



DOĞUŞ
UNIVERSITY

Foreign Languages Unit English Preparatory Programme Student Handbook

2020-2021 Academic Year



FOREWORD

Dear Students,

Welcome to the English Preparatory Programme of Dođuř University!

It is a widely known fact that the knowledge of English language is a significant asset in the world and in Turkey today. The first step to become a world citizen is to learn Lingua Franca, which can be defined as the bridge language. The aim of the English Preparatory Programme is to equip students with knowledge and skills at a level sufficient enough for students to comfortably follow their degree courses in their departments and to express themselves effectively in both academic and social situations while simultaneously reinforcing and enriching the linguistic and cognitive processes.

To this end, we work with a team of Turkish and foreign educators highly qualified in their professions. However, the real work will be done by you, the students, who need to study hard and learn English through everyday experience. We advise you to use your language skills not only in the classroom but on every occasion inside and outside the school. All communication that you are to make with the academic staff during the academic year is expected to be in English.

To achieve this goal, you are free to consult your teachers in English as well as making use of our library, workstations and computer labs outside of class hours. We also advise you to follow broadcasting in English –although you may find them a little challenging at first–, follow the publications that will attract your interest and try to create opportunities for yourself to practise English as much as you can.

We wish you a fruitful academic year.

Head of Foreign Languages Unit

Tuđba Nilgün KIN

Abbreviations used within this document:

DUEPP Dođuř University English Preparatory Programme

DÜİYES Dođuř University English Proficiency Exam

CEFR Common European Framework of Reference for Languages

POP Phase of Progress

YÖK The Council of Higher Education



DOĞUŞ UNIVERSITY

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DOĞUŞ UNIVERSITY ENGLISH PREPARATORY PROGRAMME

Vision

The vision of Doğuř University English Preparatory Programme is to continuously monitor global advances and technologies in the field of English Language Teaching, implement appropriate and useful findings in order to provide its students with a world-class and of high-quality English education.

Mission

The mission of Doğuř University English Preparatory Programme is to teach English at a level sufficient enough for students to comfortably follow their degree courses in their respective departments and to express themselves effectively in both academic and social situations, while simultaneously reinforcing and enriching the linguistic and cognitive processes.

Pearson Assured Accreditation Certificate

Doğuř University English Preparatory Programme successfully completed a thorough quality evaluation and examination by Pearson Assured, an internationally recognized quality assurance and accreditation system. DUEPP officially became a Pearson Assured Organization on February 26th, 2019.

Why Person Assured?

- Students will be qualified to get a certificate that shows the programme they successfully completed being accredited by “Pearson Assured” and thus a programme with a quality assurance.
- The aforementioned certificate will help the qualifications gained by students to have a greater validity in academic and professional areas.
- Pearson collaborates with more than 1000 institutes worldwide, carrying out works with many institutions and organizations specifically around England, the USA, Europe and Middle East. Certified students will be one step ahead in their admission to universities, job applications and career in these regions.

*2020 - 2021 ACADEMIC YEAR ENGLISH PREPARATORY PROGRAMME
ACADEMIC CALENDAR*

FALL SEMESTER

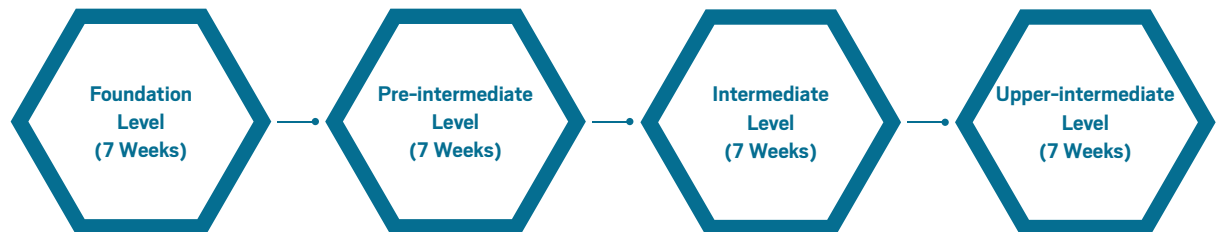
	Registration of New Students
	Placement Exam for New Students (It is obligatory for newly registered students to take the placement exam.)
21 September 2020	Doğuş University English Proficiency Exam (DÜİYES)
28 September 2020	Announcement of DÜİYES Results
15 September 2020	Beginning of Lessons (Opening Ceremony – Orientation Programme for Newly Registered Students)
10 November 2020	Commemoration of Atatürk
03 December 2020	Announcement of Period I Coursework Results
07 December 2020	Period I POP Exams
11 December 2020	Announcement of Period I POP Exam Results
21 December 2020	Period II
04 February 2021	Announcement of Period II Coursework Results
08 February 2021	Period II POP Exams
12 February 2021	Announcement of Period II POP Exam Results
15 February 2021	Doğuş University English Proficiency Exam (DÜİYES)
19 February 2021	Announcement of DÜİYES results
	SPRING SEMESTER
01 March 2020	Period III
15 April 2021	Announcement of Period III Coursework Results
19 April 2021	Period III POP Exams
22 April 2021	Announcement of Period III POP Exam Results
03 May 2021	Period IV
17 June 2021	Announcement of Period IV Coursework Results
21 June 2021	Period IV POP Exams
25 June 2021	Announcement of Period IV POP Exam Results
28 June 2021	Doğuş University English Proficiency Exam (DÜİYES)
02 July 2021	Announcement of DÜİYES results

SUMMER SCHOOL	
05 – 07 July 2021	Course Selection to Determine Courses to be Offered and Financial Registration (via Student Automation System and Accounting Office)
08 July 2021	Announcement of Summer School Courses
09 July 2021	Choosing the Courses Offered for Summer School (Financial Registration)
12 July 2021	Beginning of Summer School Lessons
26 August 2021	Announcement of Summer School Coursework Results
28 August 2021	End of Summer School Lessons
31 August 2021	Summer School POP Exams (Foundation, Pre-intermediate, Intermediate, and Upper-intermediate levels)
03 September 2021	Announcement of Summer School POP Exam Results
PUBLIC HOLIDAYS	
28 October 2020 (Half Day) 29 October 2020	Republic Day
01 January 2021	New Year
23 April 2021	National Sovereignty and Children's Day
01 May 2021	Labour and Solidarity Day
19 May 2021	Commemoration of Ataturk, Youth and Sports Day
23 May 2021 (Half Day) 24 - 26 May 2020	Feast of Ramadan
15 July 2021	Democracy and National Solitary Holiday
30 July 2021 (Half Day) 31 July - 03 August 2021	Feast of Sacrifice Holiday
30 August 2021	Victory Day

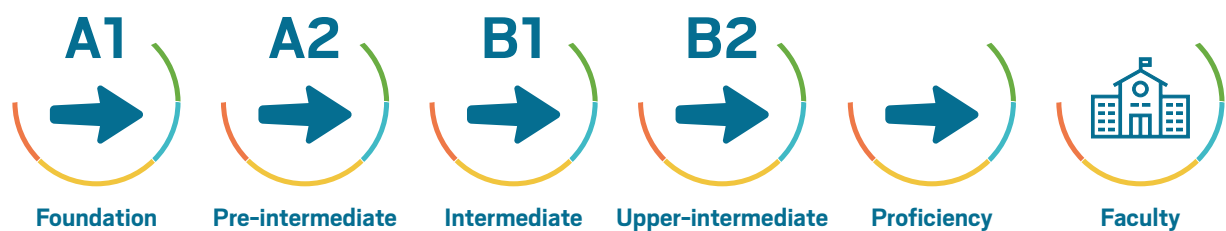
Phase of Progress (POP) Level System

Our Preparatory Programme includes 28 weeks of classes. Lesson hours are from 8.30 to 13.00 from Monday to Thursday, and from 8.30 to 12.05 on Fridays.

The programme is divided into four periods known as POP. The duration of each POP period is 7 weeks; however, Upper-intermediate level in POP 1 and POP 3 lasts 14 weeks.



The programme comprises of four levels which correspond with Common European Framework of Reference classifications. The first level is **Foundation** and it is equivalent to A1, the second level **Pre-Intermediate** is A2, the next level **Intermediate** is B1 and the exit level **Upper-intermediate** is B2.



Students are required to pass the level that they complete in any given POP period in order to progress to the next level or, in the case of Upper-intermediate students, be entitled to sit DÜİYES. Students' progress varies depending on their success in each POP period. Possible scenarios based on starting level are as below;

FOUNDATION

	POP1	POP2	POP3	POP4	DÜİYES
Scenario 1	Foundation	Pre-intermediate	Intermediate	Upper-intermediate	At the end of academic year
Scenario 2	Foundation	Foundation	Pre-intermediate	Intermediate	At the beginning of academic year
Scenario 3	Foundation	Foundation	Foundation	Pre-intermediate	At the beginning of academic year
Scenario 4	Foundation	Foundation	Foundation	Foundation	At the beginning of academic year

FOUNDATION

	POP1	POP2	POP3	POP4	DÜİYES
Scenario 1	Pre-intermediate	Intermediate	Upper-intermediate (14 Weeks) (POP 3 - POP 4)		At the end of academic year
Scenario 2	Pre-intermediate	Pre-intermediate	Intermediate	Upper-intermediate	At the end of academic year
Scenario 3	Pre-intermediate	Pre-intermediate	Pre-intermediate	Intermediate	At the beginning of academic year
Scenario 4	Pre-intermediate	Pre-intermediate	Pre-intermediate	Pre-intermediate	At the beginning of academic year

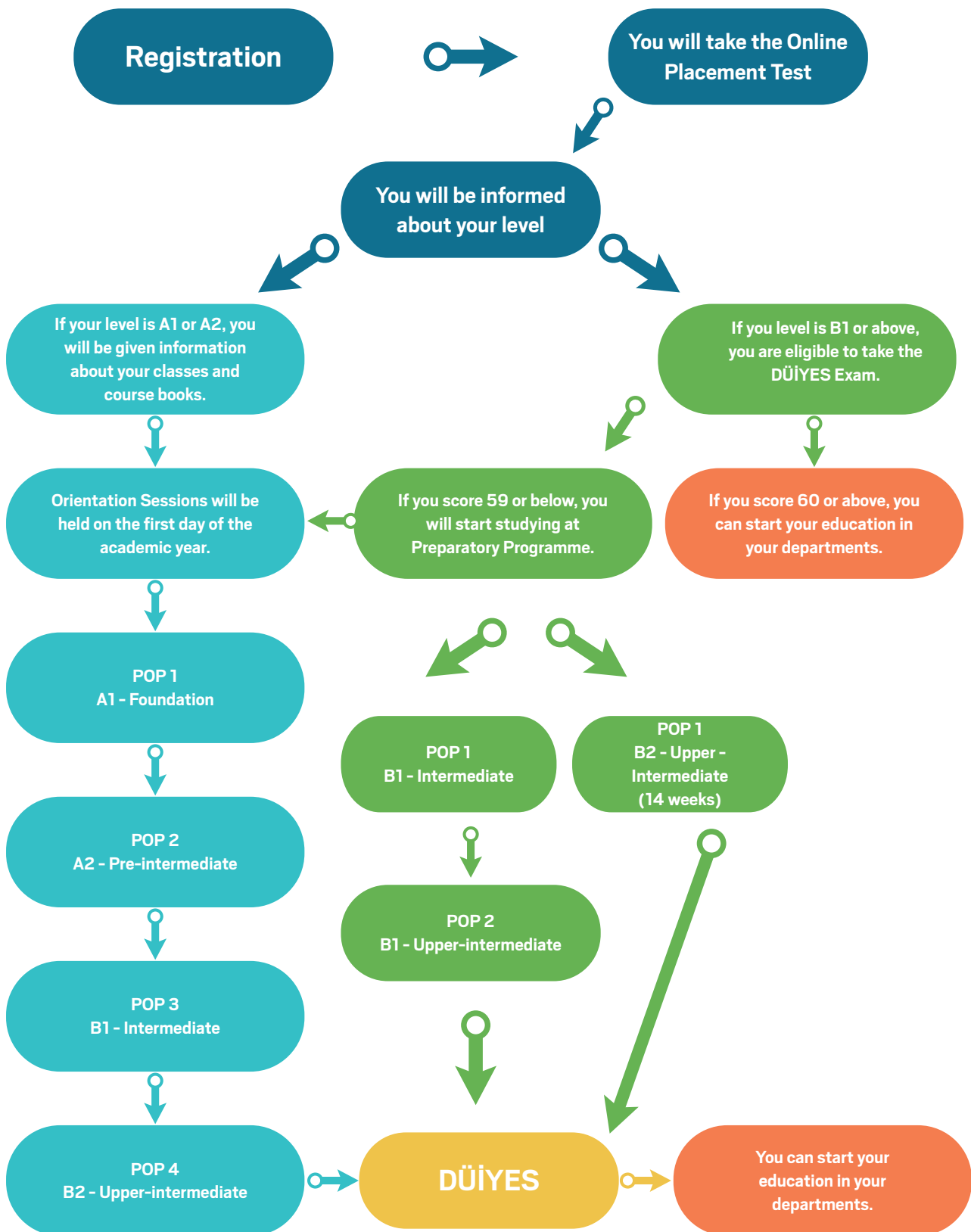
INTERMEDIATE

	POP 1	POP 2	POP 3	POP 4	DÜİYES
Scenario 1	Intermediate	Pre-intermediate	At the end of fall semester DÜİYES Pass Faculty		
Scenario 2	Intermediate	Intermediate	Upper-intermediate (POP 3 - POP 4)		At the end of academic year
Scenario 3	Intermediate	Intermediate	Intermediate	Upper-Intermediate	At the end of academic year
Scenario 4	Intermediate	Intermediate	Intermediate	Intermediate	At the beginning of academic year

UPPER-INTERMEDIATE

	POP 1	POP 2	POP 3	POP 4	DÜİYES
Scenario 1	Upper-intermediate (14 Weeks) (POP 1 - POP 2)		At the end of fall semester DÜİYES Pass Faculty		
Scenario 2	Upper-intermediate (14 Weeks) (POP 1 - POP 2)		Upper-intermediate (14 Weeks) (POP 3 - POP 4)		At the end of fall semester

DUEPP PROCESS



Assessment and Evaluation

Students' progress in each level is measured by exams and portfolio tasks. Pass score for each level is 60 and it allows students to transfer from one level to another. Students are expected to complete the Upper-intermediate level successfully (with pass score of 60) to be able to take the proficiency exam (DUIYES). Students with a DUIYES pass score (60) and above are entitled to start their education in their departments.

The assessment system in each level is as follows:

Assessment in all levels (7 weeks)		Assessment in 14-week Upper-intermediate Level	
Midterm	20%	Midterm	15%
Speaking Exam	10%	Speaking Exam	10%
PORTFOLIO	10%	Quiz	5%
Pop Exam	60%	PORTFOLIO	10%
		Pop Exam	60%

Exam Specifications

Midterm

Midterm exam assesses your progress during the 4th week of each POP period. The exam includes Listening, Reading, Grammar, Vocabulary and Writing sections.

Portfolio

Portfolio consists of two components: Writing and Online Study Platform.

Writing includes two writing tasks taking place on separate days during a POP Period.

Students are allowed to use print dictionary during this process. Feedback session is held the following week in order to provide guidance to students by highlighting their strengths and weaknesses in writing skills.

Online study platform, the other component of the Portfolio assessment, assesses your performance on different skills. You enter the system via the codes provided in your course book and register for your online class using the class code given by your main teacher. You are assigned weekly tasks which need to be completed within a week following their assignment. It is an out-of-class practice which allows more autonomy for you while providing an opportunity to practice what you have learned on your own time and pace.

Speaking Exam

Speaking exam assesses your speaking performance on the 5th week of each POP period. Students are required to take exam on specified dates and venues.

Quiz

The quiz is a component of a 14-week Upper-intermediate level assessment. It includes Listening, Reading, Grammar, and Vocabulary questions.

Pop Exam

POP exam assesses your progress at the end of each POP period. The exam consists of two sessions: Paper 1 and Paper 2. Paper 1 includes Listening, Reading, Grammar, and Vocabulary sections and Paper 2 includes a writing section.

Doğuş University English Proficiency Exam (DÜİYES)

DÜİYES is a proficiency exam equivalent to CEFR B2 level and students must obtain at least 60% from DÜİYES to be eligible to be transferred to their degree programmes. The exam consists of two sessions. Paper 1 includes Reading, Listening, Grammar and Vocabulary tasks. Paper 2 includes an essay writing task.

DÜİYES administered **at the beginning of academic year** is open to all students of the programme (both newly registered students that have passed the Online Placement Test and the existing students). However, DÜİYES **at the beginning of academic year** and **at the end of academic year** are held only for students who have completed the Upper-intermediate level successfully.

DÜİYES Dates

DÜİYES is held three times in an academic year:

- It is administered **at the end of fall semester** for students who have completed Upper-intermediate level successfully.
- It is administered **at the end of academic year** for students who have completed Upper-intermediate level successfully.
- It is administered **at the beginning of academic year** for newly registered and existing students.

The English Proficiency Exam dates are announced in the academic calendar and on the official website. (ydb.dogus.edu.tr)

Nationally and Internationally Recognised Exams

The English language proficiency of students can also be determined according to the results of other international or national tests that are recognised by our university. If requested, students can take these exams, which are equivalent to DÜİYES, in order to prove their English language proficiency.

Exams recognized by the university senate and the minimum scores required are as follows:

EXAM	Minimum Acceptable Score
TOEFL IBT	72
CAE (The Cambridge Certificate in Advanced English)	C
PTE (Pearson Test of English)	55
YDS / KPDS / ÜDS	60

STUDENT INFORMATION SYSTEM (OBS)

The student information system is a browser-based data collection and announcement tool which is used in the English Preparatory Programme. You can access various lists and reports, instructor and course evaluation questionnaires, attendance, grades, and your progress. The username and password are provided right after the registration process by Student Affairs Office.

To login, you need to enter <https://obs.dogus.edu.tr/oibs/ogrenci/login.aspx> into the browser or you can download the application.

ENGLISH SPEAKING ENVIRONMENT

You are required to communicate in English throughout your education period at DUEPP.

ATTENDANCE AND PUNCTUALITY

You must attend at least 85% of your lessons during a POP period. If you exceed 15 % of absences, you are not allowed to sit POP Exam and you fail the level. Late-comers are marked absent.

ANNOUNCEMENTS

All announcements related to the preparatory programme students (weekly objectives, exam dates, venues, class lists, exam outlines, rubrics, assessment weightings, student trainings, extra-curricular activities etc.) are posted on the notice boards and the official website. Besides, throughout the online processes, the announcements are often mentioned by Academic Advisors or sent via e-mail. You are expected to check the board and the website regularly to follow the announcements. It is presumed that you have read and fully understood the announcements.

FOCUS GROUP MEETINGS

Focus Group Meetings, in which students provide feedback on their learning experience at DUEPP and share their academic, social, and physical resources demands, are held periodically. These meetings are held at the end of each POP period in line with the predetermined questions and two representative students from each class are nominated by their classmates. You may share your feedback, suggestions, and complaints in these meetings held by the Head of Unit / the Deputy Head of Unit and the Education Managers. Data gathered in these meetings are used to ensure the sustainability of training and organization quality.

FEEDBACK ABOUT THE ASSESSMENT RESULTS AND OBJECTIONS

DUEPP acknowledges the importance of giving feedback to students about their performance in the assessment processes. In order to see your exam paper, get some feedback and request the re-evaluation of the exam paper, you need to submit a petition to the Foreign Languages Unit Secretary within five working days after the announcement of the exam scores.

STUDENT DEVELOPMENT

Student Orientation Programmes

Orientation programmes play a significant role in student development. The orientation programme for students at DUEPP consists of two steps. The first orientation session with new students is conducted by the Head of Unit in the main conference hall at Doğuş University on the first day of the academic year. Following that, academic advisors will welcome you in classrooms with the second step of orientation with a more detailed session. You are provided with all the necessary information about DUEPP and made aware of the responsibilities and expectations you are to meet in order to succeed in the programme.

Trainings and Conferences

DUEPP gives particular importance to trainings and conferences to enhance students' motivation and self-improvement. Various trainings and conferences are held each academic year, and our students are granted with a unique opportunity to meet speakers from other countries, listen to their experiences and suggestions, and make connections to their learning experiences at school and beyond. In this way, students become more aware of not only their own learning experience, but also intercultural aspects of learning a foreign language.

Demo Lectures

Students are granted with the opportunity to attend demo lectures conducted by DUEPP under the aim of getting the academicians at the faculties together with the students. These lectures provide an insight into their prospective learning experience in their departments.

Extra-Curricular Activities

Beside lessons, DUEPP organizes several extra-curricular activities to motivate students and enrich their learning experience. Quiz Shows, Vocabulary Competitions, and Debates are held during the academic year as a part of our extra-curricular activity programme. Also, you are welcome to participate in Oxford Students Academy Reading Competition to enhance your life-long learning skills. You are highly encouraged to take part in these activities.

Academic Advisor

Each student in DUEPP has an academic advisor. This advisor is the main teacher of the student within their current POP period. The main duty of the academic advisor is to guide you through the teaching and learning process and assist you with queries you might have during your studies at DUEPP. Students are informed about the details at the beginning of each POP period.

Office Hours

Learning is not limited to 24-hour lessons each week at DUEPP. You are also encouraged to continue your learning outside the classes with the help of office hour sessions. Each teacher has two office hours during each week in order to provide guidance and assistance. Office hours are announced to students at the beginning of each POP period.

COURSE MATERIALS

Students are expected to attend the classes with course materials (textbooks, paper or notebooks, pencils, dictionaries, etc.). Students are required to bring original copies of textbooks at all levels. It is a disciplinary and criminal offense to attend classes with non-original or photocopied books. Therefore, non-original books will not be allowed to be used in the classroom.

SUMMER SCHOOL

Opening of summer school is regulated by the permission of the Higher Education Council, and its form, duration and conduct are regulated by the principles determined by the Senate. If a sufficient number of students are enrolled, education can be offered at the Foundation, Pre-Intermediate, Intermediate and Upper-Intermediate levels during the summer period.

ENGLISH PREPARATORY PROGRAMME OFFICIAL WEBSITE

DUEPP official website provides you with useful information related to our programme. You can find the regulation, academic calendar, announcements, exam samples, links of online resources, tips to study more effectively, contact information of our academic staff and other useful content. ydb.dogus.edu.tr

DISCIPLINARY POLICY

English Preparatory Programme students are required to abide by and adhere to the Student Disciplinary Regulations established by The Council of Higher Education (YÖK). All students are expected to read, understand and comply with these regulations published on our official website.