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ENGLISH PREPARATORY PROGRAM

Academic Calendar

2019-2020

2019

27 August
4 September
5 September
6 September
13 September
17 September

BİLET I (BİLGİ English Test)
Announcement of BİLET I Results
BİLET II (Speaking)
BİLET II (Written)
Announcement of BİLET II Results
Announcement of the English Preparatory Classes

18 September

18 September
23 September
30 September
7 October
14 October
21 October
28-29 October
30 October
4 November
11 November
14-15 November

Term 1 Begins

Week 1 (Placement Week)
Week 2
Week 3
Week 4
Week 5
Week 6
Holiday (Republic Day)
Week 7
Week 8
Week 9
Achievement Test I

25 November

25 November
2 December
9 December
16 December
23 December

Term 2 Begins

Week 1
Week 2
Week 3
Week 4
Week 5

2020

30 December - 1 January
2 January
6 January
13 January
15-17 January
20 – 31 January

Holiday (New Year)
Week 6
Week 7
Week 8
Achievement Test II
Semester Break

3 February

3 February
 10 February
 17 February
 24 February
 2 March
 9 March
 16 March
 23 March
 26-27 March

Term 3 Begins

Week 1
 Week 2
 Week 3
 Week 4
 Week 5
 Week 6
 Week 7
 Week 8
 Achievement Test III

6 April

6 April
 13 April
 20 April
 23 – 24 April
 27 April
 1 May
 4 May
 11 May
 18 - 19 May
 20 May
 25 - 26 May
 27 May
 1 - 3 June

Term 4 Begins

Week 1
 Week 2
 Week 3
 Holiday (Children's Day and National Sovereignty Day)
 Week 4
 Holiday (Labor Day)
 Week 5
 Week 6
 Holiday (Commemoration of Atatürk, Youth and Sports Day)
 Week 7
 Holiday (Ramadan Bayram)
 Week 8
 Achievement Test IV

15 June

15 June
 22 June
 29 June
 6 July
 13 July
 15 July
 20 July
 27 July
 30 July – 3 August
 4 August
 6 - 7 August

Summer Term Begins

Week 1
 Week 2
 Week 3
 Week 4
 Week 5
 Holiday (Democracy and National Unity Day)
 Week 6
 Week 7
 Holiday (Kurban Bayram)
 Week 8
 Summer Term Achievement Test

PS:

Level 1, Level 2, Level 5A and Level 5B programs offer 20-hour English language instruction per week, whereas Level 3, Level 4 and Level 5 programs offer 25-hour English language instruction per week.

FROM THE DIRECTOR TO THE STUDENTS

Dear students,

First of all, welcome to BİLGİ and the English Preparatory Program.

As you know, the medium of instruction in most of the departments at İstanbul Bilgi University is English. Therefore, students that have a level of English below expectations need to improve their knowledge of the language before they begin their departmental studies. The main goal of the English Preparatory Program is to elevate the English knowledge of the students to a level where they can easily follow their departmental courses. While this is our main goal, it is by no means our only goal.

Today English has become the main communicative language in all areas of life. As a result, knowing English is not only important for your educational but also for your business and social life. You may never again have the opportunity to devote this kind of time to learn English during your university career or even after that. If you attend a language course while you are working or studying, you will not be able to devote all of your time towards learning a language, thus lengthening and making your learning more difficult. Consequently, our English Preparatory Program is a rare opportunity for you.

You will be given no less than 4 hours of English instruction a day in our English Preparatory Program and you will have the chance to participate and receive help in areas you are interested or need further assistance in through tutorials. The English Preparatory Program has an accomplished system, classes taught by experienced instructors in their field, and a support system that responds to your needs. My only request from you is that you attend and participate in classes regularly and take an active part in tutorials as directed by our instructors.

I would like to wish you all the best during the coming academic year and throughout your university career.

Sincerely,

Didem Mutçalıoğlu
Language Programs Director

Teaching Staff

AHMET MEÇ
ALİ AYDIN
ANDREW FARLEY
AYLİN AKYAR
AYSEL FIRAT
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BAHAR GÜNER
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BANU KARACA
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BURAK ERÖNCEL
BURCU BAYRAKTAR
BURCU KOSOVA
BURCU ŞENER
BURÇİN BALABAKGİL
BUSE ARAL
BÜŞRA TAN
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GÜVEN GÖNÜLLÜ
HAKAN KÖRLÜ
HANDE GÜNEL
HANDE ÖZSARP
HASAN AKKUBAK
HASAN SADIK KELEPİR
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IANA DELEVA
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İLKAY BÜLBÜL
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NURŞEN KARABULUT
OGÜN ÇELİK
OĞUZHAN KOÇAK
ÖZDEN EROL
ÖZGE EMİR PATAN
ÖZGE ÖNGÜN TUNÇ
ÖZLEM TUNÇ SAVURAN
PELİN ARİNER ÇELEBİ
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SEZEN ALAKUŞ
SEZİN KADIOĞLU BOŞNAK
SHY TUNCER
SİNEM BAŞARAN
SİNEM ESKİKÖY
SULTAN CAN BOZ
ŞEBNEM BAYTEKİN YILMAZ
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ŞULE ÇOLAK
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TÜMAY KUTLU
ÜLKAN YAŞARGİL
ÜMRAN KIRBIYIK
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PART I: INTRODUCTION

General Information

Istanbul BİLGİ University is an English medium university. Before the beginning of each academic year, students are admitted to their departments for their associate/undergraduate studies, following a two-stage BİLGİ English Language Test (BİLET), which is designed to assess whether students will be able to follow their academic studies in their respective faculties. Students whose test results are below the desired language level are taught English in the Preparatory Department until their English level reaches the expected proficiency. The Istanbul BİLGİ University English Preparatory Program teaches English to approximately 2,000 students each year before they proceed to their first year studies.

The BİLGİ Preparatory Program offers the most up-to-date language learning facilities by means of a certified, friendly and professional team of experienced English language instructors, who guide students in achieving the required language level and skills so they can go on to their future academic studies. The main aim of the program is to equip students with the necessary language skills so they can become successful users of English as a means of communication for expressing themselves fluently both in their academic studies and in social circumstances.

Istanbul Bilgi University is a member institution of the **Laureate International Universities Network**, which is the world's largest network of universities with campuses on five continents from the United States of America to Australia serving over a million students at more than 40 institutions. Laureate is the only network university in the world that provides quality higher educational opportunities from distinguished institutions through both on campus and online services in many countries. The İstanbul BİLGİ University English Preparatory Program has been providing education as a member of the Laureate English Language Programs the 2009-2010 academic year.

To emphasize the superior quality of the language programs of the BİLGİ English Preparatory Program and attain perfection in language education, accreditation was sought from **CEA (Commission on English Language Program Accreditation)**, the world's leading provider of English education quality certification. Accreditation was granted to the university in 2015 for five years, the longest period of accreditation given to a first-time applicant. With this decision, the BİLGİ English Preparatory Program became the third university in Turkey to obtain this accreditation.

CEA is not only the only accrediting body to be recognized by the **US Department of Education** and the **Association of Specialized and Professional Accreditors (ASPA)** for English language education institutions and programs, but also has one of the most comprehensive accreditation processes among all the English language education accrediting bodies.

The main goal of the English Preparatory Program is for the students to be successful in their academic life and be able to gain the necessary language skills to express themselves and exchange information in real life situations.

Students in the İstanbul Bilgi University English Preparatory Program receive their education with the support of the continuously developing educational technologies. Students can do activities online in order to develop and practice their practical English skills. There are Computer Supported Language Learning Centers (CALL Centers) in the English Preparatory Program to support the language learning of the students and these Centers provide easy and fast access to various language learning programs. Through the computers at the Centers, the students can complete the activities that are part of their learning and can have fun while playing educational games; they can also utilize and develop their visual and auditory English. Students can also watch films with English subtitles by selecting them from the library and CALL Center's archives. Students can enjoy music while they work by listening to popular music videos and access any useful web site on the internet. The programs on offer in the CALL Centers are selected based on the needs and suggestions of the students.

İstanbul BİLGİ University's English Preparatory Program has been designed in such a way that all the successful students, regardless of their admission level at the beginning of the academic year, can complete the program in one academic year. The successful completion of the program depends on the students' regular attendance, timely submission of homework and making appropriate use of out-of-class resources as suggested. For these reasons, it is vitally important for the students to attend lessons and to have a spotless record of out-of-class studies.

The English Preparatory Program uses every means possible to help students learn English. In today's world, being able to speak English is nearly as important as having a university diploma and we are delighted to educate and work with our students in the English Preparatory Program and be proud of their achievements.

Where are we?

The English Preparatory Program is located at the Kuştepe campus. BİLGİ is a "city university" that is in constant interaction with and has a positive effect on its environment. We expect you to be sensitive and attentive towards the needs of the city during your language learning and for the duration of your time at the university.

All English Preparatory Program classes are conducted in Buildings A and B on the Kuştepe Campus. The ground, 3rd, 4th, 5th and 6th floors of Building B are administrative floors where the offices of our instructors are located.

How can a language be learned?

The process of learning a language is quite different from learning other subject matters. Simply memorizing certain language rules and expecting to be successful is not an effective method of learning a language. One of the most important factors in being a successful language learner is to attend classes regularly. Because each subject content builds on the previously taught matter, attendance becomes extremely important. A foreign language can be learned by studying systematically, revising the learned material, and practicing at every opportunity. At the end of the day, you need to revise what you learned each day, keep careful track of the new vocabulary you learn, and reinforce your reading skills by reading books or magazines you borrow from our library or from an outside source. Watching TV programs or films in English with subtitles at our CALL labs or at home will strengthen your listening skills, and keeping a daily diary or journal will reinforce your writing skills. So yes, most of the burden of learning falls squarely on your shoulders. However, the cooperation and effort you show in working with our instructors will help you succeed.

PART II: LEVELS AND CRITERIA FOR SUCCESS

Level Determination

Bilgi English Language Exams - BİLET Stage 1 Level Placement Exam

This internationally accepted level placement exam prepared by Cambridge University Press has two purposes: to determine the English level of the students and which students are eligible to take the BİLET Stage 2 exam. The exam is made up of 20 reading and 30 language use multiple choice questions and two short paragraph writing tasks.

Students who get a 45 or higher grade out of 70 from this exam are admitted to the BİLET Stage 2 exam, and if successful in this exam are allowed to begin their departmental studies. Students who get a grade lower than 45 or who are not successful in the Stage 2 exam are placed in a relevant level in the BİLGİ English Preparatory Program according to their result in the BİLET Stage 1 exam. Due to legal reasons, an example of this placement exam is not given here. This exam resembles many internationally given multiple choice placement exams.

The level placement according to the exam results is given in the table below:

| Level Placement Exam Result* | Level Placed In |
|------------------------------|-----------------|
| 0 - 15 | Level 1 |
| 16 - 27 | Level 2 |
| 28 - 36 | Level 3 |
| 37 - 44 | Level 4 |
| 45 - 70 | Level 5 |

* For late register students, level placement is done according to the week of registration. If a student registers after half of the term has passed, the student is placed one level below. If a student registers in the last few weeks of the term, they are placed in their level at the beginning of the following term.

The students who fail to complete the English Prep Program in one year and are enrolled in the Program for another year have the right to take the BİLET 1 Placement Exam at the beginning of the next academic year in order to be placed in a higher level than they completed in the first year. Test results are taken into consideration only if the student will be placed in a higher level. If the student receives a lower score, they are not placed in a level lower than their previous level.

Level Approval and Change Week - First Week of the Academic Year

This is the week when the levels determined according to the results of the BİLET Stage 1 exam are confirmed. During this week, the students work on common level determination exercises in every class. These exercises must be completed in the classroom. The aim of these exercises is to determine if there are any incorrectly placed students. If such a student is discovered, all the written material the student has completed in the first week along with the signed approval petition of both the student and the instructors is submitted to the respective Level Coordinator. Upon the approval of the Level Coordinator, the student is placed in the appropriate level at the beginning of the second week of the academic year.

Level Change during the Academic Year

If a student wishes to move to an upper level due to a belief that they have improved language skills, they must provide proof to this end through an internationally recognized proficiency exam. Level changes can only be made during the first week of each term. The student must submit their level change petition along with the exam result

document for an internationally recognized proficiency exam (TOEFL, etc.) to the English Preparatory Program Curriculum Board. The student's situation is reviewed accordingly.

To illustrate, a student that submits a TOEFL score within the first week of the term would be placed in these levels:

Level 3: TOEFL IBT 32-39

Level 4: TOEFL IBT 40-50

Level 5: TOEFL IBT 51 and over

A student may not go back to their original level after a level change is made as a result of a student request.

The exam documents of late register students are accepted until the end of the 3rd week of each term.

Levels

The English Preparatory Program at İstanbul Bilgi University is made up five levels and each level lasts for eight weeks (20 or 25 contact hours a week). Students are placed at a level depending on the result they get from the Placement Exam (BİLET Stage 1) given at the beginning of the academic year. In order for a student to complete the English Preparatory Program and begin their departmental studies, they must successfully complete Level 5.

Beginner Level English Knowledge (Level 1)

Students who do not speak any English or very little English are placed in this level at the beginning of the academic year. Students who start the Prep Program in this level need to pass Level 1, Level 2, Level 3, Level 4 and Level 5 successively to complete the program. Students who are placed in Level 1 at the beginning of the academic year complete the Preparatory Program in September when they pass Level 5 if they have successfully passed the preceding 4 levels.

Elementary Level English Knowledge (Level 2)

Students who speak basic or little English are placed in this level at the beginning of the academic year. Students who start the Prep Program in this level need to pass Level 2, Level 3, Level 4 and Level 5 successively to complete the program. Students who are placed in Level 2 at the beginning of the academic year complete the Prep Program in June when they pass Level 5.

Pre-Intermediate Level English Knowledge (Level 3)

Students whose English is a little below the intermediate level are placed in this level at the beginning of the academic year. Students who start the Prep Program in this level need to pass Level 3, Level 4 and Level 5 successively to complete the program. Students who are placed in Level 3 at the beginning of the academic year complete the Prep Program in June when they successfully pass Level 5.

Intermediate Level English Knowledge (Level 4)

Students whose English is at the intermediate level are placed in this level at the beginning of the academic year. Students who start the Prep Program in this level need to pass Level 4 and Level 5 courses successively to complete the program. Students who are placed in Level 4 at the beginning of the academic year complete the Prep Program in February when they pass without failing at the end of the first two terms.

Intermediate Level English Knowledge (Level 5)

Students whose English is just above the intermediate level are placed in this level at the beginning of the academic year. Students who start the Prep Program in this level need to pass Level 5 courses to complete the program. Students who are placed in Level 5 at the beginning of the academic year complete the Prep Program in February when they pass without failing at the end of the first two terms.

Level Descriptions

Istanbul Bilgi University Prep Program offers 5 levels of English Language instruction to be exempt to go to faculty. Levels follow each other in a modular system and aim to bring students to B2 CEFR standards in general language competency and skills achievement. Each level lasts for 8 weeks.

Level 1

Level 1 is the zero/false beginner level which aims to bring students to A1 level in **8 weeks x 20 hours= 160 hours**. The grammar syllabus includes basic verb tenses and provides a solid foundation to build on. The presentation of new language will be gradual and give learners a clear sense of progression. Sounds of English will be introduced, and the vocabulary syllabus will focus on the most frequent words and phrases. Basic Listening, Reading and Speaking skills that will gradually be introduced in Level 1 are following a slowly articulated speech, reading short and simple texts to get the general ideas and specific details, and interact in a simple way talking about familiar topics. There will also be a basic introduction to Writing skills on a sentence level using given prompts such as pictures or words/phrases.

20 hours per week is mostly distributed for language work including 3 hours speaking and listening, 2 hours writing and 1 hour reading.

Specific goals of the level are as follows:

Writing Goal: Students will write short, simple descriptions about people, places, and activities using between 100-150 words with appropriate vocabulary and language use.

Speaking Goal: Students will handle short and simple monologues, dialogues, questions and answers about basic greeting and introduction, familiar topics, personal background/information, daily routines and free time activities, instructions, and directions.

Listening Goal: Students will listen to short and simple monologues and dialogues to understand short and simple instructions and directions and to get the basic personal information and descriptions.

Reading Goal: Students will read simple descriptions, short simple instructions, simple notices, narratives, ads, timetables, menus, travel guides and short, simple informative texts using between 150-300 words about people and places to get the general ideas and details.

Language Goal: Students will develop their language knowledge and experience starting from A1 Level in terms of verb “to be”, numbers, articles (a/an), determiners, possessive s, possessive adjectives, simple present tense, can/can’t, there is/there are, simple past and basic connectors.

Level 2

Level 2 course is aimed at those students who have successfully completed Level 1 (A1) to bring them to A2 level in **8 weeks x 20 hours= 160 hours**. The course will build on and expand the basic structures with the addition of the future aspect, comparisons and if/when/after/before clauses to reach some complexity in the use of language. The course will rapidly expand the student's knowledge of the most frequent words and phrases. The course will teach strategies for developing four language skills and prepare the students for upcoming courses. Skills development will include listening for gist and simple details, reading for meaning from short simple informative texts using pre-reading and while-reading strategies that enable the student to organize the reading process, speaking in most familiar, everyday life situations with progressing confidence, and writing a short unified paragraph.

20 hours per week are mostly distributed for language work (Course book 10 hours including 3 hours of speaking and listening and 1 hour of writing). The remaining 10 hours are allocated as 5 hours for reading and 5 hours for writing to practice language structures covered and some additional ones. Writing is mainly focused on language proficiency in line with main course and reading contexts with an introduction of basic writing skills.

Specific goals of the level are as follows:

Writing Goal: Students will develop competence in writing a short unified paragraph by choosing the necessary language (i.e. description, narration) using around 150 words with appropriate vocabulary use.

Speaking Goal: Students will communicate with confidence in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.

Listening Goal: Students will follow specific information and understand the gist in a provided speech that is articulated clearly and slowly.

Reading Goals: Students will develop competence in constructing meaning from short simple informative texts and develop reading strategies to guess the meaning of unknown vocabulary, recognize reference words, and get the main ideas, specific information as well as understand simple paraphrases/inferences of the information in the text.

Language Goals: Students will develop their language knowledge and experience from A1 to A2 level in terms of present, present continuous, past, and future tenses; present modal uses and infinitive structures. They will produce complex sentences using basic conjunctions, comparisons, and if/when/after/before clauses using vocabulary from general word lists.

Level 3

Level 3 course is aimed at those students who have successfully completed Level 2 (A2) to bring them to B1 level in **8 weeks x 25 hours= 200 hours**. The course will help the student build his/her confidence in communicating more effectively. Thorough review of the previous structures will be followed by presentations of new language structures. The course will revise and reactivate previously learnt vocabulary and increase the student's knowledge of the most frequently used words and phrases. Further skills development will include listening for gist and detail, understanding connected speech, succeeding with challenging reading tasks, developing paragraphs showing cause and effect relationship, practicing the process of writing, i.e. planning, organizing, drafting, and checking and becoming more aware of structure, and fixed phrases.

25 hours per week is distributed prioritizing skills work as follows: Reading 5 hours, Writing 5 hours, Speaking-Listening 5 hours and 10 hours for main course language work. Specific goals of the level are as follows:

Writing Goal: Students will write a unified and coherent paragraph by choosing a relevant idea development technique (e.g. cause-effect) using around 200-250 words with appropriate language and vocabulary use.

Speaking Goal: Students will start, maintain and close simple face-to-face conversations on topics that are familiar or of personal interest, by explaining personal opinion and giving reasons.

Listening Goal: Students will follow clearly-articulated everyday conversations; discussions, or talks to get the gist, as well as to get the majority of specific information and details.

Reading Goal: Students will read a variety of semi-authentic, and descriptive and informative authentic texts and develop reading strategies to get the general idea of the text, the details, the tone and the organization of ideas in a text by using contextual clues, deducing the meanings of unknown words, inferring some concepts by connecting main ideas with examples.

Language Goals: Students will develop their language knowledge and experience from A2 to B1 level in terms of present, past, and future tenses in various aspects as well as different modal auxiliaries expressing advice, possibility, and necessity. They will produce complex sentences to relate ideas using relative pronouns who, which and that, conditional clauses and basic noun clauses, as well as making comparisons. They will also use discourse markers to show the relationships between ideas when expressing cause-effect relationships and differences between two or more things or ideas.

Level 4

Level 4 course is aimed at those students who have successfully completed Level 3 (B1) to bring them to B1+ level in **8 weeks x 25 hours= 200 hours**. Level 4 is the first step of the program that introduces students to materials and skills helping students to transform their passive knowledge into active knowledge, with a steady input of new language. Main grammatical structures will be revised, extended and new tenses and language structures will be presented. Theme-based vocabulary knowledge will be expanded systematically with a focus on word formation and academic sub-lists. Further skills development will include practice in listening for gist and detail, practice in interacting with spoken language, practice in reading a wide variety of text types and developing competence in reading strategies including critical comprehension analysis. Micro-writing skills will be developed with an emphasis on supporting techniques, and practice in the process of writing will be continued encouraging students to become more autonomous in idea expression.

25 hours per week is distributed prioritizing skills work as follows: Reading 5 hours, Writing 5 hours, Speaking-Listening 5 hours and 10 hours for main course language work. Specific goals of the level are as follows:

Writing Goal: Students will write unified and coherent essays with multiple paragraphs to show opinion using relevant development techniques using around 350 words with appropriate language and vocabulary use.

Speaking Goal: Students will communicate with some confidence on familiar routines and non-routine matters related to interest areas by actively becoming involved in conversations to express opinions, or agree or disagree with basic arguments.

Listening Goal: Students will listen to get the gist, main point and arguments as well as specific information and details in everyday conversations, discussions, news, lectures or talks.

Reading Goals: Students will read a variety of text types and develop reading strategies to get the general ideas, specific details, the overall message, the relationship of ideas presented as well as make inferences by using evidence in the text.

Language Goals: Students will develop their language knowledge and experience from B1 to B1+ level in terms of tenses in present, past, future time frame and simple, continuous and perfect aspects as well as different auxiliary and modal uses, gerund and infinitive structures. They will produce complex sentences to relate ideas using relative, conditional clauses, long noun phrases, and discourse markers using vocabulary from general and academic word lists used to describe events, change or concepts that are more abstract.

Level 5

Level 5 course is aimed at those students who have successfully completed Level 4 (B1+) to bring them to B2 level in **8 weeks x 25 hours= 200 hours**. The course was designed for students who already demonstrate a threshold level of English competence in both receptive and productive language skills. The course aims to help students become autonomous learners who can function and communicate well in both social and academic contexts expressing themselves confidently. This course will exploit linguistically challenging tasks to help students at this level continue to become proficient users of the English language, communicating both with fluency and accuracy. More specifically, the syllabus contains exercises to further develop four language skills both for practicing the previously studied strategies and introducing new ones so as to prepare the students for their departmental studies.

25 hours per week is distributed prioritizing skills work as follows: Reading 5 hours, Writing 5 hours, Speaking-Listening 5 hours, and 10 hours for main course language work. Specific goals of the level are as follows:

Writing goal: Students will write an opinion essay of about 400 words with introduction, body and conclusion paragraphs using the appropriate language and a variety of techniques for idea development with a focus on and practice in the process of writing, i.e. planning, organizing, drafting, and checking.

Speaking goals: The aim is to help students communicate confidently in conversations and discussions on everyday matters, as well as engage in discussions by explaining their point of view, agreeing, disagreeing, offering solutions, and giving informal presentations.

Listening goals: Students will listen to get the gist, main points and the arguments as well as the specific details in everyday conversations such as discussions, news, TV programs. Students will also listen to talks and lectures to take notes and answer questions.

Reading goal: Students will read a variety of texts of about 900-1200 words such as newspaper articles, reports, stories, texts for the general line of argument, organizational patterns, and main ideas as well as for the details and supporting ideas. They will also make logical inferences using the information in a text, and transfer information from text into charts and graphs.

Language Goals: While reinforcing the use of previously acquired language structures and lexical items, the grammar syllabus will furnish students with more sophisticated language use and structures such as the future and past modals, continuous and perfect aspects of the future, passive infinitive, reduced relative clauses, reporting verbs and mixed conditionals. There will be a systematic expansion of theme-based vocabulary with more sophisticated collocations and an additional focus on academic vocabulary.

Level Progression Tables

| Term 1 Level Progression Table | | |
|--------------------------------|-----------------------|------------------------|
| TERM 1 Beginning Level | End of Term PASS/FAIL | TERM 2 Beginning Level |
| L1 | Pass | L2 |
| L1 | Fail | L1R |
| L2 | Pass | L3 |
| L2 | Fail | L2R |
| L3 | Pass | L4 |
| L3 | Fail | L3R |
| L4 | Pass | L5 |
| L4 | Fail | L4R |
| L5A | Pass | L5B |
| L5A | Fail | L5 |

| Term 2 Level Progression Table | | |
|--------------------------------|-----------------------|------------------------|
| TERM 2 Beginning Level | End of Term PASS/FAIL | TERM 3 Beginning Level |
| L1R | Pass | L2 |
| L1R | Fail | L1DR |
| L2/L2R | Pass | L3 |
| L2 | Fail | L2R |
| L2R | Fail | L2DR |
| L3/L3R | Pass | L4 |
| L3 | Fail | L3R |
| L3R | Fail | L3DR |
| L4/L4R | Pass | L5A |
| L4 | Fail | L4R |
| L4R | Fail | L4DR |
| L5B/L5 | Pass | Departmental studies |
| L5B/L5 | Fail | L5AR |

| Term 3 Level Progression Table | | |
|--------------------------------|-----------------------|------------------------|
| TERM 3 Beginning Level | End of Term PASS/FAIL | TERM 4 Beginning Level |
| L1DR | Pass | L2 |
| L1DR | Fail | L1TR |
| L2/L2R/L2DR | Pass | L3 |
| L2 | Fail | L2R |
| L2R | Fail | L2DR |
| L2DR | Fail | L2TR |
| L3/L3R/L3DR | Pass | L4 |
| L3 | Fail | L3R |
| L3R | Fail | L3DR |
| L3DR | Fail | L3TR |
| L4/ L4R/L4DR | Pass | L5 |
| L4 | Fail | L4R |
| L4R | Fail | L4DR |
| L4DR | Fail | L4TR |
| L5A | Pass | L5B |
| L5AR | Pass | L5BR |
| L5A/L5AR | Fail | L5 |

| Term 4 Level Progression Table | | |
|--------------------------------|-----------------------|----------------------|
| TERM 4 Beginning Level | End of Term PASS/FAIL | End of TERM 4 |
| L1TR | Pass | L2* |
| L1TR | Fail | L1* |
| L2 / L2R / L2DR / L2TR | Pass | L3* |
| L2 / L2R / L2DR / L2TR | Fail | L2* |
| L3 / L3R / L3DR / L3TR | Pass | L4 (summer school) |
| L3 / L3R / L3DR / L3TR | Fail | L3* |
| L4 / L4R / L4DR / L4TR | Pass | L5 (summer school) |
| L4 / L4R / L4DR / L4TR | Fail | L4 (summer school) |
| L5/L5B/L5BR | Pass | Departmental studies |
| L5/L5B/L5BR | Fail | L5 (summer school) |

| Summer Term Level Progression Table | | |
|-------------------------------------|-----------------------|----------------------------|
| Summer School Beginning Level | End of Term PASS/FAIL | End of Summer School Level |
| L3* | Pass | L4 (in new academic year) |
| L3* | Fail | L3 (in new academic year) |
| L4 | Pass | L5A (in new academic year) |
| L4 | Fail | L4 (in new academic year) |
| L5 | Pass | Departmental studies |
| L5 | Fail | L5A (in new academic year) |

P.S.: Regular programs and DR programs follow the same curriculum while R and TR programs follow the same curriculum.

*Summer School Program for Levels 1, 2, and 3 will be provided if minimum 10 students register for these programs.

Abbreviations:

L : Level
R : Repeat Course
DR : Double Repeat Course
TR : Triple Repeat Course
L5A-L5B : Students who enroll in the Level 5 program at the beginning of Term 1 and Term 3 complete a 16-week (2 quarters/terms) Level 5AB program. Students in this program are responsible for the assessment components of the two terms to be able to complete the level. The Achievement Test (AT) of the Level 5AB program is given at the end of the L5B program. Students who do not meet the minimum requirement of attendance at the end of the Level 5A program are considered to have failed, and these students are placed into the Level 5 program in the following term.

However, in Terms 2 and 4, those students who start the terms as Level 5 students are given an intensive program of 8 weeks (1 term) for 25 hours a week to enable them to complete the Prep Program in February and/or June.

Assessment Criteria

For a student to complete levels 1, 2, 3 and 4 successfully, they need to get a 60 average from all the assessment components throughout the term with a minimum grade of 55 from the final Achievement Test (AT) or get a minimum of 75 from the AT at the end of the term. In order to complete Level 5 -the exit level of the Preparatory Program- students need to get a 60 average from all the assessment components throughout the term with a minimum grade of 60 from the final Achievement Test (AT).

For levels 1, 2, 3, and 4, students who get a 60 average from all the assessment components throughout the term with a minimum grade of 55-60 from the final Achievement Test (AT) fall into the category of borderline pass. The students in this group are given a chance to move on to the next level due to their efforts and performance within the term. As the performance of this group is found to be promising in terms of achieving the outcomes of the new level with a support system, they are offered the same program with an additional 5 hours of language instruction.

Assessment components and the individual percentages for each level per term are as follows:

Attendance 5%

Students are expected to regularly attend all their lessons in the English Preparatory Program. Absenteeism is recorded each day by the teacher and 5% of the student's grade point average per term is made up of their attendance. Students are allowed to miss 10 class hours without being penalized. However, absenteeism for every 5 class hours after that results in a reduction of 1 point from the student's overall attendance average. When a student doesn't attend 35 or more lessons per term (8 weeks), then this student's overall attendance average is 0 (zero).

Participation 5%

Students are expected to come to lessons on time and prepared with their materials, books and notebooks. They are also expected to participate during the lessons. Throughout the term, students are evaluated by each of their instructors according to the criteria, and the grade they get from this component constitutes 5% of their overall grade.

Mid Term Quizzes 35%

These exams are common quizzes, and students cannot be excused from these and/or given a make-up test. Students may or may not be informed about the dates of these common quizzes. Students who don't take these quizzes receive a 0 (zero) from each test that they miss. Students who have a valid health report are excused from these quizzes. Common quizzes constitute 30% of the overall grade. Quizzes given by teachers (non-common quizzes) constitute 5% of the overall grade.

Timed Writing Exam 10%

Students are tested once a term by means of a timed writing exam in order to assess their learning from the writing lessons conducted throughout the term. Students are informed about the date and the time of this exam. Students who do not take this exam receive a 0 (zero). Students who have a valid health report are excused from these tests, and they are given a make-up exam.

Learning Support 5%

Throughout the term, students are required to perform a variety of tasks that aim to provide them with language use practice. These tasks are given to students in class and as homework. The grade they get from this component constitutes 5% of their overall grade.

Online Studies 5%

Students are required to do the written, spoken and online productive tasks given periodically by their instructors. The passwords given when they purchase their books are used for the online tasks of this component. Their instructors evaluate and assess these productive tasks according to the criteria and 5% of their overall grade point average is made up of their performance from this component.

End of Term Achievement Test 35%

This exam is given over two days at the end of each term. One day is allocated for the speaking component of the test and one day is allocated for the written component. This exam comprises 35% of a student's overall grade point average. Students are required to get a minimum of 55% from the final AT for levels 1, 2, 3, 4 and a minimum of 60% for Level 5 regardless of their overall score. However, if a student is awarded 75% or more from this test, they can go on to the following level regardless of their termly grade point average.

P.S.: According to an analysis of data collected over the years, the final grade of a student corresponds to the quiz and timed writing grades received during the term. There is a 3-point discrepancy between the final grade and the quiz and timed writing grades for 95% of the students that missed an exam during the term. The results indicate that regular class attendance and participation is effective in increasing the termly and end-of-year success rate of the students.

Level Pass/Fail Descriptors

Fail:

Overall grade: Below 50 & AT exam result: Below 55

Your grades do not provide any evidence of the achievement of the level objectives to continue to the next level. As your grades do not indicate even a basic grasp of the level objectives, you will need to repeat the same level. You can only gain the necessary knowledge and skills upon repeating the level if you attend classes regularly, study hard, and make use of all the support systems the program provides you.

Borderline Fail:

Overall grade: Above 60 & AT exam result: Below 55

Overall grade: Below 60 & AT exam result: Above 55

Your grades do not provide sufficient evidence of even minimal achievement of the level objectives to continue to the next level. You will need to repeat the same level. However, your basic grasp of the level objectives is promising in providing you a good base to become successful upon repeating the level if you attend classes regularly, study hard and make use of all the support systems the program provides you.

Borderline Pass:

Overall grade: 60-69 & AT exam result: 55-59

You have partially achieved the objectives of the course. Although your final exam grade is not a pass grade, you are allowed to move on to the next level due to your efforts and your performance within the term. Your grades indicate that you have the potential to be successful in achieving the objectives of the new level and we will be supporting you by providing you with 5 hours more instruction each week in addition to your regular program. If you attend classes regularly, study hard and make use of all the support systems the program provides you, you can pass the level.

Average Pass (The minimum grade requirement for Level 5 students):

Overall grade: 60-69 & AT exam result: 60-69

Your performance is of a satisfactory nature. Your grades and achievement demonstrate sufficient achievement of the level objectives in order to continue to the next level. Your grades indicate that you can be successful in achieving the objectives of the new level if you attend classes regularly, study hard and make use of all the support systems the program provides you.

Merit Pass:

Overall grade: 60-79 & AT exam result: 70-79

Overall grade: 70-79 & AT exam result: 60-79

Your grades and achievement demonstrate a strong achievement of the level objectives, a high level of attainment, and full readiness to continue to the next level. Your success is a promising sign that you will be highly successful in achieving the objectives of the new level if you complete all the course requirements.

Outstanding pass:

Overall grade: Above 80 & AT exam result: Above 70

Overall grade: Above 70 & AT exam result: Above 80

Your grades and achievement demonstrate outstanding achievement of the objectives, a superior quality of attainment, and full readiness to continue to the next level. Your success is an exceptionally promising sign that you will be highly successful in achieving the objectives of the new level if you complete all the course requirements.

AT based Pass:

Overall grade: Below 60 & Final Grade 75-100

Although your performance within the term does not provide enough evidence of the achievement of the level objectives, your AT grade indicates a high level of attainment and readiness to continue to the next level. It is obvious that your AT grade is based on your prior knowledge of the language and not on what you have learnt from the level course. Please be aware that this might not be enough to be successful in the upper levels that have more demanding objectives.

Level Grade Descriptors

Level Overall Grade

Below 40: Has shown nearly no effort to learn and achieve the outcomes.

40-50: Has not shown enough effort to learn and achieve the outcomes.

50-60: Has shown some effort to learn and achieve the outcomes, but should have studied and tried more.

60 and above: Has shown effort to learn and achieve the outcomes.

Level Grade Average for Outcome Assessment

0-30: Your grades do not provide any evidence of the achievement of the level objectives.

30-40: Your grades do not provide sufficient evidence of even minimal achievement of the level objectives.

40-50: Your grades provide evidence of minimal achievement of the level objectives.

50-60: Your grades indicate partial achievement of the level objectives.

60-70: Your grades and achievement demonstrate sufficient achievement of the level objectives.

70-100: Your grades and achievement demonstrate a strong achievement of the level objectives.

Level Achievement Test Grade

0-30: Your grade does not provide any evidence of the achievement of the level objectives.

30-40: Your grade does not provide sufficient evidence of even minimal achievement of the level objectives.

40-50: Your grade provides evidence of minimal achievement of the level objectives.

50-60: Your grade indicates partial achievement of the level objectives.

60-70: Your grade and achievement demonstrate sufficient achievement of the level objectives.

70 -100: Your grade and achievement demonstrate a strong achievement of the level objectives.

BEPP Exit Exam Grade

0-30: Your grade does not provide any evidence of the achievement of the level objectives.

30-40: Your grade does not provide sufficient evidence of even minimal achievement of the level objectives.

40-50: Your grade provides evidence of minimal achievement of the level objectives.

50-60: Your grade indicates partial achievement of the level objectives.

60-70: Your grade and achievement demonstrate sufficient achievement of the level objectives.

70-100: Your grade and achievement demonstrate a strong achievement of the level objectives.

Honor and High Honor Certificates

Students in the English Preparatory program can be given Honor and High Honor Certificates in the 2nd, 3rd, 4th, and Summer Term of the academic year. Earning the certificates depends on the performance of the students. The criteria for earning Honor and High Honor certificates are outlined below.

Honor Certificate: Overall term grade 70 or above; end of term Achievement Test (AT) grade 80-85.

High Honor Certificate: Overall term grade 80 or above; end of term Achievement Test (AT) grade 86-100.

Sample Grade Calculation

Sample – Level 2

| | | | |
|--|--|------------|-------|
| <u>Attendance 5%</u> | 25 hours no attendance* | 5-1-1-1= | 2% |
| <u>Participation 5%</u> | 70 | 70x5÷100= | 3.5% |
| <u>Common Quizzes 30%</u> | Grammar Quiz 70 Reading Quiz 65 Listening Quiz 80 Vocabulary Quiz 65 <u>Speaking Quiz 50</u> Average 66 | 66x30÷100= | 19.8% |
| <u>Teacher Quizzes 5%</u> | Quiz 1 65 Quiz 2 55 Quiz 3 75 <u>Quiz 4 85</u> Average 70 | 70x5÷100= | 3.5% |
| <u>Productive Written Tasks (PWT) for Course Book classes 3%</u> | PWT 1 50 PWT 2 0 <u>PWT 3 50</u> Average 50 | 50x3÷100= | 1.5% |
| <u>Homework 2%</u> | 75 | 75x2÷100= | 1.5% |
| <u>Online Studies 5%</u> | 90 | 90x5÷100= | 4.5% |
| <u>Timed Writing Exam and PWT for Writing Classes 10%</u> | Timed Writing 60 PWT 1 70 PWT 2 60 PWT 3 80 PWT average 70 Total average 65 | 65x10÷100= | 6.5% |
| <u>End of Term Achievement Test 35%</u> | 55** | 55x35÷100= | 19% |

End of Term Average 62

*After 10 hours of absenteeism, one point will be deducted for every five absent hours.

**An Achievement Test score of 55 and an overall grade of 60 allows a student to pass to the next level. However, this level has five extra hours every week added to its program.

Sample – Level 5

| | | | |
|---|--|---------------------------|-----------|
| <u>Attendance 5%</u> | 20 hours no attendance* | $5-1-1=$ | 3% |
| <u>Participation 5%</u> | 60 | $60 \times 5 \div 100 =$ | 3% |
| <u>Common Quizzes 30%</u> | Grammar Quiz 75 Reading Quiz 60 Listening Quiz 65 Vocabulary Quiz 55 <u>Speaking Quiz 85</u> Average 68 | $68 \times 30 \div 100 =$ | 20.4% |
| <u>Teacher Quizzes 5%</u> | Quiz 1 75 Quiz 2 55 Quiz 3 100 <u>Quiz 4 90</u> Average 80 | $80 \times 5 \div 100 =$ | 4% |
| <u>Productive Written Tasks (PWT) in Course Book classes 3%</u> | PWT 1 40 PWT 2 60 <u>PWT 3 50</u> Average 50 | $50 \times 3 \div 100 =$ | 1.5% |
| <u>Homework 2%</u> | 50 | $50 \times 2 \div 100 =$ | 1% |
| <u>Online Studies 5%</u> | 90 | $90 \times 5 \div 100 =$ | 4.5% |
| <u>Timed Writing Exam 10%</u> | Timed Writing 60 | $60 \times 10 \div 100 =$ | 6% |
| <u>End of Term Achievement Test 35%</u> | 60** | $60 \times 35 \div 100 =$ | 21% |
| End of Term Average | | | 64 |

*After 10 hours of absenteeism, one point will be deducted for every five absent hours

**Students who attain a grade of at least 60 from the Level 5 End of Term Achievement Test, and an overall grade of 60, will successfully complete Level 5.

Course Schedules

There are two types of course schedules for the students. The first type starts classes early, while the second begins later. Typically, the 20-hour Level 1 and 2 groups start late, while the 25-hour Level 3, 4, and 5 groups begin early. Modifications can be made on a needs basis.

Course books

The course books are chosen to help you develop your general English and strengthen your language skills. Recently published course books are reviewed every year and the list is updated accordingly. Additional material that corresponds to our program goals is selected and is supported by the materials and programs on hand in our CALL labs and the Writing and Learning Center. Students are expected to attend lessons with original books. Pirated copies and/or photocopied versions of the books are illegal according to the copyright law and are not allowed in the classroom.

Students may purchase pre-packaged level specific book sets from the bookstore located on campus. Due to a special deal with Cambridge University Press, the bookstore offers the books at an incomparably special price. Along with their set of books, each student is given a password that allows them to access their online studies. This password is required for doing in and out-of-class online studies.

Below is the book list for each level:

Level 1

Empower A1

Level 1R

Face2Face Starter

Level 2

Empower A2

Unlock Reading & Writing 2

Level 2R

Face2Face Elementary

Q: Skills for Success Reading & Writing 1

Level 3

Empower B1

Making Connections 1

Level 3R

Face2Face Pre-Intermediate

Q: Skills for Success Reading & Writing 2

Level 4

Empower B1+

Academic Encounters (Life in Society)

Level 4R

Face2Face Intermediate

Skillful Level 2

Level 5

Empower B2

Academic Encounters (Human Behaviour)

Level 5R

Face2Face Upper-Intermediate

Skillful Level 3

Summer School

Level 5, the exit level, and Level 4 classes will be offered during the summer term of the İstanbul Bilgi University English Preparatory Program. L1, 2, or 3 can be offered depending on the level of demand. Students that have successfully completed Level 5 at the end of the summer term are considered to have completed the English Preparatory Program. Students that have successfully completed Level 4 at the end of the summer term will begin the new academic year in Level 5 and students that have successfully completed Level 3 at the end of the summer term will begin the new academic year in Level 4.

For those students who begin the academic year in Level 1, since the summer term is part of their curriculum, Summer School is free for them, but all other students are subject to an additional fee.

The criterion for success in summer school is the same as during the normal academic year – the average grade of the work completed during the summer term is taken. Level 3 or 4 students that have an average of 60 and above and have received a minimum grade of 55 from the Achievement Test will be considered to have passed their respective level and the summer term. Level 5 students that have an average of 60 and above and have received a minimum grade of 60 from the Achievement Test will be considered to have passed their respective level and the summer term. In order to be able to study in Level 3, 4 or 5, the student must have passed the corresponding level before it. The level that the students will be able to take classes in will be determined according to the grades they receive in Term 4 after the Achievement Test, the results of which will be announced on the “Student Pages” (SIS). It is extremely important that students read the information on their student pages carefully.

All students that are registered in the English Preparatory Program and have not gained exemption from the Preparatory Program by the end of the summer term are eligible to take the BİLET exam given in September no matter their level of study. These students will be automatically placed in this exam, which is considered to be a make-up exam. These students can take the BİLET Stage 1 exam to change their level and the BİLET Stage 2 exam to complete their studies in the English Preparatory Program.

Study Abroad Opportunities

Students studying in the İstanbul Bilgi University English Preparatory Program are eligible to complete a part or all of their preparatory education at any language program abroad that has an agreement with the University. Students may obtain detailed information about the institutions and eligibility from the International Office at the beginning of the academic year or attend the information session on studying abroad, which is given during the first semester.

The BİLGİ Writing and Learning Center (BWLC):

The BWLC helps students improve their writing with the help of tutors or student mentors (who have had special training) outside of their class hours. The aim of the Center is to assist the students with strategies on how they should write and can improve their writing skills instead of doing the writing for them. It is the place where you can get guidance through face-to-face tutorials at any stage of your writing process. BWLC also offers speaking, writing, reading, listening, and grammar workshops. These workshops are prepared and presented by English Preparatory Program instructors for you to improve your language skills. For further information, please visit the website - bilgiwritingandlearningcenter.wordpress.com or drop by the office. The Center is located in Kuştepe Campus Room BZ06.

Workshops

Students can also benefit from the many writing, reading, grammar and speaking workshops offered weekly on topics that the students are learning in their classes. Workshops are especially designed for each level to ensure that the content reflects what the students are learning during class. The workshops are offered during the level's two-hour break, for the students' convenience. The Bilgi Writing and Learning Center offers the support needed for students to improve their general writing, reading, grammar and speaking skills. Students are updated about the workshops via the bulletin boards in their classrooms and through the BWLC's web page.

Extra-Curricular Learning Support

Instructor's Tutorials

Instructors have scheduled hours to provide students with extra support through tutorials. These sessions give students the opportunity to work with their instructors one-on-one or in small groups.

Online Studies

Students are given a password with the purchase of their books. The password allows students to access a study course. The online materials allow students to develop their language skills outside of the classroom.

CALL Centers (Computer Assisted Language Learning Centers)

In the English Language Programs, technology is used to strengthen your language learning. There are computer labs (CALL Centers) for the use of the students and these centers provide easy and quick access to various language learning programs. The computers in the CALL Centers reinforce students' language skills and learning points from their lessons and give the students the opportunity to use and develop their visual and auditory English abilities through games in an entertaining manner. Students can also watch films with English subtitles by selecting them from the library and CALL Center's archives. Students can enjoy music while they work by listening to popular music videos and access any useful web site on the internet. The programs on offer in the CALL Centers are selected based on the needs and suggestions of the students. Thus, it is imperative that the students stay in close contact with the CALL Centers and complete the online homework given to them by their instructors during their time in the Prep Program.

PART III: EXEMPTION FROM THE ENGLISH PREPARATORY PROGRAM

BİLET Stage 2 – Preparatory Program Exemption Exam (and the Level 5 Achievement Test)

The BİLET Stage 2 is made up four components: Reading (25%), Writing (40%), Listening (15%) and Speaking (20%).

Students that get a grade of sixty (60) or above from the BİLET Stage 2 exam in September are considered to be exempt from the English Preparatory Program. New register students that have passed the BİLET Stage 1 exam and any current student, irrespective of level, are eligible to take this exam.

In addition, students that are continuing in their second year of the Preparatory Program, irrespective of level, are given the right to take the Level 5 Achievement Test when it is offered in January and June. Second year students that get a grade of sixty (60) or above from this exam are considered to be exempt from the English Preparatory Program and can begin their departmental studies.

You can access a sample exam and get detailed information about the components by visiting the web site of the English Preparatory Program (<http://elp.bilgi.edu.tr/en>).

Successful Completion of Level 5

Students that have successfully completed Level 5 are exempt from the English Preparatory Program. For a student to complete a level successfully, they need to get a 60% average from all the assessment/evaluation components throughout the term with a minimum 60 final AT grade or get a minimum of 75 from the final exam (AT) at the end of the term.

Exemption through international proficiency exams

Time-out students, new students or students who are already studying in the Preparatory Program can be exempt from the Preparatory Program if they certify internationally recognized test results taken within the last two years of their application to the university. These students can start their graduate or undergraduate studies that they have enrolled in only either at the beginning of the Fall Semester or Spring Semester.

Students can be exempt from the preparatory year if they certify the following results from these exams:

| Exam | BİLET | TOEFL IBT | First Certificate in English (FCE) | Cambridge Certificate in Advanced English (CAE) | Cambridge Proficiency Exam (CPE) | KPDS /ÜDS/ YDS | PTE Academic |
|--------|-------|--------------|---------------------------------------|---|--|-------------------|-----------------|
| Result | 60 | 75 | B | C | C | 65 | 67 |

IMPORTANT TOEFL NOTE: TOEFL documents presented during enrollment should contain the code number 8256, which is the code specially designated for İstanbul Bilgi University. Additional result reports can be requested by calling the center, by accessing the TOEFL online registration system or by sending a Score Report Request Form that can be obtained from the TOEFL IBT Information and Registration Bulletin. Documents that do not contain the code number 8256 will not be accepted.

Preparatory Program Exemption for the Department of English Language and Literature

Students of the İstanbul Bilgi University English Language and Literature department need to get a minimum grade of 70 from the Level 5 Achievement Test (AT) or BİLET Stage 2 Exam to complete the Preparatory Program successfully.

Students of the İstanbul Bilgi University English Language and Literature department can be exempt from the Preparatory Program if they certify internationally recognized test results taken within the last two years of their application to the university. These students can start their graduate or undergraduate studies that they have enrolled in only either at the beginning of the Fall Semester or Spring Semester.

Students can be exempt from the preparatory year if they certify the following results from these exams:

| Exam | BİLET | TOEFL IBT | First Certificate in English (FCE) | Cambridge Certificate in Advanced English (CAE) | Cambridge Proficiency Exam (CPE) | KPDS /ÜDS/ YDS | PTE Academic |
|--------|-------|--------------|---------------------------------------|---|--|-------------------|-----------------|
| Result | 70 | 82 | B | C | C | 68 | 70 |

IMPORTANT TOEFL NOTE: TOEFL documents presented during enrollment should contain the code number 8256, which is the code specially designated for İstanbul Bilgi University. Additional result reports can be requested by calling the center, by accessing the TOEFL online registration system or by sending a Score Report Request Form that can be obtained from the TOEFL IBT Information and Registration Bulletin. Documents that do not contain the code number 8256 will not be accepted.

PART IV: GENERAL RULES AND ADMINISTRATIVE REGULATIONS

Exam Rules and Regulations

Students must adhere to the following exam rules and regulations:

1. Please keep track of the time and location of your exams on your Student Pages located on the İstanbul Bilgi University web site (www.bilgi.edu.tr).
2. Be present at the exam location 15 minutes before the start of your exam.
3. Have your student ID ready.
4. Have a pencil, eraser, and pencil sharpener with you.
5. Turn off your mobile phone and any other cellular device and give it to the exam invigilator.
6. Give any study materials/notes/books to the exam invigilator.
7. Sit in the numbered location stipulated to you.
8. Ensure that your exam number and the number where you are seated match.
9. Do not eat or drink anything during the exam except water.
10. Do not leave the exam location until the end of the allotted time. If you have any extenuating circumstances, notify the exam invigilator before the start of the exam.
11. Finish your exam within the allotted time period.
12. Do not exhibit any form of disturbing behavior (talking in a loud voice, standing up, asking questions about the exam content, etc.).
13. The exam paper of any student that attempts to cheat will be seized and a formal investigation will be instigated.
14. Adhere to all the instructions of the exam invigilator.

Classroom Behavior

Students are expected to be prepared for their lessons with their materials (books, notebooks, pens) ready, and listen and participate in the lessons. Students are supposed to be in the classroom before the lessons have started and their teacher has arrived. Teachers hold the right to take preventive action on the condition that a student is tardy, leaves the class early with no valid excuse and displays inappropriate behavior in class.

Classroom Affairs Committee: C.A.C.

This committee has been set up to manage possible problems that teachers or students may experience in the classroom. CAC is an objective committee in which the issues of both parties can be expressed and discussed. Additionally, this committee empowers and ensures the continuity of the relationship between teachers and the administrators.

The CAC is made up of four members: The Preparatory Program Academic Coordinator and three instructors. The three instructors are appointed by the Language Programs Director. Responsibilities, the function and the authorization of the committee have been stated in the CAC regulation by-laws. If the problem exceeds the responsibilities and authorization of the CAC, the issue is referred to the Rector or the related Departmental Studies with an appeal for further investigation.

Instructor – Student Problems and the Stages of Resolution

For student related cases:

Verbal Warning

A student who disobeys the class rules first receives a verbal warning from the instructor. If the behavior is repeated, the instructor in question may ask for assistance from other instructors or from the school psychologist. There is no maximum number of verbal warnings. The instructor may use his/her own discretion in deciding when to take the next course of action.

Official Warning

If the misbehavior continues, the instructor in question may give the student a written warning which describes the misbehavior and the date(s) of the incident(s), which is then signed by the student. This form is kept in the student's file as evidence that proves that s/he has been warned in writing about this misbehavior.

CAC Meeting

The instructor may apply to the CAC if the misbehavior carries on despite the official written warning. The related parties are listened to on a certain date designated by the CAC. At the end of the meeting, the CAC declares its decision. Depending on the nature of the problem, the CAC may refer the issue for disciplinary investigation to the dean of the department that the student has been enrolled in.

For instructor related cases:

Sharing the problem with the instructor

Both instructors and students have various life experiences and viewpoints. Therefore, it is natural to have differences of opinion. Problems can be solved through the help of communication. When problems occur, the best and most effective solution is to talk about it face-to-face. If the problem between a student and an instructor cannot be resolved even after face-to-face interaction, they can refer the matter to the CAC. Petitions for this can be obtained from the English Preparatory Program Student Affairs Representative (Office BZ09).

Use of English in the Classroom

English is the medium of instruction in the BİLGİ English Preparatory Program and is the only language used in the classroom. The use of English is part of the learning process, and enhances the students' language skills. The more that students use English at BİLGİ, the better their command of the language will become.

Assignments

Students are given tasks as homework to be done outside class and these tasks are expected to be done on time. These assignments are graded and affect the success of the final course grade. **Doing the assignments is good preparation for the lessons and enables students to participate productively in them.**

Academic Honesty

Plagiarism is showing somebody else's work as your own and it is the student's responsibility to supply evidence to prove that what is presented is one's own work and not borrowed from another source. If any task is suspected of being plagiarized, the suspected task is reviewed by a committee. If plagiarism is detected, penalties can be instituted ranging from disciplinary action to failure of the particular task.

Attendance

Students are expected to attend all their lessons and be on time for them. Being absent from class will not help in learning a language. Attendance is taken every day and counts towards 5% of the overall grade of the student. Students are allowed 10 hours of absence but will lose one percentage point for every 5 hours of absences thereafter. A student will receive a zero (0) grade for attendance if they are absent for 35 hours or more.

Health Reports and Conditions of Excuse

- During the academic year, any outpatient report must be accepted by the university physician before they can be approved. Only the durations and excuses listed under the "Reports to be submitted in case of an illness" can be offered as an excuse.
- Make-up exams for in-term common quizzes are not given under any circumstances. Any common quiz that is missed due to being excused for medical reasons is not graded and is not included in the overall grade calculation.
- No report can be submitted for individual homework assignments or quizzes that have an overall weight of less than 3% (not the overall effect).
- If a student misses the final exam (Achievement Test - AT) due to valid medical reasons that are stipulated below, the student is given a make-up exam. If a student once again misses the make-up exam due to valid medical reasons, the final grade can be calculated using the common quiz and timed writing grades, provided there are a sufficient amount of such exams to use in the calculation.
- Health reports and other documents for excuse should be submitted to the Student Affairs Representative (Office BZ09) within three days after the end date of the report and documents. Late submitted health reports and documents will not be accepted. If the reports submitted to the Student Affairs Representative are in accordance with the "Reports to be submitted in case of an illness," the reports are submitted to the university physician.

Documents for Excuse

Explanation of the reports that must be presented in case of illness:

1) If a student has an illness that prevents them from attending classes, in order for those missed hours not to be counted against them as part of their attendance record, the following are valid excuses within that term of the Preparatory Program (8-9 weeks) and the below documents must be submitted to the student affairs representative within three (3) days following the end date of the report:

- a) A single doctor's report not to exceed a total of three (3) days, consecutively or in total,
- b) For reports longer than four (4) days and up to ten (10) days (consecutively or in total), a hospital report approved by the Chief of Medicine of said hospital,
- c) For reports longer than ten (10) days and up to twenty (20) days (consecutively or in total), a report documenting hospitalization or surgical intervention,
- d) For illnesses that require reports of or longer than twenty-one (21) days (consecutively or in total), the submission of a Health Board report from said hospital is mandatory.
- e) If an immediate family member of the student requires surgery or has a serious illness that requires hospitalization, a report from a fully qualified hospital documenting such a condition is required.

- f) If an immediate family member of the student (mother, father, spouse, child, grandfather, grandmother, sibling, uncle, aunt) passes away on a date that prevents the student from attending class, a death certificate must be presented.
- 2) If a student has an illness that prevents them from participating in one of the common exams, in order for an exam result not to be entered or to allow for a make-up exam to be given;
 - a) A Chief of Medicine approved hospital report,
 - b) If an immediate family member of the student passes away on a date that prevents the student from attending the common exam, a death certificate must be presented.

Health reports should be submitted to the Student Affairs Representative within three days after the end date of the report.

Traffic accidents and unexpected circumstances:

- 1) If a student gets involved in a traffic accident that prevents them from attending class/an exam, an accident report prepared by the involved sides or a police report from the police station must be presented.
- 2) If a student experiences a force majeure situation (earthquake, flood, fire, building collapse, destruction) in their building of residence on an exam/class day that prevents them from attending, a report from the local administrative authority must be submitted.
- 3) If the student has been taken into custody for any reason, an official document from the proper authorities must be presented.
- 4) If the student has been arrested, a copy of the arrest report from the authorized court must be submitted.

Assignments by the university and other official institutions:

- 1) If the student has been assigned by the university or another official body to participate in a national or international competition, sporting or otherwise, the official assignment document must be presented.

All documents listed above must be submitted to the Preparatory Program Student Affairs Representative.

Tardiness

Students are allowed to be 10 minutes late, provided they have a valid excuse, for the first lesson of the day (for a maximum of 3 times a term). Students who are late for other lessons or students who are late more than 3 times a term for the first lesson will not be admitted to the lesson and marked absent. By being on time for lessons, students will not miss any part of the lesson and not bother their classmates by appearing late.

Class Changes

The classes are changed at the end of the term for both the students and the instructors. We care about you meeting new people, making new friends, and encountering different instructors so you can experience diverse teaching styles. These changes will help your ability to adapt to new environments and new learning styles. Class changes are not honored due to a student's private request.

English Preparatory Program Student Affairs Representatives (Office BZ09)

The Student Affairs Office has two separate counselors that deal exclusively with the concerns of students in the English Preparatory Program. Students can consult the English Preparatory Program Student Affairs Representatives for the following issues:

- Excuse reports
- Factual error reports
- Health reports
- Counseling services for English Preparatory Program students and their parents

Factual Error Petitions

Quizzes are graded by an instructor, the Achievement Test (AT) by all the instructors in a level, and the BİLET by all the instructors in the English Preparatory Program. Achievement Tests, timed writing exams, and the BİLET are all graded by three instructors to ensure grading reliability. As a result, it is very unlikely for a mistake to happen. If a student feels that a mistake was made in the grading of their exam, they can file a Factual Error report for the re-grading and re-evaluating of their grades. All objections must be made within three business days after the declaration of grades by obtaining said form from the Student Affairs representative. The outcome of the petition is announced at a date determined by the Student Affairs office. If there is any change, the student is notified of that change. If there is no response from the office, this means there has been no change. Students are not informed in cases where there is no change. Students are welcome to contact the Student Affairs representative to obtain information. According to data analysis carried out over the years, the quiz and timed writing grades are similar to the final exam grade of 95% of the students with at most a three-percentage point variance. If your final exam grade and your quiz and timed writing grades are similar, the likelihood of there being a mistake is low. Comparing your overall grade with your final exam grade would not be healthy as the overall grade contains elements that are dependent on effort.

Exam Feedback

Students have the right to receive feedback after every exam and evaluation. Feedback for exams given during the term is done by the respective instructor within two weeks after the exam was taken. Feedback can be received for an AT and BİLET by making an appointment via email with the Academic Coordinator. Feedback is given on the agreed upon date.

Exam Grading

Achievement tests and timed writing quizzes in the English Preparatory Program are all graded by three instructors. Students are given a number on the day of the exam and take the exam in a classroom assigned to them. The student is seated according to the number they are given. Exams are graded according to these numbers. A standardization session is held for each component of the exam before the grading begins by agreeing on grades for example standardization exams. The same exam is graded by two instructors at two separate times without knowing each other's grades. A third instructor compares the two grades and arrives at a final decision. At this stage, the average of small differences is taken. However, if there is a significant discrepancy, all three instructors discuss and finalize the grade.

Cheating

Cheating is considered to be a disciplinary violation according to the Student Discipline Directive of the Board of Higher Education, resulting in a suspension of one semester. If a student is found to have cheated on any graded assignment (exam, homework, etc.), an official report is prepared and an investigation into the matter is started.

PART V: STUDENT PARTICIPATION IN MANAGEMENT AND COMMUNICATION

İstanbul Bilgi University would like its students not only to participate in educational and research activities during their time at university but also to organize themselves in a free and democratic environment as the primary way to develop the University. To this end, the University fully supports the organizational efforts made by the students under the auspices of the Student Council as a way to both make their voices heard and partake in the decision making process of University management.

Student Council

The Student Council aims to contribute to the development of İstanbul Bilgi University students, solve their problems, and convey their views and suggestions to the respective bodies. The Council is made up of members voted on by the students and represents the students at the Management Board and Board of Trustees meetings, when invited.

Student Representatives and Student Representative Meetings

Every class elects a student representative and these representatives convey the requests, needs, and problems of all the students to the English Preparatory Program management during periodic meetings. As a result, students are given the opportunity to directly voice their requests, needs, and problems in an open and democratic environment.

Feedback and Evaluation

At the end of every term, students have the online chance to evaluate and provide feedback on themselves, the English Preparatory Program, and their instructors. The aim in doing so is to learn the expectations and ideas of the students and make necessary changes accordingly. The identity of the students is strictly confidential. Your feedback is very important for the development of the program and is carefully evaluated. Your feedback is taken into consideration during curriculum development in the summer term and in teacher training activities.

Freedom of Information Unit

The Freedom of Information Unit was created at İstanbul Bilgi University to review submissions made under the Freedom of Information Law, numbered 4982. Submissions made in person or by mail should be done to the following address (Eski Silahtarağa Elektrik Santrali Kazım Karabekir Cad. No: 2/13 34060 Eyüp İstanbul), those done by fax to 0212 216 24 14 and those made via email should be sent to this address bilgiedinme@bilgi.edu.tr after completely filling out the forms located at <http://www.bilgi.edu.tr/tr/universite/bilgi-edinme/>

SIS

SIS (Student Information System) is an online system where students can access their grades, attendance report, and information about their classes. Students can access their page by going to <https://sis.bilgi.edu.tr/sisauth/Account/Login> and logging on by using the username and password given to them.

Bilgi Learn

Bilgi Learn is a platform where students can interactively use blogs and forums and access weekend homework and classroom material. Students can access Bilgi Learn by going to <https://learn.bilgi.edu.tr/> and logging on by using the username and password given to them.

If you have forgotten your password for Bilgi Learn, SIS, or bilgiedu.net:

All services use the same password. If you have forgotten your password, please text “bilgipass” to 2322 and get your temporary password. You will have to change your password upon access. You can create a new password by accessing <https://sis.bilgi.edu.tr/sisauth/ResetPwd/RequestPwdResetEmail>

Announcement Boards

The latest university news, announcements of events and notifications can be found on the numerous announcement boards located all over the University. Notifications about events within and outside of the University, information about clubs, and necessary and important information for the students can all be found on these announcement boards. These boards are maintained by the Office of the Student Support Center. There are department specific boards used to make departmental notifications.

Social Media and Special Announcements

Students can also receive notifications about the English Preparatory Program through the social media web sites given below:

<http://twitter.com/BilgiHazirlik>

Student notifications are made via texts, student pages, and emails. Therefore, it is very important the student provide all the correct contact information. If a student cannot be contacted due to a mistake in the contact information provided by the student, the responsibility for this situation will lie with the student.

PART VI: GENERAL INFORMATION

Psychological Counseling Services

The Psychological Counseling Unit (PCU) aims to assist İstanbul Bilgi University students' individual, social and academic development, ease their adaptation processes to university and dorm life, and help them acquire the skills necessary to cope with potential problems experienced in these areas.

In what areas can the Psychological Counseling Unit provide assistance?

The Psychological Counseling Unit can provide assistance on many personal and relationship based problems. The Unit provides individual counseling services (counseling or psychotherapy), information, psychological evaluation, and referral services for anxiety, depression, stress, family and friendship relations, academic difficulties, adaptation problems, relational problems, dilemmas and difficult decisions and on such issues like substance and alcohol abuse and eating disorders.

The Psychological Counseling Unit offers individual counseling, psychotherapy, group activities, testing applications and informational seminars and discussions along with brochures.

INDIVIDUAL COUNSELING aims to develop students' skills to cope with personal, social and academic difficulties. Through individual sessions, it is possible to increase individual awareness, create a better understanding of the self and experiences, widen one's perspective concerning solutions, and become more conscious with psycho-education given in some situations. Sessions last for approximately 45 minutes. You can decide on the time, frequency, and how many weeks the sessions will last with your counselor.

PSYCHOTHERAPY is a method used by a counselor to heal emotional problems and contribute to personal development. Psychotherapy can last as short as a few sessions or as long as a few years. During therapy, the patient tries to understand and define the difficulty they are experiencing. They discover the various factors contributing to the problem. As the patient comes to the realization of the behavioral molds they are accustomed to and the internal conflicts they harbor, they become more competent in developing new approaches and ways to deal with problems.

While psychotherapy can be short term and focused on a particular problem, it can also be longer and designed towards getting to know oneself better and changing oneself. Sessions last for 45 minutes and are usually conducted once a week or more, if needed.

GROUP WORK and SEMINARS give students the chance to obtain information and overcome similar problems with other students. The registration and start dates for group work and seminars can be found on the announcement boards and the university web site.

BROCHURES have been prepared according to student needs and interests in a way to support their personal development. Brochures can be found on the stands at the university entrance, the PCU office and from the Psychological Counseling page under the Student Life heading at www.bilgi.edu.tr

Is there a fee?

No. All sessions at the Psychological Counseling Unit are free.

Confidentiality

Psychological Counseling Unit does not share any personal information and content of the counseling sessions unless the individual poses any risk of harming himself/herself or others.

Appointments

You must make an appointment with the Psychological Counseling Unit unless there is an emergency.

Student Affairs

The Student Affairs Office provides all the necessary academic and administrative information a student will need during their university life. All academic enquiries and the students' academic questions can be directed to the Student Affairs Office.

Some of the issues the office deals with:

- all registration procedures
- on-hold applications
- applications for course exemptions
- Add/Drop period applications for course exemptions
- official examination announcements and announcement of results
- factual error applications
- internal and external transfers
- consulting services for foreign students
- student exchange programs
- transcripts
- student reports
- student ID cards and certificates
- medical reports
- graduation certificates and diplomas
- e-mail accounts

Cafeterias

There are cafeterias and bakery shops located on all three campuses (Kuştepe, Dolapdere, and **santralistanbul**) of İstanbul Bilgi University. The weekday operating hours of the cafeterias are as follows: from 08:00 to 19:30 on the Kuştepe campus, from 08:30 to 20:30 on the Dolapdere campus, and from 08:00 to 22:00 on the **santralistanbul** campus. Hot meals are served from 11:45 to 15:00. The Dolapdere cafeteria is also open from 09:00 to 14:00 on Saturdays.

Purchasing Books

Course books and various stationary needs can be purchased from the campus bookstore. The bookstore is open from 08:30 to 17:30 every weekday.

Infirmary

The infirmaries in the campuses are open between 8.30-17.15 in weekdays.

Transportation

The shuttle services between the Kuştepe, Dolapdere, and **santralistanbul** campuses allow for easy access between the campuses. There are also shuttles from the campuses to central locations. Up to date shuttle times can be accessed from the university web page (www.bilgi.edu.tr).

Lost Items

There are a lot of people on the campuses. Try not to lose your personal belongings (bag, mobile phone, books, etc.) in the classrooms or cafeterias. Please go to the Administrative Affairs office for any of your lost items. The University cannot be held responsible for any of your missing items.

PART VII: STUDENT SUPPORT CENTER

The Student Support Center acts as a bridge between the students and the academic and administrative departments with the aim of developing a high quality of student life at the University. The Center also aspires to increase student satisfaction and social opportunities while directly contributing to the creation of a student centered university.

Burak Mutçalıoğlu

Director

santralistanbul Campus / burak.mutcalioglu@bilgi.edu.tr / +90 212 311 6160

Activity areas

- . Student Clubs
- . Student Council
- . Sports
- . Bilgi Accessible Education Unit
- . Dormitories
- . Scholarships

Utkuer Yaşar

Student Clubs and Activities Professional

Kuştepe Campus, Sports Center / utkuer.yasar@bilgi.edu.tr / + 90 212 311 6365

ogrencikulupleri@bilgi.edu.tr / clubs@bilgi.edu.tr

Kadir Yurtdagülen

Student Clubs and Activities Professional

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Aslı Ertunç

Sports Unit Professional

Kuştepe Campus Sports Center / asli.ertunc@bilgi.edu.tr / +90 212 311 6256

Deniz Oralkan

Sports Unit Trainer / Activities and Communication Professional

Kuştepe Campus Student Center ÖDM Office / deniz.oralkan@bilgi.edu.tr / +90 212 311 6339

Gözde Kılıç

Accessible Education Unit Supervisor

santralistanbul Campus, Container / gozde.kilic@bilgi.edu.tr / Tel : (0212) 311 6457

Emine Çağan

Student Council Relations and Scholarships Professional

santralistanbul Campus, Container / emine.cagan@bilgi.edu.tr / +90 212 311 6339

Nelin Okay

Accessible Education Unit and Dormitories Professional

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Çiğdem Uzun

Student Support Center

santralistanbul Campus, Container / cigdem.uzun@bilgi.edu.tr / +90 212 311 5034

STUDENT CLUBS

The most important factor that defines a quality university is undoubtedly its academic competency. However, academic competence alone will not contribute to social life. The role of social life in strengthening a student's human relations and preparing them for life is great. It is the awareness of organized social activities that binds a student to a university and creates a feeling of ownership in them. The clubs have a very important place in the university's social life and grow because of the students' ideas.

Academic Clubs

BİLGİ Banking and Finance Club

BiHistory

BİLGİ Nutrition and Dietetics Club

BİLGİ Civil Engineering

BİLGİ Digital Game Design Department

BİLGİ Literature Club

BİLGİ Energy Crew Club

BİLGİ Entrepreneurs

BİLGİ Children Entrepreneurs Club

BİLGİ Advertisers Club

BİLGİ Health Administrators Club

BİLGİ Physiotherapy and Rehabilitation Club

Bilgi Young Science Representatives Club

BİLGİ IEEE Student Club

BİLGİ Leaders Club

BİLGİ Opticians Club

BİLGİ Medical Rescue Club

BİLGİ Retail Club

BİLGİ Robotics Club

BİLGİ Software and Hardware Club

BİLGİ Arbitration Club

BİLGİ Tourism Club

BİLGİ World Wide Club

Science Plant Club

Informatics Club

Business Society

BİLGİ Structure Club

Design Hub Club

Ecology and Design Club

Economics Club

Industrial Engineering and Operational Research Club IEOI

Bilgi Ergotherapy Club

Gastronomy and Culinary Arts Club
Young Legal Experts
Genetics and Bioengineering Club -BİLGEN
Aviation Club
Horizon Club
Law Faculty Club
Progressive Lawyers Club
English Language Teaching Club
İbni Sina Health Club
International Volunteers (Erasmus)
BİLGİ Business Club
BİLGİ Logistics Club
BİLGİ MECH
BİLGİ SAPS Club
LSE-BİLGİ Student Group Club
Fashion and Trends Club
BilgiMUN
Debate Club
Independent Software Club
Pax Historia Club
Politics Club
Psychology Club
Radio Vesaire Club
Sociology Club
International Relations Club
Women In Business

Opinion Clubs

Ataturkist Thought Club
BİLGİ Equality Club
Wise Youth Club
BİLGİ Women's Club
Rainbow Club
Freedom and Justice Initiative Club
Nationalist Thought Club
Socialist Thought Club

Sports and Art Clubs

Bi'Music Club
Underwater Sports Club (BİSUS)
Bilgi Crows Muggle Quidditch Club

Bilgi Camp
BİLGİ Fictional Universes Club
BİLGİ Sports Business Club
Cycling Club
CAPOEIRA Club
Mountaineering Club
Dance Club
Bilgi Electronic Sports Club
Extreme Club
Kickboxing Club
Culture and Art Club
Rowing Club
Riders of BİLGİ
Roadrunner Runners Club
Stage Bİ Blue
BİLGİ Sailing

Social Responsibility and Hobby Clubs

Open Doors Club
There's Life in the Shelter
Bİ Difference Club
Bİ' Coffee and Conversation
BİLGİ Comics Club
Eagles of BİLGİ (Beşiktaş Fan Club)
BİLGİ Nar Club
BİLGİ Ceramics Club
ENGINE FIELD EXTREME SPORTS-EFES OF BİLGİ
Francophile Students Club
Contribute to Life Club
Social Responsibility Committee (SOSK)
BİLUM
BİLGİ Fenerbahçe Fan Club
Travel and Activity Club
Cinema Club
The Internationals
Bilgi Community Volunteers Club
BİLGİ Red Crescent
Galatasaray Fans (Ultraaslan) BİLGİ
Greenlovers Club

SPORTS ACTIVITIES

The BİLGİ Küştepe Sports Facility has the necessary infrastructure to do sports like volleyball, indoor football and table tennis and do fitness training. Within the Sports Facility at the Dolapdere campus, there is a semi-Olympic indoor swimming pool.

The sports teams of İstanbul Bilgi University, as dictated by the Federation of University Sports, operate at the Super League level with other foundation universities and are among the most successful universities in terms of both the number of teams that participate in sports and the achievements that they earn.

The school handles every kind of procedure and requests from the sports teams. They ensure the coordination of the student athletes' academic and sporting lives and follow up the official correspondence of the personal details for the students on sports scholarships.

OUR TEAMS

- | | |
|----------------------------|----------------|
| . American Football | . Tennis |
| . Fencing | . Triathlon |
| . Frisbee | . Volleyball |
| . Football | . Sailing |
| . Futsal (Indoor football) | . Swimming |
| . Flag football | . Water polo |
| . Rowing | . Snowboard |
| . Rugby | . Table Tennis |
| . Quidditch | |

Sports Scholarships

For students that have advanced to the national team level in their respective sport or have performed extraordinarily after being selected to a university team even if they are not a national athlete, can be eligible for a "Sports Scholarship" if they are nominated by the Office of the Sports Coordinator for an amount determined by the Scholarship Committee. The principal reason behind the awarding of the scholarship is primarily the academic success of said student and the representation of İstanbul Bilgi University by the student on the school team of the chosen sport. The sports that are eligible for a scholarship are determined by the Scholarship Committee after consulting with the Sports Unit.

BİLGİ Accessible Education Unit

The Bilgi Accessible Education Unit is a unit that provides support and information about an "Accessible BİLGİ" to handicapped students at İstanbul Bilgi University.

The unit aims to ease the burden of our handicapped students during their education and helps these students in actively participating in university life.

<https://step.bilgi.edu.tr/en/page/departmant-of-disabled-students-affairs-70/>

Dormitories

As of the 2019-2020 academic year, various agreements have been made with private dormitories that have met BİLGİ standards. You may find a list of the dormitories here: <https://www.bilgi.edu.tr/tr/yasam/ogrenci/ogrenci-destek-merkezi/yurtlar/>

Student Council

The Student Council aims to contribute to the development of İstanbul Bilgi University students, solve their problems, and relay their opinions and suggestions to the relevant departments. The members are voted in by the students and represent the student body on the University Management Board.

Scholarships

ÖSYS (Student Selection and Placement System) Scholarships

This scholarship covers all or part of the tuition and is offered to those students that have been placed in the university through the scholarship student contingent as stipulated in the ÖSYS exam booklet. In order for a student to benefit from the ÖSYS scholarship, the candidate must fill in the “with scholarship” area on the university entrance booklet. **ÖSYS scholarships are offered to undergraduate students for two years of study in the English Preparatory Program* and six years of academic study and for two years of study in the English Preparatory Program* and three years of academic study for associate degree students. ÖSYS scholarships are not valid for summer terms.**

****Valid for English medium program.***

Achievement Scholarships

This academic achievement scholarship is offered to non-scholarship students that have met the criteria for the scholarship **(the respective academic year and Cumulative Grade Point Average – CGPA – must be 3.70 and above)** after the successful completion of their second or third academic year and covers 50% of the tuition cost. **The scholarship is valid for one academic year and is not valid for the summer term.**

Need Based Scholarships

Those BİLGİ students that need financial support are eligible to apply for this scholarship after they complete their first academic year successfully and can document their financial needs. If a student’s application is approved, the student signs a written contract and the scholarship is given for a semester or for an academic year and is not valid for the summer term. If the student can maintain their academic success (grade point average of 2.00 out of 4.00) at the end of the semester or academic year and reapplies for the scholarship, the scholarship will be considered for continuance for the next year by the Scholarship Committee.

Sports Scholarships

For students that have advanced to the national team level in their respective sport or have performed extraordinarily after being selected to a university team even if they are not a national athlete, can be eligible for a “Sports Scholarship” if they are nominated by the Office of the Sports Coordinator for an amount determined by the Scholarship Committee. The principal reason behind the awarding of the scholarship is primarily the academic success of the said student and the representation of İstanbul Bilgi University by the student on the school team of the chosen sport. The sports that are eligible for a scholarship are determined by the Scholarship Committee after consulting with the Sports Unit.

Graduate Scholarships

İstanbul Bilgi University offers “Graduate Scholarships” to students continuing their education in graduate or doctoral programs. The scholarship amount, number, and conditions for applying is determined by the Board of Trustees every year and enforced by the program coordinators.

IB Scholarships

Students that have graduated from English IB, Abitur, Matura, French IB and Baccalaureate, Maturita programs of high schools and have been placed through the ÖSYM exam are eligible for a special 20% support scholarship for their tuition expenses (for undergraduate students two years of study in the English Preparatory Program* and four years of academic study and for two years of study in the English Preparatory Program* and two years of academic study for associate degree students). The scholarship does not cover the summer term.

****Valid for English medium program.***

Alumni Special Support Scholarships

Those İstanbul Bilgi University students that have graduated from an associate, undergraduate or graduate program are eligible for a special 30% support scholarship if they register for a new program.

Teacher Special Support Scholarships

The children of teachers and teaching staff members at the University receive a support scholarship of 10% if the children gain admittance to İstanbul Bilgi University.

Sibling Special Support Scholarships

The siblings of current İstanbul Bilgi University students and Bilgi graduates receive a support scholarship of 10% if they gain admittance to İstanbul Bilgi University. This scholarship is valid for associate, undergraduate or graduate degree programs.

****The support scholarships are not valid for the summer term.**

The İstanbul Bilgi University English Language Programs reserves the right to change any information in this booklet. You may access the updated information at <http://elp.bilgi.edu.tr/en/>.