their learning at the beginning of their first academic year through the GE100, a one credit course. The GE100 is required for all new undergraduate students.

Courses Offered by the English Language Preparatory Program

There are six distinct level courses in the Preparatory Program. You will be placed into one of the courses at the beginning of the year depending on your results in the COPE (the Certificate of Proficiency in English) exam. The courses offered by the Preparatory Program are:

- **PREP 101 Beginner Course:** Students with no previous English or a very low level of English skills are placed at this level. This level gives particular importance to the learning of basic vocabulary and grammar, as well as basic skills in reading, writing, listening, and speaking. The course covers approximately 4 weeks (18 days), with a total of 90 hours.
- **PREP 111 Elementary Course:** Students with low level of English skills are placed at this level. This level gives importance to the

learning of vocabulary and grammar, as well as, basic skills in reading, writing, listening and speaking. The course covers approximately 8 weeks (39 days), with a total of 195 hours.

- **PREP 121 Pre-intermediate Course:** Students placed at this level further develop their reading, writing, listening and speaking skills, and expand their range of grammar and vocabulary. The course covers approximately 8 weeks (39 days), with a total of 195 hours.
- **PREP 131 Intermediate Course:** Students placed at Intermediate already have a good grounding in English language skills and continue to develop fluency and accuracy in the language. At this level students start to focus in more depth on the academic skills they are required to have at entry into their freshman year. The course covers approximately 8 weeks (39 days), with a total of 195 hours.
- **PREP 141 Upper - Intermediate Course:** This course focuses on more advanced language and skills. Students are required to demonstrate an ability to express themselves clearly and concisely in writing and speaking, to read a broad range of material effectively, and to follow lectures and discussions in English. The course covers approximately 8 weeks (39 days), with a total of 195 hours.
- **PREP150-151-153-155 Pre-Faculty Course:** This course brings students' language abilities up to the level required for entry into faculties. The Pre-Faculty course may be spread over 8, 12, or 16 weeks, depending on when you enter the level during the year. Each pre-faculty course covers approximately 240 hours of tuition and, therefore, the weekly course load will vary depending on which of the three time periods you are in. In addition, during the summer there is a special very intensive Pre-Faculty course (PREP 150) for those new students who start with the Beginner course (PREP101) and wish to take the September COPE.

In addition to the courses above, the English Language Preparatory Program offers the course below to prepare students for the COPE exam.

PREP 160 COPE Practice Course: This course is designed for first and second year students who are unsuccessful in the June COPE exam and wish to retake the COPE in September.

Assessment in the Preparatory Program

Assessment of learning plays an important role in the Preparatory Program as it gives you feedback on your progress and helps you identify areas that you need to study more. In every course, there is continuous assessment of your learning. As part of the continuous assessment, there are different assessment tasks. These are Cumulative Achievement Tests (CATs), Learning Portfolio (LP) tasks and quizzes.

During a course you will need to take a number of CATs, LP tasks and quizzes. You need to attend classes regularly and be successful in these assessment tasks to take the End of Course Assessment (ECA) or the COPE. If you are successful in the ECA, then you can pass into the next level. If you are successful in the COPE, you can start your studies in your department.

Attendance

You are asked to keep a check of your own attendance through the STARS system. Instructors will update the STARS system regularly and it is your responsibility to make sure that your attendance is correctly recorded on the computer system, and that any issues are brought up with the instructor immediately.

Tutorials

In addition to regular teaching hours, students may be given individual tutorials, or in small groups and/or a class when deemed necessary by the HTU.

8. FAMILIARISE YOURSELF WITH THE RULES AND REGULATIONS

The following pages describe in detail the rules and regulations governing the levels in the Preparatory Program. You should read these in conjunction with the Preparatory Program's Regulations related to Teaching, Exams and Assessment. The English Language Preparatory Program Regulations are available at: www.idmyo.bilkent.edu.tr

1. LEVELS AND PASSING REGULATIONS IN THE PREPARATORY PROGRAM

There are 6 levels in the Preparatory Program: Beginner, Elementary, Pre-intermediate, Intermediate, Upper-intermediate and Pre-faculty. When

students enroll in the university, they are placed in a level based on the results of Stage 1, or, if eligible, Stage 2 of the COPE exam. The decision as to whether students start at Beginner or Elementary level is based on either Stage 1 or the Foundation Level Placement Exam (FLPE) which students might be asked to take the day after Stage 1. Those students will be informed of this requirement to take the FLPE at the same time as COPE Stage 1 results are announced.

Undergraduate students may study in the Preparatory Program up to a maximum of two years; graduate students for one year only.

The academic year consists of 2 semesters, Fall and Spring, and a summer school. For the purposes of calculating tuition periods in the academic calendar, each semester is divided into 4 distinct periods, and the summer is divided into 2 distinct periods. All in all, there are 10 distinct time periods in the academic year.

Tuition payments are based on semesters and summer school dates. Courses that begin in one semester and continue into the next are charged separately for the first and second halves. Summer courses are free if, and only if, a student has no failing grades in the Fall and Spring semesters.

Below is general information about the course passing regulations in the English Language Preparatory Program. More detailed information will be provided by the instructors on the first day of courses. This information can also be accessed through www.idmyo.bilkent.edu.tr.

PREP 101 Beginner Course:

The duration of the Beginner course is 4 weeks. In order to be eligible to sit the Beginner course ECA, students need to fulfill the eligibility requirements.

Over the duration of the Beginner level, the eligibility requirements are: 90% attendance of classes, 60% achievement in the CAT and 60% achievement in the LP and quizzes. Students who fulfill the eligibility requirements may sit the ECA. This means that students who fail to achieve either 60% in the CAT or 60% in the LP and quizzes will not be eligible to sit the ECA and will be required to repeat the course.

The final course grade (out of 100) is made up of the ECA (80%) and CAT (20%). Students are required to get an overall course grade of 60 out of 100 or above to pass the level. This means that students who get below 60 points out of 100 will be required to repeat the 4 week Beginner course.

PREP 111 Elementary, PREP 121 Pre-intermediate, PREP 131 Intermediate, PREP 141 Upper-intermediate Courses:

These courses are normally 8 weeks in duration. The eligibility requirements are: 90% attendance of classes, 60% achievement in the CATs and 60% achievement in the LP and quizzes.

Students who fail to achieve either 60% in the CATs or 60% in the Learning Portfolio and quizzes are required to repeat the level and will not be eligible to sit the ECA. Students who fulfill the eligibility requirements may sit the ECA. Students who do not meet the eligibility requirements will have to repeat the 8 week course.

The final course grade (out of 100) is made up of the ECA (80%) and CATs (20%). Students are required to get an overall course grade of 60 out of 100 or above to pass the level. This means that students who get below 60 points out of 100 will be required to do a 4 week extension course.

PREP 112 Elementary, PREP 122 Pre- Intermediate, PREP 132 Intermediate, PREP 142 Upper-Intermediate Extension Courses (4 weeks)

Students who meet the level eligibility requirements and who take the level ECA, but who fail to achieve an overall course grade of 60 out of 100 will be required to take a 4 week extension course.

In order to be eligible to sit the ECA for each of these levels, students need to meet the eligibility requirements. The eligibility requirements are: 90% attendance of classes, 60% achievement in the CAT and 60% achievement in the LP and quizzes. Students who fulfill the eligibility requirements may sit the ECA. This means that students who fail to achieve either 60% in the CAT or 60% in the LP and quizzes will not be eligible to sit the ECA and will be required to repeat the course for 8 weeks.

The final course grade (out of 100) is made up of the ECA (80%) and CAT (20%). Students who meet the eligibility requirements but who fail to get 60 points overall for the final course grade will be required to do a 4 week extension course.

PREP 150, PREP 151, PREP 153, PREP 155 Pre-Faculty Courses:

The Pre-faculty course is normally either 8, 12, or 16 weeks depending on the point in a semester when students progress from the Upper-Intermediate level. In the summer term, the Pre-faculty level is also offered.

At the end of the Pre-faculty level students, who meet the eligibility requirements are able to take the COPE. Those students who pass the COPE continue to their departments.

The eligibility requirements are: 90% attendance of classes, 60% achievement in the CATs and 60% achievement in the LP and quizzes.

Students who meet the eligibility requirements in the Fall semester, but who fail the COPE in January repeat the Pre-faculty course in 16 weeks. Students who meet the eligibility requirements, but fail the June COPE, may take the PREP160 COPE Practice Course in the summer. Students who meet the eligibility requirements in this course, but who fail the COPE in September repeat the Pre-faculty course in 16 weeks if they are in their first year.

Students who achieve an overall course grade of 60% in the Upper-intermediate course (PREP 141) at the end of Period 9 in their first year in the Preparatory Program may take a condensed Pre-faculty Course in period 10 over the summer. If they meet the eligibility requirements for the condensed Pre-faculty Course, they will take the September COPE.

PREP 160 COPE Practice Course: This course is for first and second year students who are unsuccessful in the June COPE exam and wish to retake the COPE in September.

2. ELIGIBILITY REQUIREMENTS: ATTENDANCE

An important part of learning a new language, just as learning our first language, is developing the language skills of speaking, listening, reading and writing.

The Preparatory Program insists that students attend all classes so that students are able to regularly practice these necessary skills with their instructors and classmates.

To this end, the Preparatory Program requires students to attend 100% of their classes. Students may be absent up to a limit of 10% of their classes. No absence, for whatever reason, is accepted beyond the 10% limit, with or without documentation.

Students are advised not to take time away from their classes as they may find themselves unable to take the End of Course Assessment (ECA) and/or COPE as a result of poor attendance due to circumstances which they were not able to foresee.

In cases where lessons are cancelled, students may be asked to make-up these classes at other times. They may also be asked to attend make-up classes at the weekends. Make-up class attendance is a requirement.

9. OBSERVE ASSESSMENT RELATED REQUIREMENTS

The school expects students to do their own work and abide by the rules of academic honesty.

Plagiarism

If students use ideas or expressions from various published sources, they are required to acknowledge them properly. If there is any suspicion of plagiarism in any homework or continuous assessment tasks, these tasks will not be accepted until a full inquiry has been undertaken. If plagiarism is confirmed, disciplinary action will be taken against the student(s) committing and/or assisting with the act of plagiarism. The Higher Education Council Student Disciplinary Rules and Regulations can be accessed at:

http://www.yok.gov.tr/web/guest/icerik/-/journal_content/56_INSTANCE_rsRqRmHtxKK6/10279/17960

Cheating

Disciplinary action will be taken against any student who submits required course work, or any part of required coursework, written by another person, or copied partly or entirely from another student's work, or who gives his/her own work, or any component thereof, to another student, or who hands in previously submitted work (even if it is the student's own) in the form of new work. The Higher Education Council Student Disciplinary Rules and Regulations can be accessed at:

http://www.yok.gov.tr/web/guest/icerik/-/journal_content/56_INSTANCE_rsRqRmHtxKK6/10279/17960

Make-ups for Continuous Assessment

No make-ups are given for LP tasks, Quizzes, or the CATs. Students who miss any of these will automatically get "zero".

Lateness for Exams

Students who are late for the CATs are not accepted into the classroom. Students should make sure to arrive in time for all exams. Students must

bring their student ID cards with them to the CAT exam. Medical reports are not accepted for the CATs.

Optic Forms

All sections of COPE Stage 1 and some sections of CAT, ECA and COPE examinations are coded on optic forms. Where optic forms are used, for marking these sections, any answers marked in the question booklet will not be taken into account. It is the student's responsibility to correctly code optic forms. The school will not be held responsible for loss of marks due to wrong coding or failure to code in answers.

Examination Rules

Students attend Preparatory Program examinations in accordance with the rules that are set by BUSEL in line with the English Language Preparatory Program's 'Regulations related to Teaching, Exams and Assessment'. These are announced on the school's website before exams. BUSEL has the right to make changes to exams without prior notification.

COPE Examination

COPE results are valid for two years from the date of the exam. There is no make-up exam for COPE. Medical reports are not accepted as an excuse for this exam.

External Examinations

Students may present acceptable scores on external international examinations, or foreign language examinations conducted by the Student Selection and Placement Center (OSYM). Accepted pass marks for proficiency in these examinations and the procedures for exemption through these examinations are determined by the Bilkent University Senate.

The English Language Preparatory Program Rules and Regulations are as follows:

Students who apply to Bilkent University with a TOEFL iBT, IELTS, FCE, or CAE result must take the exam at a center where identities of exam takers are verified via test day photographs. The test day photograph of each applicant must be available either on the exam certificate or on the test score verification website of the exam provider.

The exam result must be sent directly to Bilkent University Registrar's Office by the exam provider. Results submitted in person or mailed by students will not be taken into consideration.

Students wishing to take an external exam for demonstrating English language proficiency must inform the School of English Language in writing of their intention to sit the exam and submit relevant registration documents, at least 21 days prior to the exam date. Such students can only sit external exams at the centres listed below, and on days previously announced by Bilkent University. Results from external exams taken at other centers or on other dates are not accepted.

- TOEFL exam centre: Turkish American Association (Ankara)
- IELTS exam centre: IDP (Ankara)
- FCE & CAE exam centres: Turco- British Association (Ankara)

Changes to the list of approved exam centres may be made by the School of English Language, with the approval of the Rector.

Bilkent University may request exam centers to take additional security measures. Students who register to take external exams will be notified in advance of any procedures they have to follow in order to have their applications accepted by Bilkent University.

The decision regarding the validity of the results of any such exam lies with BUSEL. The following are the accepted scores for exemption from the BUSEL English Language Preparatory Program: at least a "B" grade at Cambridge University FCE, a "C" grade at Cambridge University CAE, at least 6.5 points overall on IELTS, with a minimum of 5.5 points in every section; at least 87 points on TOEFL iBT and at least 87 points on YDS. External exam results are valid for two years starting from the date of the exam.

10. BE A RESPONSIBLE MEMBER OF THE BUSEL COMMUNITY

You are expected to show responsibility in your learning and display high standards of self-discipline and conduct. There are some basic rules which we all need to observe, which are conducive to effective learning and teaching.

Ground Rules

The following ground rules must be adhered to by all members of the school community. We must never endanger the safety and well-being of

others; or disrupt activities, teaching and learning; or cause damage to school property. We are all responsible for our actions and their consequences in this regard.

Classroom Environment

The school and the university are places where we can express ourselves freely in an atmosphere of tolerance and respect for others. The creation and maintenance of such an atmosphere, conducive to academic study inside and outside the classroom, is an important part of membership of an academic community and should be based on courtesy and mutual respect between students and instructors.

Punctuality

Students and instructors are expected to arrive in class before a lesson is scheduled to begin. Instructors have the right to “refuse entry” to the classroom to late arriving students in certain circumstances and the student will be marked ‘absent’ for the class hour.

Bringing Learning Materials to Class

Students are expected to bring to class the appropriate learning materials (books, paper, pens, etc.). It should be noted that students are required to use “original” copies of the course books at all levels in accordance with the copyright law.

Use of Turkish in Class

The English Language Preparatory Program is part of an English medium university. English is the language of instruction and the means of communication between instructors and students. Therefore, students are expected to speak in English in class.

Changing Classes

Once students have been allocated to their teaching units and classes, no requests for changes from students will be accepted under any circumstances.

Announcements to Students

All necessary information relevant to students is posted on the BUSEL Preparatory Program website www.idmyo.bilkent.edu.tr. Students are expected to keep themselves updated on levels, exams, evaluation

systems, seminars and other important announcements through consulting the website on a regular basis.

University Code of Discipline

It is every student's responsibility to learn and observe the Higher Education Council Student Disciplinary Rules and Regulations. These Rules and Regulations can be accessed at:

http://www.yok.gov.tr/web/guest/icerik/-/journal_content/56_INSTANCE_rsRqRmHtxKK6/10279/17960

Building Regulations

- Instructors and students who smoke are kindly requested to use smoking designated areas. Smoking is prohibited inside and immediately outside BUSEL buildings.
- Students are requested to treat buildings and furniture with respect. Appropriate action will be taken against those who damage property.
- Students are kindly asked to behave responsibly inside the buildings and other common areas, and not resort to excessive shouting or abusive language.
- Students are kindly asked to keep the environment clean and use waste bins as appropriate.

Library

Students may borrow books from the library through using their student card, with the exception of certain reference journals and books. The library operates rules and regulations for the care and handling of books. Students need to familiarize themselves with these.

Notes
