

**ISTINYE UNIVERSITY**  
**DEPARTMENT OF FOREIGN LANGUAGES**  
**ENGLISH PREPARATORY PROGRAM**  
**INFORMATION BOOKLET**

*Dear Students,*

This booklet contains important information that will help you during your year in the English Preparatory Program at Istinye University, Department of Foreign Languages.

During your English preparatory education in the Department of Foreign Languages for the 2020-2021 academic year, your regular and prepared participation in the lessons and other studies you will do outside the class will contribute greatly to your language learning process.

We advise you to follow your lessons carefully from the beginning to the end of the English Preparatory Program, and to carry out regular studies to improve your English language skills both in and out of class.

**KEEP IN MIND!**

**ANYONE HAVING LEARNED HIS OR HER OWN NATIVE LANGUAGE HAS ALSO ENOUGH CAPACITY TO LEARN OTHER LANGUAGES!**

Below, you can find information regarding training and assessment criteria for Istinye University Foreign Languages Department's English Preparatory Program.

**1. How long is the training period?**

For students starting from the A1 and A2 levels, the compulsory education period in the English Preparatory Program is 3 semesters; fall, spring and summer, lasting one and a half academic years. For students starting at the B1, B2, and C1 levels, the education period is 2 semesters; fall and spring, lasting an academic year.

**2. Does everyone have to participate in the preparatory program?**

Students registered in our departments that employ English as the medium of instruction are obliged to study in the English Preparatory Program.

**3. Is it possible to be exempted from preparatory education?**

Before the courses begin, students who get a passing grade (60) from the English Proficiency Exam (ISTEP-Istinye English Proficiency Exam) administered by the Department of Foreign Languages on the announced date are exempted from the English Preparatory Program.

**4. Are there any other exams accepted for exemption?**

Students with a TOEFL IBT Overall score of 75 points are accepted for exemption. Exam result documents are not accepted if they have expired (they are valid for two years). Exam result documents must be submitted before the announced deadline. Late documents are not accepted.

**5. Are we going to be placed in classes in accordance with our level of English?**

Graded English education is offered in the English Preparatory Program. All students are placed in classes suitable for their current level.

**6. I don't know my level, how can I learn it?**

Before the classes begin, an English Placement Exam is administered by the Department of Foreign Languages on the announced date. Students are placed at the levels specified in the table below according to their exam results.

Level of English
A1- BEGINNER
A2- ELEMENTARY
B1- PRE-INTERMEDIATE
B2- INTERMEDIATE
C1- UPPER- INTERMEDIATE

**7. Do all levels have the same number of English lesson hours?**

Students at the A1, A2, and B1 levels have 25 hours of English lessons a week; B2 takes 20 hours of English lessons a week, and C1 takes 15 hours of English lessons a week.

**8. How can I pass my level?**

Each level consists of 7 weeks of training. A Level Achievement Test is applied for 2 levels that are expected to be completed at the end of 14 weeks. Those who score 75 or above from the Level Achievement exam will continue to the next level. Students who score below 75 must repeat the level.

**9. Can everyone take the Level Achievement Test?**

During the 14-week level education, our students are evaluated in the following measurement system. Our students who take an average of 80 and above according to these assessment criteria are entitled to take the Level Achievement Exam. Students who score below 80 cannot take the exam and must repeat the level.

2 Content-Based Tests- Each 10%

2 Quarter Exams- Each 10%

2 Quizzes- Each 5%

Alternative assessment (Homework, participation, etc.)- 40%

Attendance- 10%

**10. Is there an obligation to attend classes?**

Students are required to attend at least 85% of the lessons. Students whose absenteeism exceeds 15% of the total course hours during a term (14 weeks) without an excuse that is accepted by the Board of Directors lose their right to take the Level Achievement Test and must repeat the level.

**11. Is the English Proficiency Exam (ISTEP) held each semester?**

In an academic year, English Proficiency Exams (ISTEP-Istinye English Proficiency Exam) are administered in September, January, June and August (4 exams in total).

**12. Can anyone take the English Proficiency Exam (ISTEP)?**

At the beginning of the semester, in October, the students who score 75 and above on the English Level Determination Exam, administered 2 days before the English Proficiency Exam, are accepted to the English Proficiency Exam. Students below 75 points cannot take this exam.

Students who have completed at least a B2 level or have reached the B2 level can take the exams in January, June and August. A list of students who are eligible to take the exam is announced before each exam.

### **13. What is the content of the English Proficiency Exam (ISTEP)?**

The English Proficiency Exam consists of Listening, Reading and Writing sections

#### **The Listening section consists of 2 parts.**

- In the first part, students see and answer the questions simultaneously according to the academic text they listen to.
- In the second part, students first listen to an academic text and take notes, then see the questions and answer them.

The total time is 1 hour.

#### **The Reading section consists of 2 parts.**

- In the first part, an academic reading text and questions are given. Questions are expected to be answered quickly by reviewing the text. The given time is 30 minutes.
- In the second part, another academic reading text and questions are distributed. Questions are expected to be answered by scanning the text carefully. The given time is 30 minutes

The total time is 1 hour

#### **The Writing section consists of one part.**

- 3 different topics are given. Students are expected to write a 250-300 word essay by choosing one of the topics

The total time is 40 minutes.

**Evaluation:** Each section is evaluated over 100 points. The weight of each section is given as follows: Listening 30%, Reading 30%, Writing 40%.

### **14. What course materials are used in the lessons?**

In the English Preparatory Program, your courses are divided into three groups which are: Content-Based English, Academic English and General English.

**Content-Based English:** A methodology that focuses on the subject content of the student's academic field and the profession to be performed. This methodology allows you to gain basic competencies both during your university life and after graduation while performing your profession. As a requirement of our method and applied language

education approach, individual CONTENT-BASED ENGLISH COURSE BOOKS AND ORIGINAL MATERIALS are produced, developed and used by the Department of Foreign Languages for each faculty and department.

**The ISU Department of Foreign Language Education is the FIRST and ONLY department in Turkey to prepare the program, design the foreign language education materials and implement them on its own.**

**Academic English:** An English education that develops academic research, reading, article writing and presentation skills that you will need during your university years. Some of the materials used in this training are designed by the Department of Foreign Languages, and some are selected from publishing houses that have proven their success and quality on a global scale.

**General English:** The English education you will need in your social life or during your trips abroad. The materials and books used in this training are selected from publishers that have proven their success and quality on a global scale.

#### **15. Are there any club activities in English?**

A wide variety of clubs operate within the Department of Foreign Languages "ISU Lingua" Unit. The English Conversation Club, English Translation Club, Drama Club, MUN (Model of United Nations) Club, Weekly Bulletin Club, "We Talk" Video channel, and English Entertainment Club which organizes Karaoke Evenings, Movie Days, and Taboo Days are some of the available clubs.

#### **16. Can I get help for the issues that I don't understand?**

Each class has an assigned advisor lecturer. These lecturers work as Individual Student Counselors, meet each student personally every week, answer their questions, repeat the points they do not understand, and follow their progress.

#### **17. What kind of teaching staff will I learn from?**

Classes are given by staff that has graduated from Foreign Language Education and English Language Teaching Departments of Turkey's best universities, whose theoretical and practical knowledge and skills related to their areas are extremely advanced; who use not only market produced materials, but who also have the skills to plan, produce and use course materials and activities for the needs of the target audience.

Istinye University Department of Foreign Languages offers a privileged education with multilingual, multicultural, and innovative local and foreign teachers. In addition, our students are seen not only as students in the classroom, but also receive language education coaching from this staff as active stakeholders in the language education process.