

**MUĞLA SITKI KOÇMAN UNIVERSITY SCHOOL OF FOREIGN LANGUAGES
STUDENT HANDBOOK**



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1. FOREWORD

About Us

Following its establishment under the law dated 03.07.1992 and numbered 3837, our university began offering foreign language courses through the "Department of Foreign Languages," affiliated with the Rectorate in accordance with the Higher Education Law No. 2547. The department consisted of foreign language instructors transferred from Dokuz Eylül University to Muğla University and initially served 1,127 students.

Since the 1993-1994 academic year, our university has experienced rapid growth by opening new faculties, schools, and vocational schools. Starting from the 1994-1995 academic year, in addition to offering foreign language courses to faculties, institutes, and schools, the "English Preparatory Program" was formally introduced. The English Preparatory Program under the Department of Foreign Languages operated in two categories: elective and compulsory. This department continued its educational activities for a decade.

On 29 April 2005, the School of Foreign Languages was established by a decree of the Council of Ministers, dated 01.04.2005 and numbered 2005/8715, published in the Official Gazette No. 25800. The school became operational on 13 May 2005 with the appointment of its director.

The name of the School of Foreign Languages was changed to "Sıtkı Koçman School of Foreign Languages" based on the decree of the Council of Ministers dated 27.02.2006, following the letter from the Ministry of National Education dated 22.02.2006 and numbered 4025, in accordance with the additional article 30 of Law No. 2809 dated 28.03.1983. This decision was published in the Official Gazette No. 26109 on 15 March 2006.

The name was later reverted to "School of Foreign Languages" by a decree of the Council of Ministers dated 26.01.2015, following the letter from the Ministry of National Education dated 15.01.2015 and numbered 485665, in accordance with the additional article 30 of Law No. 2809 dated 28.03.1983. This decision was published in the Official Gazette No. 29261 on 8 February 2015.

2. MESSAGE FROM THE RECTOR



Dear Students,

Esteemed Academic and Administrative Staff of Our University,

We are all experiencing the excitement of the beginning of the 2024-2025 academic year together.

First and foremost, I would like to congratulate the students who have chosen to join our family at Muğla Sıtkı Koçman University. I share in your excitement and happiness.

In this new term, we will exert all our efforts to prepare you, our valuable students, for life and to provide the best opportunities in social, cultural, and scientific fields.

With these feelings and thoughts, I wish the 2024-2025 academic year to be fruitful for all our students, academic, and administrative staff.

Prof. Dr. Turhan KAÇAR

Rector of Muğla Sıtkı Koçman University

3. MESSAGE FROM THE DIRECTOR



Dear Students,

Welcome to the Muğla Sıtkı Koçman University School of Foreign Languages family!

In this era of the Digital Age, the necessity of learning a foreign language is widely acknowledged by all. Our School of Foreign Languages, aiming to provide high-quality language education, closely follows modern approaches to evolving technology and teaching methods. Our foremost goal is to teach you a foreign language at a level where you can communicate according to international standards.

In achieving this goal, the experience and dedication of our esteemed instructors, as well as your determination and effort in learning, will play a significant role. Throughout this challenging yet enjoyable preparatory education process, the experienced academic and administrative staff of our school will always be ready to support you.

This handbook, which we believe will assist you in many areas, has been prepared as a resource you can refer to throughout the year. In this guide, you will find the information you need about the objectives and expectations of the Preparatory Program, the courses you will take, the principles that will be applied in the exams, student life on campus, and the services available to you.

I wish you success during your time at the Muğla Sıtkı Koçman University School of Foreign Languages and throughout your academic journey.

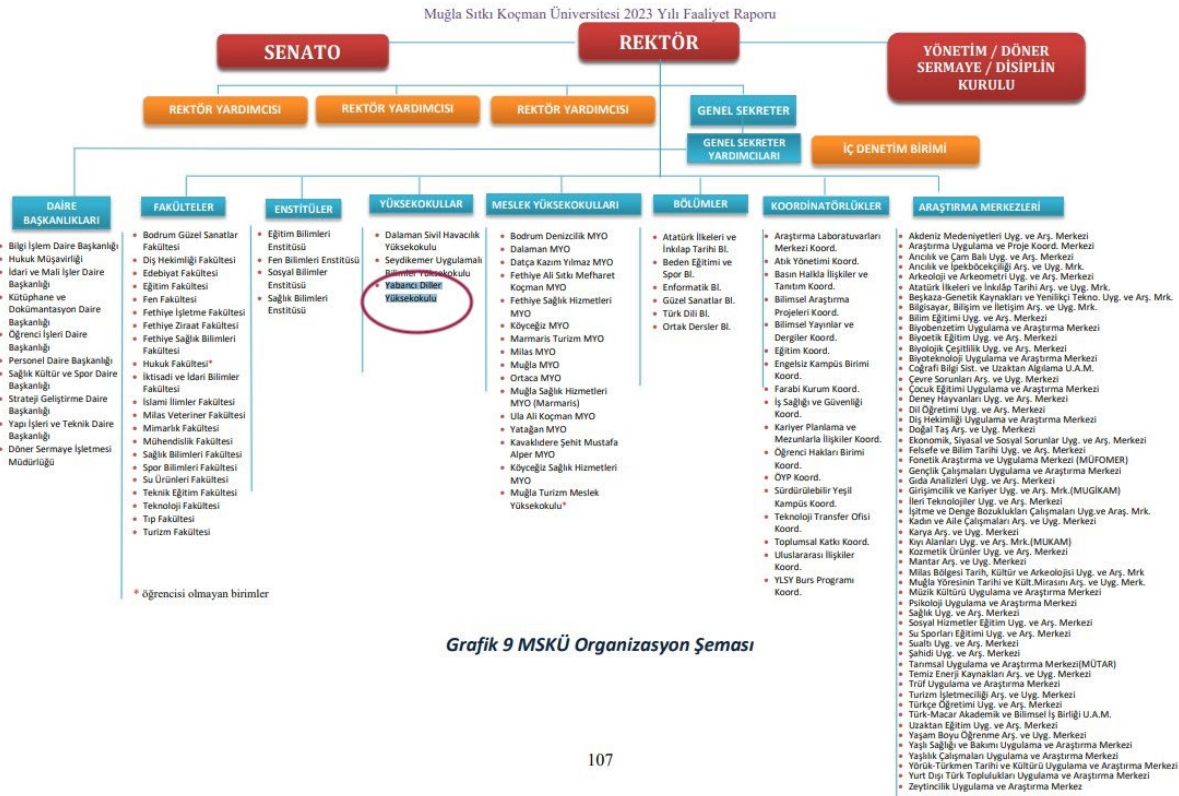
Prof. Dr. Murat KEÇİŞ

Director, School of Foreign Languages

4. MUĞLA SITKI KOÇMAN UNIVERSITY

4.1 ACADEMIC UNITS

Muğla Sıtkı Koçman University School of Foreign Languages operates under the umbrella of schools affiliated with the Rectorate. Below, you can find the organizational structure of our university along with the scope of activities of our School.



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4.2 HISTORY

Founded in 1992, Muğla Sıtkı Koçman University began with the establishment of its Faculty of Science and Literature, Faculty of Fisheries, Faculty of Technical Education, Faculty of Economics and Administrative Sciences, as well as the Institutes of Science and Social Sciences and the School of Tourism Management and Hospitality. The first higher education institutions in Muğla were the Muğla School of Business Administration, which was established in 1975 under the Ankara Faculty of Economic and Commercial Sciences and affiliated with Dokuz Eylül University in 1982, and the Muğla Vocational School, established in 1989 and also affiliated with Dokuz Eylül University. Upon the university's establishment, the Muğla School of Business Administration was attached to the Faculty of Economics and Administrative Sciences, and the Muğla Vocational School became part of the university. The academic year 1993 marked the university's acceptance of its first students with two active faculties and two vocational schools.

In 1992, the Faculty of Science and Literature and the School of Health Services were established. In 1994, the Institutes of Science and Social Sciences, Ula Ali Koçman Vocational School, and Ortaca

Vocational School were added. The Sports Sciences Faculty (formerly the School of Physical Education and Sports) and the Milas Sıtkı Koçman Vocational School were founded in 1995, followed by the establishment of the Faculty of Health Sciences (Muğla Health School), the School of Health Services (Marmaris Health School), and the Faculty of Technical Education in 1997. The Fethiye Ali Sıtkı Mefharet Koçman Vocational School was established in 1998, the Dalaman Vocational School in 1999, and the Faculty of Education and the Faculty of Tourism (Tourism and Hotel Management School) in 2001.

The Faculty of Health Sciences (Fethiye Health School) was established in 2002, followed by the Faculty of Fine Arts, Faculty of Fisheries, and Yatağan Vocational School in 2004. The Faculty of Engineering and Datça Kazım Yılmaz Vocational School were founded in 2006, and the Institute of Educational Sciences in 2010. The Faculty of Medicine, Faculty of Literature, Faculty of Science, Faculty of Technology, and Köyceğiz Vocational School were established in 2011, with the Institute of Health Sciences, Bodrum Maritime Vocational School, and İçmeler Tourism Vocational School accepting their first students in 2012. The School of Foreign Languages (formerly Sıtkı Koçman School of Foreign Languages) began its educational activities in 2005. The Faculty of Business in Fethiye was established in 2014, Dalaman Civil Aviation School in 2017, and the Faculty of Architecture, Milas Faculty of Veterinary Medicine, Kavaklıdere Şehit Mustafa Alper Vocational School, and Seydikemer Applied Sciences School in 2018.

Although the Faculty of Dentistry, Faculty of Islamic Studies, and Fethiye Faculty of Agriculture have been established, they have not yet begun their educational activities.

Since its founding, Muğla Sıtkı Koçman University has aimed to contribute to the socio-cultural, scientific, and technological development of our country and to provide high-quality higher education and research. Adhering to the principle that "a systematic and comprehensive educational program requires a sufficient infrastructure," the university initiated a rapid development and investment process in 1994. This effort received significant support from the university's benefactor, Sıtkı Koçman, through his generous financial contributions. As a result of Sıtkı Koçman's support, the name of the institution, initially Muğla University, was changed to Muğla Sıtkı Koçman University by the decision published in the Official Gazette No. 28309 on May 31, 2012.

Muğla Sıtkı Koçman University, established to provide reliable education in social sciences, natural sciences, educational sciences, arts and humanities, and vocational training, has grown from a small institution with just one department, 1,128 students, and three programs into a young but rapidly developing university. Today, it boasts 21 faculties, 4 institutes, 3 schools, 16 vocational schools (408 programs), 47 research and application centers, with 38,951 students, 1,582 teaching staff, and 825 administrative personnel across 208,000 square meters of covered area.

4.3 MISSION

The mission of Muğla Sıtkı Koçman University is to foster the development of distinguished graduates who are sought after both nationally and internationally, through educational and research activities guided by scholars who contribute to universal knowledge, conduct innovative research, and provide community service.

4.4 VISION

The vision of Muğla Sıtkı Koçman University is to become a world university that offers services to humanity through education, research, and practices conducted at international standards, and to lead the transformation of these services into societal welfare.

5 SCHOOL OF FOREIGN LANGUAGES (SFL)

The School of Foreign Languages (SFL) is responsible for delivering foreign language education at the university. Within the school, four programs are offered: Compulsory English, Elective English, German, and Turkish as a foreign language preparatory program. Additionally, the SFL supports the university-wide Common Compulsory courses in English, German, French, Latin, and Russian. The Compulsory English Preparatory Program is implemented at the B2 level of the Common European Framework of Reference for Languages (CEFR) in the following programs:

- **Faculty of Engineering:** Computer Engineering, Civil Engineering, Mining Engineering, Metallurgical and Materials Engineering, Electrical-Electronics Engineering
- **Faculty of Medicine:** English Medicine
- **Faculty of Education:** English Language Teaching, German Language Teaching
- **Faculty of Arts:** English Language and Literature, Translation and Interpreting
- **Faculty of Economics and Administrative Sciences:** Political Science and International Relations, International Trade and Finance, Economics
- **Faculty of Architecture:** Urban and Regional Planning
- **Faculty of Tourism:** Tourism Management, Gastronomy and Culinary Arts, Tourism Guidance
- **Bodrum Faculty of Fine Arts:** Digital Game Design
- **Ortaca Vocational School:** Tour Guiding

Additionally, Voluntary English Preparatory Education is offered within a certain quota. Students enrolled in the following departments may apply to receive Voluntary English Preparatory Education:

- **Dalaman School of Civil Aviation:** Aviation Management
- **Dalaman Vocational School:** Foreign Trade, Logistics, Civil Aviation Transportation Management
- **Datça Kazım Yılmaz Vocational School:** Tourism and Hotel Management
- **Faculty of Letters:** All departments (except English Language and Literature, English Translation and Interpreting, Art History)
- **Faculty of Science:** All departments
- **Fethiye Ali Sıtkı Mefharet Koçman Vocational School:** Tourism and Hotel Management, Tourism and Travel Services
- **Faculty of Economics and Administrative Sciences:** All departments (except Political Science and International Relations (30% English), International Trade and Finance (30% English), and Economics (English))
- **Faculty of Architecture:** Architecture (except Urban and Regional Planning)
- **Marmaris School of Tourism:** Tourism Guidance
- **Milas Vocational School:** Tourism and Hotel Management
- **Muğla Vocational School:** Computer Programming, Foreign Trade, Radio and Television Technology, Tourism and Hotel Management, Tourism and Travel Services, Interior Design

- **Ortaca Vocational School:** Tourism and Hotel Management, Tourism and Travel Services
- **Seydikemer School of Applied Sciences:** Accounting and Financial Management, Social Work
- **Faculty of Sport Sciences:** All departments
- **Faculty of Fisheries:** Fisheries Engineering
- **Faculty of Technology:** Wood Products Industrial Engineering, Information Systems Engineering, Energy Systems Engineering
- **Faculty of Tourism:** All departments (except Tourism Management (English), Gastronomy and Culinary Arts (30% English), Tourism Guidance (30% English))

5.1 MISSION

The School of Foreign Languages aims to provide high-quality foreign language education in alignment with the university's language policy. Our goal is to enable students to effectively express themselves in various environments where the language is used as a communication tool, enhance their language skills, and acquire independent language learning strategies, thereby supporting their professional and academic endeavors.

5.2 VISION

Guided by the "Common European Framework of Reference for Languages," our vision is to become one of the country's leading foreign language schools. We strive to achieve total quality in language instruction through our competent academic and administrative staff, state-of-the-art technical resources, and appropriate physical infrastructure.

5.3 OUR TEACHING METHOD

Our School of Foreign Languages adopts the Communicative Language Teaching (CLT) method, one of the contemporary approaches in language instruction. This method focuses on how language skills are used in real-life contexts and encourages communicative interactions to enhance students' linguistic competence. Rather than limiting language learning to teaching grammar rules, this approach aims to holistically develop students' speaking, listening, writing, and reading skills, enabling them to use the language naturally and effectively.

Throughout the educational process, students improve both their grammar knowledge and practical skills by using the language in real-life contexts through interactive activities and role-playing exercises. Additionally, the School of Foreign Languages strives to provide a student-centered learning environment.

5.4 OUR EDUCATIONAL PHILOSOPHY

Muğla Sıtkı Koçman University is dedicated to supporting students' language learning in a way that best meets their academic and social needs. In line with this commitment, all educational activities and courses at the School of Foreign Languages are conducted in environments equipped with advanced technological resources, adhering to contemporary academic and social standards. To maintain the quality of the services offered, all processes are managed through a rigorous quality cycle that aims for continuous improvement, with the goal of providing students with the highest level of teaching and learning experience.

5.5 ORGANIZATIONAL STRUCTURE OF THE SCHOOL OF FOREIGN LANGUAGES

You can see the organizational structure of the School of Foreign Languages below:

Muğla Sıtkı Koçman University School of Foreign Languages Organization

School Director

Prof. Dr. Murat Keçiş

Assistant Directors

Instructor Dr. Mehmet Abi

Instructor Yeşim Türkecul

Education Coordinator

Instructor Ümit Kızıl

School Secretary

Nil Ercan

Preparatory Program

English Preparatory Academic Staff

German Preparatory Academic Staff

Turkish Preparatory Academic Staff

Common Compulsory and Service Courses

English Courses Academic Staff

German Courses Academic Staff

French Courses Academic Staff

Russian Courses Academic Staff

Latin Courses Academic Staff

Academic Offices / Units

English Courses Academic Staff

German Courses Academic Staff

French Courses Academic Staff

Russian Courses Academic Staff

Latin Courses Academic Staff

Administrative Services

Student Affairs: Supervisor Ayşe Kurt

Financial Affairs: Computer Operator Şengül Karakaya

Procurement/Inventory: Computer Operator Şengül Karakaya

Support Services

Permanent Worker: İdris Öztürk

Permanent Worker: Hayriye Zıyan

Permanent Worker: Zümrüt Çetin

5.6 SFL ENGLISH PREPARATORY PROGRAM

5.6.1 SFL UNITS

The activities carried out within the structure of the YDYO (School of Foreign Languages) are the responsibility of various units. Knowing the duties of these units will be beneficial for you if needed.

5.6.1.1 TESTING UNIT

The exams in the preparatory program of the School of Foreign Languages are prepared and administered by the Exam Preparation Unit. This means that the instructor of your course does not prepare the exam questions. The following exams are prepared and administered by this unit throughout the academic year. The Exam Preparation Unit is not only responsible for preparing exams but also ensures their secure administration, evaluation, and reporting.

5.6.1.1.1 PLACEMENT EXAM

Students in the compulsory preparatory program take the Placement Exam on the date specified in the academic calendar. The exam is administered in a multiple-choice format. Students who score 70 or above in this exam qualify to take the Proficiency / Exemption Exam. Students who score below 70 have their levels determined based on their scores and are placed in appropriate classes.

Candidates who apply to join the Voluntary English Preparatory Program also take the same exam. Based on the exam results, students are ranked from highest to lowest score, and those accepted into the Voluntary English Preparatory Program within the available quota are announced.

5.6.1.1.2 PROFICIENCY EXAM

A Proficiency (Exemption) Exam is administered for students who score 70 or above on the Placement Test, as well as for those who were unsuccessful in the previous academic year. The exams held at the beginning of the year, which assess the general language level of the student, are referred to as Exemption Exams, while the exams at the end of the year, which also consider the student's performance during the year, are known as Proficiency Exams. However, in practice, both exams follow the same format. The criteria for either being exempt from preparatory education or successfully completing it through this exam are as follows:

- For the Departments of **English Language Teaching, English Language and Literature, and Translation and Interpreting**, students who score 70 or above.
- For the **Faculty of Medicine** (English Medicine), **Faculty of Engineering** (all departments), **Faculty of Tourism** (Tourism Management), and **Faculty of Architecture** (City and Regional Planning), students who score 65 or above.

- For the Department of **Economics** in the **Faculty of Economics and Administrative Sciences** where the medium of instruction is 100% English, and for **Digital Game Design** Department in the **Institute of Science**, students who score 60 or above.
- For the Departments in the **Faculty of Economics and Administrative Sciences** where the medium of instruction is 30% English (SIBUL and UTF), **Ortaca MYO** (Tourism Guiding), **Faculty of Tourism** (Gastronomy and Culinary Arts), **Tourism Guiding**, and **Bodrum GSF** (Digital Game Design), students who score 55 or above.

The exam is conducted in two sessions (over two days). It consists of both written and oral components. The written exam assesses grammar, vocabulary, listening, reading, and writing skills. The oral exam is held on the day following the written exam.

You can access sample proficiency (exemption) exams via the following link: [Sample Proficiency Exams](#)

National and international exam equivalency scores are provided in the following link. Students who have achieved sufficient scores on these exams will also be exempt from the preparatory program: [National and International Foreign Language Exam Equivalencies](#)

5.6.1.1.3 YEAR-ROUND EXAMS

In the SFL English Preparatory Program, four types of exams are conducted throughout the year. These types of exams are as follows:

1. **Quiz:** Short, periodic assessments.
2. **Writing Quiz:** Examination of writing skills.
3. **Achievement Exam:** Comprehensive assessment of overall proficiency.
4. **Speaking Exam:** Evaluation of oral communication skills.

NAME OF EXAM	CONTENT	OTHER DETAILS
QUIZ	These exams assess the topics covered in the course materials and evaluate language skills.	Given on Tuesdays during the lesson.
WRITING QUIZ	These exams assess the writing topics covered in the course materials.	Given on Tuesdays during the lesson.
ACHIEVEMENT EXAM	These exams consist of the sections 'use of English, listening, and reading'; however, the third exam will also include a 'writing' section.	Given on Thursdays. On exam days, there will be no classes.
SPEAKING EXAM	It tests speaking skills related to the topics covered in the lessons.	Given on Thursday & Friday. Students will be given an appointment for their exams. There will be no classes on exam days.

5.6.1.1.4 EXAM DATES

For the 2024-2025 academic year, here's the schedule for the exams in the SFL preparatory program:

2024-2025 SFL EXAM CALENDAR		
NAME OF THE EXAM	DATE OF THE EXAM	PERCENTAGE
QUIZ 1	05.11.2024 TUESDAY	4%
WRITING QUIZ 1	19.11.2024 TUESDAY	4%
ACHIEVEMENT EXAM 1	05.12.2024 THURSDAY	9%
SPEAKING EXAM 1	12/13.12.2024 THURSDAY / FRIDAY	4%
QUIZ 2	24.12.2024 TUESDAY	4%
WRITING QUIZ 2	07.01.2025 TUESDAY	4%
LMS ONLINE EXAM	21.01.2025 TUESDAY	6%
ACHIEVEMENT EXAM 2	30.01.2025 THURSDAY	9%
QUIZ 3	11.03.2025 TUESDAY	4%
SPEAKING EXAM 2	20/21.03.2025 THURSDAY / FRIDAY	5%
WRITING QUIZ 3	08.04.2024 TUESDAY	4%
ACHIEVEMENT EXAM 3	17.04.2025 THURSDAY	9%
WRITING QUIZ 4	06.05.2025 TUESDAY	4%
QUIZ 4	13.05.2025 TUESDAY	4%
PROFICIENCY (FINAL) EXAM	27/28/29.05.2025	

5.6.1.1.5 OTHER ASSESSMENT AND EVALUATION METHODS

In addition to the exams held throughout the year, there are other ways we measure and evaluate your progress. Here's a breakdown:

DİĞER ASSESSMENT TYPES	CONTENT
ONLINE HOMEWORK	This includes assignments completed on our digital platform, aligned with book units and given within specific timeframes.
STUDENT PERFORMANCE	This reflects how your instructor evaluates your performance both inside and outside the classroom, based on set criteria. The criteria, which the lecturer decides and informs students about might include doing homework, attending classes regularly, etc.
SPEAKING PROJECTS	This includes the grades students get during the preparation and presentation stage of a topic chosen by themselves with the guidance and assistance of the instructors throughout the whole year. They include tasks like introducing your hometown, role-playing, creating digital media products, and performing class debates.

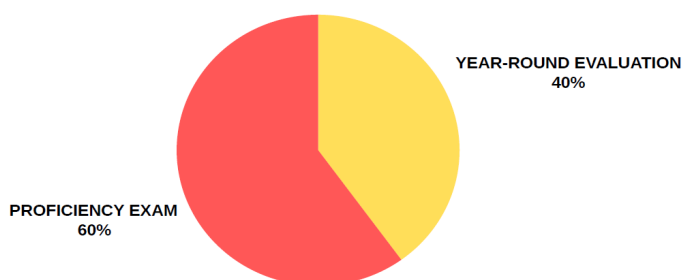
5.6.1.1.6 OVERALL EVALUATION: PASSING/FAILING STATUS

To be considered successful at the end of the year, the total of 40% of the average of all assessments conducted throughout the year and 60% of the grade obtained in the proficiency exam must meet or exceed the score specified in the table below, according to the sections. Additionally, a minimum score of 50 must be achieved in the proficiency exam.

DEPARTMENT	PASSING GRADE
English Language Teaching, and English Language and Literature, Translation and Interpreting	70
For the English Medicine program at the Faculty of Medicine, all departments of the Faculty of Engineering, the Tourism Management program at the Faculty of Tourism, and the Urban and Regional Planning department at the Faculty of Architecture.	65
For the English Economics program at the Faculty of Economics and Administrative Sciences, where the medium of instruction is 100% English.	60
For the Political Science and International Relations, and International Trade and Finance departments at the Faculty of Economics and Administrative Sciences, where the medium of instruction is 30% English, as well as for the Tourism Guiding program at Ortaca Vocational School, the Gastronomy and Culinary Arts, and Tourism Guidance departments at the Faculty of Tourism, and the Digital Game Design department at Bodrum Fine Arts Faculty	55
Students of Optional English	60

OVERVIEW OF ASSESSMENT

PREREQUISITES FOR B2 PROFICIENCY EXAM		B2 PROFICIENCY EXAM
QUIZ (4)	16%	Passing Requirements: The sum of 40% of the total achievement score during the year and 60% of the Proficiency Examination at B2 level at the end of the year must provide the passing grade required by the departments. This grade may vary according to the departments and is determined as 55, 60, 65 or 70 and above. In addition, there is a requirement to get at least 50 in the Proficiency Examination.
WRITING QUIZ (4)	16%	
ACHIEVEMENT EXAM (3)	27%	
SPEAKING EXAM (2)	9%	
STUDENT PERFORMANCE (2)	6%	
ONLINE HOMEWORK (2)	12%	
ONLINE EXAM (1)	6%	
SPEAKING PROJECT (4)	8%	



Example Pass/Fail Scenarios

Student A:

- The average grade obtained from the exams throughout the year is 80. 40% of 80 is 32.
- The student scored 70 on the Proficiency Exam, and 60% of 70 is 42.
- The total of both scores is 74. In this case, Student A is considered to have **successfully completed** the preparatory program with a score of 74 for all mandatory departments at the B2 level.

Student B:

- The average grade obtained from the exams throughout the year is 50. 40% of 50 is 20.
- The student scored 50 on the Proficiency Exam, and 60% of 50 is 30.
- The total of both scores is 50. This student is considered unsuccessful at the B2 level and is regarded as **not having successfully completed** the preparatory program.

Student C:

- The average grade obtained from the exams throughout the year is 90. 40% of 90 is 36.
- The student scored 49 on the Proficiency Exam. Since the student **did not meet the minimum requirement of scoring at least 50 on the Proficiency Exam**, their score is not calculated, and **the student is considered unsuccessful**.

By clicking on the link below, you can access the file where you can input your grades from the year's exams and the proficiency exam to simulate your pass/fail status:

[Achievement Calculation Robot](#)

Warning: The results calculated by this calculator do not represent the final achievement status and are not official. The results here can be used as a guide for students. The overall achievement status becomes official with the evaluations made by Muğla Sıtkı Koçman University School of Foreign Languages during and at the end of the semester.

5.6.2 COURSE MATERIALS

The course materials and books to be used in the Compulsory and Optional English Preparatory Programs in the 2024-2025 Academic Year are as follows. During the year, the staff of the Materials Preparation Office will announce additional materials to students.

ELEMENTARY LEVEL	PRE-INTERMEDIATE LEVEL	INTERMEDIATE LEVEL
MACMILLAN LANGUAGE HUB ELEMENTARY A2	MACMILLAN LANGUAGE HUB PRE- INTERMEDIATE B1	MACMILLAN LANGUAGE HUB INTERMEDIATE B1+
MACMILLAN LANGUAGE HUB PRE- INTERMEDIATE B1	MACMILLAN LANGUAGE HUB INTERMEDIATE B1+	MACMILLAN LANGUAGE HUB UPPER INTERMEDIATE B2
MACMILLAN	MACMILLAN	

LANGUAGE HUB INTERMEDIATE B1+	LANGUAGE HUB UPPER INTERMEDIATE B2	
MACMILLAN LANGUAGE HUB UPPER INTERMEDIATE B2		

5.6.3 WEEKLY CLASS HOURS AND ATTENDANCE

Weekly hours for each group are tabled as follows.

LEVEL	WEEKLY LESSON HOURS
GROUP 1: ELEMENTARY (A2)	24
GROUP 2: PRE-INTERMEDIATE	20
GROUP 3: INTERMEDIATE (B1+)	16

Students are required to attend **85%** of the courses. Students who are absent from the courses cannot continue the courses and cannot take the proficiency exam held in June. Absences can be tracked on the Student Information System (OBS). Since preparatory education is an annual process, absences are evaluated annually, not semesterly. Attendance is extremely important as no reports are accepted. During the year, the school administration may increase or decrease the weekly class hours when deemed necessary.

5.6.4 CLASS HOURS

Classes at the School of Foreign Languages are held between 08:30 and 17:15. Your course schedule will be notified to you by the lecturers after your level and class are determined. You can also follow your class schedule on OBS.

MUĞLA SITKI KOÇMAN UNIVERSITY SCHOOL OF FOREIGN LANGUAGES 2024 - 2025 ACADEMIC YEAR WEEKLY COURSE SCHEDULE						
DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
08.30-09.15	ELEM.	INT./PRE-INT.	ELEM.	INT./PRE-INT.	08.30-09.15	ELM./PRE-INT.
09.30-10.15	ELEM.	INT./PRE-INT.	ELEM.	INT./PRE-INT.	09.30-10.15	ELM./PRE-INT.
10.30-11.15	ELEM.	INT./PRE-INT.	ELEM.	INT./PRE-INT.	10.30-11.15	ELM./PRE-INT.
11.25-12.10	ELEM.	INT./PRE-INT.	ELEM.	INT./PRE-INT.	11.30-12.15	ELM./PRE-INT.
12.20-13.05	ELEM.	ELEM.	ELEM.	ELEM.		
13.20-14.05	INT./PRE-INT	ELEM.	INT./PRE-INT.	ELEM.		
14.20-15.05	INT./PRE-INT	ELEM.	INT./PRE-INT.	ELEM.		
15.15-16.00	INT./PRE-INT	ELEM.	INT./PRE-INT.	ELEM.		
16.10-16.55	INT./PRE-INT	ELEM.	INT./PRE-INT.	ELEM.		

5.6.5 B2 FLOWCHART

FIRST TERM		
DURATION : 18 WEEKS		
LEVELS		
ELEMENTARY	PRE-INTERMEDIATE	INTERMEDIATE
WEEKLY HOURS	WEEKLY HOURS	WEEKLY HOURS
24 HOURS MAIN COURSE	20 HOURS MAIN COURSE	16 HOURS MAIN COURSE
SOURCES	SOURCES	SOURCES
LANGUAGE HUB A2 + LANGUAGE HUB B1	LANGUAGE HUB B1 + LANGUAGE HUB B+	LANGUAGE HUB B1+
ASSESSMENT	PERCENTAGE	
QUIZ 1 & 2	4% + 4%	
WRITING QUIZ 1&2	4% + 4%	
ACHIEVEMENT 1	9%	
SPEAKING EXAM 1	4%	
STUDENT PERFORMANCE 1	3%	
ONLINE HOMEWORK 1	6%	
ONLINE EXAM	6%	
SPEAKING PROJECT 1&2	2% +2%	
ACHIEVEMENT 2	9%	

SECOND TERM		
DURATION: 14 WEEKS		
LEVELS		
ELEMENTARY	PRE-INTERMEDIATE	INTERMEDIATE
WEEKLY HOURS	WEEKLY HOURS	WEEKLY HOURS
24 HOURS MAIN COURSE	20 HOURS MAIN COURSE	16 HOURS MAIN COURSE
SOURCES	SOURCES	SOURCES
LANGUAGE HUB B1+ LANGUAGE HUB B2	LANGUAGE HUB B1 + LANGUAGE HUB B2	LANGUAGE HUB B2
ASSESSMENT	PERCENTAGE	
SPEAKING EXAM 2	5%	
QUIZ 3 & 4	4% +4%	
WRITING QUIZ 3 &4	4% +4%	
ACHIEVEMENT 3	9%	
STUDENT PERFORMANCE 2	3%	
ONLINE HOMEWORK 2	6%	
SPEAKING PROJECT 3 & 4	2% +2%	

5.6.6 OPTIONAL ENGLISH PREPARATORY PROGRAM

For the 2024-2025 academic year, optional preparatory program students will study together with the compulsory preparatory elementary group students. Optional Preparatory Program students who complete the B1+ level in April can terminate their preparatory education if they wish, if they are successful in the optional preparatory program exam. Students who successfully pass the exam can continue their preparatory education at B2 level if they wish. However, these students will not be held responsible for the B2 level.

5.7 SFL GERMAN LANGUAGE PREPARATORY PROGRAM

5.7.1 GERMAN PROGRAM UNITS

5.7.1.1 TESTING UNIT

In the preparatory program of the School of Foreign Languages, exams are prepared and administered by the testing unit.

5.7.1.1.1 PLACEMENT EXAM

German Compulsory Preparatory Program students take the placement exam on the date specified in the academic calendar. Students who score 70 and above take the exemption exam. Students who score below 70 are enrolled in the German preparatory program.

The exam is a multiple-choice exam and consists of questions suitable for A1 - A2 - B1 and B2 levels.

5.7.1.1.2 PROFICIENCY / EXEMPTION EXAM

It is the exam taken by students who get 70 points and above from the placement exam and students who failed in the previous academic year. Students who score 70 and above in this exam for the German Language Teaching Department are exempt from preparatory education.

The exam is held in 2 sessions. The exam consists of 2 parts: written and oral. In the written exam, grammar, vocabulary, listening, reading and writing skills are measured. The oral exam is held on the day following the written exam. You can access sample proficiency exams from the link below:

[Sample German Proficiency Exams](#)

Equivalency scores of national and international exams are given in the link below. Students who have received sufficient points from these exams are also exempt:

[Equivalents of Foreign Language Exams](#)

5.7.1.1.3 YEAR-ROUND EXAMS: PERCENTAGES AND EVALUATION

In the German Preparatory Program at the School of Foreign Languages, three different types of exams are conducted throughout the year. The exam types are as follows:

1. **Wortschatz und Grammatik** (Quizzes)
2. **Zwischenprüfung** (Achievement Exam)
3. **Mündliche Prüfung** (Speaking Exam)

EXAM NAME	NUMBER OF EXAMS (In a Semester/ Total)	PERCENTAGE (%)	CONTENT
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WORTSCHATZ-GRAMMATIK	3+3=6	6X7% = 42%	These exams assess the topics covered in the materials used in class and evaluate language skills.
ZWISCHENPRÜFUNG	1+2 =	3X10% = 30%	These exams consist of the sections “Lesen” (Reading), “Hören” (Listening), “Sprachbausteine” (Grammar), and “Schreiben” (Writing).
MÜNDLICHE PRÜFUNG	1	8%	Topics covered in the lessons.

5.7.1.1.4 EXAM DATES

The exam schedule for the German Preparatory Program at the School of Foreign Languages for the 2024-2025 academic year is as follows:

2024 – 2025 SCHOOL OF FOREIGN LANGUAGES GERMAN PREPARATORY PROGRAM EXAM SCHEDULE			
NO	EXAM DATE	EXAM NAME	PERCENTAGE %
1	8 November 2024 Friday	WORTSCHATZ-GRAMMATIK 1	7
2	20 December 2024 Friday	WORTSCHATZ-GRAMMATIK 2	7
3	27 December 2024 Friday	ZWISCHENPRÜFUNG 1	10
4	17 January 2024 Friday	PROJEKTARBEIT 1	2
5	31 January 2025 Friday	WORTSCHATZ-GRAMMATIK 3	7
6	31 January 2025 Friday	PERFORMANCE 1	4
7	21 March 2025 Friday	WORTSCHATZ-GRAMMATIK 4	7
8	28 March 2025 Friday	ZWISCHENPRÜFUNG 2	10
9	25 April 2025 Friday	WORTSCHATZ-GRAMMATIK 5	7
10	28 April 2025 Monday	MÜNDLICHE PRÜFUNG	8
11	16 May 2025 Friday	ZWISCHENPRÜFUNG 3	10
12	20 May 2025 Tuesday	WORTSCHATZ-GRAMMATIK 6	7

13	23 May 2025 Friday	PERFORMANCE 2	4
14	23 May 2025 Friday	PORTFOLIO	6
15	23 May 2025 Friday	PROJEKTARBEIT 2	4
	27-29 May 2025	EIGNUNGSPRÜFUNG	

5.7.1.1.5 OTHER ASSESSMENT AND EVALUATION METHODS

In addition to the exams conducted throughout the year, there are other forms of assessment and evaluation listed below:

OTHER ASSESSMENT TYPES	PERCENTAGE	DETAILS
Evaluation of Classroom Participation 2 x 4 % = 8 %		Students will receive a total of 2 performance grades based on their performance both inside and outside the classroom. The grades will be awarded according to the criteria set by the classroom instructor. These criteria include: Regularly bringing class materials. Completing assignments. Carrying out assigned activities or tasks. Participating in class. Not disrupting the flow of the lesson (e.g., behaviors that hinder the class flow, such as sleeping or using a mobile phone). Adhering to disciplinary rules.
Writing Portfolio	6%	Students will be required to write handwritten texts to assess their writing skills on various topics covered throughout the semester. They will need to type up the revised texts and submit them in a portfolio for evaluation at the end of the year.

Project Work	2%+4 %=6%	Students will prepare a presentation file on a selected topic.
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5.7.1.1.6 OVERALL EVALUATION: PASSING/FAILING STATUS

To be considered successful at the end of the year, students must achieve a total score of 70 or higher, which consists of 40% of the grades obtained from the exams conducted throughout the year and 60% of the score from the final proficiency exam (provided that they score at least 50 on the proficiency exam).

The pass/fail criteria for students enrolled in the German Mandatory Preparatory Program are the same as those for students in the English program.

DEPARTMENT	PASS SCORE
For German Language Teaching	70

5.7.1.1.7 2024 - 2025 ACADEMIC YEAR GERMAN LANGUAGE TEACHING PREPARATORY PROGRAM LEVEL FLOW CHART

FALL SEMESTER
<p>Duration of Study: 18 Weeks (September 23, 2024 - November 22, 2024 / December 2, 2024 – January 31, 2025)</p> <p>Weekly Class Hours: 22</p> <p>Resources:</p> <ul style="list-style-type: none"> • Menschen A1 Level (Coursebook + Workbook) • Menschen A2 Level (Coursebook + Workbook) • Dictionary: Pons / Langenscheidt, etc. • Additional resources and materials will be provided through DYS. <p>Assessment:</p> <ul style="list-style-type: none"> • 1 x Achievement Exam • 3 x Vocabulary and Grammar Exams • 1 x Class Participation - Performance Evaluation • 1 x Project

SPRING SEMESTER

Duration of Study: 14 Weeks (February 17, 2025 - May 23, 2025)

Weekly Class Hours: 22

Resources:

- **Menschen B1 Level** (Coursebook + Workbook)
- **Sicher B1+** (Coursebook + Workbook)
- Online Materials
- Dictionary: Pons / Langenscheidt, etc.
- Additional resources and materials will be provided through DYS.

Assessment:

- 2 x Achievement Exams
- 3 x Vocabulary and Grammar Exams
- 1 x Oral Exam
- 1 x Class Participation - Performance Evaluation
- 1 x Portfolio File
- 1 x Project

PERCENTAGES AND PASSING CRITERIA

3 x Achievement Exams (3 x 10%)	30%	40%
1 x Oral Exam	8%	
6 x Vocabulary and Grammar Exams (6 x 7%)	42%	
In-Class Participation (2 x 4%)	8%	
Portfolio File (1 x)	6%	
Project (2% + 4%)	6%	
Final Proficiency Exam	The score obtained from this exam counts for 60% , while 40% comes from the year's grades. A minimum total of 70 points must be achieved.	

Passing Criteria:

Students who achieve a score of **70 or higher** from the combined total of **40%** of the grades obtained from the exams conducted throughout the year and **60%** from the final proficiency exam (with a minimum score of **50** on the proficiency exam) are considered successful.

(Proficiency Exam: May 27 – 29, 2025)

5.7.2 COURSE MATERIALS

A1 – A2 – B1 - B1+

- Menschen **A1 Level** (Coursebook + Workbook)
- Menschen **A2 Level** (Coursebook + Workbook)
- Menschen **B1 Level** (Coursebook + Workbook)
- Sicher **B1+** (Coursebook + Workbook)
- Online Materials
- Dictionary: Pons/Langenscheidt, etc.
- Additional resources and materials will be provided through the DYS (Learning Management System).

5.7.3 CLASS HOURS AND ATTENDANCE

The total weekly class hours for German classes are 22 hours.

Students are required to attend **85%** of the classes. Students who exceed the allowed absences cannot continue attending classes and will not be able to take the proficiency exam held in June. Absences can be monitored through the OBS (Student Information System). Since the preparatory education lasts for one academic year, attendance is evaluated on an annual basis rather than by semester.

5.7.4 CLASS SCHEDULES GERMAN SECTION 1

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30-9.15	CLASS 1	CLASS 1	CLASS 1	CLASS 1	CLASS 1
9.30-10.15	CLASS 2	CLASS 2	CLASS 2	CLASS 2	CLASS 2
10.30-11.15	CLASS 3	CLASS 3	CLASS 3	CLASS 3	CLASS 3
11.30-12.15	CLASS 4	CLASS 4	CLASS 4	CLASS 4	CLASS 4
LUNCH BREAK					
13.30-14.15	CLASS 5				
14.30- 15.15	CLASS 6				

GERMAN SECTION 2

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30-9.15	CLASS 1	CLASS 1	CLASS 1	CLASS 1	CLASS 1
9.30-10.15	CLASS 2	CLASS 2	CLASS 2	CLASS 2	CLASS 2
10.30-11.15	CLASS 3	CLASS 3	CLASS 3	CLASS 3	CLASS 3
11.30-12.15	CLASS 4	CLASS 4	CLASS 4	CLASS 4	CLASS 4
LUNCH BREAK					
13.30-14.15	CLASS 5				
14.30- 15.15	CLASS 6				

5.8 SFL TURKISH AS A FOREIGN LANGUAGE PREPARATORY PROGRAM

5.8.1 2024-2025 EXAM DATES, PERCENTAGES AND EVALUATION

06 November 2024 Wednesday	Use of Language 1	5 %
	1.st Break (1 Week) (25 November-29 November 2024)	
13 December 2024 Friday	Achievement Exam 1	15 %

25 December 2024 Wednesday	Use of Language 2	5 %
17 January 2025 Friday	Speaking Exam 1	5 %
24 January 2025 Friday	Achievement Exam 2	15 %
	2.nd Break (2 Weeks) (3 February-15 February 2025)	
19 March 2025 Wednesday	Use of Language 3	5 %
04 April 2025 Friday	Speaking Exam 2	5 %
30 April 2025 Wednesday	Use of Language 3	5 %
16 May 2025 Friday	Achievement Exam 3	15 %
23 May 2025 Friday	END OF THE CLASSES	
29-30 May 2025	PROFICIENCY EXAM	

PREREQUISITES FOR B2 PROFICIENCY EXAM

- 3 Achievement Exams: **45%** (Each achievement exam counts for **15%**)
- 2 Speaking Exams: **5% + 5 %**
- Use of Language Exams: **20%** (Each language usage exam counts for **5%**)
- 4 Writing Assignments: **10%**
- In-Class Performance Evaluation: **5%**
- 2 Projects: **10 %**



TURKISH PREPARATORY PROGRAM B2 PROFICIENCY EXAM

Passing Criteria: Students will be considered successful if the total score obtained from the year's assessments constitutes **40%** and the **60%** from the B2 level Proficiency Exam at the end of the year sums to **60 or higher**, provided that they score at least **50** on the Proficiency Exam.

5.9 ACADEMIC CALENDER

T.C. MUĞLA SITKI KOÇMAN UNIVERSITY SCHOOL OF FOREIGN LANGUAGES FOREIGN LANGUAGE PREPARATORY PROGRAM ACADEMIC CALENDAR FOR THE 2024–2025 ACADEMIC YEAR

Application Dates:

- **Mandatory Foreign Language Preparatory Program Applications & Registrations:** September 11-12, 2024
- **Optional Foreign Language Preparatory Program Applications:** September 11-12, 2024
- **Applications for the Proficiency Exam for Students Who Failed the Optional Foreign Language Preparatory Program in Previous Years (Fall Semester):** September 11-12, 2024

Level Determination / Placement Exams:

- **Foreign Language Preparatory Program Placement Exam (English/German):** September 16, 2024 (10:00 AM)
- **Foreign Language Preparatory Program Placement Exam (Turkish):** September 16, 2024 (2:00 PM)

Proficiency Exams:

- **Written Section of the Mandatory Preparatory Program Proficiency Exam (for Programs Conducted Completely or Partially in Foreign Languages - English/German):** September 17, 2024 (10:00 AM)
- **Oral Section of the Mandatory Preparatory Program Proficiency Exam (for Programs Conducted Completely or Partially in Foreign Languages - English/German):** September 18-19, 2024 (by appointment)
- **Written Exam for Optional Foreign Language Preparatory Program Proficiency Exam:** September 17, 2024 (10:00 AM)

Registrations:

- **Main Candidate Registrations for the Optional Foreign Language Preparatory Program:** September 18, 2024
- **Waitlisted Candidate Registrations for the Optional Foreign Language Preparatory Program (within quota):** September 19, 2024

International Student Exams:

- **MÜDS Turkish Exam for International Students:** September 19-20, 2024
- **Exemption Exam for Common Mandatory Foreign Language Courses (German/French/English/Russian/Latin):** September 20, 2024

Semester Start:

- **Start of Fall Semester Classes:** September 23, 2024
- **9 Weeks of Instruction:** September 23 - November 22, 2024
- **First Break (1 Week):** November 25-29, 2024
- **9 Weeks of Instruction:** December 2, 2024 - January 31, 2025
- **End of Fall Semester Classes:** January 31, 2025
- **Mid-Term Break (2 Weeks):** February 3-14, 2025

Spring Semester:

- **Application Dates for Proficiency Exams for Students Who Failed the Mandatory Foreign Language Preparatory Program or Graduate Students (Spring Semester):** January 27-28, 2025
- **Mandatory Foreign Language Proficiency Exam (English/German) for Students Who Failed the Previous Year:** February 3-4, 2025
- **MÜDS Turkish Exam for Students Who Failed the Mandatory Foreign Language Preparatory Program in Previous Years:** February 5-6, 2025

Spring Semester Start:

- **Start of Spring Semester Classes:** February 17, 2025
- **14 Weeks of Instruction:** February 17 - May 23, 2025

End of Spring Semester:

- **Application Dates for Proficiency Exams for Students Who Failed the Optional Foreign Language Preparatory Program in Previous Years:** May 15-16, 2025
- **End of Spring Semester Classes:** May 23, 2025
- **Proficiency Exam (English/German) for Students Who Failed the Optional Foreign Language Preparatory Program (B1-B2):** May 27-28-29, 2025
- **MÜDS Turkish Exam for Students Who Failed the Optional Foreign Language Preparatory Program (B1-B2):** May 29-30, 2025

5.10 LMS (LEARNING MANAGEMENT SYSTEM)

LMS, which stands for Learning Management System in English, is a software used to make e-learning processes more effective and efficient, to take learning out of school and to enable students to manage their own learning process. In the digital age, all course resources are offered through LMS. Students log in to the system with the password provided with the course materials. They are expected to complete the assignments and exams in the system within the specified dates and receive points according to their performance.

5.11 SUMMER SCHOOL

All foreign language preparatory class students who are enrolled in the School and who take foreign language preparatory education and score at least 50 points out of 100 in the proficiency exam held at the end of the spring semester can apply to the summer school. The start date of the summer school is determined and announced by the Senate every year together with the academic calendar. Summer school is opened with the decision of the Board of Directors and the approval of the Senate. The duration of the summer school is a maximum of 7 (seven) weeks, excluding registration and exams. In the summer school, 25 (twenty-five) hours of courses are held per week. It is compulsory to attend at least 85% of the courses in summer school. Students who fall below this limit fail due to absenteeism

and cannot take the End of Year Proficiency Exam. First and second education students take courses together in summer school. In order to open the summer school, the number of enrolled students must be at least 20 (twenty). During the summer school, 2 (two) midterm exams and 1 (one) End of Year Proficiency Exam are held. The End of Year Proficiency Exam consists of two stages, written and oral. Students who fail in summer school can take the qualifying exam at the beginning of the following academic year. You can find detailed information about the summer school from the link below:

[Muğla Sıtkı Koçman University School of Foreign Languages Summer School Directive](#)

5.12 ACADEMIC STAFF

You can access the list of lecturers working at the SFL Preparatory School from the link below:

[SFL Academic Staff List](#)

5.13 FOR STUDENTS

5.13.1 MUĞLA SITKI KOÇMAN UNIVERSITY FACILITIES

Our university offers various opportunities to meet the needs of our students in the best way possible. We provide the most suitable conditions in many areas such as housing, transportation and social life to support you on your journey of academic success and personal development. We use all our resources effectively to make your learning life more comfortable and enjoyable.

MUĞLA SITKI KOÇMAN UNIVERSITY MENTEŞE LIBRARY

Menteşe Library offers its users a variety of services such as library resources, borrowing, electronic resources, photocopying services and a 24/7 free study lounge. You can become a member with your student ID to borrow library resources and use other services.

For online library access: [Muğla Sıtkı Koçman University Mentеше Library](#)

TRANSPORTATION FACILITIES

There are municipal bus services from the city center to the campus, Kötekli-Yeniköy and the Faculty of Medicine. You can find details about departure times from this link: [Bus Schedule](#)

HOUSING FACILITIES

There are two dormitories operated by the General Directorate of Higher Education Credit and Dormitories Institution on the campus of our university. Milli Piyango Dormitory for Girls has 1500 beds and Prof. Dr. Ethem Ruhi Fiğlalı Dormitory for Boys has 1800 beds.

Residorm Higher Education Dormitories for Girls and Boys, as an institution affiliated to Muğla Sıtkı Koçman University, has been serving next to the faculties on the Kötekli campus since 2013 and offers a safe, comfortable and social dormitory life.

For detailed information: [Housing Facilities](#)

MSKU DISABLED STUDENTS UNIT

The Disabled Students Unit provides academic and social support to students with disabilities at the university and guides faculty members in working with these students.

The unit offers a variety of services for students with disabilities, such as note-taker support, Disabled Students Unit Program, Disabled Students Social Support Meetings and teaching adaptations. It also helps volunteer students develop their skills in working with students with disabilities through the Disabled Students Volunteer Program.

For detailed information: [Muğla Sıtkı Koçman University Disabled Students Unit](#)

MSKU STUDENT RIGHTS UNIT

The Student Rights Unit is a unit that aims to provide you, Muğla Sıtkı Koçman University students, with a problem-free learning experience by providing guidance and support for the problems you may experience during your education and training process. You can apply to this unit when you cannot solve your problems with university staff, units or services. The unit helps to solve problems by speeding up communication between the student and the relevant units.

You can apply via corporate e-mail to ogrencihaklari.mu.edu.tr or you can contact the office staff directly during the working hours announced on the office's website. The office is active during the hours announced at the beginning of each academic semester, except for semester breaks.

MSKU FIGHT AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

The Anti-Sexual Harassment and Sexual Assault Committee carries out training, promotion and support activities to raise awareness on gender equality and gender discrimination at the university and to ensure protection from sexual harassment and assault. It also establishes an effective investigation and sanction mechanism for such incidents.

For Detailed Information: [Anti-Sexual Harassment and Sexual Assault Unit](#)

FACILITIES OFFERED BY THE DIRECTORATE OF HEALTH, CULTURE AND SPORTS

SCHOLARSHIPS

At our university, various scholarships, lunch assistance, part-time employment opportunities and housing support are provided to successful students who have financial difficulties. In addition, students are informed about the scholarships offered by foundations and associations and are supported to communicate with the relevant institutions.

For detailed information about scholarships: [Muğla Sıtkı Koçman University Scholarship Opportunities](#)

HEALTH SERVICES

Our university's Medico-Social Health Center offers free health and counseling services to our students. All students can benefit from these services regardless of their health insurance.

For detailed information about health services: [Health and Psychological Counseling Services](#)

CULTURE, ARTS AND SOCIAL SERVICES

Our university has many facilities and communities that encourage students to participate in cultural, artistic and social activities. 152 student societies enrich the social life of students by organizing various activities throughout the year.

For detailed information about student societies: [Muğla Sıtkı Koçman University Student Services](#)

The Student Societies Center, where these societies operate, is located in the Blue Roof Building (opposite the Faculty of Architecture) on campus and supports students to organize cultural, artistic, social and professional activities. Students can get help with hall, technical equipment and other needs for community activities at this center.

SPORTS SERVICES

Our university offers a variety of sports facilities to increase the opportunities for students to play sports. Participation in intra-university and inter-university sports events is encouraged and these organizations are meticulously managed.

For detailed information: [Muğla Sıtkı Koçman University Sports Facilities](#)

NUTRITION SERVICES

Canteens, cafeterias and dining halls on the campus of our university serve under hygienic and regular conditions. Sıtkı Koçman Student Palace is an important nutrition facility that serves healthy meals to 5000 people daily.

Canteen and cafeteria services are provided in all faculties and colleges of our university.

For detailed information: [Muğla Sıtkı Koçman University Canteens and Cafeterias](#)

5.13.2 SFL FACILITIES

YDYO STUDENT LIBRARY

Our school has a student library on the ground floor. Our library is open during working hours. There are course resources (textbooks, grammar books, etc.) and interesting reading books for all levels.

SELF-ACCESS CENTER

The computer labs on the ground floor are designed as a self-access center and serve as an area that students can use whenever they want to study.

LANGUAGE LABORATORY

The two language laboratories in our school serve our students with a capacity of 20 students each. Lecturers can use the language laboratories for 1 or 2 hours a week on a class basis.

EXCHANGE OFFICE

You can bring unused clothes, shoes, household items, books, etc. to the donation room (Exchange Office) in our school or you can pick up what you need.

BOOK SCHOLARSHIP

Students studying preparatory education at SFL can apply for free course materials if they need them. If they qualify according to the application and evaluation criteria to be announced at the beginning of the year, their books will be provided by SFL.

STUDENTS CLUBS

Within our School, various student clubs are carried out by the faculty members in order to improve your English language skills, socialize in a pleasant learning environment and create cultural sharing grounds. Clubs with different themes such as Speaking Club, Reading Club and their details will be announced by the instructors.

YDYO STUDENT AFFAIRS

*Student Affairs is located on the 3rd floor of the administrative building of our school, room 301.

*Students can obtain all documents related to the preparatory program from the SFL student affairs office; other documents (student certificate, student ID card, military service certificate) can be obtained from the student affairs office of their departments.

*Students who enrolled in the preparatory program and received one year of preparatory education, but failed and stayed for the second year, pay the student contribution fee accrued by their departments for the second year. No exam fee or any similar fee is charged by our school.

OBJECTION TO EXAM RESULTS AND DOCUMENT REQUESTS

You can obtain documents such as objections to exam results, requests for documents showing preparation success and attendance status, excuse petition, level change petition from the link below:

[Muğla Sıtkı Koçman University School of Foreign Languages Documents](#)

5.13.3 APPENDICES

PROFICIENCY AND ACHIEVEMENT EXAMS SAMPLES

Proficiency and Achievement exam samples can be found in the link below on our school website:

[Muğla Sıtkı Koçman University School of Foreign Languages Exam Content and Sample Exams](#)

5.13.3.1 APPENDIX 1 YEAR-ROUND EXAM SAMPLES FOR ENGLISH PREPARATORY PROGRAM

QUIZ SAMPLE

STUDENT'S NAME: _____	TOTAL GRADE: ____ / 100
STUDENT'S NUMBER: _____	DURATION: 40 minutes

LISTENING

You will hear five different people talking about likeability and other soft skills. For questions 1-5 choose from the list A-E what each speaker says. There is one extra letter which you do not need to use. Use the letters only once. (5X5 = 25 pts.)

- | | | |
|---|------------------|-------|
| A) Practical skills are necessary. | Speaker 1 | _____ |
| B) Hard work and education should be the second best. | Speaker 2 | _____ |
| C) Education is also important. | Speaker 3 | _____ |
| D) People don't know the real importance of likeability. | Speaker 4 | _____ |
| E) Likeability is more essential than job skills. | Speaker 5 | _____ |
| F) They say likeability is important and it's true but I feel furious about it. | | |

USE OF ENGLISH

PART A) For questions 1 to 5, read the sentences below. Use the word given in parenthesis at the end of each sentence to form a new word that fits in the gap in the sentence. There is an example at the beginning (0). (5 X 3 = 15 pts.)

0. **KNOWLEDGE** should be the most important thing to get a job. **(KNOW)**
1. That was an _____ performance from such a young tennis player. **(IMPRESS)**
2. She's very good at methodical work, but she becomes _____ when there's a lot of pressure. **(USE)**
3. There were more than 2000 _____ in this company but 500 of them were fired last month. **(EMPLOY)**
4. I was born in Canada and lived there until I was 15, so I can easily say I spent all my _____ there. **(CHILD)**
5. Alex and Sylvia's _____ goes back to when they were in the same neighbourhood together. **(FRIEND)**

PART B) Match 1-7 with A-H to make sentences. There is an example at the beginning (0). (7X3 =21 pts.)

0. Aicia is really good <u> D </u>	A) on going out alone late at night.
1. She's become the manager so	B) in touch with friends when you move to

she's in ____	another place.
2. Although her parents didn't let her, she insisted ____	C) a presentation about her project work studies.
3. Jane has taken ____	D) at singing.
4. It might be difficult sometimes to keep ____	E) a lot in common so they have had an outstanding relationship for long years.
5. Mary and her husband have ____	F) apart in the last years of our marriage.
6. My daughter was really nervous last week because she had to give ____	G) after her father with her love of literature.
7. We didn't have big problems but we started to grow ____	H) charge of the sales department.

PART C) Complete the second sentence for questions 1-5, so that it has a similar meaning to the first sentence, using the word given by using between two to five words. Do not change the word given. There is an example at the beginning (0). (5 X 3 = 15 pts)

0. I have been a teacher since 2010.

8 YEARS

I have been a teacher for 8 years.

1. After running for 2 hours, James was extremely tired.

ABSOLUTELY

After running for 2 hours, James was _____.

2. In my opinion it's a good idea to go on a holiday for the weekend.

ASK

_____, it's a good idea to go on a holiday for the weekend.

3. You should revise your notes before the exam in order to get good grades.

THAT

You should revise your notes before the exam _____ good grades.

4. Mark and his wife got to know each other when they were kids.

KNOWN

Mark and his wife _____ they were kids.

5. Besides its beaches, Muğla has also lots of interesting historical sites.

FROM

_____ its beaches, Muğla has also lots of interesting historical sites.

READING

You are going to read a text about people's experiences of job interviews. For questions 1-8, choose from the people A-D. The people may be chosen more than once. There is an example at the beginning (0). (8X3=24 pts.)

Which person

- | | | |
|----|--|-------|
| 0. | has had lots of interviews before? | __C__ |
| 1. | witnessed a small accident? | _____ |
| 2. | had a problem because of misunderstanding a command? | _____ |
| 3. | received a phone call at a bad moment? | _____ |
| 4. | misinformed the interviewers? | _____ |
| 5. | couldn't get the job because of his / her own forgetfulness? | _____ |
| 6. | was undecided between two different actions? | _____ |
| 7. | made a mistake which caused a funny situation? | _____ |
| 8. | realised that he wasn't good enough at a skill? | _____ |

Not The Best Interview I've Ever Had

Most people feel nervous when they go for a job interview, but some interviews are worse than others. Fortunately, they don't all end in disaster!

- A)** "They wanted to test how fast I could type. My fingers were over the keyboard, ready to type. The interviewer said 'Right click to open the file', but all I heard was 'Write click' so I typed 'click' on a window that was already open. I felt so embarrassed when I realised my mistake, but we both laughed and I got the job. I've worked there for eight months now."
- B)** "I've never forgotten to switch my phone off in the cinema, but for some reason I forgot when I went for my first job interview. My friend phoned me to wish me good luck right in the middle of the interview. Oops! I didn't get the job."
- C)** "I've had lots of good interviews, but this one was a disaster. I had put on my CV I could speak 'some French'. I learnt some French at school, but I've never really used it and my listening skills are really bad. The three interviewers began the interview by speaking to me in French, and I didn't understand a word. No, I didn't get the job, and yes, I've changed my CV!"
- D)** "I had a job interview with two people last week. One of them was leaning back on his chair when suddenly it fell right back and it was soon clear that he couldn't get up again. I didn't know if I should try to help or not and I was worried I was going to start laughing. Fortunately, the other interviewer asked me to wait outside the room for a minute, and then the interview carried on as if nothing had happened. Guess what? They've just offered me the job!"

WRITING QUIZ SAMPLE

STUDENT'S NAME: _____ TOTAL GRADE _____/100
STUDENT'S NUMBER: _____ DURATION: 40 min.

Choose **ONE OF THE TOPICS** below and write the text in the required format.

Topic 1. Think of a skill you know how to do well. Write a guide on how to learn this skill.

Write between 100-120 words. In your guide remember to

- write a title
- use words or phrases [in order to, so (that), to] to introduce purpose
- use “this / these” to refer back to ideas where possible.

Topic 2. Write an email to a friend explaining a big change in your life recently. Write

between 150 words. In your email remember to

- address the people you are writing to
- use phrases [apart from, in addition (to), besides] to introduce and add new information where possible

5.13.3.2 APPENDIX 2 ANSWER SHEET SAMPLE

NAME-SURNAME: _____
 SCHOOL NUMBER: _____

Total Score

/ 100

LISTENING: 34 PTS

PART A (6X2=12 pts)	PART B (6X2=12 pts)	PART C (5X2=10 pts)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	

Listening

READING: 30

PTS

PART A (5X2=10 pts)	PART B (5X2=10 pts)	PART C (10X1=10 pts)	
1.	1.	1.	6.
2.	2.	2.	7.
3.	3.	3.	8.
4.	4.	4.	9.
5.	5.	5.	10.

Reading

USE OF ENGLISH: 36 PTS

PART A (8X1=8 pts)	PART B (10X1=10 pts)	PART C (8X1=8 pts)
0. A	0. UP	0. FEELING
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
	9.	
	10.	

Use of English

PART D (10X1=10 pts)



0. We managed to help him.
1. _____ now, we will have to pay more for it.
2. I _____ to this restaurant before.
3. He _____ 25 years.
4. They met each other _____ in Canada.
5. Andreas can buy whatever he wants; he is _____.
6. Janet and Jack _____ around the world when they get retired.
7. As _____, it's better to eat out tonight.
8. Start studying for the exam earlier _____ enough time to revise.
9. My father _____ 2 packets of cigarettes every _____.
10. _____ in winter.

5.13.3.3 APPENDIX 3 WRITING EXAM EVALUATION CRITERIA: WRITING CRITERIA

GRADES	PARTS
	CONTENT& TASK ACHIEVEMENT
4	-content fulfils or exceeds all the task requirements -ideas are mostly / totally relevant and well-developed throughout the text -all ideas are supported with relevant examples
3	-content fulfils or exceeds some of the task requirements -ideas are usually relevant and well-developed -most ideas are supported with relevant examples
2	-content shows limited attempt to fulfil the task requirements -ideas are generally irrelevant - few ideas are supported with relevant examples
1	-content shows no attempt to fulfil the task requirements -ideas are totally irrelevant -no ideas are developed or supported with examples
	ORGANISATION
3	-good organisation of ideas -good use of cohesive devices
2	-ideas are generally organised well -some good use of cohesive devices
1	- poor organisation of ideas -poor use of cohesive devices
0	- ideas are not organised - no use of cohesive devices
	VOCABULARY
3	-a good range of level specific vocabulary -almost all vocabulary use is correct with no or few lexical errors
2	-adequate range of level specific vocabulary -a few mistakes but do not hinder meaning
1	-very limited range of level specific vocabulary -frequent errors mostly obscuring meaning
0	-no range of level specific vocabulary at all -frequent errors totally obscuring meaning
	GRAMMAR
3	-a good range of level specific structures -almost all structures are correct with no or few grammatical errors
2	-adequate range of level specific structures -a few mistakes but do not hinder meaning
1	-very limited range of level specific structures -frequent errors mostly obscuring meaning
0	-no range of level specific structures at all -frequent errors totally obscuring meaning
	MECHANICS
2	Rules of punctuation and capitalization are generally fulfilled /covered with correct spelling of most common words
1	Rules of punctuation and capitalization are partially fulfilled /covered with correct spelling of most common words
0	Rules of punctuation and capitalization are not fulfilled /covered with correct spelling of most common words at all.
	<ul style="list-style-type: none"> • If the student's writing gets "1" out of "content task and achievement" part, the other parts of the writing won't be graded. • "no response" or "totally memorised" responses won't be graded. • If a student's writing is more than 20% above or below the word limit, 1 point is deducted from the "organisation" section.

5.13.3.4 APPENDIX 4: SPEAKING EXAM EVALUATION CRITERIA

Mugla Sıtkı Koçman University School of Foreign Languages

2023-2024 ACADEMIC YEAR
Speaking Proficiency Exam

Student Name:

Exam Room:

Question Card:

Session: Morning / Afternoon

	Exemplary Excellent	Accomplished Good	Developing Fair	Beginning Attempted	Unacceptable No Response
<p>Task 1 Conversational English</p> <p>Responds to guided questions in a conversation about everyday events</p>	4	3	2	1	0
<p>Task 2 Picture Description and Analysis</p> <p>Accurately details the characteristics and action of a picture using descriptive vocabulary</p> <p>Justifies interpretations</p>	4	3	2	1	0
<p>Task 3 Monologue</p> <p>Provides an opinion/experienced-based response that requires little to no verbal prompting from interlocutor</p> <p>Thoroughly answers follow-up questions with examples</p>	4	3	2	1	0

Total Assessor Points ____ + **Points from Interlocuter** ____ = ____ / 15

Guide for Assessors: If a student’s overall performance matches the majority of the descriptors in a category, CIRCLE the corresponding number for that category. **“Unacceptable to No Response”** can range from a one/two word response to a complete inability to respond (0). Ask the Interlocuter for their overall performance score. Add each section for the total assessor score to the interlocuter’s general impression score.

<p><u>Exemplary / Excellent</u></p> <p>Task Completion: Superior completion of the task; responses appropriate and with elaboration</p> <p>Comprehensibility: Responses readily comprehensible, requiring almost no interpretation on the part of the listener</p> <p>Fluency: Speech continuous with few pauses or stumbling</p> <p>Pronunciation: Enhances communication</p> <p>Vocabulary: Rich use of vocabulary</p> <p>Language Control: Control of advanced language structures with few or small errors</p>	<p><u>Accomplished / Good</u></p> <p>Task Completion: Completion of the task; responses appropriate and adequately developed</p> <p>Comprehensibility: Responses comprehensible, requiring minimal interpretation on the part of the listener</p> <p>Fluency: Some hesitation but manages to continue and complete thoughts</p> <p>Pronunciation: Does not interfere with communication</p> <p>Vocabulary: Adequate and accurate use of vocabulary</p> <p>Language Control: Emerging control of advanced language structures, controlled use of basic language structures</p>
<p><u>Developing / Fair</u></p> <p>Task Completion: Partial completion of the task; responses mostly appropriate yet undeveloped</p> <p>Comprehensibility: Responses mostly comprehensible, requiring interpretation on the part of the listener</p> <p>Fluency: Speech choppy and/or slow with frequent pauses; few or no incomplete thoughts</p> <p>Pronunciation: Occasionally interferes with communication</p> <p>Vocabulary: Somewhat inadequate and/or inaccurate use of vocabulary</p>	<p><u>Beginning/Attempted</u></p> <p>Task Completion: Minimal completion of the task and/or responses frequently inappropriate</p> <p>Comprehensibility: Responses barely comprehensible</p> <p>Fluency: Speech halting and uneven with communication</p> <p>Pronunciation: Frequently interferes with communication</p> <p>Vocabulary: Inadequate and/or inaccurate use of vocabulary</p>

Language Control: Emerging control and use of basic language structures	Language Control: Inadequate and/or inaccurate use of basic language structures
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Mugla Sıtkı Koçman University School of Foreign Languages

2024 - 2025 ACADEMIC YEAR SPEAKING EXAM INTERLOCUTOR RUBRIC

Upon prompting from Assessor, Interlocutor should give an **overall performance score** for the student based on interaction during the exam using the following guide:

Excellent Good 3	Developing Fair 2	Unacceptable No Response 1
---	--	---

Excellent/Good

Student's overall performance meets the level of the exam, mostly fluent and clear, understands and responds appropriately, some small mistakes but meaning is not affected

Developing/Fair

Student can partially complete the task using basic grammar and vocabulary. Frequent mistakes but answers are mostly appropriate, some choppy speech and pauses

Unacceptable/No response

Student uses inadequate vocabulary or very short answers, not very understandable, doesn't understand well or answer appropriate.

5.13.3.4 APPENDIX 5: TURKISH PREPARATORY PROGRAM WRITING EXAM EVALUATION CRITERIA

GRADES	PARTS
	CONTENT& TASK ACHIEVEMENT
4	-content fulfils or exceeds all the task requirements -ideas are mostly / totally relevant and well-developed throughout the text -all ideas are supported with relevant examples
3	-content fulfils or exceeds some of the task requirements -ideas are usually relevant and well-developed -most ideas are supported with relevant examples
2	-content shows limited attempt to fulfil the task requirements -ideas are generally irrelevant - few ideas are supported with relevant examples
1	-content shows no attempt to fulfil the task requirements -ideas are totally irrelevant -no ideas are developed or supported with examples
	ORGANISATION
3	-good organisation of ideas -good use of cohesive devices
2	-ideas are generally organised well -some good use of cohesive devices
1	- poor organisation of ideas -poor use of cohesive devices
0	- ideas are not organised - no use of cohesive devices
	VOCABULARY
3	-a good range of level specific vocabulary -almost all vocabulary use is correct with no or few lexical errors
2	-adequate range of level specific vocabulary -a few mistakes but do not hinder meaning
1	-very limited range of level specific vocabulary -frequent errors mostly obscuring meaning
0	-no range of level specific vocabulary at all -frequent errors totally obscuring meaning
	GRAMMAR
3	-a good range of level specific structures -almost all structures are correct with no or few grammatical errors
2	-adequate range of level specific structures -a few mistakes but do not hinder meaning
1	-very limited range of level specific structures -frequent errors mostly obscuring meaning
0	-no range of level specific structures at all -frequent errors totally obscuring meaning
	MECHANICS
2	Rules of punctuation and capitalization are generally fulfilled /covered with correct spelling of most common words
1	Rules of punctuation and capitalization are partially fulfilled /covered with correct spelling of most common words
0	Rules of punctuation and capitalization are not fulfilled /covered with correct spelling of most common words at all.
	<ul style="list-style-type: none"> • If the student's writing gets "1" out of "content task and achievement" part, the other parts of the writing won't be graded. • "no response" or "totally memorised" responses won't be graded.

**5.13.3.5 APPENDIX 6: TURKISH PREPARATORY PROGRAM SPEAKING EXAM
EVALUATION CRITERIA**

**MUĞLA SITKI KOÇMAN UNIVERSITY SCHOOL OF FOREIGN LANGUAGES TURKISH PREPARATORY
PROGRAM SPEAKING EXAM EVALUATION FORM**

FULL NAME: _____ CLASS: _____

SELECTED TOPIC NUMBER: _____

SKILL	POINTS	SCORE
Grammar	20	
Vocabulary	20	
Fluency	20	
Coherence	20	
Pronunciation	20	
Total	100	

The exam is graded out of 100 points, and 15% of the total score is calculated as the final grade.

5.13.4 FREQUENTLY ASKED QUESTIONS

1. As a newly enrolled student, will I need to register for placement and proficiency (exemption) exams?

If you are a student of the compulsory foreign language preparatory program, you do not need to register. You will be automatically registered for the exam after your university registration.

If you are a student who wants to participate in the optional foreign language preparatory program, you need to fill out the application form for the Placement Examination for the Optional English Preparatory Program announced on our school website (<https://ydyo.mu.edu.tr/>).

2. As a student who did not successfully complete the preparatory program last year or the previous year, do I need to register for the proficiency exam this year?

If you are a compulsory foreign language preparatory program student, you do not need to register.

If you are an optional foreign language preparatory program student, you can apply to the School of Foreign Languages (<https://ydyo.mu.edu.tr/>) via e-mail. As optional students, you can take the proficiency exams held at the beginning and end of each academic year until you graduate, provided that you register by e-mail.

3. If I fail the preparatory class, do I have the right to take the preparatory class again the following year?

If you fail the preparatory class, the option to repeat the preparatory year is currently unavailable due to a lack of resources.

4. Do I take the placement test or the proficiency (exemption) test?

If you are a newly enrolled student, you will first take a placement test. The purpose of this exam is to determine your level in the preparatory class. Students who score below 70% are placed in the preparatory program according to their level. Those who score 70 and above are entitled to take the exemption exam (proficiency). Formerly enrolled students can only take the exemption (proficiency) exam.

Optional students who want to study preparatory program must take the placement exam.

For detailed information: [Compulsory Foreign Language Preparatory Program Flow Chart](#)

5. What are the other national and international exams accepted and the scores required to be exempt from or successfully complete the preparatory education?

Equivalency scores of national and international exams are given in the link below. Students who have obtained sufficient points from these exams will also be exempt from preparatory education:

[National and International Foreign Language Exam Equivalencies](#)

6. Preparatory education is not compulsory for my department, but I want to take preparatory education on demand. How can I enroll?

If you are a student who wants to enroll in the Optional Foreign Language Preparatory Program, you need to fill out the application form for the Placement Test for the Optional English Preparatory Program announced on our school's website (<https://ydyo.mu.edu.tr/>) and participate in this exam. You can follow the lists of regular and substitute candidates created as a result of the placement test on our school's website.

For detailed information about the process: [Optional Preparatory Program Flowchart](#)

7. Where can I find exam formats and sample exams?

Sample exams and exam formats for each exam type are shared by the instructors. You can also find sample exams in the appendices of this handbook and on the School of Foreign Languages website ([Exam Content and Examples](#)) .

8. Do classes continue on exam days?

For Achievement, Speaking and Proficiency exams, there are no classes on exam days. For other exams, classes continue on exam days.

9. Where are grades and absences entered and how can I track them?

Tracking absences is your responsibility as a student. In accordance with the Law on the Protection of Personal Data (KVKK), absenteeism information and grade information cannot be disclosed in bulk, so you need to access this information through OBS.

10. How can I use the Self-Access Center?

Students can use the Self-Access Center during the hours determined by the center coordinator.

11. Is my medical report accepted as an excuse for my absence?

No, even if you have a medical report, you will be considered absent on the days you do not attend. According to the regulations, the limit for both excused and unexcused absences is set at 15%

For detailed information: [Muğla Sıtkı Koçman University Foreign Language Education and Examination Regulations](#)

12. How many hours of absence will cause me to fail the preparatory program?

Attendance is mandatory at 85%. You must check your attendance status via the OBS system; tracking your attendance is your responsibility.

For example, if you have 24 hours of class per week over 32 weeks, that means you have a total of 768 hours of class. 15% of 768 is 115 hours. On your 116th hour of absence, you will be considered as having failed due to insufficient attendance.

13. Can I get a certificate of completion of the preparatory program?

You can get a certificate of completion of the preparatory program by requesting a certificate of achievement from the Documents section of our school's website and by requesting a document from the Registrar's Office.

14. How does the exam objection process work?

After the exam results are announced, you must fill out the exam objection form (<https://ydyo.mu.edu.tr/tr/dokuman>) and submit it to the SFL within the first 7 working days. The objections are evaluated within the scope of the objection to the exams prepared according to the Higher Education Council Framework Regulation.

15. If I miss an exam due to an excuse, can I take the make-up exam?

Among the excuses accepted by the Board of Directors are situations such as being on duty leave or a full-fledged hospital report. Such excuses are only accepted for Achievement Exams. You can only take a make-up exam for the Achievement Exam. There is no make-up for other exams.

16. Can I take the end-of-year proficiency exam if I am absent?

No, you cannot. The following year, you can take the qualifying exam at the beginning of the year.

17. My major is 30% English. What does this mean?

After the preparatory education, 30% of the courses you will take in your departments are taught entirely in English.

5.13.5 LEGAL DISCLAIMERS REGARDING ACADEMIC ETHICS AND LEGAL RESPONSIBILITIES

Muğla Sıtkı Koçman University School of Foreign Languages strongly recommends that our students comply with academic ethics and legal responsibilities during their education. In this context, it is obligatory to comply with copyright and intellectual property rules for all kinds of academic studies, articles, projects, assignments and other related documents produced within our university.

Our students are obliged to act in accordance with Law No. 5846 on Intellectual and Artistic Works when using copyrighted works of third parties. Our School is in no way responsible for the legal and financial responsibilities arising from copyright violations committed by students in their academic studies or other activities.

[Law No. 5846 on Intellectual and Artistic Works](#)

Our students should avoid the actions specified in the title of “Actions Contrary to Scientific Research and Publication Ethics” specified in the Scientific Research and Publication Ethics Directive of Higher Education Institutions in the exam, project and homework preparation processes, otherwise the necessary disciplinary procedures will be carried out according to Muğla Sıtkı Koçman University Associate and Undergraduate Education and Training Regulations.

[YÖK Scientific Research and Ethics Regulation](#)

[Muğla Sıtkı Koçman University Associate and Undergraduate Education and Training Regulations](#)

Muğla Sıtkı Koçman University School of Foreign Languages emphasizes adherence to ethical values in its scientific research, publication, project and assignment activities. In this respect, it is compulsory for all academic staff and students to comply with the principles set out in the “Ethical Guidelines on the Use of Productive Artificial Intelligence in Scientific Research and Publication Activities of Higher Education Institutions”.

[Yök Ethical Guidelines on the Use of Productive Artificial Intelligence](#)

All our students and academic staff have been informed about the ethical responsibilities regarding the use of artificial intelligence. In this context, we remind once again that utmost care must be taken to prevent ethical violations.

About Our Anti-Discrimination Policy

Our college is committed to treating all students, staff, and visitors with respect and equality. We do not discriminate based on race, color, gender, language, religion, belief, ethnic origin, disability, socioeconomic status, or any other characteristic. In line with our dedication to diversity and inclusion, we aim to create an environment where everyone can express themselves safely and feel a sense of belonging.

5.13.6 CONSIDERATIONS / SUGGESTIONS FOR A SUCCESSFUL YEAR

1. Be sure to follow the Student Handbook and Orientation Presentation file on our website. It will answer many of your questions at the beginning of the year and throughout the academic year.

2. Take responsibility for learning to be permanent and include extracurricular activities.

3. Seeing absenteeism not as a right but as a missed opportunity will help you change your perspective.

4. Get to and from class on time.

5. Acquire the necessary materials for the class and keep them with you during class.

6. Participate actively in classes.

7. In addition to the general rules of the school, each lecturer may have rules to share with you to make the lessons more productive. Follow these rules.

8. Different lecturers may teach your classes, and they may have different teaching methods. Try to make the most of each one.

9. Discover how you learn better and do not be afraid to make mistakes.

10. Always read storybooks and watch TV series/movies in the target language to facilitate language learning.

11. Make sure you complete your homework and assignments on time.

12. Make learning fun and learn to use technology as an effective tool in this process.