



**GAZI UNIVERSITY**

**COLLEGE OF FOREIGN LANGUAGES**

**Student Handbook**

**(2023)**

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## **ABBREVIATIONS**

GU	Gazi University
CFL	College of Foreign Languages
DBL	Department of Basic Languages
DMU	Department of Modern Languages
TAU	Testing and Assessment Unit
PMDU	Program and Materials Development Unit
PDRU	Professional Development and Research Unit
SAO	Student Affairs Office

## **1. ABOUT US**

### **1.1. Mission**

The mission of Gazi University College of Foreign Languages (GU CFL) is to ensure coordination between the Modern Languages and Basic Languages departments.

The Department of Basic Languages is accountable for guiding the students of Gazi University Department of Foreign Language Education through teaching the language skills necessary to acquire language competence in target language to be able to carry out their academic studies effectively and making the students independent learners during the one-year preparatory program within the five-year education and training process. In addition, by evaluating the proficiency of the students in faculties and departments whose language of instruction is partially or fully English, it offers English education to students who do not have the language proficiency required for their education. The Department of Modern Languages contributes to the acquisition and development of oral and written communication skills as well as reading and listening skills required for students to follow educational activities in faculties and departments whose language of instruction is partially or fully English. To achieve this aim, with its distinguished academic staff, GU CFL provides a dynamic and qualified language education environment which is supported by technology and where the most up-to-date approach, methods and techniques in foreign language are followed and used, which will contribute to the professional development of academic staff and academic and social development of students.

### **1.2. Vision**

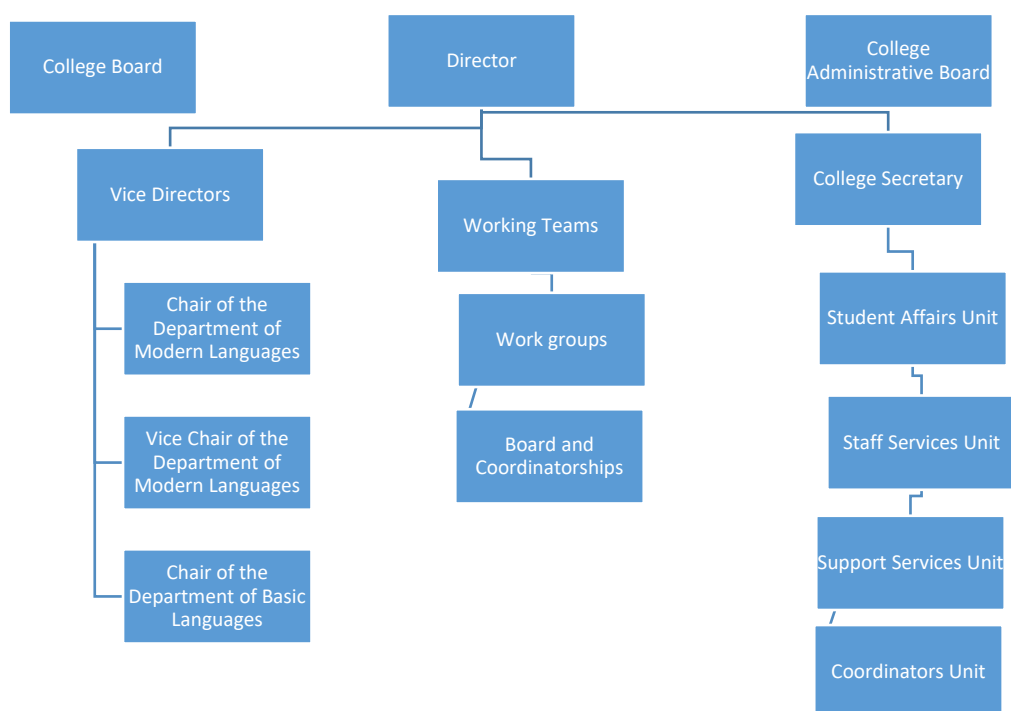
Within the framework of the Common European Framework of Reference for Languages / Global Scale of English, the vision of Gazi University College of Foreign Languages is to provide students with the knowledge of foreign languages that will help them reach the level of foreign language that is universally valid and help them carry out their studies in the most effective way. The vision of GU CFL is based on human development and adopts the fundamental principle of directing the future by renewing itself with its research and development activities.

### **1.3. Objectives**

The preparatory program (HAZ 100), which is implemented by the Department of Basic Languages in GU CFL, aims to ensure that students have the language skills at B2 level according to the Common European Framework of Reference for Languages (CEFR) at the end of the academic year. The main objective is for students to reach the B2 level in reading, listening, writing and speaking skills, which are the four basic language skills, and to have the competencies required by the level. In line with this objective, in-class and extracurricular activities, written and / or oral exams and assignments are conducted according to the level of the students and they are based on basic skills.

Apart from the preparatory education, the aim of the English courses carried out in certain faculties under the responsibility of the Department of Modern Languages is to maintain General English courses that will help students to improve their current foreign language knowledge and to conduct academic English courses that will enable these students to complete their departmental courses easily. While General English courses aim to improve our students' current foreign language knowledge, Academic English courses enable students to understand academic texts, to gain the academic writing skills required by the departmental courses, to make students understand the presentations conducted in English while listening actively, and lastly, to improve their presentation skills in the foreign language entailed by the field courses.

## 1.4. Organization Chart



## 2. LIFE AT CAMPUS

GU CFL is located in Gölbaşı Campus. The courses are given in two separate blocks, A and B blocks. College of Foreign Languages which is situated in Gölbaşı Campus and where you will follow your classes during this academic year offers a calm and peaceful atmosphere away from the congestion of the city center. Students can get access to the campus by minibuses, municipal buses or private school bus service. In the garden of our campus, there is a bicycle path and a basketball-volleyball court where they can do sports and relax in their free time. There is also a mosque that can be used by students. There is a dining hall where they can have lunch, and there is also a cafeteria next to the dining hall. Students can also have snacks during break time in the canteen or via vending machines in the buildings.

## 3. DEPARTMENT OF BASIC FOREIGN LANGUAGES

Each year, on the dates specified in September, the Department of Basic Languages at GU CFL applies a proficiency exam to the students of relevant faculties and departments whose language of instruction is in English and to the students enrolled in Gazi University Foreign Language Education department in order to determine their preparatory education requirements. As a

result of this exam, the students who are in need of preparatory education are subjected to the Placement Test to determine their existing English knowledge and these students are divided into different classes according to A1-A2-B1 \*levels According to the results of the Placement Test administered at the beginning of the academic year, the students start their education in the appropriate level classes. The aim of these programs is to enable students to use their reading, listening, speaking and writing skills effectively in both social and academic settings. In this process, 100 lecturers work at the Department of Basic Languages and approximately 1500 students are given language education every year.

\* This procedure for level-classes is valid for English only. In German, Arabic and French preparatory classes, lessons are administered starting from the most basic level.

### **3.1. Academic Calendar**

The preparatory program consists of 2 semesters with 16 weeks. The week before the beginning of the fall semester courses, the proficiency and the placement exams are held for preparatory education and the results are announced. The students who start the preparatory education receive their education in the classes appropriate to their level determined by the placement test. If students of B1 level classes meet the necessary conditions during the fall semester, they can take the final exam in the fall semester and the students who achieve the specified exam score can continue their education in their own faculties by assuming that they have completed preparatory education in a semester. By this way, the Department of Basic Languages offers two different programs with the same objectives to its students: one-semester program or two-semester program.

### **3.2. Coursebook Supply**

The sales of the coursebooks which are determined by our school committee are made in the sales areas specified by the relevant publishers. Our students can buy the coursebooks from these areas with the ease of payment and installment. In addition to the books, the Program and Materials Development Unit (PMDU) prepares weekly material sets related to the course activities and topics covered in lessons. Students can obtain these sets of materials as soft copy via e-mail from their lecturers.

### 3.3. Course Schedules and Hours

İNGİLİZCE A1 GRUBU	PAZARTESİ	09:00-10:20 (1-2. SAATLER), 10:30-11:20 (3. SAAT), 11:30-12:50 (4-5. SAATLER)	ÖÖ - 5 SAAT
	SALI	09:00-10:20 (1-2. SAATLER), 10:30-11:20 (3. SAAT), 11:30-12:50 (4-5. SAATLER)	ÖÖ - 5 SAAT
	ÇARŞAMBA	09:00-10:20 (1-2. SAATLER), 10:30-11:20 (3. SAAT), 11:30-12:50 (4-5. SAATLER)	ÖÖ - 5 SAAT
	PERŞEMBE	13:10-14:30 (1-2. SAATLER), 14:40-15:30 (3. SAAT), 15:40-17:00 (4-5. SAATLER)	ÖS - 5 SAAT
	CUMA	13:40-15:00 (1-2. SAATLER), 15:10-16:30 (3-4. SAATLER)	ÖS - 4 SAAT
			24 SAAT
İNGİLİZCE A2 GRUBU	PAZARTESİ	13:10-14:30 (1-2. SAATLER), 14:40-15:30 (3. SAAT), 15:40-16:30 (4. SAAT)	ÖS - 4 SAAT
	SALI	13:10-14:30 (1-2. SAATLER), 14:40-15:30 (3. SAAT), 15:40-16:30 (4. SAAT)	ÖS - 4 SAAT
	ÇARŞAMBA	13:10-14:30 (1-2. SAATLER), 14:40-15:30 (3. SAAT), 15:40-16:30 (4. SAAT)	ÖS - 4 SAAT
	PERŞEMBE	09:00-10:20 (1-2. SAATLER), 10:30-11:20 (3. SAAT), 11:30-12:20 (4. SAAT)	ÖÖ - 4 SAAT
	CUMA	09:00-10:20 (1-2. SAATLER), 10:30-11:50 (3-4. SAATLER)	ÖÖ - 4 SAAT
			20 SAAT
İNGİLİZCE B1 GRUBU	PAZARTESİ	13:10-14:30 (1-2. SAATLER), 14:40-15:30 (3. SAAT), 15:40-17:00 (4-5. SAATLER)	ÖS - 5 SAAT
	SALI	13:10-14:30 (1-2. SAATLER), 14:40-15:30 (3. SAAT), 15:40-17:00 (4-5. SAATLER)	ÖS - 5 SAAT
	ÇARŞAMBA	13:10-14:30 (1-2. SAATLER), 14:40-15:30 (3. SAAT), 15:40-17:00 (4-5. SAATLER)	ÖS - 5 SAAT
	PERŞEMBE	09:00-10:20 (1-2. SAATLER), 10:30-11:20 (3. SAAT), 11:30-12:50 (4-5. SAATLER)	ÖÖ - 5 SAAT
	CUMA	09:00-10:20 (1-2. SAATLER), 10:30-11:50 (3-4. SAATLER)	ÖÖ - 4 SAAT
			24 SAAT

Table 1. GU CFL Preparatory Program Weekly Course Schedules

GU CFL English preparatory program includes three different level classes during the fall semester, namely: A1-A2-B1 \*During the fall semester, A1 and B1 level students follow a program of 24 hours per week, whereas A2 level courses are 20 hours per week. For the spring semester, all remaining students are at B1 level and follow the same schedule.

\* German, Arabic and French groups have just one-level due to the limited number of students in, they have only one level-class and the same course schedule is followed in all classes.

### 3.4. Exams

A Proficiency Exam (in order to determine whether the students need preparatory education or not) and a Placement Test (in order to receive education in the appropriate level classes according to their English knowledge for the students who will receive preparatory education) are held on the dates specified in the academic calendar at the beginning of each academic year. In addition to these exams, quizzes, midterms and final exams are conducted during the academic year to assess students' achievement of their educational goals. All aforementioned exams are administered on the dates specified in the academic calendar under the responsibility of Testing and Assessment Unit of Basic Foreign Languages Unit. \*

\* Testing and Assessment Unit conducts all the processes related to exams only in English preparatory classes. For German, French and Arabic preparatory classes, it is the responsibility of the relevant coordinators to carry out the procedures related to these examinations.

### **3.4.1. Proficiency Exam**

The principles related to the proficiency exam are as follows:

- Students' foreign language proficiency is determined by the proficiency exam held by the college on the date specified in the academic calendar.
- As it is stated in the directive, students certifying that they own a base score from one of the exams whose international validity is accepted in Table 2 do not attend proficiency exam.
- Students who think that they have the required foreign language proficiency must submit the exam result document to the Department of Foreign Languages at least two weeks before the proficiency exam and this document must be approved by the Directorate of College of Foreign Languages.

The exams and base scores regarded valid for showing foreign language proficiency are presented in Table 2.

<b>Unit</b>	<b>Gazi University Foreign Language Proficiency Exam</b>	<b>International Exams</b>
German	60	*TestDaf: 3x4=12 *Goethe Zertifikat B2: 60
French	60	*DELF B2: 50
English*	85	*TOEFL IBT: 94 *PTE ACADEMIC: 71 *IELTS ACADEMIC: 7.0
Arabic	60	*YDS Arabic: 60

*Table 2. Exams Accepted and the Related Base Scores (Except the English Language Education Program with the decision of University Senate dated September 14<sup>th</sup>, 2022.)*

\* The University Senate set a new regulation for the Department of Foreign Language Education's English Language Education Division on September 14<sup>th</sup>, 2022.

Accordingly, in order not to study at the preparatory year, students enrolled in the Department of Foreign Language Education's English Language Education Division has to prove their English Language levels either by achieving at least 85 points from Gazi University Foreign Language Proficiency Exam or by obtaining the minimum grades at TOEFL IBT, PTE Academic or IELTS Academic stated above.

- Students who certify that they have completed the last three years of their high school education in a country where the relevant language is spoken as a mother tongue do not take the proficiency exam. In this case, the students must submit their documents and petitions to the Directorate of Higher Education at least two weeks before the proficiency exam and this certificate must be approved by the Directorate of Higher Education.
- Students who score at least 60 out of 100 in the proficiency exam are considered successful. (Except the students enrolled in the Department of Foreign Language Education's English Language Education Division who have to achieve 85 points.)
- Students who fail at the end of preparatory education have the right to take the proficiency exam held at the beginning of the next academic year.

The content of the proficiency exam and its application are as follows:

- The proficiency exam is conducted by focusing on the four main language skills: reading, listening, writing and speaking.
- The proficiency exam consists of two stages. The first stage is a written exam including "Reading", "Listening" and "Use of Language" parts.

Students who get the scores specified in the Education and Examination Directive in the first stage of the exam become entitled to move to the second stage.

To ensure the highest level of standardization in sections other than use of language, reading and listening parts in the first stage of the exam, the speaking section of the exam is recorded using a voice recorder and the assessment of the writing section is implemented by a commission.

### ***3.4.2. Placement Test***

The principles regarding the placement test are as follows:

- As stated in the GU Foreign Language Preparatory Education Regulation, students who are required to take the placement test are the ones who are registered in programs giving instruction fully or partially in English and have not submitted the equivalency certificate and those students who did not attend or failed the proficiency exam.

- The students whose language skill levels are determined by means of the placement test are divided into level classes.

The content of the placement test and its application are as follows:

- The placement test is conducted by considering the four main language skills: reading, listening, writing and speaking.

#### ***3.4.3. Quizzes***

The principles related to the quizzes are as follows:

- Quizzes can be administered in written, oral, auditory or both written and oral form.
- These exams can be conducted as pop-quizzes and they may not be notified on academic calendar.

The application of the quizzes is as follows:

- The exams prepared by the Testing and Assessment Unit are administered at least six times in a semester.
- Quizzes are administered and evaluated by the instructor assigned by the TAU on the date and time specified.

#### ***3.4.4. Midterm Exams***

The principles related to midterm exams are as follows:

- At the beginning of each academic year, midterm exams whose number is determined by the relevant committee and announced on the website of the CFL are applied by considering the scope and objectives of the preparatory programs during the preparatory education.

The content and implementation of midterm exams are as follows:

- Three midterm exams are administered per semester.
- Midterm exams are administered by focusing on the four main language skills: reading, listening, writing and speaking.

- Midterms are administered in two days as indicated in the academic calendar.

#### ***3.4.5. Final Exam***

The principles of the final exam are as follows:

- The final exam is administered only at the end of the second semester. However, as stated in the directive, final exam can also be administered for the students who meet the requirements of preparatory education at the end of the first semester (for those students who attend in B1 level classes as a result of the placement exam administered at the beginning of the term and who fulfill the attendance requirements).

The content and application of the final exam is as follows:

- The final exam is administered to evaluate students' four language skills: reading, writing, speaking and listening.
- The final exam is administered in two days as it is stated in the academic calendar.

#### ***3.4.6. Make-up Exams***

The principles related to the make-up exam are as follows:

- The right to take the make-up exam is based on Article 14 (9) of the Regulation on Associate Degree and Undergraduate Education and Examination.
- Excuses are evaluated in accordance with the conditions specified in the Gazi University Directive of Reason and Reasonable Causes.
- The grade of the students who do not take the exams is stated as zero.

The content of the make-up exam and its application are as follows:

- Make-up exam is applied by the instructor assigned by Testing and Assessment Unit to evaluate the four main skills: reading, writing, speaking and listening.

#### ***3.4.7. Objection to Exam Results***

Students may consult to the relevant committee of the academic units in order to object to exam results due to errors by writing a petition within five working days after the announcement of the results of the exams. The relevant committee sends the objection to the chair of the relevant program or the term coordinator for review. The result of the examination, the student's

attendance report, the exam paper and the report is notified within ten working days to the relevant committee in written. The error detected is resolved by the relevant board of directors.

### **3.5. Portfolio Studies**

In the Department of Basic Languages at GU CFL, portfolio studies that spread throughout the academic year are assigned to students in order to contribute to their learning processes. At the beginning of each academic year, these portfolios are prepared by PMDU in the course of preparing weekly, quarterly and annual syllabus by considering additional skill-based books and the main coursebook contents. The aim of these portfolio studies is to contribute to the students' language learning process and to ensure that they take an active role in their learning processes via individual studies and group work activities by using the language they have learned. These portfolio studies are evaluated by the instructors on the basis of the relevant evaluation criteria and each of these studies which forms a quiz mark also influences the final success rate of the students at the end of each term.

#### ***3.5.1. Writing Assignments***

Within the scope of the aforementioned portfolio studies, students are given writing assignments each semester. The scope of these assignments is determined by PMDU as an extracurricular practice of writing skill covered via the coursebook and the writing skills book, if any. Writing rubrics are prepared for each of these assignments and they are evaluated based on the relevant rubric.

#### ***3.5.2. Reading Assignments***

Reading assignments are a part of the Online Workbook studies, which is also supported by materials prepared by Program and Materials Development Unit focusing on EAP skills.

#### ***3.5.3. Speaking Assignments***

Speaking assignments conducted within the scope of portfolio studies are prepared by considering the students' gains of speaking skill covered in the coursebooks. Students make individual or group presentations on the subjects they select from the coursebooks they use each semester. These presentations are evaluated by the instructors according to the evaluation criteria specifically designed for each oral presentation assignment and they are considered as a quiz and scored accordingly.

### ***3.5.5. In-class Participation***

Another part included in the portfolio grade is the in-class participation grade. For this assessment, the instructors in each class give an in-class participation mark. This evaluation is done according to the evaluation criteria prepared by PMDU. In this evaluation criteria, in addition to the items about the students' behaviors such as their participation rate in the classroom activities, having the course materials with them, their active participation in group works, and their language development process are also taken into consideration. Each instructor evaluates the students individually according to the criteria for each semester and this assessment is included in the students' mid-term achievement average as a quiz.

### **3.6. How to Pass the Preparatory Class?**

In addition to the quizzes and portfolio assignments conducted in the CFL, a total of six midterm exams and one final exam are also administered. The students who have preparatory education in CFL and fulfill the attendance requirements are eligible to take the final exam. The final exam is administered at the end of the second semester. Students who have a score of 75 or more in the second semester and who fulfill the attendance requirements are considered successful with the letter B and they do not need to take the final exam. The following rules are taken into consideration when calculating the achievement score of the other students:

- Achievement scores are determined by calculating 70% of the midterm exam scores and 30% of the quiz grades for each semester.
- 40% of the first semester achievement score and 60% of their second semester achievement score are summed to obtain the student's raw success scores during the year.
- 40% of the raw success score and 60% of their final exam score are added to the student's overall raw success score.
- Those with a general raw achievement score of 60 or more are considered successful.
- Those who have a score of 75 or more in the second semester are considered successful.
- B1 level students are considered successful if their first semester success score is 75 and above. (This grade is 90 for students enrolled in the Department of Foreign Language Education's English Language Education Division) If their first semester success score is below 75, they take the final exam at the end of the fall semester. 40% of the first semester

achievement score and 60% of the final exam score are calculated and if the average score is 60 or higher, they are considered successful. (Again, this grade is 85 for students enrolled in the Department of Foreign Language Education's English Language Education Division) If it is less than 60 points, they continue their preparatory education in the second semester.

### ***3.6.1. How to Pass Preparatory Class in a Term***

At the beginning of the academic year, students in the B1 level class can take the final exam in the fall semester if they meet the attendance requirements. The achievement scores of these students are calculated as follows:

- 70% of the midterm exam scores and 30% of the quiz grades are calculated for the first and second semesters one by one.
- 40% of the first semester achievement score and 60% of the second semester achievement score are summed to obtain the student's raw success score during the year.
- 40% of the raw achievement score and 60% of the final exam score are added to the student's overall raw success score.
- Those who have a general raw success score (mid-term + final exam) of 60 or more are considered successful.
- Those who have a score of 75 or more in the second semester are considered successful. (This grade is 90 for students enrolled in the Department of Foreign Language Education's English Language Education Division)
- B1 group students are considered successful if their first semester success score is 75 and above, and if they are below 75 they take the Fall Semester Final Exam (final of the 1st semester). 40% of the first semester achievement score and 60% of the fall semester final exam score are calculated and the score of 60 and above are considered successful. If it is less than 60 points, they continue their preparatory education in the second semester. (Again, this minimum grade is 85 for students enrolled in the Department of Foreign Language Education's English Language Education Division)

### **3.7. Attendance**

Attendance is compulsory in the English preparatory program. It is the students' responsibility to attend not less than 85% of the classes for a year and to monitor their attendance and absenteeism records. No medical report is valid for absence. Students who have attended less than 85% of the courses for any documented or undocumented reasons, including illness, any compulsory justification and disciplinary actions are deemed to have failed to meet in-class obligations and they are considered unsuccessful. In addition, these students cannot take the final exam at the end of the year. However, these students have the right to take the foreign language proficiency exam held in the following academic year in September, regardless of the yearly average. The students' absence limit is determined by the number of the class hours they have to attend the lessons during the year. However, absence should only be used for compulsory cases. However, it is better for the students to attend the lesson in order to benefit from the courses effectively.

### **3.8. Medical Reports**

One of the questions the students ask most is whether the medical reports received are valid for the attendance or not. The medical reports are not valid for the attendance at our school. In other words, getting a report does not affect your absence limit. Furthermore, if the student is sick on the day of midterms, she/he has to submit the health report enclosed with the petition to the Student Affairs Office. By this way, the student's health report and petition are evaluated and they can take the make-up exam if it is deemed appropriate.

## **4. DEPARTMENT OF MODERN LANGUAGES**

### **4.1. Introduction**

The Department of Modern Languages has been established within GU College of Foreign Languages and provides general English for the first three years and academic English education for the last year of university to students of faculties and vocational schools whose language of instruction is Turkish. However, the Faculty of Education is exempted from this practice by the decision of the Council of Higher Education (YÖK), and English classes are provided for only first grade students in this faculty. In addition to this, in the faculties of Science, Gazi Education, Architecture and Engineering in English, vocational foreign language education is given to the first and / or second year students in English, German and French languages. The first-year students in the faculties of Architecture and Engineering who have

completed their preparatory education are also offered General English education at B2 level. Course codes, contents and hours may vary according to faculty or vocational schools. Courses are given face-to-face in the relevant faculties or vocational schools and supported by a learning management system.

## **4.2. Academic Calendar**

The academic calendar used in all/faculties vocational schools of Gazi University is used in the Department of Modern Languages at GU CFL. Students can access the academic calendar from [www.gazi.edu.tr](http://www.gazi.edu.tr) or from their own faculty/vocational school website.

## **4.3. Course Descriptions**

ENG 101: In the fall term, English 1 course coded as ENG101 is conducted online by the relevant instructors at first year students of the faculties and / or vocational schools of Gazi University whose language of instruction is Turkish. The course is at A2 level and it aims the students to gain English language skills of this level at the end of the semester. Attendance is compulsory and there is no prerequisite for the current course.

ENG 102: In the spring term, English 2 course coded ENG102 is conducted by relevant instructors online in the faculties and / or vocational schools whose language of instruction is Turkish. The course is at A2 level and it aims the students to gain English language skills of this level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG 103: In the fall term, English I course coded ENG103 is conducted face-to-face by the instructors appointed by GU CFL with the first-year students of the faculties of Medicine, Architecture and Engineering who have completed preparatory education. The course is at B2 level and it aims the students to gain English language skills at this level at the end of the semester. Attendance is mandatory and there is no prerequisite for the course. The course codes can vary according to the faculties' own systems.

ENG 104: In the spring semester, English II course coded ENG 104 is conducted face-to-face by the instructors appointed by GU CFL for the first-year students of the faculties of Medicine, Architecture and Engineering who have completed preparatory education. The course is at B2 level and it aims the students to gain academic English skills at B2 level at the end of the

semester. Attendance is mandatory and there is no prerequisite for the course. The course codes can vary according to the faculties' own systems.

ENG201: In the fall term, English 3 course coded ENG 201 is conducted online by the instructors appointed by GU CFL for second year students of faculties and / or vocational schools whose language of instruction is Turkish. The course is at A2 + level and it aims the students to gain English language skills at this level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG202: In the spring term, English I course coded ENG 202 is conducted online by the instructors appointed by GU CFL for second year students of faculties and / or vocational schools whose language of instruction is Turkish. The course is at A2 + level and it aims the students to gain English language skills at this level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG203 and ENG 204: In the fall semester, ENG203 and in the spring semester, English II course coded ENG 204 are conducted face-to-face by the instructors appointed by GUCFL for the second year students of the faculties of Architecture, Engineering and Medicine who have completed preparatory education. The course is at B2 level and it aims the students to gain academic English skills at B2 level at the end of the semester. Attendance is mandatory and there is no prerequisite for the courses. The course codes can vary according to the faculties' own systems.

ENG301: In the fall term of the third year, English 5 course coded ENG 301 is administered online by the instructors appointed by GU CFL at the faculties and / or vocational schools whose language of instruction is Turkish. The course is at B1 level and it aims the students to gain English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG302: In the spring term of the third year, English 6 course coded ENG 302 is conducted online by the instructors appointed by GU CFL at the faculties and / or vocational schools whose language of instruction is Turkish. The course is at B1 level and it aims students to gain English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG304: In the spring term of the third year, English 6 course coded ENG 304 is conducted online by the instructors appointed by GU CFL at the Faculty of Technology. The course is at

B1 level and it aims students to gain English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG401: In the fall term of the fourth year, English for Dentistry course coded ENG 401 is administered online by the instructors appointed by GU CFL at the Faculty of Dentistry. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG401: In the fall term of the fourth year, English for Medicine course coded ENG 401 is administered online by the instructors appointed by GU CFL at the Faculty of Dentistry. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG401: In the fall term of the fourth year, English for Science course coded ENG 401 is administered online by the instructors appointed by GU CFL at the Faculty of Science. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG401: In the fall term of the fourth year, English for Sport Sciences course coded ENG 401 is administered online by the instructors appointed by GU CFL at the Faculty of Sport Sciences. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG403: In the fall term of the fourth year, English for Engineering course coded ENG 403 is administered online by the instructors appointed by GU CFL at the Faculty of Technology whose language of instruction is Turkish. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG402: In the spring term of the fourth year, English for Dentistry course coded ENG 402 is administered online by the instructors appointed by GU CFL at the Faculty of Dentistry. The course is at B1 level and it aims the students to gain vocational English language skills at the

related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG402: In the spring term of the fourth year, English for Medicine course coded ENG 402 is administered online by the instructors appointed by GU CFL at the Faculty of Dentistry. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG402: In the spring term of the fourth year, English for Science course coded ENG 402 is administered online by the instructors appointed by GU CFL at the Faculty of Science. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

ENG402: In the spring term of the fourth year, English for Sport Sciences course coded ENG 402 is administered online by the instructors appointed by GU CFL at the Faculty of Sport Sciences. The course is at B1 level and it aims the students to gain vocational English language skills at the related level at the end of the semester. Attendance is compulsory and there is no prerequisite for the course.

#### **4.4. Course Objectives**

The objectives of the YÖK 5(ı) English courses coded ENG101, ENG102, ENG201, ENG202, ENG301, ENG302, ENG304 in the first three years and the vocational English courses coded ENG401, ENG402 and ENG403 in the fourth year of these faculties given to the students of the programs whose education language is Turkish, at the relevant faculties and vocational schools of our university are as follows. These courses are conducted online

At the end of first grade, students taking courses coded ENG101 and ENG102 within the framework of their level of English A2 will be able to:

- initiate and finish a basic level of conversation in daily, personal, educational, business and public sectors,
- describe themselves, their talents, their jobs, everyday objects, routines, past events, leisure activities etc.,
- make phone calls, leave and send messages at basic level,

- write and reply to unofficial emails, postcards and online forums,
- perform various real-life events (such as booking train tickets, ordering food at restaurants, and describing places / directions, etc.),
- understand listening, reading texts about their lives, routines, city life, food, people, culture, seasons, travels, learning and goals.

At the end of the second grade, students taking courses coded ENG201 and ENG202 (within the framework of their level of English /A2 +) will be able to:

- talk about their personal accomplishments and experiences, various events, friends, possible situations in the future, competences, and travel,
- describe their learning needs, childhood, past events, various places, people, holidays, similarities and differences,
- fill out simple forms, write a short life story, an article about their respective fields, a short note or message, a simple description of a place, a letter of apology, a professional profile, a film review, and an official e-mail and letter,
- make plans with friends, contribute to a simple discussion, exchange ideas, and discuss various topics,
- understand listening and reading texts about music, celebration, survival, aging, places, body, work, travel, advertising and money.

At the end of the third grade, students who take ENG301 and ENG302 courses within the framework of their level of English B1 will be able to:

- describe objects, important events in their lives, pictures, leisure activities, a restaurant, a photograph with memories, learning experiences, a past teacher, the effects of important decisions, business skills,
- use expressions that will be fruitful in various subjects in their speeches,
- make a complaint, start a conversation with a foreigner, compare cities, take notes while listening and interviewing etc., perform functional speech activities,
- write a semi-formal e-mail, life description, letter of complaint, report, detailed description of an object or place, letter of application and a simple essay and summarize a short article,

- understand listening and reading texts about friends, media, lifestyle, money, leisure, vacation, learning, change, work and memories.

The objectives of ENG 103, ENG 104, ENG 203 and ENG 204 courses given at the faculties of Architecture and Engineering are as follows:

At the end of first grade, within the framework of their level of English B1 students who have taken ENG103 and ENG104 (those who have preparatory courses) will be able to:

- talk about current trends, volcanoes, future hopes, childhoods, famous criminals; participate in discussions about communication, problem solving, environment, medicine, road safety, effective books, globalization, peer pressure, public art, cultural issues and technology,
- understand various listening and reading texts on communication, environment, sports, medicine, transportation, literature and film, architecture, art, psychology, culture and technology,
- take notes while listening, write brief summaries on various topics, write a short report, write online criticism, write essays and articles,
- role-play different scenarios in the fields of communication, environment, sports, medicine, transportation, literature and film, architecture, art, psychology, culture and technology
- learn the necessary vocabulary and idiomatic expressions related to communication, environment, sports, medicine, transportation, literature and film, architecture, art, psychology, culture and technology.

At the end of the second grade, students who have taken ENG203 and ENG204 (those who had preparatory class) within the scope of their English level B2 will be able to

- develop critical and analytical thinking skills,
- evaluate, synthesize and respond to ideas presented in reading passages,
- expand academic vocabulary knowledge,
- gain the ability to write paragraphs that form the basis of writing techniques required for term papers and reports,
- write a coherent and cohesive explanatory and discussion type composition, term paper and report with a length of 300-500 words by citing sources and make oral presentations in front of the community.

Within the framework of their English level B1 at the end of the semester, Faculty of Technology students taking **ENG304** coded course will be able to:

- describe their personal and professional experiences
- discuss problems and suggest changes
- carry out an interview and respond to opinions
- write a personal email and a simple essay
- summarize a short article and discuss options
- suggest and respond to ideas about several topics
- understand a variety of reading texts about engineering
- be familiar with various terms used in engineering
- support ideas by giving examples about different topics in engineering
- ask about purposes engineering materials

Within the framework of their English level B1 at the end of the semester, students taking **ENG401** coded English for Dentistry course will be able to:

- grasp the subject-specific vocabulary,
- listen and read for specific information ,
- fill out several types of report,
- role-play a number of field-related situations,
- work with subject-specific vocabulary,
- ask about work experience,
- ask for information about specializations,
- describe features of dental practice,
- verify information about dental instruments ,
- describe functions of tooth and its anatomy.

Within the framework of their English level B1 at the end of the semester, students taking **ENG401** coded English for Medicine course will be able to:

- grasp the subject-specific vocabulary,
- listen and read for specific information ,
- fill out several types of report,
- role-play a number of field-related situations,
- work with subject-specific vocabulary,

- describe locations such as hospital departments and parts of the body,
- give advice on several issues such as maintaining hygiene,
- give an opinion about hospital staff,
- clarify and confirm information about common abbreviations and measurements,
- explain consequences of several body systems,

Within the framework of their English level B1 at the end of the semester, students taking **ENG401** coded English for Science course will be able to:

- develop subject-specific vocabulary,
- listen and read certain information,
- fill in various types of reports,
- act in a range of situations related to their field,
- work with subject-specific vocabulary,
- gain insight into laboratory equipment,
- make warnings about security procedures,
- talk about possible problems in research activities,
- learn about different processes and progress,
- share their views on various issues.

Within the framework of their English level B1 at the end of the semester, students taking **ENG401** coded English for Sport Sciences course will be able to:

- grasp the subject-specific vocabulary,
- listen and read for specific information,
- fill out several types of report,
- role-play a number of field-related situations,
- work with subject-specific vocabulary,
- order and make recommendations about soccer equipment,
- describe differences in sports,
- identify problems in certain types of sports,
- file in information about different kinds of sports,
- get the sufficient knowledge to assess health in sports injuries.

Within the framework of their English level B1 at the end of the semester, students taking **ENG403** coded English for Engineering course will be able to:

- describe their personal and professional experiences
- discuss problems and suggest changes
- carry out an interview and respond to opinions
- write a personal email and a simple essay
- summarize a short article and discuss options
- suggest and respond to ideas about several topics
- understand a variety of reading texts about engineering
- be familiar with various terms used in engineering
- support ideas by giving examples about different topics in engineering
- ask about purposes engineering materials

Within the framework of their English level B1 at the end of the semester, students taking **ENG402** coded English for Dentistry course will be able to:

- introduce themselves and code words, use numbers,
- ask for personal information, talk about days and hours,
- can talk, write, respond about their daily life,
- ask and talk about leisure activities, and talk about likes and dislikes;
- order food and drink, talk about family members' relationships,
- talk about skills, make and appoint an appointment, make requests, explain their profession in writing.

Within the framework of their English level B1 at the end of the semester, students taking **ENG402** coded English for Medicine course will be able to:

- grasp the subject-specific vocabulary
- listen and read for specific information
- fill out several types of report
- role-play a number of field-related situations
- work with subject-specific vocabulary
- stress a point while talking about various body systems
- describe a medical condition using medical terms
- take a medical history from the patients

- explain the results of diagnostic tests
- give instructions and safety reminders

Within the framework of their English level B1 at the end of the semester, students taking **ENG402** coded English for Science course will be able to:

- develop subject-specific vocabulary,
- listen and read certain information,
- fill in various types of reports,
- act in a range of situations related to their field,
- work with subject-specific vocabulary,
- gain insight into laboratory equipment,
- make warnings about security procedures,
- talk about possible problems in research activities,
- learn about different processes and progress,
- share their views on various issues.

Within the framework of their English level B1 at the end of the semester, students taking **ENG402** coded English for Sport Sciences course will be able to:

- can give reasons for certain types of sports,
- define time constraints in certain types of sports
- demand interest in sports such as tennis,
- ask questions about sports fields,
- ask questions about sports events.

#### **4.5. Course Materials**

A coursebook and a supplementary exercise book are used in the program offered by the Department of Modern Languages at GU CFL. When determining the books, the ones which are prepared according to the CEFR, which offer online courses and which are easily accessible to the students are chosen. In the Department of Modern Languages, the terms of courses can be two or three depending on the departments. Therefore, the weekly course load is planned as two or four hours and a language level determined by CEFR is planned to be completed in each academic year (two semesters). To this end, a level book is completed in two semesters. Books

are provided through bookstores located in different faculties/vocational schools or through direct contact with the publisher. In the Department of Modern Languages, skills are followed thematically through the main course book, and no supplementary skill books are used. However, students can practice different language skills to improve their language skills through internet-supported applications (e.g. Online platforms of various coursebooks).

#### **4.6. Course Schedules**

How 5(i) English courses offered by the Department of Modern Languages will be placed in the weekly schedule is determined by each faculty/vocational school. These course schedules are assigned to the instructors appointed by the CFL by calculating the weekly course load. The class hours are planned as 2 hours or 4 hours and are stated at the beginning of the semester.

#### **4.7. Exams**

In the Department of Modern Languages, one midterm exam, three quizzes, one presentation and one final exam are administered.

##### ***4.7.1. Proficiency Exam***

The proficiency exam is administered in a single session at the beginning of each academic year (in September) in the faculties and vocational schools where 5(i) compulsory English courses are given. Students who want to be exempted from the first, second and third grade English courses (ENG101, ENG102, ENG201, ENG301 and ENG302) can be exempted from the courses according to their scores. Those who score between 60-69 are exempted from first grade courses (ENG101 and ENG102), those who score between 70-79 are exempted from second grade courses (ENG201 and ENG202), and those who score between 80-100 are exempted from third grade courses (ENG301 and ENG302).

##### ***4.7.2. Quizzes***

In the Department of Modern Languages, 3 quizzes are administered. Two of them are conducted on the Internet and one of them is administered in the classroom.

##### ***4.7.3. Midterm Exam***

The content of the midterm exam administered in the Department of Modern Languages covers “Use of Language” and “Reading” parts. The midterm exam consists of multiple choice questions. The exam preparation procedure is as follows:

- determining which learning outcomes are targeted for the relevant language level in the curriculum,
- preparing the exam questions based on targeted learning outcomes,
- writing the exam questions,
- the analysis of the exam questions by both the instructors preparing the exam and the other members of TAU,
- making the necessary changes on the exam questions,
- finalizing the exam questions,
- conducting the exam at the specified time and date,
- the grading process with the optical reader after the exam,
- the notification of the grades to the relevant departments on the date determined after the grading process and announcing the grades to the students by the relevant instructors.

#### ***4.7.4. Oral Presentations***

The subjects of the presentation, which constitute 10% of the students’ achievement scores, are determined by the instructors who give the lectures in the faculties, and the presentations are made by the students on the day and time determined by the relevant instructors. The students make their presentations on the specified topics and their performance is evaluated by the instructors.

#### ***4.7.5. Final Exam***

The content of the final exam administered in the Department of Modern Languages covers “Use of Language” and “Reading” parts. The final exam consists of multiple choice questions. The preparation process is as follows:

- writing exam questions,

- the analysis of the exam questions by both the instructors preparing the exam and the other members of TAU,
- making the necessary changes on the questions,
- finalizing the exam questions
- conducting the exam at the specified time and date,
- the grading process with optical reader after exam,
- the notification of the grades to the relevant departments on the date determined after the grading process and announcing the grades to the students by the relevant instructors.

#### ***4.7.6. Make-up Exam***

If the students who fail to take the midterm exam report one of the excuses specified in the regulation for education and examination to the faculty/vocational school, the relevant faculty/vocational school informs the CFL about the situation to via Electronic Document Management System (EBYS), and relevant students can take the make-up exam on the date specified in the academic calendar. The make-up exam is in parallel with the mid-term exam in terms of content and number of questions.

#### ***4.7.7. Make-up for the Final Exam***

Students who fail the final exam take the make-up exam according to the academic calendar published at the beginning of the academic year, or they take this course in the summer school according to the request from the Faculties/vocational schools.

#### ***4.7.8. Objection to Exam Results***

Students report their objections to the exams administered during the semester and at the end of the semester within the week following examination to CFL via their own faculties/vocational schools of higher education. Upon request, the students' requests are evaluated and a reply is given within one week.

#### **4.8. Portfolio Studies**

A task including preparing a presentation appropriate to the level of the course they are taking and the content of the book used is given to students by announcing it at the beginning of the semester. This portfolio is graded with the individual evaluation of the instructor. According to the evaluation criteria prepared for these tasks, a quiz grade (10%) is given to the students by the instructors.

#### **4.9. Achievement Requirements**

For ENG101, ENG102, ENG201, ENG202, ENG301 and ENG302 courses conducted face-to-face, the regulations on the cut-off score, the pass-grade and the system (i.e. relative evaluation system or absolute evaluation) may change depending on the department. The passing grade of students is 30% of midterm, 20% of 3 quizzes (2 of them on the internet) and 10% of presentation (60% of the achievement score in a term) and lastly 40% of final exam calculated. The passing grade for ENG103, ENG104, ENG203 and ENG204 courses is calculated as 36% of the midterm and 24% of the 2 quizzes (60% of the achievement score in term) and 40% of the final exam. Relative or absolute evaluation system is also valid for these courses.

#### **4.10. Exemption from the Courses Offered by the Department of Modern Languages**

In order to be exempted from the courses ENG101, ENG102, ENG201, ENG202, ENG301, ENG302, students must pass the proficiency exam organized by the Department of Modern Languages. Students may be exempted from 1st, 2nd and / or 3rd year courses according to the score they have taken from the exam based on the grade range specified in the directive.

### **5. HOW TO STUDY A FOREIGN LANGUAGE**

You have taken the most important step of your life, you have achieved a great success in the university exam and you have got in a department at Gazi University where you will take your first step into your dream profession, but it is not over yet. What can you do in a year dedicated to learning foreign languages that will be of great importance not only required for your department but also throughout your life? How can you make this language learning process more efficient?

The first step to learn a foreign language is to come to classes regularly with a high level of motivation and to play an active role as a learner, not just as a listener; that is, to participate in the activities conducted under the guidance of your instructor in the classroom, and to take regular notes. Taking part in pair work or group works and fulfilling the given tasks in the language learning process give you the opportunity to use the language you have learned. It is important to do the assignments on time, because each of these tasks is assigned to you specifically. It is necessary to do revisions regularly and you should avoid unnecessary absence in order not to miss the classes because it may get more difficult for you to study a pile of subjects. You may have restricted progress with in-class activities and assignments, so your extra effort is necessary to go further.

- If you associate language learning with your interests, the process will become more enjoyable for you. For instance, you can read blogs, websites, magazines, newspapers etc. in the target language.
- Try to speak the language you learn whenever possible. Speak in this language with your teachers and your friends from the class, dormitory or room. The more you speak, the more your language skills will improve.
- Wonder! Search for the meaning of everything you see and hear, from pill boxes to clothing labels. Do not neglect any material.
- Do not be afraid to make mistakes. Making mistakes or correcting them is a part of learning. Almost everyone who starts to learn a language asks how long, how many months it takes to learn a language. Remember language learning requires personal effort. The harder you study, the sooner you get the results.
- Focus on developing four skills rather than focusing on grammar rules. Read, write, listen and speak. Watch movies, series and listen to music in foreign language. You can watch the films you watched in Turkish in the other languages for the second time. The more you are exposed to the target language, the more easily you will start using it.
- Revise regularly. If you do not use the words and structures you have learned, you will forget them. Practice them every day and make sentences with the structures you have learned. Read sentences aloud.
- Avoid doing direct translations or asking your teacher to translate for you. All languages are structurally different.
- Remember that learning a language is a very enjoyable process, which requires patience. It is tiring from time to time, but the result is very profitable.

You can use the links below to make the language learning experience multidimensional because you cannot learn a foreign language only through classroom activities. You can develop yourself multi-dimensionally by the help of the things you listen to, watch, read, or do out of the class, at the weekends or on the way to school.

### **Useful Links for Students to Study English**

<http://learnenglish.britishcouncil.org/en/>

<https://www.englishgrammar.org/>

<http://tr.duolingo.com>

<http://www.bbc.co.uk/learningenglish/>

<https://www.ted.com/>

<http://www.onestopenglish.com/>

<https://lyricstraining.com/>

In today's world where mobile technologies are becoming widespread, you can also benefit from useful mobile applications by downloading them on your own smartphones. Believe in yourself. Relax! Millions of people around the world can speak this language as a second language or a foreign language, and they use it as a language of science. You can do, too.

- *Duolingo*
- *helloenglish*
- *TED*
- *Voscreen English*
- *Learn English Daily*
- *Hellotalk*
- *Memrise*

### **Useful Links for Students to Study German**

<https://www.duden.de/>

<https://www.dw.com/de/deutsch-lernen/nachrichten/s-8030>

<https://www.goethe.de/ins/tr/tr/sta/ank.html>

<https://www.goethe.de/de/spr/ueb.html>

[https://www.deutsch-lernen.com/d\\_index.php](https://www.deutsch-lernen.com/d_index.php)

## **Useful Links for Students to Study French**

<https://apprendre.tv5monde.com/fr>

<https://www.leplaisirdapprendre.com/portfolio/activites-fle-en-ligne/>

[https://www.lepointdufle.net/p/apprendre\\_le\\_francais.htm](https://www.lepointdufle.net/p/apprendre_le_francais.htm)

<https://www.francaisfacile.com>

<https://www.bonjourdefrance.com>

<https://fle.fr/le-francais-en-ligne>

<http://flemotion.com/>

<http://w3.restena.lu/amifra/exos/>

<https://www.campusfrance.org/fr/apprendre-langue-francaise>

<https://www.tandem.net/fr/apprendre-le-francais-en-ligne>

<https://www.ortholud.com/index.html>

## **6. LIBRARY FACILITIES**

While learning a language, after a while, you will realize how important reading activities are in terms of language development. During the semester, you will start your reading adventure, which is one of the most beautiful aspects of learning a language with the different books suggested by your teachers. The closest place where you can access English resources for reading is our library located in our school. There are novels and simplified books that you can read in our library. There are also different textbooks, dictionaries and test books available to you. If you want to borrow books from the library, you should go to the library with your student ID card and after giving the requested information, it is possible for you to borrow books for a month. At the end of a month, you will need to submit the book you received or go to the library

to extend the usage period. Please note that you will have to pay a fine if you do not submit the book you received. Apart from reading books, you can also benefit from the facilities of our library for studying and preparing your assignments. You can learn the working days and hours of our library from the library door in Block A.

## **7. LANGUAGE LABS**

Our school supports the active participation of our students and autonomous learning in teaching/learning process. It has two language laboratories established to achieve this aim. There are 40 computers and headphones in the laboratories that contribute to the students' development of their target languages. With these computers, our students have access to materials that will help them develop their language skills and they can do language practice for developing four skills. These materials include sample exams and quizzes, as well as the programs that support students' grammar and vocabulary knowledge. In addition, our students can do their Internet-supported assignments in these laboratories during the year.

## **8. STUDENT REPRESENTATION**

At the beginning of each academic year, a class representative is selected for each class. Periodic meetings are held with these representatives. The students can express their thoughts about educational procedures, general functioning and cafeteria services etc., and they can also convey their friends' opinions. The student representative of each class is supposed to announce the decisions and announcements made at the student representative meetings in their classes. Student representatives are also very active at deciding on social and cultural activities organized at College of Foreign Languages.

## **9. STUDENTS WITH DISABILITIES**

The Disability Advisory Unit at the central campus of GU provides academic, physical and psychological support to our students in order to overcome the difficulties they face in daily life. Another purpose of this unit is to make the social lives of disabled students more active. The Disability Advisory Unit Student Guidebook contains important information about what all students who get into Gazi University can do about disabled students and how they can support them in adapting to social life. The guidebook for academic and administrative staff provides guidance on what academic or administrative staff can do for disabled students.

## 10. STUDENT RIGHTS

Some of the rights Gazi University students have and the related details are described below:

**The right to be informed:** You have the right to receive information on the topics that are relevant to you. You have the right to learn your exam scores, to see your exam papers, to get information about sample questions and rubrics, and to ask for your absenteeism records. You will be informed about the implementation of midterm exams, and the content and evaluation of quizzes and portfolio studies or the grading systems based on evaluation criteria before the exams. It is your responsibility to keep track of your attendance, but your supervisor will also inform you about your absence at intervals specified by College of Foreign Languages.

**The right to equality in education:** We are at equal distance to each student at our school. Every student has the right to have a standardized education, to be assessed equally, and to access equal opportunities with other students regardless of their language, religion, race, or gender. None of our practices can favor a specific person, class or group.

**The right to object to exam results:** Once the results are announced, if you think that your test score is misjudged/miscalculated, you have the right to write a petition and submit it to the Student Affairs Office in five working days.

**The right to keep your record private:** The information about your exam scores and attendance records is your personal information, and it is not shared with other parties.

**The right to be represented:** You have the right to be represented in the decision-making procedures at our school via your representatives. (For more information, please see the section titled Student Representation)

**The right to write petitions:** If you face a problem at school, you have the right to write a petition and submit it to the Student Affairs Office so that it can be resolved officially. You can find some printed petitions in the appendix part (A petition for make-up exam in Appendix 1, a petition to object to the exam results in Appendix 2, a petition for requesting transcript in Appendix 3)

## 11. SOCIAL LIFE / EXTRACURRICULAR ACTIVITIES

GU Gölbaşı Campus is a bit far from the city center, but it has a green environment where you can get fresh air. It is very close to Mogan Park and Mogan Lake, which is one of the most important natural beauties of Ankara. There are many dormitories around the campus. In this

way, our students do not have any difficulties in terms of accommodation during their one-year-long preparatory education.

The student cafeteria and the cafes in our campus enable our students to have healthy food, drink and snacks needs. There are cafes and markets very close to the campus.

In our school, extracurricular activities are organized in accordance with the interests and demands of our students (chess, football, table tennis tournaments, story competitions, etc.). There are also tennis courts, football, volleyball and basketball pitches in Gölbaşı Campus. As of 2019, a bicycle parking area and a bicycle path on the existing roads within the campus were arranged for the sporting activities of the students in Gölbaşı Campus. In this way, our students can spend their time more efficiently with different activities during break times. You can visit our homepage to get information about social life and extracurricular activities in Gölbaşı Campus.

## **12. STUDENT CLUBS**

There are several student communities established in the faculties, colleges and vocational colleges at Gazi University. These communities are active in many fields such as culture, art, sports, science, research, social activities. Student communities, which contribute to the personality development and enrich the social and cultural life of the students, are also a means of socializing the students. For this reason, the Department of Health, Culture and Sports continues to support students to increase their social activities, and works in cooperation with communities to make Gazi University to be a social university. As of the year 2019, there are 109 student groups. Detailed information about student communities can be found at <http://topluluklar.gazi.edu.tr>.

Apart from this, College of Foreign Languages has a Student Representatives Group participating voluntarily to the process of social and cultural activity planning. From this group, an elected smaller group also participates in the activities and meetings that the Administrative Board requires during the academic semesters by communicating the ideas of their classmates as a part of quality assurance practice.

## **13. EXPECTATIONS FROM OUR STUDENTS**

We, as academic and administrative staff, are here for you. We aim to provide you with a good language education on equal terms and to help you with the difficulties you may face in this

process. However, at this point, we have some expectations from you. We summarize them as follows:

**Hygiene and cleanliness:** As a considerably crowded group, we will spend a year together sharing the same campus and the same buildings utilizing the same classrooms. Thus, while using common places such as the gardens, classrooms, restrooms, and several places, we expect you to obey the common hygiene rules such as not throwing wastes and cigarette butts. You will spend most of your day with your classmates and instructors, so it is necessary to pay attention to your personal hygiene in order to be able to have your lessons in a healthy environment.

**Attendance:** You have the right not to attend courses to some extent, but we advise you not to use it unless an emergency such as illness exists. The more you attend classes, the more motivated and successful you will be. It is not a good idea not to attend classes and to spend your time at the school cafeteria with your friends instead.

**Respect:** All of you, as students, will endeavor to learn English. Your instructors will do their best to guide you in this process. We expect you to show respect and courtesy to your instructors and classmates, and be tolerant to differences so that we can have fun and effective lessons.

**Enthusiasm / Eagerness to learn:** In your journey of learning English, we are ready to guide you, but we can only help you if you are also ready to learn. Maybe you did not want to study at the preparatory school, you had no information about the compulsory preparatory education, or maybe you hoped that you would pass the proficiency exam and start your departmental studies. No matter what the reasons were, you are here now.

Instead of complaining all the time and making the situation unbearable for you, do something good for yourself and say “I want to learn English”, and believe that you will. Be active in the lessons, complete your assignments and take your responsibilities. If you have positive attitudes towards learning English here, you will spend your time effectively, and you will observe your language improvement at the end of the academic year. In order not to suffer the same fate with the people who say “I understand English, but I can’t speak English”, you should see the education offered here as an opportunity so that you can continue your life as a qualified individual who can use English effectively in his/her academic and social life and find information easily.

## 14. REGULATIONS

As a Gazi University student, you are in a period in which you will become more aware of the decisions about your life and the responsibilities that arise from these decisions. Therefore, in case of any problems, there are some official documents as well as the units you can consult to. This section provides links to many of these official documents in Turkish.

<https://ydyo.gazi.edu.tr/view/page/289439/regulations-guidelines>

Please also check the following documents that are available online:

- Student Discipline Regulation (YÖK/Council of Higher Education)
- Gazi University Foreign Language Preparatory Education Regulation
- Gazi University Graduate Education and Examination Regulations
- Gazi University Foreign Language Education and Examination Directive
- Gazi University Make-up Exams Directive for Associate and Undergraduate Students
- Gazi University Directive

## 15. CONTACT US

Address: College of Foreign Languages, Bahçelievler Mahallesi, Gazi University Gölbaşı Campus, 06830 Gölbaşı / Ankara

Phone: (0312) 484 19 68

For transportation to GU CFL, check: <https://ydyo.gazi.edu.tr/view/page/290225/transport>

## 16. USEFUL LINKS

1) The address you will need during your student life at Gazi University:

For the grades, attendance and course registrations: <https://obs.gazi.edu.tr/>

Learning Management System: <https://lms.gazi.edu.tr>

2) For the College of Foreign Languages:

<http://ydyo.gazi.edu.tr>

### **Appendix 1. Petition for Make-up Exam**

Gazi Üniversitesi Yabancı Diller Yüksekokulu Müdürlüğüne,

..... tarihinde yapılan ..... sınavına rahatsızlığım nedeniyle giremedim.  
Mazeret sınavına girmek istiyorum.

Gereğini arz ederim.

EK-1: Rapor

Tarih :

Adı-Soyadı :

İmza :

Fakülte :

Öğrenci No :

Telefon No :

Sınıfı :

## Appendix 2. Petition for Objecting to the Exam Results

(Yeniden incelenmesini istediğiniz sınavın adına ve ilgili bölümüne dair kutucuğa **X** işareti koyarak gerekçelerden ilgili kodu, kutucuğun yan tarafındaki açıklama kısmına yazınız.)

Gazi Üniversitesi Yabancı Diller Yüksekokulu Müdürlüğüne,  
..... numaralı sınıfın ..... numaralı öğrencisiyim. Aşağıda detayları mevcut sınav evrakımın yeniden incelenmesini arz ederim.

Fakülte :  
Adı-Soyadı :  
İmza-Tarih :  
İletişim Bilgileri :  
No :

☐ QUIZ .....  
☐ MIDTERM .....  
☐ MUAFİYET .....

### AÇIKLAMA:

☐ SPEAKING .....  
☐ LISTENING .....  
☐ READING .....  
☐ WRITING .....  
☐ USE OF LANGUAGE .....  
☐ VOCABULARY .....

### **GEREKÇELER:**

<sup>1</sup>Maddi hata olduğunu düşünüyorum.

<sup>2</sup>“Off-Topic” olarak değerlendirilen kâğıdımın yeniden incelenmesi gerektiğini düşünüyorum.

<sup>3</sup> Bu bölümdeki sorulara verdiğim cevabın doğru olduğunu düşünüyorum.

<sup>4</sup> Diğer. (Lütfen belirtiniz.)

**İNCELEME SONUCU:** \_\_\_\_\_

### Appendix 3. Petition for Requesting Transcript (Document of Achievement)

Gazi Üniversitesi Yabancı Diller Yüksekokulu Müdürlüğüne,

..... üzere / nedeniyle  
20.. – 20.. eğitim-öğretim yılında hazırlık eğitimini başarıyla tamamladığıma dair belgenin  
tarafıma verilmesini istemekteyim.

Gereğini arz ederim.

Tarih :

Adı-Soyadı :

Öğrenci No :

İmza :

Telefon No:

E-mail:

Adres: