

ACADEMIC YEAR  
2024-2025

# Student Handbook

KARADENİZ TECHNICAL UNIVERSITY  
SCHOOL OF FOREIGN LANGUAGES

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# 1. PREFACE

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Dear Students,

Hello from the new milestone of your learning journey! On behalf of the Karadeniz Technical University School of Foreign Languages, we extend our warmest congratulations to you and all contributors to this significant achievement. It is our sincere hope that your time with us proves to be academically fulfilling, socially rewarding, and intellectually stimulating.

It is obvious that improving our foreign language skills brings many opportunities at academic, professional and cognitive levels, and we gain new identities with the languages we learn. In an era characterized by boundless connectivity and globalization, multilingualism emerges not only as an advantage but also as a necessity. As a result, the need for individuals with high awareness, the ability to read the world, and develop problem-solving skills is increasing day by day. The developments mentioned alone further reinforce the importance of learning a language.

Aligned with this perspective and our commitment to nurturing individuals of independent thought and conscience, the Karadeniz Technical University School of Foreign Languages endeavors to support your advancement by fostering conducive language learning environments, tailoring learning materials to accommodate diverse needs, meticulously evaluating learning outcomes, and fostering dynamic learning communities through collaboration. I and my experienced colleagues wish you success in this journey with the hope of providing you with an experience where you will accumulate good memories.

Warm regards,

Asst. Prof. Dr. Hasan Saęlamel





## 2.1. ABOUT THE SCHOOL

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Karadeniz Technical University School of Foreign Languages was established and started its operations on April 29, 2004, following the publication of the Council of Ministers' decision number 2004/7209 in the Official Gazette issue 25447. The school houses a Department of Foreign Languages that organizes preparatory courses, general service courses, and courses in Advanced English.

Our school is equipped with a total of 56 classrooms of various capacities, the majority of which feature multimedia support. Additionally, the facilities include one conference hall for meetings and events, two student study halls, and a library.

KTU School of Foreign Languages Department of Foreign Languages offers English Preparatory Education services starting from A1 level to B2 level and including academic language skills in modular system to relevant undergraduate and graduate students who pass the University Examination, following the European Union Common Language Framework Criteria. Completion of Module 4 signifies successful completion of the Preparatory Program.

## 2.2. MISSION

We aim to design and implement educational programs that enhance the foreign language skills necessary for all students at Karadeniz Technical University, both for their academic progression and their future careers. These programs are intended to meet international standards and are continuously updated to remain relevant and effective.

## 2.3. VISION

Our vision is to enhance the foreign language programs, instructional materials, and learning environments within the School of Foreign Languages. We aim to align these elements with both our university's overarching vision and contemporary international standards. Our goal is to equip our students with distinguished foreign language skills that benefit them throughout their educational and professional lives.



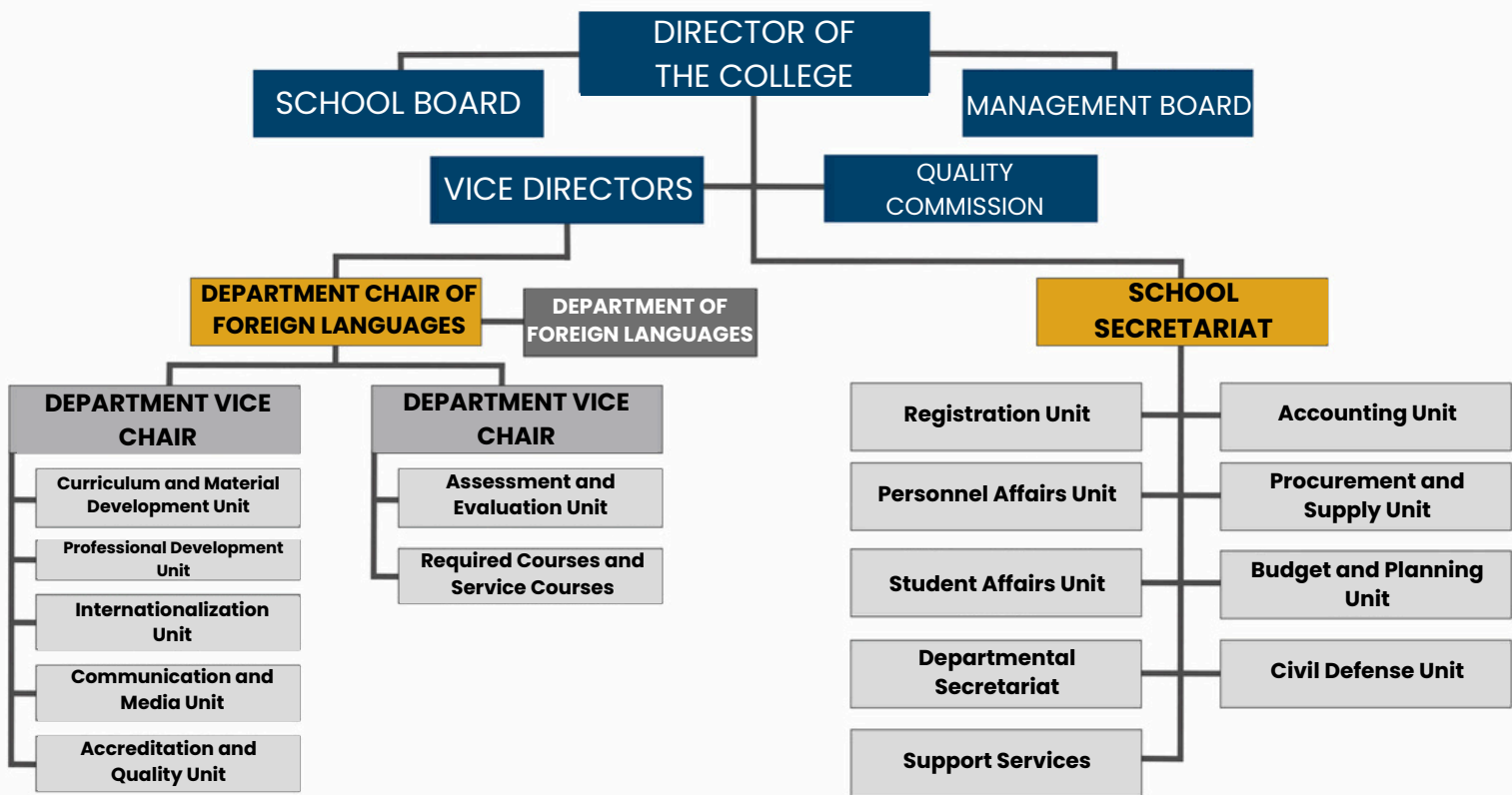
## 2.4. VALUES AND PRINCIPLES

**Our School of Foreign Languages adopts the following principles and aims to provide education that adheres to these principles:**

- 01 Getting to know our students and determining their needs,
- 02 Creating optimal conditions for language acquisition,
- 03 Developing and implementing a high-quality curriculum,
- 04 Evaluating students' language development and making necessary improvements,
- 05 Developing our program through stakeholder cooperation.



# 3.1. ORGANIZATION CHART





## 3.2. DUTIES OF OUR SCHOOL

The School offers English language education to both undergraduate and graduate students, supported by a dedicated team that includes the director, vice director, department chair, two vice department chairs, and department secretary. The school offers English preparatory programs for students enrolled in university departments where 30% or 100% of the coursework is conducted in English. This is followed by advanced English courses in the student's first year. Additionally, the school is responsible for offering service courses in English, German, French, and Russian.

## 3.3. PREPARATION PROCEDURES AFTER REGISTRATION TO OUR UNIVERSITY

Undergraduate and graduate students of 30% and 100% English departments who enroll in our university for the first time must take the placement and exemption examinations to be held by the school. Students who have enrolled at our university do not need to separately register for the Foreign Languages Department examinations.

For Placement and Exemption Exam dates, please view the "Placement and Exemption Exam Calendar" on the "ACADEMIC" tab.

Students who have completed a year in the School of Foreign Languages without finishing their preparatory course will not need to take the Placement Test in their second year but are eligible for the Proficiency Test. To participate in the Proficiency Exam, they must submit an application form to the School of Foreign Languages by the deadlines listed in our Academic Calendar, including a petition to take the exam.

## 4.3. PROFICIENCY (EXEMPTION) TEST

The proficiency test aims to assess students who have attained a B2 level of language proficiency, thereby determining whether they need preparatory training or not. For undergraduate and graduate students in preparatory classes of programs with 30% of the instruction in a foreign language and the remainder in Turkish, the minimum score required to pass the exemption exam is 60. For undergraduate students in preparatory classes of programs fully taught in a foreign language (100%), the passing score is set at 70. Graduate students in preparatory classes of programs fully taught in a foreign language must meet a passing score as determined by the relevant institute, but no less than 70.

Students who pass this exam are exempt from further preparatory training and advance to the first year of their academic programs. Those who do not meet the passing criteria are assigned to classes that match their proficiency levels.

The proficiency test is conducted twice a year, at the beginning and in the middle of the academic year. The test consists of three sessions. The first session evaluates reading comprehension, vocabulary, grammar and writing skills. The second session assesses listening skills, while the third session evaluates speaking skills.

Students who score at the B1 level or above in the placement test conducted just before the proficiency test at the beginning of the academic year are eligible to participate. Students with levels A1 or A2 cannot participate in the proficiency test.

Only newly enrolled graduate students for the Spring Semester, along with students who were unsuccessful in the previous year at both the undergraduate and graduate levels, are eligible to participate in the second proficiency test. Students in preparatory classes who have newly enrolled at the start of the academic year are not eligible to take this exam.

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To view a sample proficiency test, please visit the "Proficiency Exams" section on our website at <https://www.ktu.edu.tr/ydyo>.

# 4.1. OPTIONAL PREP PROGRAM

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Students of programs with Turkish as the instructional language may, with the permission of their department and the dean's office, undergo optional English Preparatory Training according to their preferences. These students must indicate their desire to study Preparatory classes during their registration at the university and arrange their classes as Preparatory class (zero).

The instructional period for optional preparatory classes is one academic year. This period is not counted as part of the instructional duration of the program to which the students are registered. Students in optional preparatory classes cannot withdraw from preparatory training during the interim period and transfer to their departments. Those who successfully complete the preparatory class or are unsuccessful continue their education in the program in which they are placed.

# 4.2. PLACEMENT TEST

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The placement test is conducted at the beginning of each academic year, before the proficiency test, to accurately determine the levels of our students and ensure they derive the maximum benefit from preparatory training. Therefore, it is of great importance for all new undergraduate, graduate, and optional department students to take this exam. Students who do not take this exam cannot participate in the proficiency exam and start preparatory training from the Module 1.

Students whose proficiency levels are assessed as B1 and above in the placement test are eligible to participate in the exemption exam. For detailed information about the placement test, please visit the "Exams" section under the "Student" tab on our website: <https://www.ktu.edu.tr/ydyo/sinavlar>

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The placement tests may be administered as either paper-based or computer-based tests. Scheduling for these exams may vary by department, with different dates and sessions planned, so students should pay close attention to the placement and proficiency test calendar. Students who started preparatory training in the previous year but could not complete it do not take the placement test; instead, they are directly included in the proficiency test.

# 4.4. CONDITIONS FOR EXEMPTION

Students under the following conditions are exempt from the English Preparatory Program:

- Students in undergraduate and graduate preparatory classes of optional programs where the instructional language is 30% English and Turkish, with a proficiency exam score of 60 or above,
- Students in undergraduate and graduate preparatory classes of programs where the instructional language is 100% English, with a proficiency exam score of 70 or above,
- Individuals who, as of the application date, have completed their secondary education in institutions where English is spoken as the native language in a country where the language is spoken in the last three years,
- Students who have achieved the minimum required scores, such as "YDS and/or YÖKDİL 60" for programs with 30% English language instruction and "YDS and/or YÖKDİL 70" for programs with 100% English language instruction, as specified in the YOK Foreign Language Examinations Equivalency Directive and Equivalency Table. For graduate students, the minimum score from nationwide exams such as YDS and/or YÖKDİL is determined by the relevant institute management board's recommendation and the University Board's decision,
- First-time registrants to a program with a mandatory preparatory class at the university who have successfully completed the English preparatory class (CEFR – Common European Framework of Reference for Languages) within the last five academic years, either at Karadeniz Technical University or another university,
- Students transferring vertically/horizontally (additional) or placed centrally from programs with 30% or 100% English at the university or any higher education institution with a condition of successfully completing the B2 level (excluding transitions to preparatory classes).

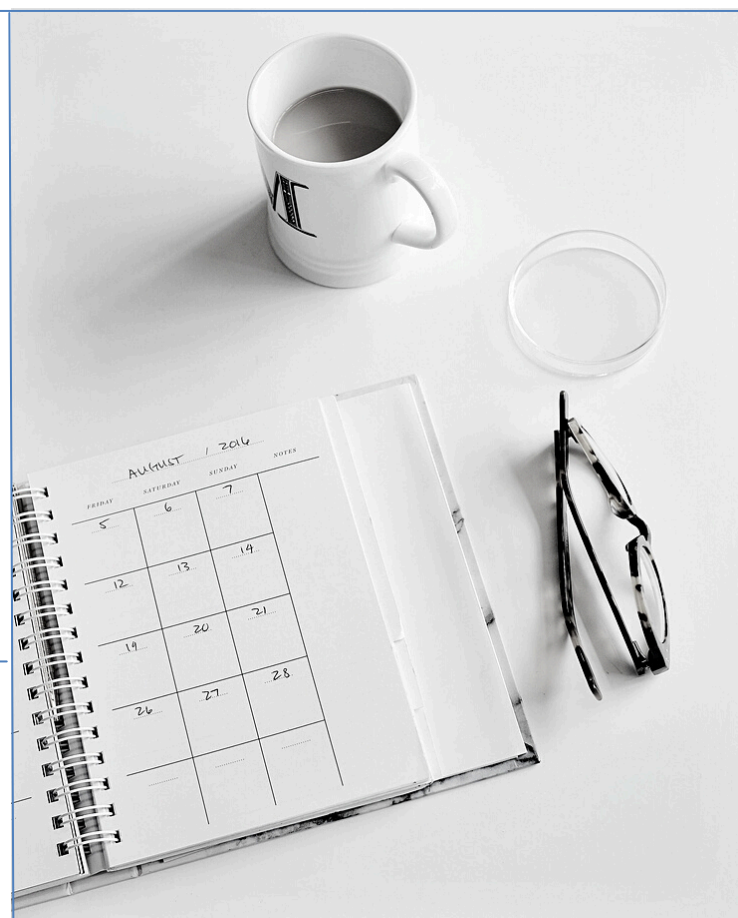
# 4.5. KTU YDYO FOREIGN LANGUAGES PREPARATORY PROGRAM

Karadeniz Technical University School of Foreign Languages offers English Preparatory Education services at levels A1, A2, B1, and B2 to undergraduate and graduate students in accordance with the Common European Framework of Reference for Languages criteria.

## 5.1. ACADEMIC CALENDAR

An academic year is planned with 4 periods and 4 modules, each consisting of an 8-week duration. For the Academic Calendar of the Preparatory Program, please click the link below:

[https://www.ktu.edu.tr/dosyalar/ydyo\\_30878.pdf](https://www.ktu.edu.tr/dosyalar/ydyo_30878.pdf)



## 5.2. PREPARATORY PROGRAM WEEKLY CLASS HOURS

At every module, our students receive 24 hours of language education per week.

MODULE 1 A1-A2	MODULE 2 A2-B1	MODULE 3 B1-B2	MODULE 4 B2
24 Hours Per Week	24 Hours Per Week	24 Hours Per Week	24 Hours Per Week

Classes in the preparatory program are held in 90-minute blocks, each equivalent to two standard class hours. Therefore, students have 12 blocks, or 24 hours, of classes weekly.

WEEKLY CLASS SCHEDULE	
BLOCK 1	08.30 – 10.00
BREAK	10.00 – 10.30
BLOCK 2	10.30 – 12.00
LUNCH BREAK	12.00 – 13.30
BLOCK 3	13.30 – 15.00
BREAK	15.00 – 15.30
BLOCK 4	15.30 – 17.00

## 5.3. LEVEL COURSE MATERIALS AND SUPPLY

MODULE 1	Main Course English File Elementary 4th ed.	24 hours
MODULE 2	Main Course English File Pre-Intermediate 4th ed.	24 hours
MODULE 3	Main Course English File Intermediate 4th ed.	24 hours
MODULE 4	Main Course English File Upper-Intermediate 4th ed.	16 hours
	Writing & Speaking Packs	4+4 hours

It is important for our students to purchase original books for their access to online activities and readers in the digital environment.

In addition to student books, "Digital Readers" suitable for your level, must be provided. These readers will be used for assessment and evaluation, playing a crucial role in determining your proficiency level.

# 6.1. MODULE-BASED EXAMS AND EVALUATION

At undergraduate and graduate programs where the language of instruction is partially in English with an optional weighted grade point average and a mandatory 30% English course, students with a grade of 65 out of 100 are considered successful. In programs where the medium of instruction is 100% English, students with a grade of 70 out of 100 are considered successful and gain the right to proceed to the next level.

The assessment tools and their weights for a level are as follows:

- a) End-of-Module test: 45%
- b) Midterm exam: 30%
- c) Writing portfolio: 7%
- d) Speaking portfolio: 8%
- e) In-class assessment: 5%
- f) Online Activities and Digital Readers: 5%

For detailed information about Writing and Speaking Portfolios, In-class assessment, and Online Activities and Digital Readers, click the link below:

<https://www.ktu.edu.tr/ydyo/dersler>

Midterm and end-of-module tests are conducted in two sessions. In the first session, language usage, vocabulary, and reading comprehension skills are measured. The second session consists of listening comprehension and writing sections. The types of questions that may appear in the exams are published on our website (Click here for Exam Question Types.) But unlike other levels, Module 4 Proficiency Exam (M4 Proficiency Exam) that takes place at the end of the module 4 is an exam equivalent to the proficiency exam taken at the beginning of academic year, consists of 3 sessions and it is an exam in which four language skills are measured in different sessions. Students are responsible for structures, words and the skills targeted in the courses until the week when the exam will be held. Speaking skill in Modules 1, 2 and 3 is evaluated through student observations and speaking portfolios, but in Module 4 in addition to the in-period evaluations, the evaluations to be made at the end of the module. There is also a speaking session within the proficiency exam.

## 6.2. MODULE REPETITION

Students who do not pass their current module due to attendance or grades are required to repeat the module. Students who fail due to grades can repeat the module for two academic years until they succeed at the module 4. Students who fail due to attendance reasons twice at the same module within an academic year of preparatory class education are considered unsuccessful due to absenteeism. They continue their education from the beginning of the next academic year.

## 6.3. SUCCESSFULLY COMPLETING THE PREPARATORY CLASS

Students who successfully achieve the module 4 are considered to have successfully completed the preparatory class. An academic year consists of 4 periods. In each period, students receive education at a certain module, and if they succeed, they move on to the next module in the following period. If they fail at their current module, they repeat the same module in the next period.

FIRST PERIOD	SECOND PERIOD	THIRD PERIOD	FORTH PERIOD
MODULE 1	MODULE 2	MODULE 3	MODULE 4
MODULE 2	MODULE 3	MODULE 4	
MODULE 3	MODULE 4		
MODULE 4			

A student starting from Module 1 can complete preparatory training at the Module 4 in 4 periods.

A student starting from Module 2 can complete preparatory training at the Module 4 in 3 periods.

A student starting from Module 3 can complete preparatory training at the Module 4 in 2 periods.

A student starting from Module 4 can complete preparatory training in 1 period.

Students who do not complete Module 4 within an academic year (4 periods) can, as of the 4th period of the academic year, optionally take the next module above the module they completed in the summer term. Alternatively, they can continue from the module above the one they completed in the 4th period of the previous academic year (if they did not pass the exemption exam held in the new academic year).



# 7.1. EXAM DATES

The preparation program exam schedule is published on our website:  
[https://www.ktu.edu.tr/dosyalar/ydyo\\_30878.pdf](https://www.ktu.edu.tr/dosyalar/ydyo_30878.pdf).

# 7.2. EXAM RULES

- 1) Before the exam starts, it is the responsibility of the students to arrange the desks in the exam order.
  - 2) Before the exam, make sure to show your ID card, student ID card, or photo ID student documents to the invigilator (You can demonstrate your student status at our university through E-devlet or KTU-BYS). (No additional time will be given to latecomers). In case of any suspicious situations regarding identity, immediately inform the invigilator.
  - 3) Within the first 15 (fifteen) minutes after the exam starts, students can enter the exam hall. They cannot leave the exam during the last 5 (five) minutes.
  - 4) Once exam papers are distributed, students are advised to inspect them for any missing pages or printing errors. Should any issues arise, please notify the invigilator immediately.
  - 5) Students are required to complete their information on the exam paper and attendance sheet using a pen.
  - 6) The exam attendance sheet is completed by the invigilator.
  - 7) All electronic devices, including mobile phones and electronic dictionaries, must be turned off. Failure to comply will result in the student's exam being invalidated. Furthermore, any form of cheating or assisting others in cheating will also lead to exam invalidation. Violators will be formally reported, and administrative investigations and disciplinary actions will be initiated against them.
  - 8) Students must comply with all warnings from the exam staff throughout the exam. Invigilators may change your seat if necessary.
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## 7.3. MAKE-UP EXAMS

For students who are unable to attend mid-term exams due to approved reasons determined by the relevant board and accepted excuses, a make-up exam is conducted for mid-term exams. Students wishing to take the make-up exam must submit the document proving their excuse to the School of Foreign Languages Student Affairs within 5 days following the end of their excuse.

Exams with No Compensation:

- End-of-module tests (EMT),
- Short-term exams (quizzes),
- Portfolio works/tasks

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## 7.4. MAKE-UP EXAMS

At the end of the academic year, students who fail the module 4 proficiency exam can take the make-up exam, which replaces the module 4 proficiency exam, at the date and time determined by the board of directors and announced in the academic calendar.

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## 8. OBJECTION TO EXAM RESULTS

Objections regarding exam results must be submitted to the School of Foreign Languages Student Affairs with a petition within 5 days following the announcement of grades.

The objection is conveyed to the examination commission responsible for the exam by the School Directorate. If any error is identified during the review by the evaluation commission, necessary corrections to the exam grades are made within one week.

Objections related to errors made by the student during the optical coding in multiple-choice exams are not accepted.

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## 9. ATTENDANCE STATUS AND HEALTH REPORTS

In the foreign language preparatory class, attendance is mandatory. The classes are conducted as block classes, determined by the School Board decision, where 1 block equals 2 class hours. Students are obliged to attend the classes of each level they are in, not less than 80%. Instructors do not have the authority to grant permission to students.

Instructors record the absences into the BYS system for each period (8 weeks) in the 5th week for informational purposes and finally at the end of the period. Instructors are not obligated to provide information beyond this.

The maximum allowable absences for each period are 40 class hours (20 blocks). Students with 42 or more class hours of absence fail due to absenteeism in their current level. The attendance rate in one level cannot be transferred to another level.

Health reports do not exempt students from the obligation to attend classes. However, in cases requiring treatment for more than 20 days, students can apply to the School Student Affairs with a health board report. The applications are evaluated by the School Board.

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## 10. STUDENT INFORMATION SYSTEM

Students can track all their scores (Placement Exam score, Proficiency Exam score, mid-term exams at each level, end-of-module test, speaking-writing, etc.) and attendance records related to the Preparatory Class through the Information Management System (BYS).

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Click the link below for the Information Management System (BYS)  
<https://bys.ktu.edu.tr/bys/bys.aspx#>

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# 11. KTU SCHOOL OF FOREIGN LANGUAGES IMPLEMENTATION DIRECTIVE

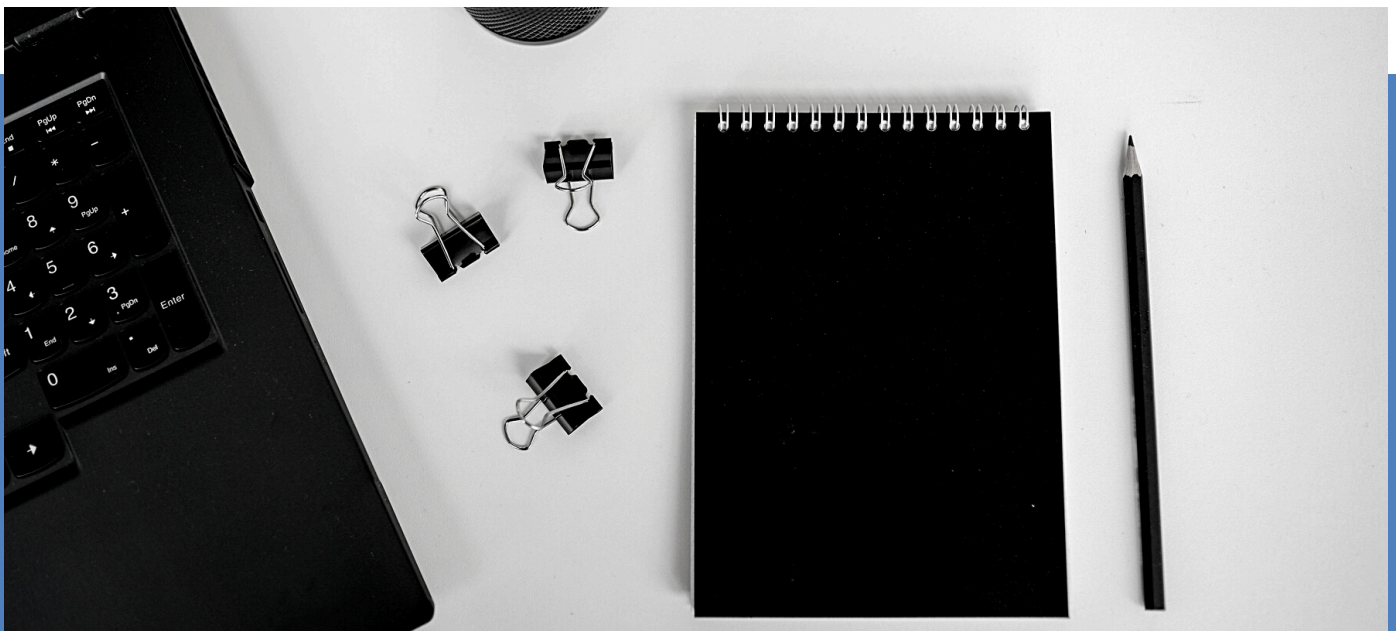
To access the latest Implementation Directive of our School of Foreign Languages, please click on the link below:

<https://kms.kaysis.gov.tr/Home/Goster/190840>

## 12. PETITIONS

To obtain the Preparatory Class Achievement Certificate, simply apply to our secretariat. The certificate is prepared in Turkish/English. Petition forms for exemption exams, make-up exams, optional preparatory reading, appealing exam grades, etc., can be obtained from the secretariat or our website.

<https://www.ktu.edu.tr/ydyo/dersler>



# 13. EVENTS

## *13.1. Social Responsibility Activities*

The School of Foreign Languages develops social responsibility projects with the contributions of our instructors and students. In this way, we aim to contribute to the social and individual development of our students, increase awareness of societal issues, and create initiatives that benefit all stakeholders.

We kindly request students interested in such activities, having projects, or wishing to contribute to existing projects to contact the following instructors:

Instructor **Sinem ÇOL** – Office: B 212 (sinemcol@yahoo.com)

Instructor **Zeynep YAHYAOĞLU** – Office: B 212 (zeynepyahyaoglu@ktu.edu.tr)

## *13.2. Sports Activities*

As the School of Foreign Languages, we actively participate in the annual traditional sports festival organized by our university with our students in various sports disciplines. Announcements for individual and team sports are made to our students through our social media accounts and school bulletin boards, and interested students join this festival together.

"The relevant instructors are:

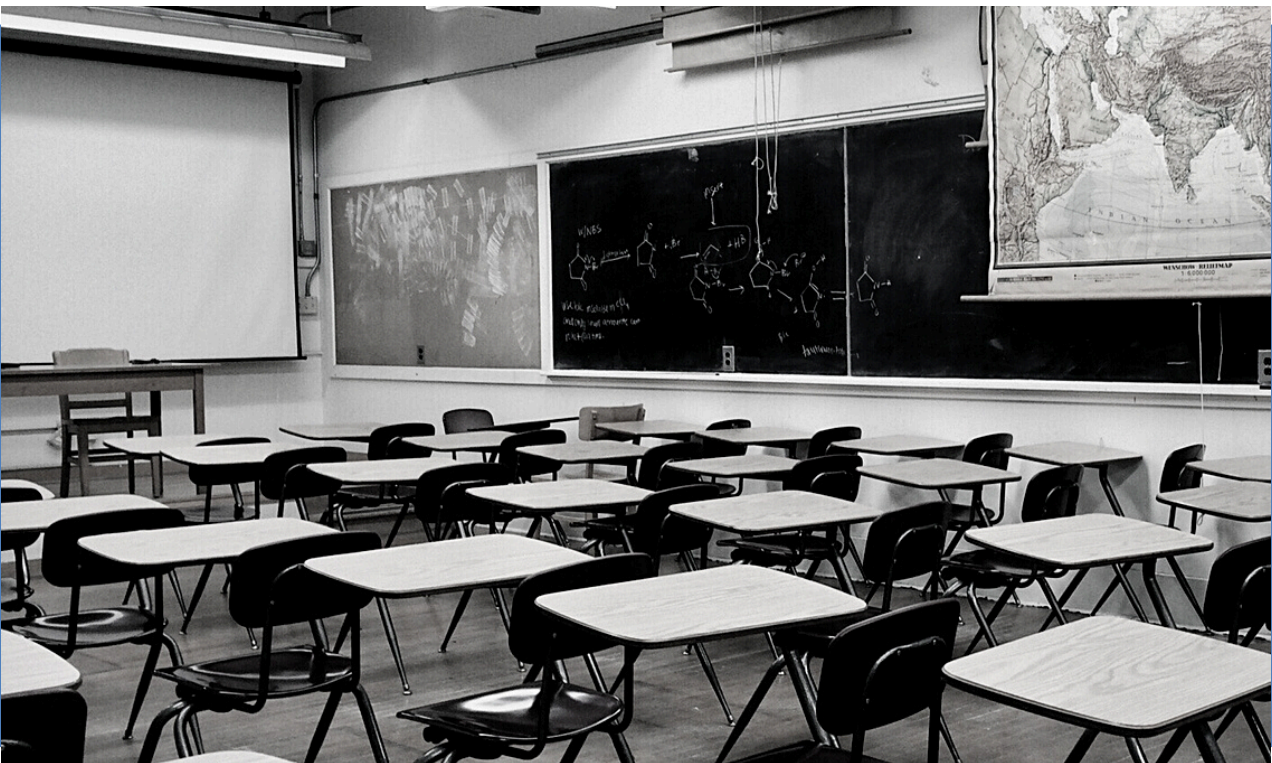
Instructor **Mehmet DEMİR** – Office: C 316 (demir@ktu.edu.tr)

Instructor **Cengiz Koray SAKA** – Office: C 211 (c.k.saka@ktu.edu.tr)

# 14. DISCIPLINARY RULES

The discipline affairs and procedures of students are conducted by the School of Foreign Languages within the framework of the provisions of the Higher Education Institutions Student Discipline Regulation. The outcome of the disciplinary investigation is reported in writing to the dean's office /directorate/ student affairs department and relevant authorities where the student is registered.

Students are required to keep their mobile phones on silent mode during class. With the permission of the instructor conducting the class, mobile phones may be used as digital dictionaries and for short-term research purposes.



# 15. IMPORTANT CONTACTS

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## *Phone Numbers of KTU School of Foreign Languages*

- College Secretariat: 0462 377 34 92
  - College Student Affairs: 0462 377 37 23
  - College Documentation Number: 0462 325 32 48
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## *Phone Numbers of KTÜ Student Affairs Department*

- Student Affairs Directorate: 0462 377 25 12
  - Student Affairs (Foreign Students / Erasmus Students): 0462 377 25 11
  - Student Affairs (Undergraduate Programs): 0462 377 33 77
  - Student Affairs (Postgraduate Programs): 0462 377 22 44
  - Engineering Faculty Student Affairs: 0462 377 27 12
  - Medical Faculty Student Affairs: 0462 377 24 39
  - International Relations Student Affairs: 0462 377 25 31
  - Sürmene Faculty of Marine Sciences: 0462 752 24 19
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## *Phone Numbers for the Health, Culture, and Sports Directorate*

- Health, Culture, and Sports Directorate Presidency: 0462 377 20 05
  - Psychological Counseling: 0462 377 58 53 - 54 03
  - Sports Hall: 0462 377 24 34
  - Health, Culture, and Sports Directorate Presidency Nurse Room (Emergency): 0462 377 22 20
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## *Other Numbers for KTU*

- Emergency Security: 0462 377 21 27
  - Information Processing Directorate Presidency: 0462 377 14 00 - 325 32 62
  - Library: 0462 377 22 01
  - Dormitory Management: 0462 377 31 61 - 328 09 30
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TEKNİK ÜNİVERSİTESİ