



**ÖZYEĞİN UNIVERSITY SCHOOL OF LANGUAGES
ENGLISH PREPARATORY PROGRAM**

2024-2025 ACADEMIC YEAR STUDENT HANDBOOK



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MESSAGE FROM THE DIRECTOR



Dear Students,

Welcome to the English Preparatory Program at Özyeğin University.

This booklet is designed to inform you about our English Preparatory Program and offer you guidance about where to go when you need help.

Özyeğin University adopted English as its language of instruction. Today, English is the most widely used medium of information and instruction across the world. The primary mission of the English Preparatory Program is to prepare you to have an excellent command of written and oral English as students and equip you with the necessary academic and study skills. Through our English Preparatory Program, we endeavor to prepare you as well-versed individuals who are ready for their academic and professional lives with highly developed critical thinking skills, effective use of technology, and deep commitment to the code of ethics.

We have developed a program that encourages you to take an active role in your learning process, promotes creative and critical thinking, and contributes to your general knowledge. We will work with you one-on-one to give you all the support you need in and outside the class and provide you with the necessary guidance based on your individual needs. Our academic staff consists of highly-qualified instructors who are either native speakers or who have native-like proficiency in English.

We have developed a program that encourages you to take an active role in your learning process, promotes creative and critical thinking, and contributes to your general knowledge.

Our instructors hold the highest possible degrees in their respective fields and are always open to learning and development. They continuously keep abreast of, embrace, and apply new developments in foreign language education. As part of a university that closely follows and quickly adopts technological developments, we offer you an efficient learning environment equipped with state-of-the-art technological tools and devices. As a result of our endeavor to provide you with high-quality education opportunities, ScOLA was accredited by EAQUALS (Evaluation and Accreditation of Quality Language Services) proving that the language education that we provide is at the expected standards.

I want you to know that during your period of study in our English Preparatory Program, we will always be there for you whenever you need. I wish you a successful and rewarding academic year.

Nergis Uyan
Director, School of Languages

ABOUT THE SCHOOL OF LANGUAGES (ScOLa)



The School of Languages

The School of Languages (ScOLa) consists of three different programs: English Preparatory Program, Undergraduate English Program and Modern Languages Program. Each program has its own coordinators and team leaders. The programs are designed based on shared values to cater to the needs of students in line with their respective missions and visions.

Mission, Vision, and Fundamental Values of the School of Languages

Mission

The School of Languages (ScOLa) at Özyeğin University strives to develop students who have a good command of written and oral English, equip them with the necessary academic and study skills, and help them excel in their studies both at the undergraduate level and beyond. We endeavor to prepare students who are able to think critically and learn continuously, both on their own and in collaboration with others.

We also aim to contribute to their development as individuals who are highly skilled at utilizing information technology tools effectively and who are able to make ethically grounded decisions in their professional and personal lives.

Vision

The School of Languages (ScOLa) aspires to have one of the best English for Academic Purposes (EAP) programs in the country while, at the same time, promoting the most integrated use of educational technology; develop a custom-designed program that best meets the needs of each and every Özyeğin University student; provide and support continuous personal and professional development for its staff; and contribute to the development of English Language Teaching (ELT) both in Turkey and abroad.

The School of Languages adopts the fundamental values and non-discrimination principle of Özyeğin University.

Fundamental Values

The leading values of Özyeğin University are freedom, flexibility, multidimensionality, and accessibility.

- Özyeğin University is the defender of academic freedom and institutional autonomy.
- The University provides its students, members of staff and partner institutions with extensive flexibility. With its key characteristics of flexible structures, dynamic programs and freedom in course selections, the University provides its students and researchers with education and research opportunities that can be tailored to individual preferences in a quest to help them adapt to rapidly changing business life.
- Özyeğin University adopts a multi-dimensional approach, which offers different prospects and characteristics, and creates an environment that nurtures different cultures and points of view. The university promotes creativity through its environment of diversity which supports learning and discovery and provides a wide array of opportunities for intercultural exchange. To this end, the University places a special emphasis on international students and faculty as well as exchange programs and international academic collaborations.
- The University endeavors to be financially accessible to students from different corners of Turkey and the region through its effective operation and financial support model. The University awards extensive scholarship opportunities to distinguished and competent students with its effective scholarship system. The University also employs an innovative loan system to offer an opportunity to students who wish to assume financial responsibility for their studies.

Non-Discrimination Principle

Özyeğin University hires academic and administrative staff and admits students regardless of gender, race, color, national or ethnic origin, creed, religion, age, disability, sexual orientation or gender identity; and does not discriminate on the basis of gender, race, color, national or ethnic origin, creed, religion, age, disability, sexual orientation or gender identity in the administration of its educational and employment policies, its scholarship conferment, or any university-sponsored programs.

EAQUALS Accreditation

The School of Languages was established with the mission of developing Turkey's best Academic English Program. The school has been accredited by EAQUALS (Evaluation and Accreditation of Quality Language Services), an internationally recognized accreditation body based in Europe. The School of Languages has been awarded with the EAQUALS accreditation for all three of its programs (English Preparatory Program, English Service Courses offered to undergraduate students, and Modern Languages Program), marking a first in Turkey.

EAQUALS awards accreditation to language schools through an extensive and multidimensional evaluation process to foster excellence in language education across the world. Founded in 1991, EAQUALS presently advises the Council of Europe on language policy issues and works with numerous leading international institutions in language education. Furthermore, EAQUALS conducts research and provides extensive consultancy and training services in areas such as curriculum development, assessment, teacher development and academic management. EAQUALS has 141 members from across the world.

EAQUALS representatives visited the school for the initial inspection in May 2016, and since the inspection takes place every four years, they revisited our school in December 2020 and May 2024. The comprehensive inspection process concluded that the School of Languages at Özyeğin University meets the high standards of the EAQUALS accreditation as well as the requirements of excellence in all areas.

<https://www.eaquals.org/our-members/find-a-language-course/ozyegin-university-school-of-languages/>



Eaquals Guarantee to Students

Eaquals-accredited institutions meet the highest standards in language education. Eaquals inspects your school regularly to make sure that:

- You will experience an **outstanding quality of service** in language education
- The teaching you receive is **effective, well-planned and enjoyable**
- Your teachers are **well-qualified** and use many different ways to help you learn
- Courses follow a **clear, structured course programme** and you are helped to see what progress you are making
- The management and staff of your school always behave **professionally and honestly**
- **All the information about the school** published in brochures or on the internet, is **clear, accurate and complete**
- Your school has confirmed that it meets all necessary **legal requirements**
- Your school is committed to offering you **value for money, fair dealing, health and safety, and tolerance and respect** for all
- **Eaquals is committed to excellence**, so if you are unhappy with your course, and are not satisfied with the response of your school, Eaquals provides an independent way for you to complain through the **Eaquals Ombudsman**

Eaquals

www.eaquals.org

Email: info@eaquals.org

Postal address: PO Box 95 Budapest H-1301 Hungary

Eaquals is a registered UK charity 1143547

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EAQUALS Complaint Procedure



Eaquals Complaints Procedure

Eaquals is an association whose primary aim is to promote and develop high quality in language teaching and language training services, and all Eaquals members undergo rigorous and regular inspection to ensure that they abide by the Eaquals Charters.

Eaquals may receive a complaint from a student or client about services provided by a member school or institution, or from an employee of a member institution. If this happens the procedure is as follows:

Steps	PROCEDURE	Timeframe
1	<ul style="list-style-type: none"> Eaquals receives a complaint form. Eaquals acknowledges receipt of complaint form. Eaquals Secretariat forwards complaint form to the Eaquals Executive Director. 	24 hours
2	<ul style="list-style-type: none"> Executive Director checks that all information has been completed in the form. If information is missing, Executive Director requests details from person lodging complaint. 	1 – 2 days
3	<ul style="list-style-type: none"> Eaquals reviews all details of complaint made. If Eaquals does not agree with the complaint, the person making the complaint will be informed, and no further action will be taken by Eaquals. If Eaquals agrees with the complaint, they will inform the school/institution in question and ask them to respond to the complaint which has been made. 	1 week
4	<ul style="list-style-type: none"> Eaquals reviews response from the school/institution in question. If Eaquals upholds the complaint after reviewing the response, Eaquals will try to mediate between the member school/institution and the person making the complaint. If Eaquals does not uphold the complaint after reviewing the response from the school/institution, the person making the complaint will be informed, and no further action will be taken by Eaquals. 	1 week
5	<ul style="list-style-type: none"> If the person making the complaint is not satisfied with the outcome, they may take their complaint to the Eaquals Ombudsman. This is done via Eaquals. Eaquals will prepare a summary report of the procedure which has been followed and supporting documentation and any other relevant documents. This is sent to the Ombudsman. 	1 week
6	<ul style="list-style-type: none"> The Ombudsman reviews the complaint and all of the related documentation, examining these against the Eaquals Charters. The Ombudsman will prepare a report outlining the conclusions reached and indicating any additional steps which are to be followed. The Ombudsman sends the report to Eaquals who forwards it directly to both parties involved. 	2 -4 weeks
The Ombudsman's decision is final.		



EAQUALS COMPLAINT FORM

This form is to be completed by anyone wishing to lodge a complaint about a school or institution which is an accredited member of Eaquals.

The form should be completed in full and emailed to info@eaquals.org as an attachment.

We will confirm receipt of your email and will respond to your complaint within a month of receiving it. This is to ensure there is sufficient time to fully investigate the complaint.

This complaint is against: (name and location of Eaquals member)	
Name of person making complaint	
Your current address and e-mail address	
Relationship with member organisation (e.g. student, client, staff member etc)	
When did you first become a student, client or employee? (month/year)	
Are you still a student or employee there? If not, when did you leave? (month/year)	
Please summarise your complaint against the Eaquals member organisation. (Use the box below)	
Has the organization respected the Eaquals Charters? If you think they have not respected them, please explain which clause or clauses they have NOT respected. (Use the box below)	
Have you complained directly to the member organisation, using their own complaints or grievance procedure? (Eaquals cannot consider complaints until the member's complaints or grievance procedure has been exhausted). (Use the box below)	

www.eaquals.org



Did the member organisation take any action or respond after your complaint? Please give details. (Use the box below)
If they did not take any action, what reason did they give? (Use the box below)
In your opinion, what action should the member organisation take now? (Use the box below)
Any other important information? (Use the box below)

I authorise Eaquls to show this complaint form and related documents to the Eaquls member concerned.

Full name:

Date:

WHO IS WHO IN SCOLA?

Director					
Nergis Uyan Office: 428					
Administrative Staff					
Sadettin Ünal & Eda Öztürk & Aylin Yurtsever Office: 426 & 428					
Team Leaders					
Şule B. Yalçın	Özlem Baykan	Ayşegül Karaman	Sultan Zeydan	Selen Şirin Dülger	Nazlı Hazar
Office: 421					
Undergraduate English Program Coordinator					
Serkan Aras Office: 424					
Modern Languages Program Coordinator					
Nergis Enmutlu Elpe Office: 425					
Curriculum and Assessment Coordinator					
Canan Şaban Office: 423					
Teaching and Learning Development Unit Coordinator					
Esra Çelik Soydan Office: 320					

WHERE TO GO? WHO TO ASK?

Solution Center

for all your inquiries about the university

<http://solutioncenter.ozyegin.edu.tr>

Student Services

Academic Services Staff - English Preparatory Program

student.services@ozu.edu.tr

Library

Student Center, Floor: 0

library@ozyegin.edu.tr

Photocopy Center

ScOLa, Floor: 0

(Next to ScOLa 230)

Psychological Development Unit

Student Center, Floor: -3

counseling@ozyegin.edu.tr

Academic Calendar

For all the official exam dates and holidays

<https://www.ozyegin.edu.tr/en/student-services/academic-calendar>

THE STRUCTURE OF THE ENGLISH PREPARATORY PROGRAM



The English Preparatory Program has three levels: A2, B1, and B2. Students who meet the course requirements at the B2 level have the right to sit for ScOLA's proficiency exam, TRACE (Test of Readiness for Academic English). The students who successfully pass TRACE will be admitted to their undergraduate programs.

The course descriptions for each of the three levels are given separately, with an indication of the objectives for each level.

The Levels of the English Preparatory Program

Level Assessment

All newly admitted students of Özyeğin University sit for the Placement Test before the start of the academic year. Based on their performance in this test, students are placed at appropriate levels. Students who score above the determined minimum score are given the TRACE (Test of Readiness for Academic English). Based on their performance in TRACE, students who are at the expected level are eligible to matriculate to their undergraduate programs, while students who are not at the expected level are placed into B2 level.

A2: At the end of this level, students will be able to:

- understand short texts (written and spoken) on general and familiar topics with high frequency vocabulary and everyday expressions.
- produce simple texts (written and spoken) on familiar topics provided that the task and content of the production is predictable.
- interact in tasks that require a simple and direct exchange of information on familiar and routine matters.

B1: At the end of this level, students will be able to:

- understand straightforward and clearly structured texts (written and spoken) on general topics (e.g., health, business, education, technology).
- produce straightforward and coherent texts (written and spoken) on general topics.
- interact in familiar situations with some confidence although there may be breakdowns in communication.

B2: At the end of this level, students will be able to:

- understand the main information / arguments / ideas and details of relatively complex and long texts (written and spoken) on a wide range of topics encountered in personal, social, academic, and vocational life. Texts may be of concrete or abstract nature.
- produce clear, detailed, fluent, and well-structured texts (written and spoken) on a wide range of topics appropriate for their purposes (e.g. developing an argument, presenting a viewpoint).
- interact fluently, naturally, and spontaneously in tasks and situations that are less predictable; and extend his/her ideas and sustain the communication in an interactive exchange. There may be minor breakdowns in communication.

Coursebooks

Students are informed about the coursebooks and additional course materials to be used at each level on the first day of classes. Coursebooks covered in the English Preparatory Program can be obtained from Çağlayan Bookstore. The bookstore is located on the Ground Floor of the Student Center. Students may also purchase their coursebooks from any off-campus bookstore as long as they are original copies. Özyeğin University strictly prohibits the use of pirated or illegal copies of coursebooks including photocopies. The curriculum is also supported with online learning tools which give students the opportunity to do exercises outside the class. Students need passwords to use these tools and the passwords are available only in authorized copies.

Attendance

ScOLa students are expected to attend at least 80 percent of total class hours during the academic year. The 20 percent limit on unexcused absences is announced at the beginning of the academic year. Students are responsible for keeping track of their absences via the Student Information System (SIS). Students who exceed the 20 percent limit on unexcused absences are not allowed to take Level Assessment Tests (LAT) or TRACE.

Students who fail to attend a class or leave before the end of the class for any reason are considered absent. Instructors do not have the prerogative of excusing students from the class at their own discretion. In the event the class date or time is changed, or a make-up course is held outside the regular class time, students must observe the announced date and time, for the rules for absenteeism will continue to be in effect as they are.

- **Sick Leave Report:** Students who fail to attend classes due to health problems for ten or more days must provide a Medical Board Report issued by a public institution or a general hospital on the list of recognized hospitals HSE announces each year. Absences of students who can provide medical board reports will be considered excused. These students must submit their reports to ScOLa administrative staff within three business days from the end date of the report. Students on sick leave cannot attend classes or take exams during the effective dates of their sick leave reports.
- Students do not need to provide a sick leave report for short-term illnesses. Students may use their 20 percent limit on unexcused absences for these types of situations. It is at the discretion of the Executive Board of the School of Languages to accept or reject Medical Board Reports issued for less than 10 days.

The respective student must submit the report to the ScOLa Administrative Office within three business days from the end date of the report for an evaluation by the Executive Board. The student must also provide a petition which clearly explains his/her situation. The petition must be addressed to the School of Languages Directorate. If the Executive Board approves the report, the student's absence will be excused.

- **Social and Sports Activities:** Students who represent the University in social, cultural or sports events are not considered absent in classes they cannot attend, provided that these events are approved by the Rector's Office. Students who take part in social, cultural and sports events other than those approved by the Rector's Office or the University may use their 20 percent limit on unexcused absences. These students are considered absent in classes they cannot attend.

Examinations and Assessment

Eligibility to advance to the next level is determined based on the student's grade point average in his/her current level. In all levels, a student must have a minimum grade point average of 65 out of 100 in order to be eligible to advance to the next level. At the end of the B2 level, all students with a grade point average between and including 65 and 79 will be eligible to sit for the TRACE examination. At the end of the B2 level, students with a grade point average of 80 and above are exempt from taking the TRACE. These students will matriculate directly to their undergraduate programs.

The grade point average (GPA) in a level is calculated as follows:

MAT/LAT: They assess students' achievement of the learning objectives at a level. They test students' reading, listening, grammar, vocabulary and writing skills.

CPG: The CPG is students' course participation grade. The CPG counts towards 15 percent of their GPA. The course participation grade is calculated based on the due fulfillment of required assignments, and active participation in class. Their participation in class activities must be in English language.

MCD (My Coursework Diary): The MCD aims to develop their language skills through a variety of activities. These activities vary at each level; however, they are usually graded activities designed to measure students' grammar, vocabulary, reading, listening, speaking, and writing skills.

TRACE (Test of Readiness for Academic English): Students who are successful in the Placement Test or who successfully complete the B2 level are eligible to sit for the TRACE.

The TRACE is designed to determine students' readiness for a course of academic study in English. Özyeğin University students must obtain at least 65 out of 100 on the TRACE in order to be eligible to matriculate to their undergraduate programs.

The test is based on a general subject area, and all parts of the exam are related to this overall topic. The reason for this is to provide the students with content and allow them to process the information using critical thinking skills. Critical thinking and information processing skills reflect the real life needs of students in a university setting. The exam directly tests reading, writing, and listening skills for academic purposes. Grammar and vocabulary are not tested directly; however, competence in these areas is determined by comprehension in reading and listening parts and usage in the writing part.

The test focuses on assessing the language proficiency and skills of a candidate at B2 level. The content of the exam is primarily academic because the students are preparing for full-time study at an English medium university. There are four parts to the Trace exam.

1st Part: Introduction

The aim of this part of the exam is to expose students to the topic and to give them the opportunity to reflect on it. Students will be able to make notes from prompts such as pictures, charts, tables, etc., which will encourage them to think about the topic and prepare for subsequent parts of the exam. This part is NOT graded.

2nd Part: Reading

There are four reading sections in the TRACE. The first section consists of two short texts (up to 250 words); the third section consists of a medium length text (around 500 words); and the fourth section is a longer text of around 1,000 words. The final section in the reading part of the exam has a small number of questions that compare and contrast all of the readings.

3rd Part: Listening

There are 2 listening sections. In the first section, students listen to two lectures, each of which is approximately 8 minutes. Students need to take notes as they listen. After they finish listening, they will receive a list of questions. Then they will use their notes to answer these questions. The second listening section consists of one conversation. Students will first have time to read the questions and then they will answer the questions as they listen. They will not need to take notes for the second section.

4th Part: Writing

The final part of the TRACE involves writing a paragraph answering a question related to the topic of the exam. Students will write a paragraph of about 250 words to directly answer the question.

You may find a sample TRACE examination on our website through the link below.

<https://www.ozyegin.edu.tr/en/preparatory-english-program/trace/practice-trace-example>

Make-Up Exam

Students are expected to complete My Coursework Diary tasks (MCD) and sit Achievement Tests (MAT and LAT).

Students with a sick leave report for ten or more days or taking part in university-approved social, cultural or sports events must submit a petition to the Executive Board of the School of Languages to request a make-up examination. These students must also attach their sick leave reports to their petitions. The petition and report must be submitted on the dates specified by the Executive Board of the School of Languages. In case of unforeseeable emergencies, students must submit a petition explaining their reasons and provide documents substantiating their absence in order to request a make-up examination. If the Executive Board approves their petitions, these students may be granted the right to a make-up examination.

No make-up is administered for TRACE and MCD tasks.

Objections to Examination Results

Students may submit a petition in person or send an e-mail via their OzU e-mail account to the Administrative Office of the English Preparatory Program within three business days from the announcement of their exam grades to ask for a reassessment of their exam papers and/or request feedback pertaining to their examination.

Exemption

Please check the link below in order to learn about the details about requirements of exemption from English Preparatory Program.

<https://www.ozyegin.edu.tr/en/student-services/application-admission/language-proficiency-requirement>

Exam Rules

- Please make sure that you bring a valid photo ID card (such as your student ID card, national ID card, passport, or driver's license), and do not forget to sign the attendance sheet.
- You should arrive at least ten minutes before the examination time. Please remember that if you arrive late, you will not be given any extra time to complete your examination.
- It is not allowed to use any electronic device and/or dictionary during an examination.
- Please make sure that your mobile phone is switched off and leave them at the designated area that the invigilator shows.
- It is prohibited to bring any food or drinks into the exam room. You are only allowed to bring a bottle of water with you.
- Please make sure that you do not have any items on your desk other than your watch, pencils, erasers, water, and exam materials.
- It is strictly prohibited to borrow any items such as pencils and erasers from other students during an examination.
- You will not be allowed to use the bathroom during an examination.
- Do not open the exam booklet until you are instructed to do so by the invigilator.
- Do not write anything until the invigilator makes all required announcements and informs you that you may start the examination.
- Check your exam booklet for any missing pages or questions as soon as the exam starts.
- If you have a problem or a question, just raise your hand. Your invigilator will be readily available for you.
- Please do not forget to write your name, surname, student number, and pack number on the cover page of your exam booklet. Your pack number will be provided by the invigilator.
- Invigilators are not permitted to answer your questions about the content of the examination.
- You are not allowed to get up from your chair or talk with other students during an examination.
- It is strictly forbidden to cheat, attempt to cheat, or help others cheat during an examination. Such acts are considered academic misconduct and will result in a grade of zero for that examination. Furthermore, such acts will be subject to disciplinary actions as per the University's Rules and Regulations for Student Discipline.
- Always make sure that you mark all of your answers correctly on the optical answer sheet for multiple-choice sections of the examination. Students are personally responsible for any mistakes or errors on their optical answer sheets. Information on optical answer sheets will be saved during grading.
- At the end of an examination, do not get up from your chair until the invigilator collects exam materials from all students and announces that you may do so.
- Make sure that you submit all examination materials to the invigilator. Any missing document will result in the cancellation of your examination.
- At the end of an examination, please leave the exam room quietly and do not speak loudly in the hallways.
- Students with disabilities or health problems must inform the Administrative Office to allow them to make the necessary arrangements for the examination.

Communication Channels

LMS (Learning Management System)

LMS is an online platform developed to support and assess student development. LMS is actively used by all OzU students. You may log in LMS at <https://lms.ozyegin.edu.tr/> To log in the system, please enter the username and password provided to you at the time of enrollment.

Once you log into LMS, you may automatically see the class in which you are registered. By clicking the class link, you can see the list of all required assignments and access shared course materials as well as useful links for that level.

LMS serves as an effective communication platform for each level and allows instructors to keep track of the progress of their students. Therefore, you must endeavor to discover, learn, and regularly check LMS as frequently as possible. You may also check your CPG (Course Participation Grade) and MCD (My Coursework Diary) grades via LMS.

SIS (Student Information System)

SIS is an online platform you may use to check your exam grades and keep track of your academic performance. You may log into SIS at <https://sis.ozyegin.edu.tr> To log into the system, please enter the same username and password you use for LMS.

E-mail

You may check your e-mails via the Webmail tab on the bottom right-hand corner of the Özyeğin University website home page. On the displayed screen, you will be prompted to enter your username and password. You can log into your e-mail account by entering the username and password provided to you during enrollment. As e-mail is the primary communication tool within the University, you are expected to check your e-mails regularly to stay updated with university-related communication. Please note that it is your responsibility to keep abreast of any announcements and messages sent via e-mail by the University.

Bulletin Boards in Classrooms

In each classroom, there is a bulletin board. On these boards, you can find information about the academic calendar, curricula, course schedules, ScOLA clubs and the Study Center.

Bulletin Boards in the Hallways

You will also see a series of bulletin boards in the hallways. On these boards, you will find important announcements posted by the administrative office as well as a wide range of information from exam dates and times to upcoming events and activities.

MyOzU

Our mobile app MyOzU aims to serve as a platform that meets the needs of students. MyOzU can be reached at <http://my.ozyegin.edu.tr> . On this app, you can access a range of information from rector's messages and announcements to shuttle times, eating options, campus map, and a variety of other information.

RESOURCES OFFERED TO PREPARATORY PROGRAM STUDENTS



ÖzU English Language Support Center

There are three centers working under the Support Center: Study Center, Speaking Center, and Writing Center. While the Writing Center provides support only to undergraduate students studying in their departments, the other two centers aim to support and guide all students registered in the Preparatory Program as well as their departments with their English skills outside class hours. In order to improve themselves in the areas they need (reading, listening, writing, speaking, grammar and vocabulary), students make appointments and meet with the instructors working in these centers through the existing appointment system. Instructors not only help students in areas where they are weak, but also provide the necessary support to help students discover their weak areas and how they should study to improve them.

Office Hours

Our instructors offer office hours to our students at each level. Students are informed of their instructors' office hours at the beginning of each module. You may visit your instructors during their office hours to clarify areas you do not understand, receive feedback on your assignments, or ask for support about a challenging topic. Likewise, your instructors, when they deem necessary, may also invite you to see them during their office hours. You are expected to attend your scheduled office hour sessions. If you are unable to attend the scheduled office hour sessions, you must give at least one day's notice to your instructors. Office hours are held in study rooms or classrooms - not in instructors' offices. Your instructors will let you know about the exact location of their office hours.

Library Resources

The Central three-floor Library at Özyeğin University is located in the Student Center. You can reach the library website at

<https://library.ozyegin.edu.tr/en>

The library offers a wide variety of printed and online resources.

Printed Books & Magazines

Workbooks and graded readers for ScOLa students are available on Floor -2 in the Central Library. These resources are designed to improve learners' language skills. On the shelves, you will find the necessary information about each level.

Online Resources & Databases

E-books

OzU Library also offers more than 500.000 e-books on a variety of digital platforms. For further information, you can send an e-mail to library@ozyegin.edu.tr.

Altissia

Altissia is a tool that helps improve speaking, writing, reading, and comprehension skills, containing more than 4000 hours of activities in 25 different languages. Registration is required to access Altissia.

In order to access this platform, you need to fill out a form through [this link](#). Once you've filled it out, you will be contacted by library administrators about your login credentials as well as all the necessary information regarding the platform, how to login, how to use, etc.

Press Reader

Press Reader is a service that includes the world's best newspapers and magazines with over 7,500 full content newspapers with unlimited access and over 120 countries magazine in 60 languages. It enables full search in Turkish and foreign newspapers and magazines and also puts 1 year newspaper archive at users' disposal.

Students can use this service both on and off campus once they've created their accounts.

Audio-Visual Materials

DVD Collection

The Central Library also boasts a vast DVD Collection. The DVD Collection includes a wide variety of feature movies, animation movies, TV series and documentaries to improve your listening and speaking skills.

Board Games

The library also houses several board games such as Monopoly and Scrabble to contribute to your vocabulary development.

Study Facilities and Information Technology Tools

Group Study Rooms

The library accommodates 21 study rooms, each equipped with LCD screens and whiteboards, in order to offer you a cozy atmosphere to complete your assignments and projects. You can reserve these rooms for a maximum of 3 hours. For extensive information about study rooms and the booking process, please visit [this link](#).

Computers

There are 20 computers in the library, and you can use your Özü username and password to access these computers.

Technological Equipment Use

You can also borrow IT tools from the library, including video cameras, tripods, external DVD-ROMs, speakers, calculators, mouses, pointers, and VGA adaptors.

EXTRA-CURRICULAR ACTIVITIES



ScOLa Clubs – Projects – Seminars

As ScOLa, we aim at improving our students' language development both in and outside the class. Apart from ÖZU English Language Support Center where our students can get help regarding their questions and concerns about language learning, there are fun English Club activities and project classes throughout the academic year. Through these varied language activities, we provide our students with opportunities that would allow them to demonstrate and practice their language skills outside their regular classes. In addition to these regular activities, there are seminars and workshops organized based on the students' needs to guide them through their language learning journey.

ScOLa Clubs

As ScOLa Clubs, our ultimate goal is to help our students have the opportunity to participate in engaging and fun language activities that suit their needs and interests. Through these varied language activities, we provide students with opportunities that would allow them to demonstrate and practice their language skills outside their regular EFL classes. These activities also help us create an on-campus English speaking environment where our students are encouraged in using English language in authentic social settings. Although participation in the ScOLa clubs is optional, we encourage and look forward to the participation of students from every level in ScOLa clubs for their language development. Below are the posters of some ScOLa Clubs run last year.



Seminars

In ScOLa, based on the common needs of our students, our instructors give seminars and workshops to our students. In the previous years, we gave seminars on the following areas: “How to study vocabulary”, “How to study writing” and “How to get motivated”. Due to the changing needs of our students, we also gave sessions entitled “Technology Orientation” and “How to be an effective online learner?” during distance education period.

For further information, you can refer to:

<https://www.ozyegin.edu.tr/en/school- languages-scola/development-scola/student-development/student-seminars>

and

ScOLa Extra-Curricular Activities LMS Page

SUPPORTING SERVICES



We provide a variety of services supporting the university life of our students in addition to their academic lives. All the procedures that our students may need in different areas, such as health, safety and social life are set, and our students are informed about them through different channels.

Student Development and Experience

Özyeğin University supports academic, cultural, psychological, and social development of its students in line with its learner-centered vision. The Student Development and Experience unit serves under the Office of the Dean of Students to support Özyeğin University's mission of vesting students with research-based critical thinking, intellectual richness, and social awareness and responsibility. The unit organizes social and individual learning projects, club programs, and a wide variety of events and activities, each held with active participation of students, in order to foster a richer and more fulfilling university experience. Through these activities, the unit helps ease students' transition to university life, and offers them opportunities to develop their professional skills and competencies. The Student Development and Experience unit endeavors to steer students to the right path in the light of their academic and life-long learning goals, supports their choices, and oversees their development.



For further information:

<https://www.ozyegin.edu.tr/en/student-development-and-experience>

Health & Safety-Security and Environment Department

Health & Safety-Security and Environment Department works to ensure a secure life on Özyeğin University campus. This department aims at raising the awareness of the ÖzU community through regular campaigns, events, posters, and flyers.

For further information about HSE policies and Campus Safety Guide:

<https://hse.ozyegin.edu.tr/en>

We kindly ask you to read carefully and comply with the campus safety guidelines in the Campus Safety Guide.

You can report all incidents or circumstances that you think need our attention at solutioncenter@ozyegin.edu.tr or hse@ozyegin.edu.tr to help us improve, mitigate or eliminate all hazards and non-conformities across campus. You must carefully read all announcements and messages sent from hse@ozyegin.edu.tr and hse@ozu.edu.tr by the HSE Department.

EMERGENCY PHONE NUMBERS

OzU Emergency Number

+90 216 564 9 911

+90 216 564 9 155

for Security

+90 216 564 9 112

for Health Center

+90 216 564 9 409

Health&Safety and Environment
(HSE) Department

The numbers in red are extension numbers.

Safety & Security Discipline

Our mission is to prevent any unsafe situation and to improve safety, comfort, and convenience in all academic, administrative, and social processes for all members of the OzU community as well as guests and visitors. We endeavor to create a restricted area where only members of Özyeğin University have access. We also strive to offer instant access to our visitors and guests to relevant on-campus locations. For the ease and convenience of your guests, you may sign in your guest at our security logs via e-mail at guvenlik@ozyegin.edu.tr or via phone at 0216 564 9 155.

You may access or leave the university premises through the main entrance (Shuttle Drop-Off area), or Dorm 1, 2, and 3 buildings or the parking lots. You may swipe your Özyeğin University Identity Cards at turnstiles to access or leave the campus. Where there are no turnstiles, you are required to present your Identity Card to pass through. By assisting our security staff who ask for your identity card, you may speed up this process. In line with our accessibility policy, students, staff, and guests as well as VIP guests who need to use elevators may take the Pavilion entrance by presenting their identity cards. Other staff, students and visitors are not permitted to access campus through this area and will be referred to the Drop-Off area.

Inappropriate use of parking lots and violations of traffic rules such as excessive speeding, occupying disabled parking spaces, parking in a no-parking area, or driving in the opposite lane will be identified and handled as per applicable directives and Parking Permit covenant.

You are solely responsible for the safekeeping of your personal belongings at all times. The University will not be held responsible or liable for lost, stolen or damaged items. You can report lost items via the Solution Center or at guvenlik@ozyegin.edu.tr. Likewise, if you find any lost items, you can drop it off at any on-campus security points. If your card is damaged or no longer useable, you can request a replacement via SIS and claim your replacement card at our Security Center.

Health Center

Our campus houses health centers, which offer outpatient care to the University community. Medical cases that require further treatment are referred to the nearest hospitals. There are two health centers on our campus that offer outpatient treatment. The main Health Center is located under the Athletic (Sports) Center and is open from 07:00 to 19:00. The second Health Center, the infirmary, is located in Dorm3 and is open from 19:00 to 07:00.

- Our campus physicians are available 24/7, offering medical examinations and treatments as required.
- There is also a fully equipped ambulance on-site with a team of highly skilled and experienced paramedics specialized in emergency care. Our ambulance service is offered in cooperation with Acibadem Mobile Health Services.
- Our health center can be reached at 9112. (0216 564 9 112)
- In case you cannot reach our health center by phone, you may also call our hotline at 9911 or 0216 564 9 911.

CAMPUS LIFE



On ÖZU campus, the services for a variety of needs are provided. We have services, such as dining services, supermarket, and copy center, which complement the campus life.



Athletic Center

Physical education and sports activities complement our students' physical and social development during their intensive academic studies. These activities are highly valued at Özyeğin University and are an integral part of academic and social events.

Our goal is to offer our students the necessary educational and sports opportunities to equip them with well-developed sports skills. Through these skills, our students will develop the habit of regular physical exercise, maintain a healthy lifestyle, learn to be a good team player, have higher self-esteem and advanced representation skills, and stand out in their professional careers. These skills will also help our students lead more fulfilling, social and healthy lives.

Our modern athletic facilities span a 15,000 m² area on our Çekmeköy Campus. Our athletic amenities include the following:

- An indoor gym with 1,500-person capacity which spans a 13,000 m² area
- A semi-Olympic modern indoor swimming pool
- An indoor and outdoor tennis court, a squash court
- A modern fitness and cardio center
- Dance, spinning, and Pilates studios
- An outdoor basketball, volleyball, and beach volley courts
- A soccer field with synthetic turf

For further information:

<https://www.ozyegin.edu.tr/en/sport-center>

Dining Services

Özyeğin University offers healthy, hygienic, and high quality on-campus dining options to all its students and staff. In addition to the main dining hall, the campus also provides alternative dining options. The campus currently accommodates several cafeterias. There is a supermarket in the Student Center where you may shop for your groceries. You can also purchase snacks from vending machines located across campus 24/7.

Bookstore & OzU Store

Our on-campus bookstore offers English Preparatory and undergraduate textbooks as well as books in Turkish and English, and stationery. You can also purchase OzU branded merchandise from the OzU Store.

Copy Center

There are several Copy Centers located across campus. Copy Centers provide copying, printing and binding services for all students and staff.

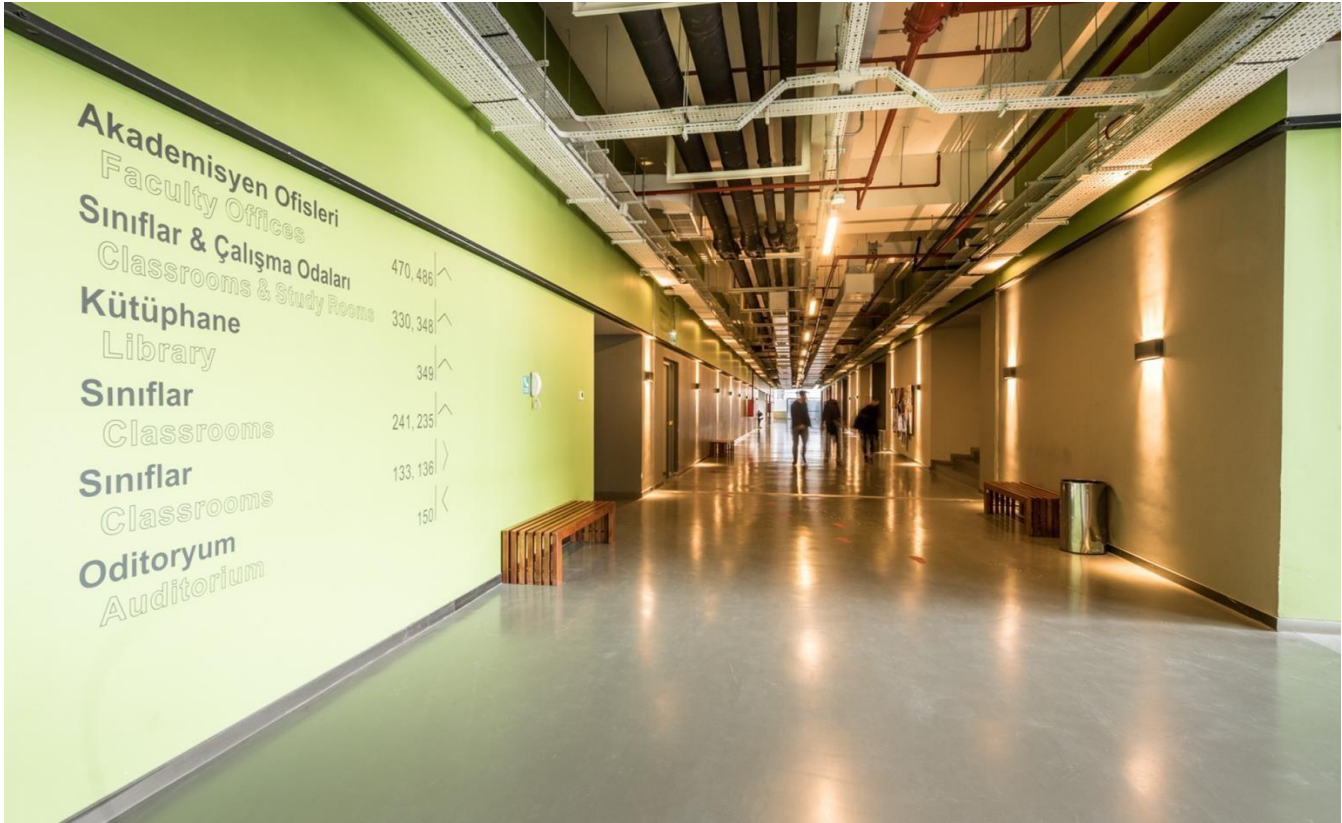
Hairdresser

There is a hairdresser in the Student Center.

PTT

In the Student Center, there is a PTT branch through which students can send mail.

STUDENT DISCIPLINE AND DISCIPLINARY ACTIONS



Classroom Rules for the Preparatory Program of the School of Languages

There are a set of rules you are expected to abide by during your period of study at the Preparatory Program. These rules are prepared based on some principles announced at the beginning of the academic semester by the class teacher. These rules and procedures are shared in a written format through LMS, as well. Disciplinary proceedings and actions are subject to the Rules and Regulations for Students Discipline at Higher Education Institute.

Some of our classroom rules are as follows:

1. Be kind in your actions and words.
2. Respect the personal space and rights of others.
3. Respect the private and intellectual property of others.
4. Arrive on time for your class.
5. Always come to class prepared.
6. Listen while others are talking.
7. Follow the instructions of your instructor.
8. Do all the homework and assignments and turn them in on time.
9. Keep classrooms clean and tidy.
10. Demonstrate the highest degree of adherence to the code of ethics in your academic studies and behavior.

Plagiarism

Plagiarism can be defined as copying another person's idea or study and presenting it as yours. For that reason, students must not plagiarize while doing academic study.

In order to inform our students about plagiarism and how to quote appropriately, our academic staff deliver regular presentations.

Despite these, if a student does plagiarize, the necessary disciplinary actions are taken.

Disciplinary Decision-making Flowchart

Your instructors will share the classroom rules with you during the first week.

Stage One

The problem behavior occurs.

The instructor gives verbal warning to the student outside the class.

Stage Two

The problem behavior aggravates or continues to occur.

The instructor fills out the Incident Report at the end of class. The instructor and the student sign the document. If the student declines to sign the document, the instructor will make a note of it on the incident report. The instructor will then submit this report to the Team Leader. The Team Leader will talk with the student and warn the student about the potential consequences that might arise if the problem behavior continues to occur.

Stage Three

The problem behavior aggravates or continues to occur.

The instructor fills out the Incident Report at the end of class. The instructor and the student sign the document. If the student declines to sign the document, the instructor will make a note of it on the incident report. The instructor will then submit this report to the Team Leader. The Team Leader attaches all other relevant documents to the current Incident Report. Disciplinary proceedings are initiated.*

** Depending on the nature of the problem behavior, disciplinary proceedings can be initiated earlier.*

Disciplinary proceedings and actions are subject to the Rules and Regulations for Student Discipline at Higher Education Institutions. Students at the School of Languages at Özyeğin University are expected to:

- Avoid any disruptive behaviors which obstruct or disrupt the learning environment in or outside of the classroom,
- Come to class prepared, on time, with the necessary resources,
- Treat their classmates and instructors with respect,
- Observe the rules of academic integrity and ethics.

Students who fail to observe the rules stipulated in the Rules and Regulations for Student Discipline at Higher Education Institutions, including the rules here, are referred to the Disciplinary Board. Students may receive a disciplinary action of a warning, reprimand or suspension based on the assessment conducted by the Disciplinary Board. Disciplinary actions imposed by the Disciplinary Board are recorded in the student's file.

The Rules and Regulations for Student Discipline at Higher Education Institutions can be found at:

<https://www.ozyegin.edu.tr/en/coordination-yok-relations/rules-and-regulations>

Students are highly recommended to read item 54 of the Council of Higher Education Law no. 2547 document via the above link.
(Turkish)

ScOLa EXPERIENCES OF FELLOW STUDENTS



First of all,

Welcome to ÖzÜ family.

I assume you have heard a lot about the difficulty of ScOLa starting day one. This was what I experienced, as well. We were exposed to all different kinds of comments about ScOLa, such as “it isn’t like anywhere else. This is ÖzÜ Prep.”. Of course, we had mixed feelings about this Prep year. When we were feeling all nervous, there was a Welcome Meeting in the first week held by the ScOLa director in which all the details of ScOLa were shared with us. In that same meeting, there were also two students from the previous year who shared their experiences, their suggestions to be successful in ScOLa and all the opportunities provided here. That was the first time I heard about Study Center, ScOLa Speaking Club and so on. In that meeting, I started visualizing my study routine and feeling more comfortable.

After hearing from those two students, I also set my aim as completing Prep school without TRACE.

For this, I used all the opportunities provided here for the students. I attended ScOLa Clubs and got support from the Study Center. In Study Center, I learnt how to make my essay writing better, in Speaking Club I developed my speaking skill, and in Writing Club I had a chance to write extra texts. In this way, I reached my aim at the end of B2 level.

In short, I made use of all the extras provided in this school on top of in-class study. As a result, I was able to meet a lot of people, which helped me to form my network. Therefore, my first suggestion to you is that “make use of all the opportunities you have here”. ScOLa is such a place that everything done has a purpose. That’s why just ignore the complaints of other students around you and have a plan to make this year effective starting from A2 level which will set your strong foundation.

In a nutshell, whether it is going to be torture, or an enjoyable journey is totally up to you. Have a specific aim in mind and work for it.

Ahmet TAŞ
Business Administration

Greetings to all new members of the OzU family,

To begin with, welcome to this journey, which will offer you a fresh perspective on self-expression and effectively prepare you for your department. The effort you invest here and in yourself will enable you to feel more competent in your departmental courses and set you on a path to success regarding your career in the forthcoming years. This journey marks the starting point of your transformation, where everything begins.

I started the preparatory program at the B2 level and successfully delivered my assignments and MAT exams with high scores, which helped me to pass the program before taking the TRACE exam. Hence, I strongly recommend that you study regularly and do not think that what you know about English (the vocabulary, grammar, etc.) is sufficient and that you do not have to study. From my viewpoint, even if you think you have a good command of English, you can be sure that you will learn something new every day here. This program is an opportunity for you to enhance your language skills by practicing each day; hence, I recommend revising what you have learned each day and incorporating your learnings into your daily life by starting to think in English. Regarding that, I recommend you to learn the definition of the words in English and try to use them in a sentence to have a comprehensive understanding. In other words, it is crucial to study thoroughly. Make sure that you are doing your assignments not just because you have to do them but perceive them as facilitators for a better way of self-expression in English. The quickest way to achieve fluency and proficiency is to listen to your instructors with the utmost attention, which I did during my studies. Also, please know that all of the instructors in Scola are always open to communication and ready to help whenever you need any assistance.

Some students find the English preparatory program in Scola challenging; however, after experiencing it, you will see that it is not the right mindset to start such a journey. What I did was study and attend classes (not only attending but being attentive) regularly and revise my notes, which I recommend you do the same. Moreover, you can perceive Scola as an opportunity to develop your studying habits and find the best way of learning, which will prove highly advantageous once you begin your departmental courses. Scola has advanced my language skills and highly contributed to my academic prowess, and I believe that I achieved a 4.0 GPA because of such a strong foundation.

Once again, welcome to Scola; I hope you utilize this program effectively and achieve outstanding success in your studies and future career.

Neslişah Reda

International Trade and Business

Hello to all new members of the OzU family,

First of all, I would like to congratulate you on joining us after a challenging exam period. However, university entrance examinations are just one of the steps we need to climb before reaching our dreams for the future. You need to take one more step to finally start studying in the department of your dreams. The good news is that this time the step before you is much smaller compared to the previous step you needed to take. I am sure you all have heard about the TRACE examination. I did, too, back then. I had read and heard how “impossible” it was to pass the TRACE and how difficult the preparatory program was. I started from the A2 level as I did not have a good command of English. I attended classes regularly, did my homework and assignments, and spent half an hour each day to review and repeat the new vocabularies we learned that day. That’s how I passed each level without the need to study for hours before each exam. Only then did I understand that the Preparatory Program was not that difficult. As one of you, I can easily tell you that all you need to do is to attend your classes and do your assignments. I tell you this as a person who failed due to absenteeism. Yes, attendance is a big issue for all students including me, but the reason why the school persists so much on attendance is that we will not be able to learn English in another way. This will be the easiest and most enjoyable year of university life and enjoy it while you can, regardless of those who claim that the Preparatory Program is difficult.

Wishing success to all of you,

Cemre ÇANKAYA
Economy

Dear New Members of OzU,

Initially, I would like to start by saying welcome to our university and congratulations on successfully passing the past exams. Now, you have a different path from the previous ones. Even though all of you have heard about how hard the Scola system is, I want to assure you that every decision will be made by you, and they will shape your journey.

As a student who initially struggled during the first year at Scola, questioning myself like “what is wrong, why can’t I succeed?” I eventually realized that self-belief was the missing ingredient. Therefore, while hard work and making wise choices are significant, the most essential aspect is believing in yourself and your abilities. Regardless of what others may say.

Secondly, this year will likely be one of the most memorable years of all your university life. Try to make new friends, explore new places and make it your path that you will look back on with pride. Wishing you all great memories and successful journey in the new phase of your academic life.

Warm regards,

Eda Kelekci
International Trade and Business

Hello,

Writing this right now is such a pleasure and source of pride that I am very happy to do it. Just like you, my first week at this school feels like it was just yesterday. During the first week of the preparatory program, we had a seminar where general information about the school was provided. There were two students who, the year before us, had started the Preparatory program at A2 level and completed it at B2 level with an average score of 80 without entering TRACE and had moved on to their departments. As they shared how they achieved this with us, we listened to them in amazement. Back then, it felt like a dream, but now, as one of them, I am writing this text.

I don't want to say too many clichéd things about how I achieved this, but I believe the secret to success is not just working hard but primarily maintaining consistency. The key is to minimize absences and finish the program successfully. After consistent attendance, disciplined study follows. For example, I completed the Preparatory program at B2 level with zero absences. This is because the B2 level during the summer period is very intense, with new topics covered every day and even every class hour. Therefore, attending classes and learning the topics in class was very important. When there were topics I didn't understand in class, I used the Study Center, which serves Preparatory students at our school, and my professors' office hours.

It's like a chain link; as you build each link, or establish your foundation, it continues in that manner. I built it at A2 level, and tried to add something to my foundation in B1 and B2. As a result, my motivation increased even more. Looking back now, I think our school provided a solid education. Of course, I also want to thank the teachers who made this possible.

As an architect who has graduated from ÖZÜ, I believe I will carry these thoughts with me. Being an ÖZÜ graduate is a privilege, in my opinion, and we should contribute to this privilege by working hard.

ÖZLEM YALÇIN

Architecture (Eng)

COMMUNICATION

Özyeğin University

Özyeğin Üniversitesi Çekmeköy Kampüsü
Nişantepe Mah. Orman Sok. 34794 Çekmeköy –
İSTANBUL/TURKEY

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