

STUDENT HANDBOOK

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INTRODUCTION

Science Gateway from the Past to the Future

The vision of Ankara Yıldırım Beyazıt University (AYBU), a state university founded in 2010, is to have and sustain a competitive position at home and abroad. As a rapidly growing higher education institution, institutionalization of AYBU started in 2011, and even in its first academic year the university managed to admit students to its 5 faculties and 28 postgraduate programs. At present, there are 15 faculties, 1 school of foreign languages, 1 state conservatory, 4 vocational schools and 27 application and research centers within the body of AYBU. Now, with more than 1300 academic staff and more than 20000 students, we are a young and dynamic university right in the center of Türkiye's capital, Ankara.

An International University

Since our foundation, we have attached importance to employing academicians who are experts in their fields and have carried out their academic career at distinguished universities at home and abroad. Moreover, we are taking important steps in placing ourselves among outstanding universities by attracting the attention of talented students both at national and international levels. Currently, 11% of our students are international students from 109 different countries.

The language of instruction for most of our programs is English. Our university is a major international exam center with agreements signed with institutions such as TOEFL and Pearson Test Centre. Our instructional quality is affirmed by past accreditations from Edexcel (2014-2017) and Pearson (2017-2022). Currently, we hold accreditation from the Dedak Language Education Evaluation and Accreditation Board for the period May 2024 to May 2029, committing to uphold DEDAK Accreditation Standards. Major progress has been made in the direction of becoming an international university (with all our units) by ensuring academic and administrative staff and student mobility with more than a hundred international universities (within the framework of Erasmus+, Farabi and Mevlana Student / Academic Staff Exchange Programs.)

A Research University Focused on Competitive Understanding and Encouraging Entrepreneurship

Dear Students,

A good university education is everyone's right. Ankara Yıldırım Beyazıt University is a university that is aware of the mission of the country that has been raising to a leader position in the region and around the world in terms of financial, social, cultural and political aspects. Ankara Yıldırım Beyazıt University whose objective is to open new horizons has the mission to be a university that will bring the young brains

of not only our country but also the countries in the region with which we have historical, social and cultural ties to the scientific arena.

AYBU aims to be an educational institution that is preferred by the students from all over the world. Hereby, the language of instruction is mostly English which is the language of communication and science in the world. Ankara Yıldırım Beyazıt University, whose objective is to have 25% international students, has been shaped as a “Research University” in which almost 50% of the students are master's and doctoral students, which makes it a distinctive university.

The responsibility of universities is not limited to preparing students for their jobs. Universities are the institutions that train intellectuals who can guide society in scientific, technological, cultural and social aspects. On the other hand, another responsibility of the universities is institutional leadership. With the awareness of this responsibility, Ankara Yıldırım Beyazıt University is guiding not only society, but also private and public institutions and cooperating with them.

By fostering interdisciplinary cooperation AYBU is trying to transform the outputs of this cooperation into a social, cultural, technological and commercial product. Similar to the successful educational institutions around the world, Ankara Yıldırım Beyazıt University has a working system in which academic staff allocate most of their working hours to projects on which they work together with students. Thanks to this experience, our precious students will have a chance to combine theoretical information with real life.

The objective is to be within the top 500 universities of the world.

AYBU, which has been struggling to reach the level of modern societies as directed by Great Leader Atatürk, aims to be within the top 500 universities of the world in the year 2023 which is the 100th anniversary of the Foundation of the Republic. Academic and administrative staff of Ankara Yıldırım Beyazıt University will do their best for you to receive education in a peaceful, happy and comfortable environment. Academic staff who have received their Ph.D. degrees from the outstanding universities at home or abroad aim to train you as well-qualified individuals in line with the 21st-century skills and prepare you for your professional life.

Prof. Dr. Ali Cengiz KÖSEOĞLU

ACADEMIC CALENDAR

To access the most up-to-date and previous year's academic calendars, please visit the following link:

<https://aybu.edu.tr/yabancidiller/en/sayfa/2772>

TEACHING-LEARNING DIRECTIVES

ARTICLE 1 - In this directive, the following concepts are described as below:

- a) **Partial Foreign Language Education:** Education where at least 30% of the courses offered in the departments from the total credits are provided in foreign language
- b) **Turkish Higher Education Qualifications Framework:** It is designed to be compatible with Turkey and European Qualifications Framework and qualifications framework which includes the training program for higher levels of education
- c) **Foreign Language Education:** The Education curricula of which is offered entirely in a foreign language
- d) **Foreign Language Placement Exam:** The exam that determines from which level the students will continue in the preparatory school and whether the students are exempted from compulsory foreign language lessons in the departments whose educational language is Turkish
- e) **Foreign Language Proficiency Exam:** The exam that assesses if the students have the required language skills for the departments or whether they have acquired the foreign language competence
- f) **Compulsory Preparatory Class:** The foreign language education, the educational language of which is fully or partially done in foreign language and the students have to continue attending the classes
- g) **Academic Year:** Two semesters consisting of fall and spring
- h) **Preparatory Class:** The preparatory class in School of Foreign Languages
- i) **The Board of Directors:** The Board of Directors in School of Foreign Languages
- j) **School of Foreign Languages:** It refers to Ankara Yıldırım Beyazıt University School of Foreign Languages
- k) **The Senate:** The Senate at Ankara Yıldırım Beyazıt University

ARTICLE 2 - AYBU Placement Exam (YDDS) and Assessment in General English (AGE/YDMS)

1. Placement Exam (YDDS):

- a) It is conducted to assess basic English knowledge and skills of the students registered to AYBU.
- b) It is for the students who have registered for the programs in which the preparatory class is obligatory to get the right to take AGE or to determine what level they will study in Preparatory School.
- c) The students who have registered to the department whose educational language is Turkish to be exempt from English classes ING101/102/103/104, which are obligatory, take this exam.
- d) The students who have registered late for the departments whose educational language is Turkish take the Placement Exam (YDDS), the date of which is determined by the Academic Council.
- e) Of the students who have registered to the department whose educational language is Turkish, the ones who get a score of 59,5/100 or higher are exempt from ING101/102/103/104 by getting "AA".
- f) Of the students who have registered for the programs in which the preparatory class is obligatory, the ones who get a score of 59,5/100 or higher from Placement Exam (YDDS) have the right to take AGE (YDMS), the ones who get a score lower than 59,5 and those who do not want to take AGE (YDMS) are placed in the levels as follows:

Table 1: Placement of the students to levels

PLACEMENT EXAM (YDDS) Score	Level
0-24/100	A (Basic)
24,5-49/100	A+ (Basic+)
49,5-74/100	B (Independent)
74,5-100/100	B+ (Independent)

2. Assessment in General English (AGE):

Students who have the right to take AGE (YDMS):

- a. Those who get a score of 59,5 or higher from Placement Exam (YDDS),
- b. Of the students whose educational language is English or partly English, those who have registered after Placement Exam (YDDS),
- c. Those who studied at Preparatory School in the previous year, but did not pass AGE (YDMS) and those who will apply for master's programs or those who have been admitted to master's programs have the right to take AGE (YDMS),
- d. The students who get a score of 69,5 out of 100 are exempt from Preparatory Class, the ones who get a score of 79,5 are exempt from ENG 101 and ENG 103, and the ones who get a score of 89,5

and higher are exempt from ENG 101, ENG 102, ENG 103, and ENG 104, which are obligatory in departments, and they get “AA”.

- e. The students studying at the department of English Translation and Interpretation have to get 79,5 to be exempt from Preparatory Class.
- f. Students who get a score under 69,5 are placed into Preparatory classes based on their YDDS scores as shown in Table 1.

Table 2.1. AGE (YDMS) Scoring Table

AGE (YDMS) Parts	Assessment score
Listening	25
Reading	25
Writing	25
Speaking	25

Table: 2.2. Exemption

AGE (YDMS) Score	Exemption
69,5+	Prep Class (except for students studying at Department of English Translation and Interpreting)
79,5+	Prep Class (Students studying at Department of English Translation and Interpreting)
79,5-89	ENG101 and ENG 103
89,5-100	ENG101, ENG102, ENG103, and ENG104

- g. Those who have already been exempt from Preparatory School by passing AGE (YDMS) cannot take this exam again.
 - h. The students who have registered late for the departments whose educational language is English or partly English take both the Placement Exam (YDDS) and the AGE (YDMS), the date of which is determined by the Academic Council.
 - i. To be exempt from ING 101/102/103/104, students who have registered after the late registration period in the Fall Term for the departments whose educational language is Turkish have the right to take only AGE (YDMS) in January.
3. AGE (YDMS) is applied four times a year: at the beginning of the academic year, at the end of the Fall and Spring Terms, and in the summer. For the students who get between 59,5 and 69 in AGE in the Fall (January AGE) and Spring Term (June AGE), their academic achievement score is taken into account while calculating the total score. All students can take AGE (YDMS) at the beginning of the Academic Year. Students who successfully complete A+ and higher levels in

the academic year have the right to take AGE (YDMS) in the summer.

4. The requirements for taking AGE (YDMS) in January at the end of the Fall Term and in June at the end of the Spring Term:
 - a) To successfully complete B level by getting at least an average of 79,5 or to successfully complete B+ or higher levels,
 - b) To be successful in the last level before the exam,
 - c) Not to exceed the periodic or annual unattendance limit.
5. For master's programs, the AGE (YDMS) score needed for a student to pass can be different according to the requirements of the study programs. However, it cannot be lower than 69,5.

ARTICLE 3 - (1) Attendance

- a) The second-year students who have registered for the departments whose educational language is English or partly English and those who have not been successful in the exams determined by University Senate have to attend preparatory classes. Students are obliged to attend at least 80% of the classes. Students who do not meet the attendance conditions without an excuse accepted by the Directorate are regarded as unsatisfactory and repeat the level they are in.
- b) Students who do not attend classes without an excuse are recorded as "absent". Attendance is taken in every class hour by the instructors. The instructor does not have the authority to allow the students to be absent from class. Every student has to follow his own absenteeism.
- c) Absent hours which are stated by sick reports submitted to the school are also included in 20% absenteeism. A student's unattended hours including the ones either stated by sick reports or without any excuses mustn't exceed 20% of the total hours per period. The students who exceed the absenteeism limit in their level are not allowed to take the final exam in the level, recorded "absent" and asked to repeat the level they are in.
- d) For the AGE (YDMS) in The Fall Term and Spring Term, the total absenteeism in the levels the student has attended is considered. If the total absenteeism for two or four periods exceeds 20%, the student cannot take AGE (YDMS). For the AGE (YDMS) in August and September the record of absenteeism is not considered.
- e) Evening classes are open for students enrolled in evening education programs and attending the Preparatory program, provided that there are enough students at the relevant language level. However, if there are not enough students, the relevant students are placed in daytime programs. For students placed in the daytime program, attendance is not taken into account for exam participation and meeting success requirements.

Table-3 Absenteeism limit in all levels

Absenteeism Limit		
LEVELS	WEEKLY LESSON HOURS	MAXIMUM LIMIT
A/A+	22	31
B/	20	28
B+	22	31
ACADEMIC YEAR TOTAL (Regular)		124
B+ (Extended)	16	45
C (Extended)	16	45
ACADEMIC YEAR TOTAL (Extended)		90
Absenteeism Limit for Blended Groups		
BLB/BLB+	16	22
BLB+ (Extended)	16	45
BLC (Extended)	16	45
ACADEMIC YEAR TOTAL		90

ARTICLE 4 –Exam rules and regulations.**(1) Midterm/Final Exams in the Preparatory Class:**

a) Final exams assess reading, listening, writing, and speaking skills as well as vocabulary and grammar, administered once per level. Students arriving late to the listening section (first part of final exam) are not admitted into listening; they join when reading starts. Students arriving after the first 40 minutes cannot take the exam. Midterm exams may be administered midway through extended tracks. Midterm execution decisions are made by the SFL Administrative Board at the start of each academic year and announced to students. If held, midterm exams cover selected components among language skills, vocabulary, and grammar as set by SFL. Midterm weightings are outlined in Tables 6 and 7 and cannot exceed 20% of the total score.

b) Exam result appeals must be submitted in writing in person to SFL management within five days of result announcement.

c) Students missing the final exam without a doctor's report from Ministry of Health/foundation university hospitals or a certified valid excuse—or failing to deliver medical reports to SFL secretariat within one week following report expiration—receive a "GR" (Absent) grade. Students with valid excuses take a makeup exam on a date announced at term end. There is no makeup for a makeup exam.

ç. Projects may replace final exams in distance education courses.

(2.) Announced and unannounced quizzes:

- a) Unannounced quizzes have no prior notice of date, time, or content, administered unannounced during any class hour. Duration usually does not exceed 30 minutes.
- b) Announced quizzes occur on pre-announced days during any class hour. Quizzes are given only to present students; those arriving over 5 minutes late are barred, though online quizzes may exempt this rule.
- c) Quizzes have no makeups. Absent students receive a "GR" grade. Medical reports do not excuse quizzes.
- d) National athletes representing Türkiye or students participating in/preparing for sports competitions representing AYBU are excused, and missed quizzes are excluded from grade averages.
- e) Announced quizzes in distance education may occur outside class hours.

(3) Student Activity Score is assigned by course instructor(s). Components include written assignments, oral presentations, speaking skill tasks, critique/review papers, portfolios, and online homework.

(4) During exams, students may not ask instructors for explanations about the questions. Except during the listening section, classroom doors must remain open during the exam. Instructors are authorized to conduct ID checks before the exam if necessary, arrange or change students' seating, and issue any instructions or warnings required to ensure the exam is conducted properly. Collaborating verbally or in writing, cheating or attempting to cheat during the exam is a punishable offense. Disciplinary action for students who do not follow rules or cause disruptions is entirely at the discretion of the instructor.

ARTICLE 5 – Level Progression

1. Levels

The 7-week levels in which the students attending the English preparatory programme will be placed according to the results of Proficiency Exam and/or Placement Exam are as follows:

Table-4 Levels

Levels					
Basic	A	Independent	B/BLB	Upper	C/BLC
	A+		B+/BLB+		

- a) In order to continue to the next level of education, students must attend at least 80% of the classes at their current level and must accumulate a minimum score of 64.5 based on the assessment criteria shown in Table 6 or Table 7 by the end of that level. Students who do not meet the attendance requirement and/or fail to achieve the required score must repeat the same level.

- b) For students who fail the same level twice, an optional individual development program may be prepared to help them succeed. These students continue their education and individual studies within the framework of the Independent Learning Center, without attending regular classes, under a plan approved by the School of Foreign Languages Executive Board. With the decision of the Executive Board, students who have failed the same level twice may also be allowed to attend regular classes.
- c) Students repeating the preparatory program at the BLB, BLB+, and BLC levels and/or those enrolled in the hybrid education program continue their studies.
- d) Students who start at the B+ or BLB+ level at the beginning of the Fall semester (Period 1), or at the B+, C, BLB+, or BLC levels at the beginning of the Spring semester (Period 3), receive education in extended 14-week terms. In these extended courses, students in their first year of the preparatory program receive 16 hours of instruction per week, while students in their second year of preparatory education who are part of the hybrid education program receive 16 hours per week. The maximum allowed absentee hours for extended courses are given in Table 4. The assessment criteria for extended courses are as specified in Table 6 and Table 7. The decision to implement the extended course system is made at the beginning of the academic year by the School of Foreign Languages Executive Board.

Table-5 Preparatory Class Assessment Criteria of Regular Levels

All levels	
Final Exam	55%
Quizzes	24%
Student Activity Score	
Portfolio – 15%	21%
Online Homework – 6%	
Total	%100

Table-6 Prep Class Evaluation Criteria of Blended Levels (BLB/BLB+/BLC)

Final Exam	50%
Quizzes	24%
Student Activity Grade 1. Portfolio 16% 2. Online Homework 10%	26%
Total	100%

Table-7

FALL		YDMS AGE	SPRING		YDMS AGE	YDMS AGE (Summer)
1st Period	2nd Period		3rd Period	4th Period		
A	A+	X	B	B+	✓	✓
A	A+	X	B	B+	X	✓
A	A+	X	B	B*	✓	✓
A	A+	X	B	B*	X	✓
A	A+	X	A+	B*	✓	✓
A	A+	X	A+	B*	X	✓
A	A+	X	A+	-	X	X
A	A	X	A+	B*	✓	✓
A	A	X	A+	B	X	✓
A	A	X	A+	A+	X	✓
A	A	X	A+	A+	X	X
A	A	X	-	-	X	X
A+	B*	✓**	B+ (Extended)		✓	✓
A+	B*	✓**	B+ (Extended)		X	✓
A+	B	X	B	B+	✓	✓
A+	B	X	B	B+	X	✓
A+	B	X	B	-	X	✓
A+	A+	X	B	B+	✓	✓
A+	A+	X	B	B*	✓	✓
A+	A+	X	B	B	X	✓
A+	A+	X	-	-	X	X
B	B+	✓**	C (Extended)		✓	✓
B	B+	✓**	C (Extended)		X	✓
B	B+	X	B+ (Extended)		✓	✓
B	B+	X	B+ (Extended)		X	✓

B	B*	√**	B+ (Extended)		✓	✓
B	B*	√**	B+ (Extended)		X	✓
B	B	X	-	-	X	X
B+ (Extended)		√**	C (Extended)		✓	✓
B+ (Extended)		√**	C (Extended)		X	✓
B+ (Extended)		X	B+ (Extended)		✓	✓
B+ (Extended)		X	B+ (Extended)		X	✓

Notes:		Level completed successfully
		Level failed
	X	Cannot take YDMS AGE
	✓	Can take YDMS AGE
	*	Those who complete B level with at least 79.5 points can take YDMS AGE at the end of the relevant term
	**	Those who take and pass YDMS AGE will be placed in the 1st year as of the Spring term
	***	The progression pattern for students in a blended learning program is as the same as for students starting at level B or B+

* - Students can take AGE on condition that they complete the B level with an average of at least 79,5.

Calculation of Academic Achievement Score and its Effect on AGE Score:

For the students who attend the classes and get a score between 59,5 and 69 from AGE in June or January, the academic achievement score is calculated as follows:

The average of the last two periods is taken regardless of whether they were successful or not. For AGE in January, the average of Periods 1 and 2 is required. For AGE in June, the average of all periods is required.

For second-year students:

- a) Students who have not been exempted as a result of the AGE, have to attend the Preparatory Program in their second year, while students who want to learn a foreign language with their own means may be exempt from having to attend the exams determined by the University Senate and from attending classes if approved by the Administrative Board of the School of Foreign Languages. Students with the latter purpose are required to submit a petition to the School administration one week before the course start date specified in the academic calendar.
- b) Students attending the preparatory school in their second year continue the blended program consisting of 16 hours of theory and 4 hours of practical studies. The content and form of the practical studies are determined by the School. Students participating in the preparatory program for the first time are not entitled to participate in this program.
- c) Students attending the preparatory school for a second year have to attend classes, complete homework, and take the exams. Students who do not meet the necessary requirements are considered unsuccessful and repeat the course and/or are not allowed to take the AGE exams.
- ç) Students who enroll in partially foreign-language programs or associate degree, undergraduate and graduate programs that provide education in a foreign language and who cannot successfully complete the preparatory class within two years despite attending the foreign language preparatory class are dismissed from the program. The AGE held at the beginning of the academic year following the two years spent at the preparatory school is taken into account in the dismissal of students who also fail in the second year of the preparatory class.

ARTICLE 6 – When the Instructor Does Not Come to the Class

- a) If the instructor does not come to the lesson, the substitute instructor, if any, continues the lesson. Attendance is taken by the substitute instructor. Students are obliged to inform the School of Foreign Languages administration if their teacher or substitute teacher does not come to their classes.
- b) If the lesson cannot be held due to the absence of the instructor and the absence of a substitute instructor, the instructor responsible for the class holds a make-up lesson.

ARTICLE 7 – Equivalence and Exemption Scores for Internationally Valid English Language Exams Recognized by AYBU Senate

- (1) Exemption process follows conditions in Article 7, Paragraph 2 of Ankara Yıldırım Beyazıt University SFL Preparatory Class and Undergraduate Foreign Language Directive. International exam equivalencies taken within Türkiye are invalid if test sessions were not held in state university buildings or lack exam location/date information on official score cards.

Table-9 Equivalence and Exemption Scores

	AGE	TOEFL IBT	PTE-A	CAE/ CPE	OTE	Linguaskill	Açıklama
English- medium Departments	89,5	105	75	A	150	185	Exempt from ENG 100 and/or ENG 101/103- 102/104
	79,5	95	68	B	135	175	Exempt from ENG 101 & 103
	69,5	79	60	C	115	165	Exempt from AYBU Preparatory School
Turkish- medium Departments	34,5	40	30	-	81	140	Exempt from ING 100 and/or ING 101-102 / 103-104
Valid for	5 years	2 years	2 years	Lifetime	Lifetime	3 years	

* **Important Note:** For the validity periods of the exams in the table, please refer to ARTICLE 10- (1).

* **Important Note:** For TOEFL IBT, the Home Edition and Best Score applications are not accepted.

AGE : Ankara Yıldırım Beyazıt University Assessment in General English Exam

TOEFL-IBT : Test of English as a Foreign Language – Internet-Based Test

PTE-A : Pearson Test of English Academic

CAE : Cambridge C1 Advanced

CPE : Cambridge C2 Proficiency

OTE : Oxford Test of English / Oxford Test of English Advanced

Linguaskill : Cambridge Linguaskill General

ARTICLE 8 - Student Complaints and Requests

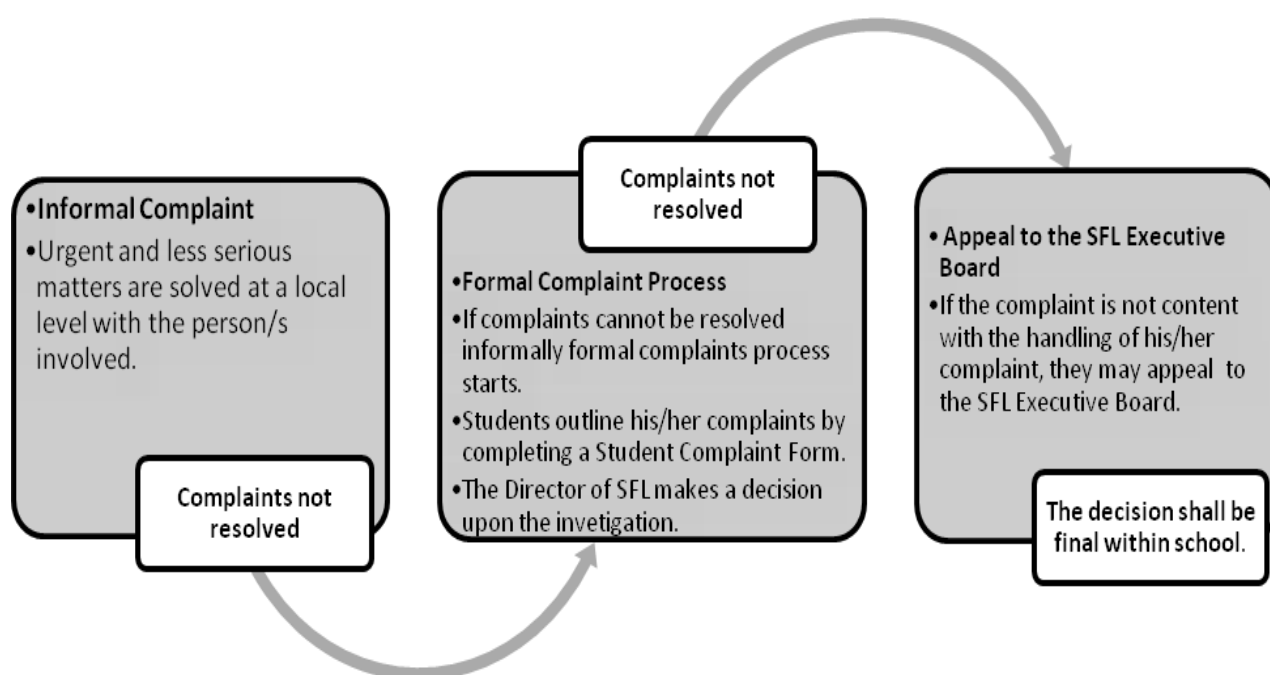
Students can pass their complaints and wishes to the school board via elected class representatives.

Students can also state their complaints and wishes using the online form on the website of School of Foreign Languages.

Main instructors also listen to student complaints and wishes during their office hours.

If necessary, the instructors communicate those complaints and wishes to the related coordinators and share the results with the students.

Student Complaint Flow Chart:



METHODS AND STRATEGIES FOR THE IMPROVEMENT OF FOUR LANGUAGE

SKILLS

Listening

- You can use audio records or videos to improve and reinforce your listening strategies. You should listen to the audio record or the video more than once in different ways such as listening for the main idea or getting the general meaning.
- At this stage, listening to key words only or guessing what comes next by pausing the recording frequently will help you. After that, you can practice for details and improve your note-taking skills.
- Following the script of the audio record as you listen will probably be more useful in later stages. After listening to the recording a few times, try to make sense of it.
- Focus on pronunciation and notice how previous words affect the pronunciation of following words. Listen to different intonation patterns and determine different accents and word stress in sentences. These include cues about the speaker's emotions. You can use videos to interpret semi-linguistic and nonverbal cues such as gestures, head and eye movements and to develop linguistic awareness. What can you learn about body language (eye contact, physical distance, hand gestures and facial expressions etc.) in an English speaking community? For instance, mute a video and watch it. Try to guess the content. If you like, you can create a conversation about what is happening in the video by making your own interpretation. Next, you can watch the video again and make a comparison between your interpretation and the original script.
- Watch a video with a friend. After each listening, have an exchange of ideas about what you have understood and prepare questions to ask each other for later practice.
- You can also use a part of the recording for dictation practice which means writing down the words/phrases that you hear. Check whether you have understood correctly on the original script after making enough practice. As an alternative to this, you can use a subtitled video. First, turn off the subtitles and try to write down what you hear. Next, turn the subtitles on and watch the video again. Make a comparison between the subtitles and your notes. Do not forget your notes may not be the same as the subtitles!
- You can also use videos or audio records to improve other language skills. For example, you can take notes and write a short summary or you can listen to the recording to learn new words.
- If you watch TV series or talk shows, focus on issues such as interrupting others while they are talking, asking questions and answering these questions in English. In addition, while listening to the recordings, pay attention to only one aspect of pronunciation such as only accent or being able to notice accent differences among speakers.

Reading

- Improve your guessing skills. What can you guess by looking at the heading, subheadings, the first and the last paragraphs and pictures of a text?
- Please read the text quickly to get the main idea and general ideas and ask yourself what the text is about. Then think about what detailed information you want to find in the text? Next, analyze the text in detail to find specific information.
- Improve your inference skills. Try to guess unknown words from the text. Ask yourself questions such as “What part of speech is the word (noun, adjective, verb etc.)?” “What does the previous or the following word show me about the meaning of the unknown word?”
- Study the sentences which have complicated ideas by dividing them into smaller parts and paraphrase these ideas in your own words in a simple way.
- Try to understand the differences between texts. Compare a variety of texts written in the language you study in terms of the language used in the texts. (formal vs informal language) What structural features describe the texts sharing the same language patterns? Can you specify the author’s attitudes about the topic? What linguistic cues in the text make you infer these things?
- In order to improve your reading speed, instead of trying to find the exact meaning of each unknown word, try to get the main or general idea of the text.

Writing

- Try to think in English while writing. Be careful about not translating from your mother tongue. Try to make use of your previous errors, teacher’s corrections and explanations. Check your grammar and vocabulary mistakes. Use a dictionary or other useful resources for correct spelling.
- Practice writing as much as possible. Even practicing some informal pieces of writing such as keeping a diary in English or writing e-mails/ letters to an English-speaking pen friend will contribute to the improvement of your writing skills.
- In order to assess the clarity and efficiency of your statements, put yourself in your readers’ shoes. Read the statements you write again. If it is a piece of academic writing, think about these questions.
 1. Were the ideas organized in a logical order?
 2. Does your work have introduction, body and conclusion parts?
 3. Are the ideas stated clearly?
 4. Does your work need more examples and explanations?
- Study some examples of a native speaker’s writings. Pay attention to how these texts were written and how linkers such as *and*, *but*, *because* were used. Are there any specific differences between the texts

written in your native language and the examples in the target language? It can be useful for you to discuss these differences with your instructors and native speakers of English.

- For academic writing, you should follow the following steps.
 1. Take notes.
 2. Make an outline, write a draft and write the final draft.
 3. A few days later, read your final draft to check your possible errors.
- Use Microsoft Word spell check as a tool for learning. Look at your mistakes to see whether you wrote the words correctly or not. Also, be careful about the words grouped together by the spell check. Are there any confusing words with similar spellings but different meanings? (E.g. quiet and quite) For alternatives, “The Thesaurus” which is a dictionary for synonyms is another useful electronic tool.
- If you have difficulty in starting writing or if you need general feedback, please make an appointment with your instructors.

Speaking

- In order to keep new words and sentences in mind and study their pronunciations, read them aloud.
- You can categorize useful parts of the functional language. Try to learn expressions which can be used in certain situations. Create an opportunity to use these expressions and support your learning.
- If you are not sure about the use of a grammar rule or if you want to check the pronunciation of a word, either ask for help from native speakers of English or make use of online dictionaries and explanations.
- Try to get a chance to practice speaking. Instead of focusing on possible mistakes, improve your fluency. Try to find a friend who is a native speaker of your target language. Cooperate with that friend in different ways such as chatting online or visiting places where you can meet native speakers.
- Record while you are speaking so that you can improve fluency. You can talk about yourself, the things that you have done recently or a topic for which you have been prepared. After that listen to your recording and provide yourself with a critical analysis of your performance. While listening to your recording, you should pay attention to pronunciation, grammar, vocabulary and pausing mistakes. Then try to find better ways to express your opinions.
- Learn about intonation and stress patterns to be prepared for these aspects of speaking skills and to develop self- confidence. Use the phonetic alphabet in your printed or electronic dictionary to study pronunciation. Compare your own pronunciation with the recordings provided in an electronic dictionary.

Grammar

- When you learn a new grammar rule for the first time, try to learn it efficiently. Creating opportunities which make you internalize the structure by using it while speaking and writing helps you learn the structure permanently.
- Try to learn grammar in context because it gives you additional information about the use of the new grammar structure and makes you remember the rule better. Thanks to the context, you can learn grammar efficiently by studying various examples and discovering the rule on your own. Then you can compare the rules that you discover with the rules given in a grammar book.
- When you learn a new grammar structure, try to find examples of that structure in a reading text. Can you link these examples to the use of the new structure? Gather some of these examples which you think are useful.
- To check your progress use answer keys when necessary. This does not mean that you are cheating. On the other hand, it enables you to practice on your own.
- Revising is also useful. If you do not like paper-based exercises, try online exercises.
- Realize your own learning strategies. Take notes of them or exchange ideas with friends.

Vocabulary

- In order to avoid future slip of the tongue, be aware of false friends. These are words that look similar in terms of spelling and pronunciation, but they are completely different in terms of meaning.
- Make a vocabulary reference scheme to use when necessary. Categorize the words as nouns, verbs, adjectives and adverbs. Add these words including antonyms to your scheme.
- While making notes of new words, add some important information such as phonetic transcription of the words, stressed syllables and collocations which mean the words that sound natural and correct when they are used with another word or phrase . If possible, place the words in sentences or paragraphs. Add details such as prepositions used with some certain words (interested **in**). Finally, learn words with their synonyms and antonyms if possible.
- Theme-based learning: Classify the words in terms of themes to remember them easily (Animals- cow, cat, dog etc. Furniture- chair, sofa, desk etc.). You can also develop your own strategies to categorize the words.
- Learn prefixes and suffixes to derive words in English (develop – development – developing – underdeveloped).
- Master abbreviations, terms and mnemonic devices in dictionaries to use them efficiently. Besides the definition and spelling of the words, a good dictionary will include information about grammar, pronunciation, stress patterns and use of these words.

INDEPENDENT LEARNING PROGRAM (ILP)



The Independent Learning Centre (ILC) is located in Ankara Yıldırım Beyazıt University Etlik East Campus (Milli İrade), in the A Building, on the 5th floor, on the premises of the Learning and Teaching Centre (LTC).

In the center, students are provided with:

- a number of computers with internet connection,
- tables eligible for individual studies as well as pair and group work,
- a library that contains resources on reading,

listening and writing skills, supplementary materials for grammar and vocabulary, dictionaries,



- graded readers,
- worksheets for grammar, vocabulary, reading and listening.
- practice materials aimed at the AGE, the English proficiency exam
- ILC Reading Shelves
- ILC Effective Learning Pamphlets (Ideas for Learning)
- ILC Guidebooks

The ILP is open on weekdays from **09:00 am** to **4:30 pm**. As the ILC, we aim to:

- help you improve your reading, listening, speaking and writing skills in English developing independent learning skills and forming effective study habits,
- organize activities and develop learning materials to improve the quality of your learning experience,
- help you take better control of your learning,
- help you overcome your problems related to learning,

- create awareness about learning additional languages and other cultures.

How to Use the Library Section at the ILC

Course books which will help improve listening, reading, writing and speaking skills and workbooks for extra practice are readily available. Like skills books, grammar and vocabulary books can also be used for all levels from A1 to C2. Other resources aimed at certain preparation for examinations like KET, PET, IELTS, PTE, FCE, CAE and TOEFL can also be found on the shelves. These books are useful to familiarize with the question types of these exams and to do practice. Apart from these, you can also find graded readers for each level from A1 to C1. Students have access to reference books and dictionaries as well. When you visit the centre, go to ILC Reception and state what resources you are searching for or what kind of exercises you would like to do. Students go to the library section with an ILC instructor, borrow and return the books **against their signatures and student IDs**. On the signature list, the name of the book borrowed should be specified as this information is used for statistical purposes.

Important: Students need to bring their own paper and pencils because they are not allowed to take notes on the books.

ILC Resources

Speaking: At the ILC, various activities are offered to help you improve your speaking skill, such as Speaking Club, Movie Club, Tea Talk, Let's Talk and other social activities.

Listening: Plenty of listening worksheets aimed at A1 to C1 level students are available. Also, proficiency exam listening practice packs can be found at the ILC. Worksheets are in separate boxes and audio files are located on the desktop of each computer.

Reading: Reading worksheets for each level with vocabulary exercises and comprehension questions can be found at the ILC. Students can borrow graded readers from the Library section or various documents from the Reading Shelves. Reading materials aimed at the proficiency exam are also available in a separate box.

Writing: ILC Writing Guidebook is recommended for both paragraph organization and academic essay writing. ILC Writing Worksheets are also supplementary materials for developing writing, and they are accessible on the Worksheets desk.

Grammar: Grammar worksheets on different levels as well as grammar practice books are offered at the ILC.

Vocabulary: Vocabulary worksheets and books can be found at the ILC.

Pronunciation: Students can improve their pronunciation thanks to dictation materials that can be found among the listening worksheets. Pronunciation workshops are also organized to help you improve your pronunciation in English.

Referencing: Monolingual and bilingual dictionaries can be found in both printed, interactive and online

monolingual versions.

Testing: Practice materials targeting KET, PET, FCE, CAE, IELTS, TOEFL, CPE and AGE (Assessment in General English, the proficiency exam) are readily available at the ILC.

Professional English: English resources designed to serve various professional fields of study can be borrowed and used at the ILC.

Readers: Readers from beginner to upper levels can be found on the library shelves.

Web Links: Useful web links are found on each computer in a specific folder titled “Web Resources”. Effective Learning Pamphlets will also be useful in this regard as many useful links are offered in classified and printed pamphlets.

Ideas for Learning (Effective Learning Pamphlets): 15 types of skills and 4 types of strategy pamphlets are available at the ILC. Students can grab their pamphlets and use the tips, strategies and resource recommendations.

Learning Plans: Two types of learning plans are available: General Learning Plan and Proficiency Learning Plan. Students can take one, fill that out and ask for help from learning advisors at the ILC.

ILC Proficiency Guidebook: A free guidebook available as a booklet at the ILC and a soft copy at ybu.edu.tr/yabancidiller, ILC Proficiency Guidebook provides students with the exam content, question types and useful tips and strategies.

ILC Writing Guidebook: This free booklet provides information and guidance about writing a good essay including practical tips, strategies and sample essays.

ILC Survival Guides: These free Chinese, Russian and Arabic booklets have been prepared for students who wish to learn a second foreign language. Introductory level vocabulary items as well as daily expressions are included within their content.

ILC TIMES: ILC’s bi-monthly publication ILC TIMES provides readers with news from the School of Foreign Languages and the ILC. Students can also find interesting articles and interviews about learning. It is free and readily available at the ILC.

ILC Activities

The ILC not only provides you with resources, but it also offers activities which are announced in advance. These activities are aimed at supporting your learning process and language skills. Activities organized at the ILC are Speaking Club, Movie Club, Workshops, Tea Talk, Let’s Talk, Culture Days, International Culture Days and Special Events.



ILC Speaking Club

ILC Speaking Club offers you additional speaking sessions during which you can practice speaking. You can find the schedules of activities on bulletin boards in your classes, ILC notice boards and on social media (Facebook, Instagram, Twitter and the ILC blog, ilcblog.wordpress.com).

The schedule contains information about the instructors leading the sessions, activity hours and the proficiency level of English required to attend each activity. You can join an activity suitable for your level. You need to visit the ILC in advance to sign up for the session you wish to attend. This is important since there is a quota for each activity.

The activities are all free.

ILC Movie Club

At the ILC, movies supported with additional speaking and writing practice are shown to participants. Dates and hours of the movies to be shown are announced with posters separately for each movie session. Such announcements can be found on ILC bulletin boards, the ILC Blog (ilcblog.wordpress.com) and ILC pages on Facebook, Instagram and Twitter.

You need to visit the ILC to make your reservation because only a limited number of students can join the activities.

The sessions are all free.

ILC Workshops

In addition to Speaking Club and Movie Club activities, the ILC also offers workshops on topics chosen among various topics likely to increase your language proficiency and give further information about language learning. Guest speakers are also invited to the school to lead ILC workshops.

Such announcements can be found on ILC bulletin boards, the ILC Blog (ilcblog.wordpress.com) and ILC pages on Facebook, Instagram and Twitter.

You need to visit the ILC to make your reservation because only a limited number of students can join the activities.

Workshops sessions are all free.

ILC Tea Talk

ILC Tea Talk is ideal for those who wish to do extra speaking practice in small groups. They are 45-minute discussions. Sessions are usually suitable for upper level students. Free tea is served to participants. Tea Talk is sometimes offered for learners of Turkish as a foreign language too. Check out the schedules for details.

Attendance is free but sign up is necessary as there is quota for each session.

ILC Let's Talk

By reserving a time slot and an ILC teacher on a schedule provided at the ILC, students may do additional 20-minute speaking practice on a topic they will choose.

ILC Special Events

Special events like Karaoke Party, Baby Plant Workshop and ILC Spring Fair 2016 are examples of this sort of events which provide free language practice in a fun and relaxing atmosphere. Sign up is required for each activity.



**A LOT IS HAPPENING AT THE ILC
JOIN US AND ENJOY LEARNING!**

How to Follow ILC Activities

1. Check our notifications on AYBUZEM.
2. Get the weekly ILC programme from your main instructor.
3. Follow our social media accounts:

Contact Us!



ybuilc@gmail.com



AYBU Independent Learning Centre (ILC)
The ILC at AYBU



YBU ILC



ilcblog.wordpress.com



YBU ILC



ilcataybu

Rules and Regulations

1. You are not allowed to bring food or drinks to the centre.
2. Keep your mobile phones turned to silent mode in order not to disturb others.
3. Do not leave your belongings unattended. ILC staff cannot be held responsible for lost items. Belongings left at the closing time of the centre can only be taken back the other day.
4. While leaving, put your chairs in their original place, leave the study area clean and tidy for later use. Students who do not obey this rule may be warned and their use of the ILC may be restricted.
5. Headphones, books, worksheets, proficiency practice files and materials on the Reading Desk (except for ILC TIMES issues) can ONLY be used inside the ILC. ILC TIMES, Proficiency Guidebook, Effective Learning Pamphlets and Learning Plans are free. You can get your own copy.
6. Instructors at the ILC are not responsible for teaching students a subject or checking their homework. However, you may ask for help about effective learning strategies, study skills and ways to overcome problems. Please ask for an appointment from ILC Learning Advisors.

LEARNING ADVISORY PROGRAM (LAP)

LAP

Learning Advisory Program

Öğrenme Danışmanlığı Programı



LAP CLUB

OLAP
Online Learning Advising

OPA
Program



WHAT'S LAP?

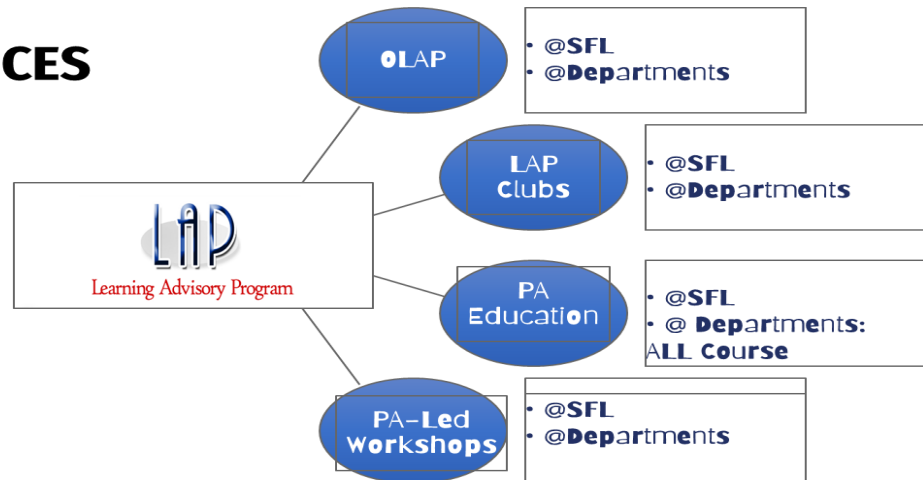
In the Learning Advisory Program (LAP), individual and customized learning support is provided to learners through one-on-one or group sessions. The LAP (Learning Advisory Program) is a learning community designed to help AYBU students to become good language learners throughout their lives when learning any language; We call this lifelong language learner autonomy. Students are given support and encouragement to take charge of their learning. The aim is for our learners to be able to manage their own learning in a supportive and collaborative environment.



LAP Services at AYBU?

Lap helps you through different activities such as:

LAP SERVICES @AYBU



LAP Clubs

Through the LAP Club programs we aim to direct learners' attention not only to their own learning needs in the classroom but also beyond the classroom to the needs of the surrounding community and grow global perspective through advising. This program is aimed to provide learners with a systematic social learning environment where they can reflect on their learning & collaborate to raise awareness on global issues within an autonomy supportive environment. Learners who are at B or higher levels have two class hours of LAP clubs weekly. At the end of LAP Club Program, you should be able to:

- improve their speaking skills within a collaborative, reflective learning environment.
- reflect on their learning via implementing advising tools.
- gain awareness about the Sustainable Development Goals (SDG) by the United Nations.
- create a photo and a caption for it within a story & share their perspective within a public exhibition.



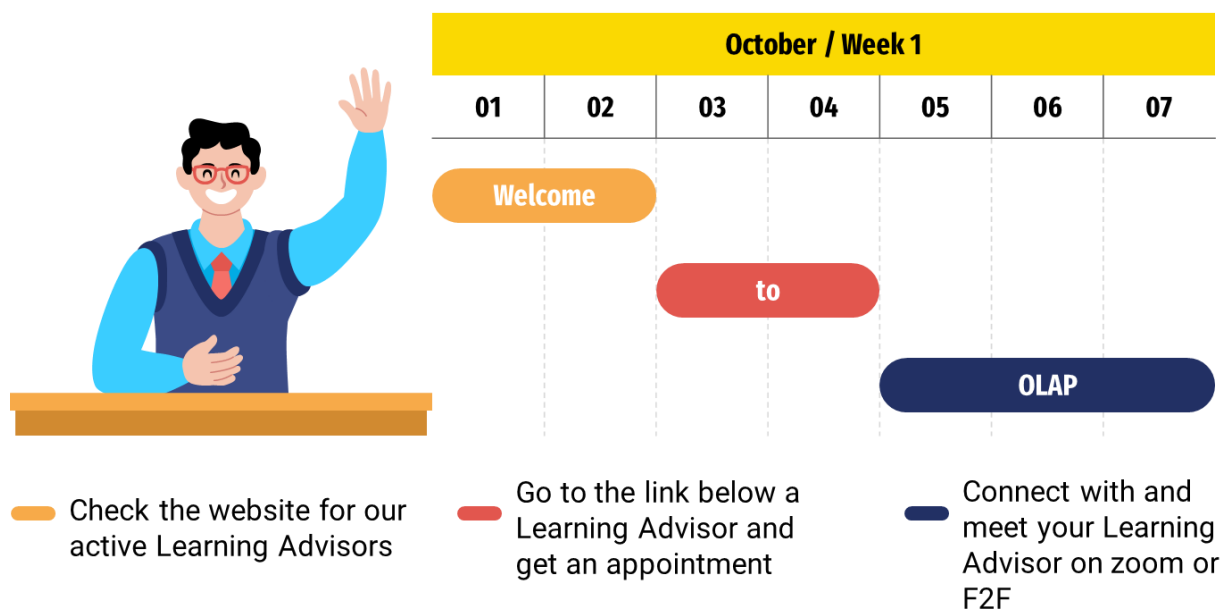
Peer Advisor Education

LAP Peer advisors (PAs) are students like you and they have been trained to help you with matters related to school life and study. Peer advisors are especially beneficial for those students who would like to speak to a language learning advisor but feel nervous talking to a teacher/advisor. PAs can share their experiences with you about how they overcame their language learning problems when they were students at AYBU.

(O)LAP

Learning Advisors conduct one-on-one sessions with you with intentional reflective dialogue. Learning advisors are glad to talk to you about your learning needs and experiences in order to help you become independent learners. Please be informed that learning advisors are not language tutors. Advisors are not responsible for teaching you grammar, checking your homework, or reading your essays to give you feedback. Learning advisors are there to teach you how to learn better. These sessions can be online or face-to-face according to your and your LA's preference.

How can you get an OLAP appointment?

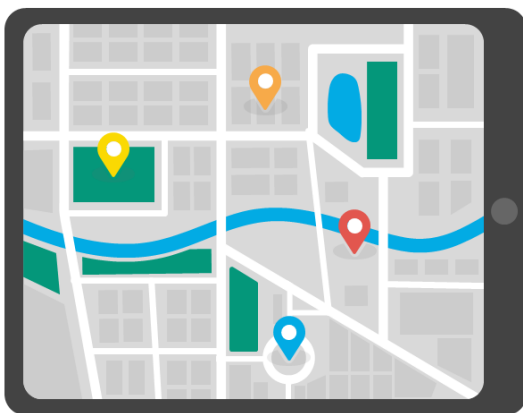


PA-Led Workshops

PA-Led Workshops extra-curricular activities which are held during the period before/ after your class hours. In these workshops, you can get help from our peer advisors about:

- How to work as an independent learner?
- What are your own learning paths?
- How should you organize your work resources?
- How is time management done?
- What is goal setting?
- What are the ways to increase your motivation?
- What are the ways to build self-confidence?

How can you follow our schedules?



Social Media

Aybu_Lap
@Instagram



AYBUZEM LAP Class

Visit our LAP Class
on AYBUZEM



Website

Follow our
weekly
announcements
at our website



Email

aybulap@gmail.com
aybulapclub@gmail.com



DIRECTORATE OF HEALTH, CULTURE AND SPORTS

Mission

The mission of this department is to provide students with catering and healthcare services, psychological counseling, as well as cultural and sport activities. Thus, the Directorate of Health, Culture and Sports aims at nurturing physically and mentally healthy individuals that will benefit our society.

Psychological Counseling and Guidance Unit

Psychological Counseling and Guidance Unit serves to help students cope with various mental, emotional and behavioral issues. Our aim is to assist students in overcoming hardships in their academic, social and private life, to teach them how to deal with stress and to develop their problem-solving skills. The main principle of the Psychological Counseling and Guidance Unit is confidentiality. A student's information cannot be shared with any other person or organization without the student's consent, except for situations when there is some risk either for the student or for a third person, or when their life is in danger. However, even in those situations the Psychological Counseling and Guidance Unit will try to get in touch with the student before sharing the student's information with a third person. Psychological Counseling and Guidance Unit shows understanding and respect for all students who apply for help.

Session topics

- family and peer relations
- academic hardships and worries
- adaptation problems
- anxiety
- depression
- stress
- dilemmas and difficulty in decision-making
- addictions
- etc.

You should book an appointment to use Psychological Counseling and Guidance Unit services, except for emergencies. You can book an appointment at the office of the Psychological Counseling and Guidance Unit or by phone. The office is open from 9 am till 5 pm on weekdays. All sessions are free of charge and do not require any formal procedures. Each session lasts for about 45 minutes. Session time and frequency, as well as the duration of the course, will be agreed upon by the student and the counselor.

Counselor: Psychologist Burcu KOÇAK

Address: Yabancı Diller Yüksekokulu

Gazze Caddesi No:7, Ayvalı Mahallesi, 06010 Keçiören/Ankara, Türkiye

Healthcare Service

Ankara Atatürk Training and Research Hospital is a well-equipped hospital where AYBU students can get all the necessary medical help.

Accommodation

AYBU students can benefit from both private dormitories and dormitories provided by Credit and Dormitories Institution (Kredi Yurtlar Kurumu). All the dormitories are orderly, comfortable and can boast an advantageous location.

Free Courses

- Baglama course
- Reed flute course
- Visual arts course
- Folk dances course
- Gilding and miniature course
- Theatre course
- Turkish marbling art course

Student Clubs

AYBU has around a hundred student clubs. They were founded in accordance with our students' interests and demands and serve to help students spend their free time effectively and develop themselves socially, culturally and physically. Some of them are listed below and the whole club list can be reached through the following link:

<http://event.ybu.edu.tr/kulupler>

1. Social clubs:

- Social Activity and Organization Club
- International Students' Society
- Thought and Action Club
- Law and Culture Club
- Healthy Life Club
- Young Entrepreneurs' Club
- Erasmus Students' Society
- Innovation and Leadership Club
- Economic and Social Research Club

- Psychology Club
- Social Responsibility Projects Society
- Career Club
- Social Activity and Political Research Club
- Unlimited Abilities Club
- History and Culture Society
- Turkish Relatives Associations Club
- Political Development Club
- Turkish Studies Society
- People's Rights Club
- Sociology Club
- Anthropology Club
- Science and Civilization Club
- Analytical Critical Thinking Club
- Management and IT

2. Culture and Arts:

- Photography Club
- Visual Arts Club
- Folk Dances Club
- Music Club
- Theatre Club
- Literature Club

3. Sports:

- Beşiktaş Club
- Fenerbahçe Club
- Galatasaray Club
- Natural Sports Club
- Football Club
- Cycling Club

4. Science:

- Science and Technology Club
- Medical Department Scientific Research Club
- Turkish Medical Students' International Committee – AYBU Club
- Neocortex Club
- Institute of Electrical and Electronics Engineers

Sport Activities

AYBU students can join various sports activities. The university has a gym, football, volleyball and basketball fields and tennis courts. Besides, there is an Olympic-size swimming pool next to the Etlik campus that offers discounts for AYBU students.

Among the sports that students can do at AYBU are basketball, volleyball, football, ping-pong, mountaineering, athletics and orienteering. The number of sports activities available is growing day by day.

AYBU teams

- Men's Basketball Team (UniLeague)
- Men's Volleyball Team (UniLeague)
- Women's Volleyball Team
- Men's Football Team
- Men's Ping-Pong Team
- Women's Ping-Pong Team
- Folk Dances Group (Caucasian Group)
- Athletics (Individual)

Food Service

AYBU students are provided with healthy meals prepared according to all the norms of hygiene and meeting their daily nutritional needs. University meals include lunch and dinner prepared by our contractor and consisting of four courses each. Low-income students can benefit from free meals during the period of their studies at our university.

Cafés

Apart from the canteens, our university has a number of cafés where students can order snacks to their liking and have a pleasant time. The cafes are open from 8 am till 10 pm.

DISABLED UNIT (UNIT FOR STUDENTS WITH SPECIAL NEEDS)

AYBU Disabled Unit was founded in 2012 regarding the laws related to “17th Higher Education Institutions Consultation, Coordination and Solidarity with Disabled People” published on August 14, 2010 along with the law numbered 5378, dated July 1, 2012 named as “The Law Related to the Disabled and Some Amendments to Decree Law”.

As mentioned in the legislation of “17th Higher Education Institutions Consultation, Coordination and Solidarity with Disabled People”, Disabled Unit functions depending on Medico-Social Health Culture and Sport Affairs Directorate to identify and study the plan to be conducted, develop and evaluate the results of the studies and the implemented plans to full-fill the academic needs of disabled people which also provides equipment, meets the administrative, physical, sheltering, social and other related needs of disabled people.

The Unit provides services depending on Statement 15 of the law numbered 5378 related to “The Disabled and Some Amendments to Decree Law”. (Under no circumstances can the education right of disabled people be hindered. Disabled children, teenagers, adults, receive equal services to those who are not disabled in integrity considering the special needs and peculiarity.

Functions of the Unit

Disabled Unit provides services to students who have sight, hearing, speaking and physical disabilities along with other disability groups (persistent illnesses, special learning disability, multiple disabilities) Students with special needs should apply and declare disability conditions in order to receive services from the Disabled Unit. Students can fill in the on-line application form provided in the university website (www.AYBU.edu.tr), inform the academic supervisor in the department or apply directly to the Disabled Unit. Students can also inform the Disabled Unit about the changes in his/her health condition and request reassessment of his/her needs.

Disabled Unit makes the necessary arrangements considering the needs of the students to provide free access to all academic and non-academic services offered by the university. Some of those rearrangements are: presenting the classroom materials in a different format regarding the needs and requests of the students, providing additional time in exams, applying an exam in a different way, providing the reader service in exams, providing recording of the lectures. All of these applications aim to reduce the negative effect of disability on students’ success.

Students with special needs take part in activities to contribute to their social, sportive and cultural development. Among these activities, students are provided with individual trainers to do sportive exercises within the campus and encouraged to participate in student clubs.

A student representative is chosen to ensure the students’ active participation in decision-making and administrative processes. This representative student is expected to contribute to the unit’s activities by negotiating with AYBU students and other universities’ representatives.

Disabled Unit also provides all the necessary facilities for students with special needs to have a comfortable life on the campus, such as a lift and a ramp with an appropriate slope to be used to get to places such as the library, dining hall and classrooms.

INTERNATIONAL STUDENTS

Dear International Students!

Ankara Yıldırım Beyazıt University wishes you a memorable and fruitful stay in Turkey, as well as a quick and easy adaptation to the new surroundings. We are ready to help you become a part of our community and sincerely hope that AYBU will meet your expectations to the full.

You can contact the Assistant Directors of the School of Foreign Languages if you have any questions concerning your studies (Etlik Campus, C Building, Ground Floor).

The Student Affairs Office will provide you with information and guidance regarding all kinds of non-academic issues (Etlik Campus, A Building, 1st Floor).

GLOSSARY

ABSENTEEISM (DEVAMSIZLIK) – not attending classes.

AGE – ASSESSMENT IN GENERAL ENGLISH (MUAFİYET SINAVI, YDMS) – an exam that shows whether students' level of English is sufficient for their admission to the university departments.

ASSESSMENT – an oral or written test that assesses students' academic achievement.

ATTENDANCE (YOKLAMA) – registering students' presence in English classes.

AVERAGE GRADE (ORTALAMA PUANI) – a grade that is calculated on the basis of the student's portfolio grade, grade for online homework, quiz grades and midterm examination results.

COORDINATOR (KOORDİNATÖR) – a head teacher responsible for the syllabus of a course.

ILC – INDEPENDENT LEARNING CENTRE (BAĞIMSIZ ÖĞRENME MERKEZİ) – a center containing a computer laboratory and a library that helps students improve their English and promotes independent learning.

LAP – LEARNING ADVISORY PROGRAM (ÖĞRENME DANIŞMANLIĞI PROGRAMI) – a learning community designed to support AYBU students' language learning through one-on-one and group sessions

LEVEL (DÜZEY, SEVİYE) – one of the stages of learning a foreign language.

MAIN INSTRUCTOR (SINIF ÖĞRETMENİ) – a teacher who gives General English lessons to a certain group of students and at the same time is responsible for grading, controlling the students' attendance and providing the students with all kinds of support.

FINAL EXAM (FİNAL SINAVI) – an English examination at the end of a period that tests students' listening, reading, writing, grammar and vocabulary skills.

MOVIE CLUB (SİNEMA KULÜBÜ) – a class organized by the ILC in which students watch and discuss films in English and thus develop their English skills.

ONLINE HOMEWORK (ONLINE ÖDEVLER) – tasks based on students' textbooks that students do on the Internet.

PERIOD (PERİYOT) – a period of seven weeks followed by the final exam.

PORTFOLIO (PORTFOLYO) – a file containing all the written and speaking assignments a student has completed during a certain course.

PROFICIENCY EXAM (MUAFİYET SINAVI, YDMS) – an exam that shows whether students' level of English is sufficient for their admission to the university departments.

QUIZ (KÜÇÜK SINAV) – a written test that measures students' grammar, reading, listening or writing skills.

READING CLASS (OKUMA DERSİ) – a class where students develop their reading skills.

REPEAT STUDENT (TEKRAR ÖĞRENCİSİ) – a student who completes a course but does not pass to the next level and thus has to repeat the same course.

SEMESTER (SÖMESTR) – a term consisting of two periods.

SPEAKING CLASS (KONUŞMA DERSİ) – a class where students develop their speaking skills.

SPEAKING CLUB (KONUŞMA KULÜBÜ) – speaking classes organized by the ILC and helping students develop their English speaking skills.

SPEAKING EXAM (KONUŞMA SINAVI) – an oral English exam.

SPRING FESTIVAL (BAHAR ŞENLİĞİ) – concerts, parties and other entertainment organized on the university campus every year in April or May.

STUDENT ACTIVITY SCORE (ÖĞRENCİ ETKİNLİK NOTU) – a general score that a student gets for written tasks, presentations, speaking tasks, student portfolio and online homework.

STUDENT ID (ÖĞRENCİ KİMLİĞİ) – a document that contains a student’s personal data.

TESTING OFFICE (SINAV BİRİMİ) – a center responsible for quizzes and examinations.

WORKSHOP (UYGULAMALI ÇALIŞMA) – an activity organized by ILC/LAP to help students improve their English.

CONTACTS

	POSITION	ROOM NUMBER
DARİA ŞEN	Director of School of Foreign Languages	C-Z13
DİLEK KILIÇ	Assistant Director	C-Z11
ABDULKADİR GÜLLÜ	Assistant Director	C-Z12
GÜLLÜ ERGÜL	Secretary of SFL	C-111
FATİH EFE	Student Affairs Office	C-104
MERT EMİR YILMAZ BİLAL ÜNSAL	Secretaries	C-110
NURGÜL ŞENGÜL İPEK ÖZDEMİR ÖNCÜL BURAK İŞLER	Secretaries	C-118
BEKİR KABLAN	Secretaries	C-123
KÜBRA KESKİN	Secretaries	C-216
SCAU	Social and Cultural Activities Unit	Esenboğa Campus
Student Affairs		Etlik Milli İrade Campus (East Campus), A Building

CONTACT INFORMATION OF OUR CAMPUSES

Esenboğa Campus

Dumlupınar Mahallesi Esenboğa - Çubuk / ANKARA

Çubuk Campus

Atatürk Bulvarı No: 35 Çubuk/ Ankara

Cinnah Campus

Güvenevler Mahallesi Güneş Sok. No:11 Kavaklıdere, Çankaya / ANKARA

Bilkent Campus

Bilkent Yolu 3. Km. Çankaya Ankara

Milli İrade Campus

Ayvalı Mah. Gazze Cad. No: 7 Etlik-Keçiören / Ankara

15 Temmuz Şehitleri Campus

Ayvalı Mah. 150 Sk. Etlik-Keçiören / Ankara

Keçiören Campus

Yayla Mahallesi Yozgat Bulvarı 1480/2 Sokak Keçiören/ANKARA

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