



GAZI UNIVERSITY

COLLEGE OF FOREIGN LANGUAGES

Student Handbook

(2025 - 2026)

CONTENTS

1. ABOUT US	5
1.1. Mission	5
1.2. Vision.....	5
1.3. Objectives	5
1.4. Organization Chart	6
2. LIFE AT CAMPUS.....	6
3. DEPARTMENT OF BASIC FOREIGN LANGUAGES	7
3.1. Academic Calendar.....	7
3.2. Coursebook Supply.....	7
3.3. Course Schedules and Hours	8
3.4. Exams	8
3.4.1. Proficiency Exam	9
3.4.2. Placement Test	11
3.4.3. Quizzes	11
3.4.4. Midterm Exams	11
3.4.5. Final Exam.....	12
3.4.6. Make-up Exams.....	12
3.4.7. Objection to Exam Results	12
3.5. Portfolio Studies	13
3.5.1. Writing Assignments	13
3.5.2. Reading Assignments	13
3.5.3. Speaking Assignments.....	13
3.5.5. In-class Participation.....	14
3.6. How to Pass the Preparatory Class?	14
3.6.1. How to Pass Preparatory Class in a Term	15
3.7. Attendance	16
3.8. Medical Reports.....	16
4. DEPARTMENT OF MODERN LANGUAGES	17
4.1. Introduction	17
4.2. Academic Calendar.....	17
4.3. Course Descriptions.....	17
4.4. Course Objectives.....	21
4.5. Course Materials.....	26

4.6. Course Schedules.....	27
4.7. Exams	27
4.7.1. Proficiency Exam	27
4.7.2. Quizzes	28
4.7.3. Midterm Exam.....	28
4.7.4. Oral Presentations	28
4.7.5. Final Exam.....	28
4.7.6. Make-up Exam	29
4.7.7. Make-up for the Final Exam	29
4.7.8. Objection to Exam Results	29
4.9. Achievement Requirements.....	29
5. HOW TO STUDY A FOREIGN LANGUAGE	30
Useful Links for Students to Study English	31
Useful Links for Students to Study German.....	32
Useful Links for Students to Study French	32
6. LIBRARY FACILITIES	33
7. LANGUAGE LABS	33
8. STUDENT REPRESENTATION	34
9. STUDENTS WITH DISABILITIES	34
10. STUDENT RIGHTS	34
11. ACADEMIC HONESTY STATEMENT	35
12. SOCIAL LIFE / EXTRACURRICULAR ACTIVITIES.....	36
12. STUDENT CLUBS	37
13. EXPECTATIONS FROM OUR STUDENTS	37
14. REGULATIONS	38
15. CONTACT US.....	39
Appendix 1. Petition for General Purposes (in Turkish).....	40
Appendix 2. Petition for Objection to (Re-evaluation of) Exam Grades.....	41
Appendix 3. Petition for Make-up Exams	42
Appendix 4. Petition for Demanding Proficiency Exams for Exchange Programs (i.e. Erasmus)	43

ABBREVIATIONS

GU	Gazi University
CFL	College of Foreign Languages
CEFR	Common European Framework of Reference for Languages
CoHE	Council of Higher Education
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

Our mission is to provide students with internationally standardized educational opportunities that equip them with the foreign language proficiency essential for their professional and academic pursuits after graduation.

1.2. Vision

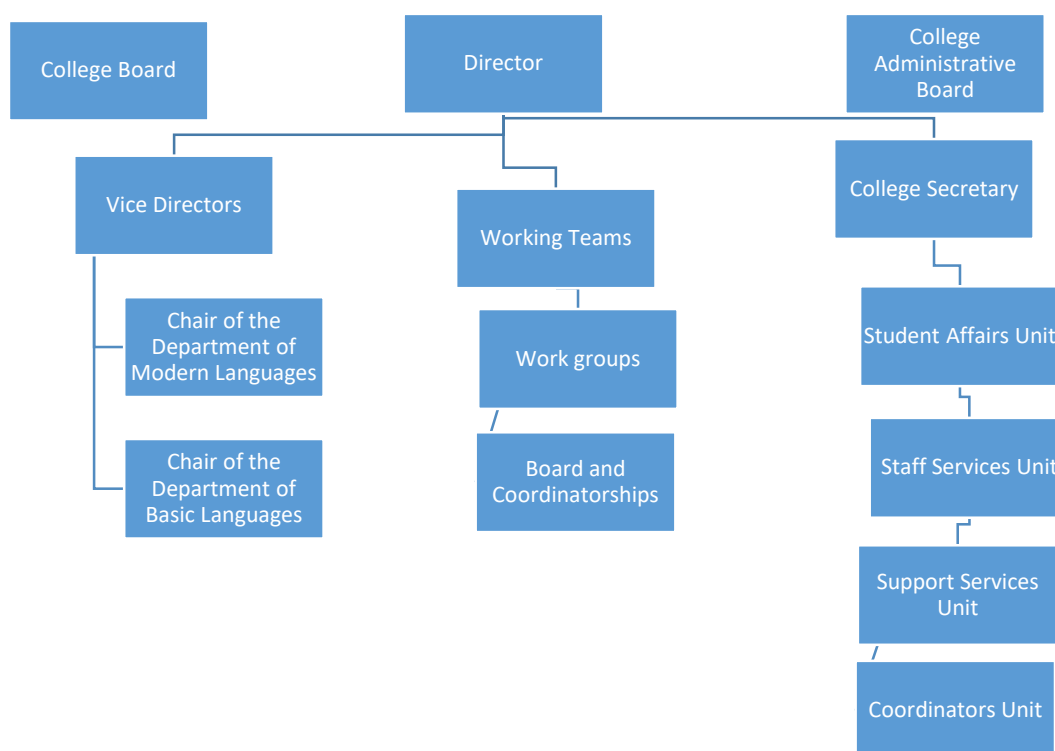
Our vision is to be an internationally recognized academic institution in the field of foreign language education, distinguished by the high standards of the services we provide.

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 within the Preparatory Programs, administered by the Department of Basic Languages, are conducted in two separate buildings – Blocks A and B – located on Gölbaşı Campus. 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.

Courses within the Department of Modern Languages are delivered in the buildings of the relevant faculties or vocational schools.

3. DEPARTMENT OF BASIC FOREIGN LANGUAGES

Each year, on the dates specified in September, the Department of Basic Languages (DBL) 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.

Unit	Gazi University Foreign Language Proficiency Exam	International Exams
German	60	*TestDaf: 3x4=12 *Goethe Zertifikat B2: 60
French	60	*DELFB2: 50
English*	85	*TOEFL IBT: 94 *PTE ACADEMIC: 71 *IELTS ACADEMIC: 7.0
Arabic	85**	*YDS Arabic: 70

Table 2. Exams Accepted and the Related Base Scores (Except the English Language Education Program with the decision of University Senate dated October 4th, 2023.)

* The University Senate set a new regulation for the Department of Foreign Language Education's English Language Education Division on October 4th, 2023. 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. 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.

3.5.3. 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.

3.5.4. Internet / Mobile-Supported Assignments

Internet/mobile-supported assignments are given to students as homework. If suitable content is provided within the educational material, assignments designed for each level and each unit are given to reinforce the four main language skills and sub-skills that students have learned from their course books. Students who complete the specified assignments by the given deadlines receive a quiz grade for the assignments via the grading system embedded in the internet-supported educational software.

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. In accordance with Article 5(1) of the Council of Higher Education (YÖK).The DML provides general English for the first three years and subject-specific English education in the final year to the students of faculties and vocational schools whose language of instruction is Turkish. However, Gazi 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. 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.

In addition to the compulsory 5(1) courses, first-year students of the Faculties of Architecture and Engineering, whose medium of instruction is partly or entirely English, are also provided with English language education at the B2 level by the DML.

Besides these courses, second foreign language education in English, German, and French is offered to first- and/or second-year students at the Faculty of Engineering and Gazi Faculty of Education.

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 or from their own faculty/vocational school website.

4.3. Course Descriptions

The course descriptions of ENG101, ENG102, ENG201, ENG202, ENG301, ENG302, ENG401, and ENG402 English courses, which are offered to students enrolled in programs taught in Turkish at the relevant faculties and vocational schools of our university, are provided below:

ENG101: In the fall term, English 1 course coded as ENG101 is conducted 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 A1 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.

ENG102: In the spring term, English 2 course coded ENG102 is conducted by relevant instructors in the faculties and / or vocational schools whose language of instruction is Turkish. The course is at A1 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.

ENG201: In the fall term, English 3 course coded ENG 201 is conducted 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 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.

ENG301: In the fall term of the third year, English 5 course coded ENG 301 is administered 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 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.

ENG401: In the fall term of the fourth year, English for Dentistry course coded ENG 401 is administered 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 by the instructors appointed by GU CFL at the Faculties of Medicine, Pharmacy and Health 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.

ENG401: In the fall term of the fourth year, English for Science course coded ENG 401 is administered 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 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.

ENG401: In the fall term of the fourth year, English for Engineering course coded ENG 403 is administered 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 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 by the instructors appointed by GU CFL at the Faculties of Medicine, Pharmacy and Health 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.

ENG402: In the spring term of the fourth year, English for Science course coded ENG 402 is administered 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 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.

The course descriptions for the courses coded ENG103, ENG104, ENG203 and ENG204 offered in the Faculties of Architecture and Engineering, where instruction is conducted partially or entirely in English, are provided below:

ENG103: 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.

ENG104: In the spring semester, English II course coded ENG104 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.

ENG203: In the fall semester, Academic English I course coded ENG203 are conducted face-to-face by the instructors appointed by GU CFL for the second year students of the faculties of 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 courses.

ENG204: In the spring semester, Academic English II course coded ENG204 are conducted face-to-face by the instructors appointed by GU CFL for the second year students of the faculties of 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 courses.

4.4. Course Objectives

The objectives of the English courses ENG101, ENG102, ENG201, ENG202, ENG301, ENG302, ENG401, and ENG402, which are offered to students enrolled in programs taught in Turkish at the relevant faculties and vocational schools of our university, are as follows:

At the end of first grade, students taking courses coded **ENG101 and ENG102** within the framework of their level of English A1 will be able to:

- use a variety of vocabulary about numbers, family, free-time activities. possessions, time, location and directions, and green lifestyle in speaking and writing.
- describe himself/herself and his/her family.
- express their daily life, frequency of their activities by asking and answering questions.
- describe various places (like his home room, dormitory, town).
- tell the time and use time related expressions.
- ask and give directions.
- use a variety of vocabulary about personality, clothes, food, technology, hobbies, habits and activities.
- express their abilities.
- talk about events happening at the moment of speaking.
- express their past experiences and future plans.

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:

- ask for permission, make requests and respond to them.
- express their opinions, feelings, and experiences on various topics.
- start and end a conversation in different situations.
- describe various places and objects.
- ask and answer questions about an event in the past.

- talk and write about various topics (like films, music, journeys, and household chores) by making comparisons.
- express their agreement and disagreement on diverse topics.
- distinguish the differences between hypothetical and real conditions in present.
- predict the topic and check their prediction in a reading and listening text.
- use contextual information to guess the meaning of unknown vocabulary items in reading texts.
- ask for and offer help.
- describe food and write a recipe.
- talk about and give advice on several topics like food, restaurants, relationships, climate, and nature.

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:

- talk about life experiences and personal action plans.
- ask for solutions to problems and politely insist.
- report information and talk about getting things done.
- express their ideas on unreal situations.
- write an e-mail and respond to feedback.
- report what people said and asked.
- give information about people, places and objects.
- talk about past situations and describe regrets.
- give advice about different topics (medical problems, crime, learning).
- ask questions and describe events in various situations.
- distinguish facts and opinions and make deductions.
- explain and express preferences.
- differentiate between defining and non-defining information.

By the end of the fourth year, within the framework of their English level B1, students taking English for Dentistry I – II courses coded **ENG401 and ENG402** will be able to:

- identify and define the subject-specific vocabulary in listening and reading.
- use subject-specific vocabulary in speaking and writing.
- listen and read for specific information.

- fill out several types of reports.
- identify field related problems and suggest solutions.
- talk about oral health.
- 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.
- discuss options for fillings.
- describe the necessity of specific dental practices.
- discuss potential complications.
- describe confusion and discuss causes for oral surgeries.
- express preferences, present options and make recommendations about dental and oral health.

By the end of the fourth year, within the framework of their English level B1, students taking English for Medicine I – II, English for Pharmacy I – II, English for Health Sciences I – II and English for Nursing I – II courses coded **ENG401 and ENG402** will be able to:

- identify and define the subject-specific vocabulary in listening and reading.
- use subject-specific vocabulary in speaking and writing.
- listen and read for specific information.
- fill out several types of report.
- identify field related problems and suggest solutions.
- 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 the importance of several body systems.
- talk 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.

By the end of the fourth year, within the framework of their English level B1, students taking English for Science I – II courses coded **ENG401 and ENG402** will be able to:

- identify and define the subject-specific vocabulary in listening and reading.
- use subject-specific vocabulary in speaking and writing.
- listen and read for specific information.
- fill out several types of report.
- identify field related problems and suggest solutions.
- describe necessity for various lab equipment.
- ask for clarification and recognize errors in measurement taking place in experiments.
- express interest in scientific method.
- express their opinions and doubts about certain processes in scientific research.
- give a warning about unfulfilled safety procedures in labs.
- list conditions of rate processes.
- ask about energy processes.
- talk about potential problems of research activities.
- compare results by giving statistics.
- clarify information about systems.

By the end of the fourth year, within the framework of their English level B1, students taking English for Sports Sciences I – II courses coded **ENG401 and ENG402** will be able to:

- identify and define the subject-specific vocabulary in listening and reading.
- use subject-specific vocabulary in speaking and writing.
- listen and read for specific information.
- fill out several types of report.
- identify field related problems and suggest solutions.
- order equipment and make recommendations in different branches of sports.
- describe differences in branches of sports.
- identify problems in certain branches of sports.
- list leagues and tournaments in different branches of sports.
- distinguish the features of field, players and equipment in different of sports.
- ask for an explanation about the rules of various games.
- discuss about the strengths and weaknesses of players.

- offer a counter opinion about the types and features of matches.
- make a recommendation about the equipment their team needs.
- explain differences between similar sports.

By the end of the fourth year, within the framework of their English level B1, students taking English for Technology courses coded **ENG401** will be able to:

- identify and define the subject-specific vocabulary in listening and reading.
- talk about the qualities of engineers and types of engineering degrees.
- identify problems and suggest solutions.
- discuss the significance of creativity in engineering.
- identify different tables and graphs.
- describe the materials and their properties used for engineering purposes.
- relate between different types of engineering.
- describe changes, benefits and experiences within the field of engineering.
- ask about the risks of products across different engineering fields.
- express their opinions and doubts about certain processes.

By the end of the fourth year, within the framework of their English level B1, students taking English for Management Information Systems I – II courses coded **ENG401 and ENG402** will be able to:

- recognize and define field-specific vocabulary in the texts they listen to and read.
- use field-specific vocabulary in speaking and writing.
- read and listen with the aim of finding specific information.
- fill out various types of reports.
- identify field-related problems and suggest solutions.
- talk about topics related to their field.
- explain topics related to management processes.
- express their ideas using appropriate language in problem-solving, making suggestions, and decision-making processes.

The objectives for the courses coded ENG103, ENG104, ENG203 and ENG204 offered in the Faculties of Architecture and Engineering, where instruction is conducted partially or entirely in English, are as follows:

At the end of first grade, within the framework of their level of English B2, students who have taken **ENG103 and ENG104** 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** 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.

4.5. Course Materials

A coursebook and its digital platform 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 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 coursebook, 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(1) 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(1) 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 take this exam and they 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, two quizzes administered through the digital platforms of the course materials and they are centrally evaluated via the system. Each quiz contributes 6% to the overall grade, making a total of 12%.

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. For each exam, the learning outcomes targeted for the relevant language level in the curriculum are determined, and the exam is prepared accordingly. Exams are conducted at the date and time announced in advance. Since grading is carried out using an optical reader, it is important for students to mark and code their information and answers correctly. On the designated date following the grading process, the grades are communicated both to the relevant departments and to the students via the Student Information System (OBS) by the respective instructors.

4.7.4. Practice

Practice is a skill-based assessment tool based on the listening practice conducted during class hours. It contributes 8% to the course grade. Necessary instructions are provided to students by the instructors during the semester, and students complete this listening-practice within the class session of the relevant week.

4.7.5. Project

Similar to *Practice*, the *Project* assessment criterion is skill-based and involves a classroom activity prepared by integrating different language skills (reading and writing), which is administered centrally to students by the instructor. It contributes 10% to the course grade. Necessary instructions are provided to students by the instructors during the semester, and students complete the project activity within the class session of the relevant week. The project is assessed by the instructor using rubrics prepared by the Department of Modern Languages.

4.7.6. Final Exam

The content of the final exam administered in the Department of Modern Languages covers “Use of Language” and “Reading” parts. The midterm exam consists of multiple-choice questions. For each exam, the learning outcomes targeted for the relevant language level in the curriculum are determined, and the exam is prepared accordingly. Exams are conducted at the date and time announced in advance. Since grading is carried out using an optical reader, it is important for students to mark and code their information and answers correctly. On the designated date following the grading process, the grades are communicated both to the relevant departments and to the students via the Student Information System (OBS) by the respective 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 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 midterm 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.

4.7.8. Objection to Exam Results

Students submit their objections to the midterm and final exams to CFL through their respective Faculty/Vocational School within the week following the exam week. The request is reviewed, and a response is provided within one week.

4.8. 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, 12% of 2 quizzes, 8% of the practice and 10% of the project (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 50% of the midterm and 50% of the final exam. Relative or absolute evaluation system is also valid for these courses.

4.9. 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 at the beginning of each academic year. 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

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.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 preparatory class under the Department of Basic Languages. 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.

11. ACADEMIC HONESTY STATEMENT

Students are required to comply with academic honesty and meet the needs of the Honor Code. Academic dishonesty means cheating, cheating attempts, plagiarizing, fabricating information or references, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting the work of another person, copying parts of the academic work of other students or any similar activities related to student work. Any kind of academic dishonesty is an act of violating academic regulations and becomes the reason for a disciplinary action and also may be the reason for failing an assignment or a course.

For your safety, please make sure that you follow these steps:

- Do not share your password with anyone and always log out when you are finished using the platforms for online education. Change your password if you think someone else might know it.
- All content (image, video and etc.) shared within this community reflects acceptable academic standards and is confidential. You are expected to use discretion accordingly.
- Contents in all materials made available on the course pages or sent to students via different means for course purposes (i.e. writing, audio, picture, image, photograph,

video) belong to the relevant copyright owners, and are protected under the Law on Intellectual and Artistic Works, Commercial Law, Civil Law, Code of Obligations, Law on the Protection of Personal Data, Turkish Criminal Law, and other special laws. Infringers shall be concurrently subject to disciplinary, legal, and penal sanctions as per both the relevant legislations and school disciplinary law.

- Be careful with plagiarism and copyright. Always give accurate and appropriate credit when you use someone else's words and ideas. For more and detailed information, please read the official statement of our university:
<https://senato.gazi.edu.tr/decision/2461>
- Ensure that you use artificial intelligence applications within the framework specified by the course instructor or the university.

12. 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 2025, there are 218 student groups. Detailed information about student communities can be found at <https://topluluklar.gazi.edu.tr/view/page/188529>.

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/>

2) Learning Management System (for online sessions and/or assignments under certain circumstances): <https://lms.gazi.edu.tr>

3) For the College of Foreign Languages:

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

Appendix 1. Petition for General Purposes (in Turkish)

	Gazi Üniversitesi Yabancı Diller Yüksekokulu Dilekçe Formu	Doküman No:	YDYO. FR. 0004
		Yayın Tarihi:	
		Revizyon Tarihi:	30.10.2023
		Revizyon No:	
		Sayfa:	1/1

YABANCI DİLLER YÜKSEKOKULU MÜDÜRLÜĞÜNE

.....
.....
.....
.....
.....
.....
.....

Bilgilerinize arz ederim.

Öğrenci No :

Tarih :

Telefon No :

Ad Soyad :


E-Mail :

İmza:

Şube :

HAZIRLAYAN Birim Kalite Ekibi	ONAYLAYAN Yüksekokul Müdürü
---	---

Appendix 2. Petition for Objection to (Re-evaluation of) Exam Grades

	Gazi Üniversitesi	Doküman No:	YDYO. FR. 0001
	Yabancı Diller Yüksekokulu	Yayın Tarihi:	
	İtiraz Sınavı Talep Formu	Revizyon Tarihi:	10.03.2023
		Revizyon No:	
		Sayfa:	1/1

YABANCI DİLLER YÜKSEKOKULU MÜDÜRLÜĞÜNE

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

Yüksekokulunuz numaralı öğrencisiyim. Aşağıda detayları mevcut sınav evrakımın yeniden incelenmesini arz ederim.

<input type="checkbox"/> Muafiyet	<input type="checkbox"/> Ara Sınav	Adı/Soyadı:
<input type="checkbox"/> Seviye Tespit	<input type="checkbox"/> Final	Sınıf/Şube:
<input type="checkbox"/> Küçük Sınav (QUIZ)		İletişim Bilgileri: 05... ..
		İmza:

AÇIKLAMA:

<input type="checkbox"/> LISTENING
<input type="checkbox"/> READING
<input type="checkbox"/> WRITING
<input type="checkbox"/> USE OF LANGUAGE
<input type="checkbox"/> VOCABULARY
<input type="checkbox"/> SPEAKING

GEREKÇELER:

¹Maddi hata olduğunu düşünüyorum.

²"Off-Topic" olarak değerlendirilen kâğıdımın yeniden incelenmesi gerektiğini düşünüyorum.


³ Bu bölümdeki sorulara verdiğim cevabın doğru olduğunu düşünüyorum.

⁴ Diğer. (Lütfen belirtiniz.)

İNCELEME SONUCU:

HAZIRLAYAN Birim Kalite Ekibi	ONAYLAYAN Yüksekokul Müdürü
---	---

Appendix 3. Petition for Make-up Exams

	Gazi Üniversitesi Yabancı Diller Yüksekokulu Mazeret Sınavı Dilekçe Formu	Doküman No:	YDYO. FR. 0002
		Yayın Tarihi:	
		Revizyon Tarihi:	10.03.2023
		Revizyon No:	
		Sayfa:	1/1

YABANCI DİLLER YÜKSEKOKULU MÜDÜRLÜĞÜNE

...../...../..... tarihinde yapılan numaralı ara sınava nedeniyle
giremedim. Mazeret sınavına girmek istiyorum. İlgili belge ektedir.
Gereğini saygılarımla arz ederim.

|
Adı/Soyadı:

Öğrenci No:


Sınıf/Şube:

İletişim Bilgileri: 05... ..

İmza:

HAZIRLAYAN Birim Kalite Ekibi	ONAYLAYAN Yüksekokul Müdürü
---	---

Appendix 4. Petition for Demanding Proficiency Exams for Exchange Programs (i.e. Erasmus)

	Gazi Üniversitesi Yabancı Diller Yüksekokulu Yabancı Dil Yeterlilik Sınavı Sonuç Belgesi Talep Formu	Doküman No:	YDYO. FR. 0003
		Yayın Tarihi:	
		Revizyon Tarihi:	10.03.2023
		Revizyon No:	
		Sayfa:	1/1

Gazi Üniversitesi
Yabancı Diller Yüksekokulu
Değişim Programları (Erasmus vb.) Yabancı Dil Yeterlilik Sınavı
Sonuç Belgesi Talep Formu

Adı-Soyadı	
Telefon No	
E-posta Adresi	

Öğrenci No (Personel ise Sicil No)	
Fakülte (Personel ise görev yapılan birim)	
Bölüm (Personel ise boş bırakınız)	
Sınav Tarihi	
Talep Edilen Sonuç Belgesi Dili	<input type="checkbox"/> İngilizce <input type="checkbox"/> Türkçe

Yukarıda belirttiğim tarihte Yüksekokulunuz tarafından düzenlenen sınava katılmış bulunmaktayım. Sınav sonucumun söz konusu belge ile tarafıma bildirilmesini talep ediyorum.

İmza

HAZIRLAYAN Birim Kalite Ekibi	ONAYLAYAN Yüksekokul Müdürü
---	---

P.S.: All petition forms can be found at the following link:
<https://ydvo.gazi.edu.tr/view/page/161008/ogrenci-formlari>