






**KARADENİZ TECHNICAL UNIVERSITY**  
**School of Foreign Languages**  
**Department of Foreign Languages**  
**Preparatory Class Program**

Department of Foreign Languages uses the **CEFR standard (Common European Framework of Reference for Languages)** as an evaluation criterion. The 6 reference English levels (A1-A2-B1-B2-C1-C2) under CEFR standards are widely accepted as the global standard for grading an individual's language proficiency.

KTU School of Foreign Languages Department of Foreign Languages offers A1, A2, B1 and B2 levels English Preparatory Education services to undergraduate and graduate students who pass the university entrance exam in accordance with the European Union Common Language Framework criteria.

Students who cannot be exempted after the Preparatory Class Exemption Exam are taught in classes of 20-25 people, depending on their level, in an interactive environment using modern educational technologies. Students who successfully complete the **B2 level** are acknowledged to have successfully completed the compulsory preparatory class education.

A1 -	Elementary	(8 Weeks)
		
A2 -	Pre-Intermediate	(8 Weeks)
		
B1 -	Intermediate	(8 Weeks)
		
B2 -	Upper-Intermediate	(8 Weeks)

The School of Foreign Languages applies the academic calendar in 4 periods by dividing the total weeks of the Fall and Spring semesters into four periods. Semester holidays are the same as our university.

A1 - 24 Hours (%30) / 24 Hours (%100)



A2 - 24 Hours (%30) / 24 Hours (%100)



B1 - 24 Hours (%30) / 24 Hours (%100)



B2 - 24 Hours (%30) / 24 Hours (%100)

## Coursebooks by Levels

- **A1** Main Course English File Elementary 4th ed.
- **A2** Main Course English File Pre-Intermediate 4th ed.
- **B1** Main Course English File Intermediate 4th ed.
- **B2** Q-Skills 4 RD&WR 3rd ed. / Q-Skills 4 LIS&SP 3rd ed.

Buying original books is important for your access to Online Activities and Readers in the digital environment. As the only authorized distributor of Oxford University Press, providing services in Karadeniz Region, you can obtain your books from Yaprak Bookstore with a special discount for KTU students.

When you send an e-mail to "[yaprakkitabevi61@gmail.com](mailto:yaprakkitabevi61@gmail.com)", which is created only for KTU students, explaining what level of books you request, you will be informed by the publisher about the supply. The books will be delivered to your address by cargo.

In addition to your coursebooks, the passwords for the 'Digital Readers' (reading books) set, consisting of 25 books suitable for your level, will be sent free of charge. These readers will be used in assessment and evaluation and will play an important role in determining your level grade.



# Placement and Exemption Exams

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Exemption Exams are held twice a year, at the beginning of the academic year and at the end of the Fall Semester. Who can attend the exams and the dates and times of the exams are detailed in the [School of Foreign Languages Placement and Exemption Exams Calendar](#) and application guidelines.

The Placement Exam is held before the Exemption Exam.

Newly registered undergraduate and graduate students and students who wish to attend the preparatory class optionally take the Placement Exam. The students who studied in the preparatory class in the previous academic year but failed can take the Exemption Exam without taking the Placement Exam. If they are not successful, they can continue their education at the level where they were in the previous academic year. Those students can also take the Exemption Exam held at the end of the Fall Semester.

Exam results are announced through the KTU BYS system. Students who pass the Exemption Exam and are successful move on to their departments.

# Passing Grade for the Exemption Exam

The application principles for the Placement and Exemption Exams and sample exams can be found in the "Exemption" tab of our website. The exam dates and times can be found in the academic calendar published at the beginning of each academic year.

For further information, go to [ydyo.ktu.edu.tr-Hakkımızda/Yönetmelikler](http://ydyo.ktu.edu.tr-Hakkımızda/Yönetmelikler)

The passing grades for the compulsory English Preparatory Program are:

«65» for departments with 30 % compulsory English education,

«70» for departments with 100 % compulsory English education, and

«70» for graduate programs with 30 % and 100 % English education.

\* All evaluation grades are given out of '100.'



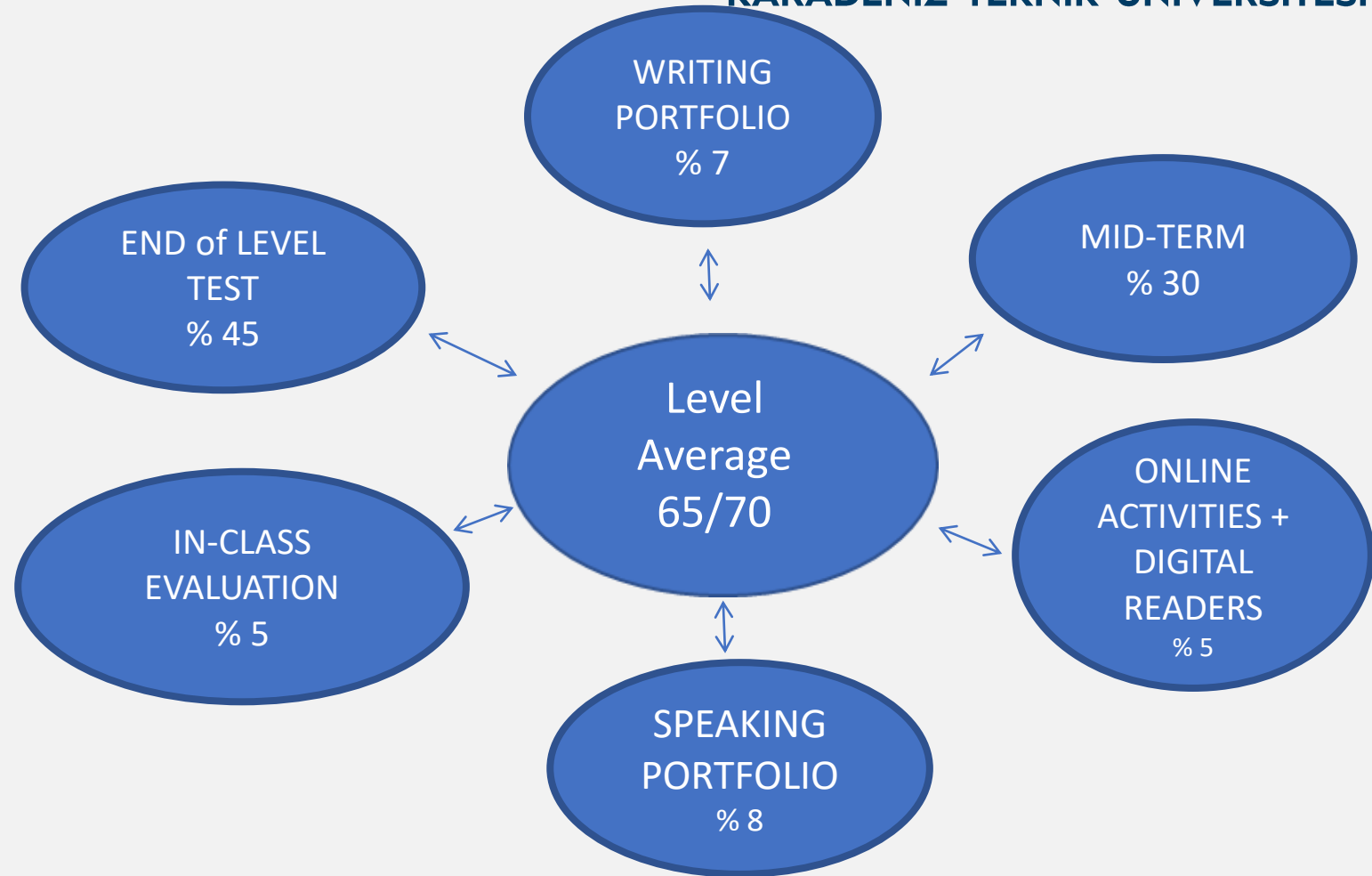


Students attending the first year of the preparatory class program cannot take the interim Exemption Exam.

Graduate students who register mid-year can take the interim Exemption Exam if they are successful (B1 Level) in the Placement Exam.

Students who failed in the previous academic year can take the Exemption Exam, which is held at the beginning of the academic year and mid-year, without taking the Placement Exam.

For further information, go to [ydyo.ktu.edu.tr](http://ydyo.ktu.edu.tr)- *Akademik Takvim*



\* Students whose level average is below '65' (for 30% English) / '70' (for 100% English) repeat the level.

Students who fail at their current level due to absenteeism and / or grades repeat that level. Students who are unsuccessful due to their grades can repeat that level for two academic years until they succeed at B2 level.

Students who fail to meet the attendance requirement within the same level twice in an academic year in which they receive preparatory class education fail the preparatory class due to absenteeism. They continue their education from the beginning of the next academic year.

In level repetition classes, the same books are used and online class activities are reset. Students do the online activities again.



# Make-up Exam

Students who fail the B2 final exam at the end of the academic year can take the make-up exam, which will replace the B2 final exam, on the date and time determined by the administrative board / announced in the academic calendar.

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## Attendance

Attending lessons is compulsory at the School of Foreign Languages preparatory classes. The lessons can be conducted in blocks if determined so by the School Board. Students are obliged to attend at least 80 % of the lessons at every level that they are studying. The instructors are not authorized to give permission to students.

The maximum hour of lessons one may miss is 40 for each period. The attendance record in one period cannot be transferred to another period.

# Make-up Exams



For students who cannot attend the midterm exams and whose excuses are accepted by the relevant administrative board, a make-up exam for the midterm exams can be given.

Students who want to take the make-up exam have to submit the official document showing their excuses to the School of Foreign Languages Student Affairs within 5 working days following the end of their excuse.

# Exams with no Make-up



There is no make-up exam for:

1. End-of-Level Exams,
2. Quizzes,
3. Portfolio studies / tasks / assignments and presentations.

Justification: School of Foreign Languages Implementation Directive Section 3, Article 13

# Objecting to Exam Results



Objection to exam results is made to the School of Foreign Languages Student Affairs, with a petition, within 5 working days following the announcement of the grades.

The objection is forwarded to the exam commission by the School Directorate. If a material error is detected as a result of the examination to be carried out by the evaluation commission of objection to exam results, the necessary correction is made in the exam grade within one week.

Objections related to mistakes made by the student during optical coding in multiple choice exams are not accepted.

A ready-to-print Objection Petition can be found on our website.



# Petitions



It will be sufficient to apply to our secretariat for the Preparatory Class Certificate of Achievement. The document is available in Turkish and in English.

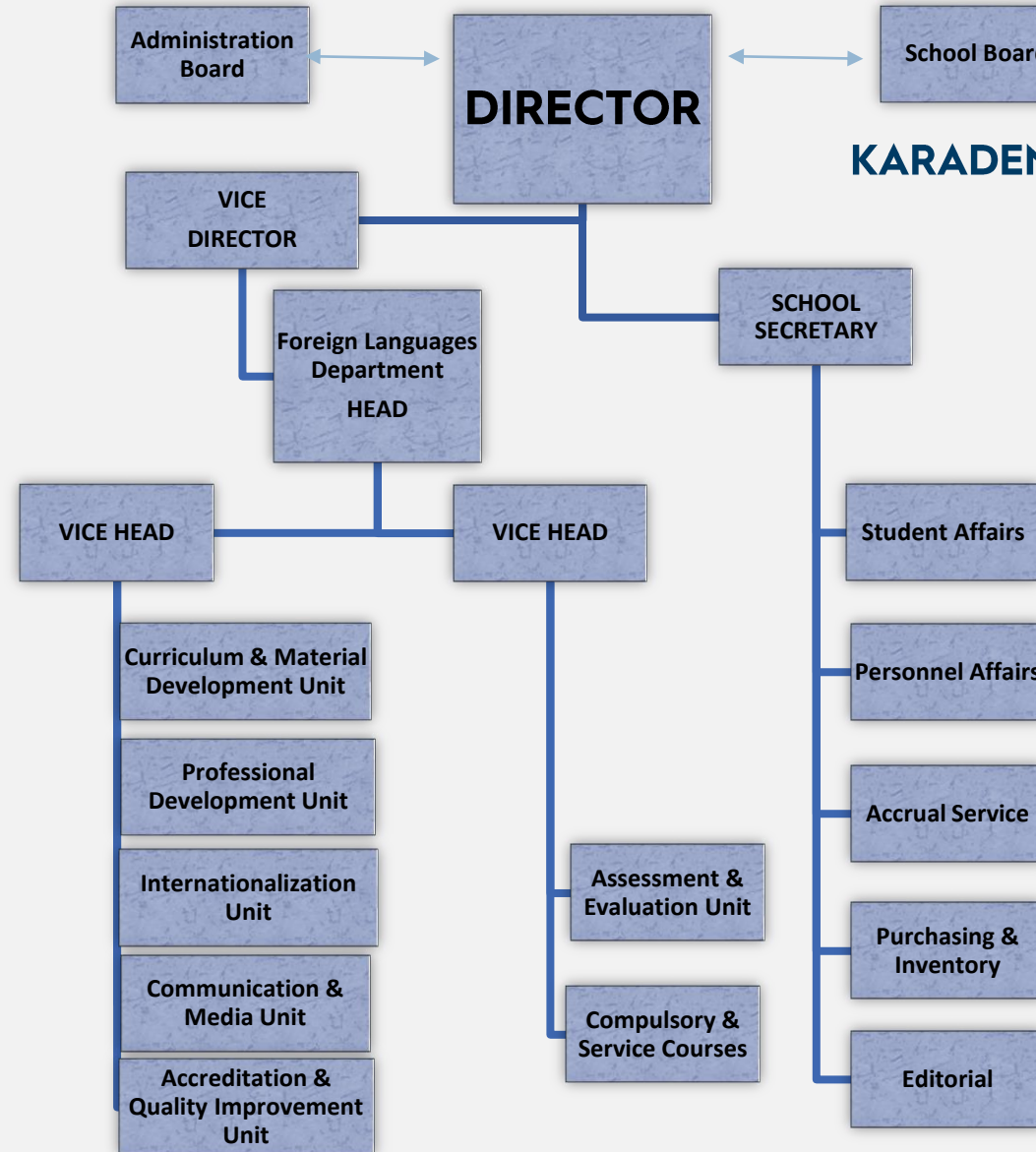
Ready-to-print petitions

- to take the Exemption Exam,
- to take the Make-up Exam,
- for Optional Preparatory Education,
- for objection to exam grades, etc.

can be obtained from the secretariat or from our website.

[ydyo/ktu.edu.tr](http://ydyo/ktu.edu.tr) - Dilekçeler

# Administrative and Academic Organization



# Assessment And Evaluation Office

All the exams administered in the School of Foreign Languages Department of Foreign Languages are examined by the relevant units and boards in a way that fulfills the reliability and validity criteria. In the last stage, they are applied meticulously by the Assessment and Evaluation Unit.



## Students' Responsibilities



Students have to keep track of their attendance themselves.

Students have to bring course materials to class.

Students who do not have original copies of the textbooks in the university are obliged to meet the legal and financial sanctions and losses that will occur against the university in this regard.

Students have to be present in the classroom before the Instructor arrives; late arrivals are not accepted to class and those students are recorded as absent by the instructor.

Students have to follow daily news and updates from the screens and notice boards inside the building, and from the website and social media accounts of our school.

## Students' Responsibilities

Students have to pay close attention to exam dates, assignment and presentation deadlines (Those dates are announced on our website).

When necessary, they can apply to the Head of Department by filling out the relevant petition sample on our website or in the School of Foreign Languages Student Affairs.

All students are subject to the provisions of the Higher Education Institutions Student Disciplinary Regulation.



Thanks



**KTU School of Foreign Languages  
Department of Foreign Languages**

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