The information in this booklet is subject to the decisions of Executive Board of Sabancı University and the regulations approved by YOK (The Higher Education Council). Throughout your studies at Sabancı University, it is your responsibility to follow all new and updated arrangements and regulations via our official web site.
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Dear Students,

Welcome to the School of Languages and to the Foundations Development Year Program.

The aim of this handbook is to give you detailed information about the Foundations Development Year (FDY), the courses we offer, course assessment and general rules and expectations. Please read all the information very carefully and consult your instructors or myself if you have any queries.

The FDY courses offered by the School of Languages (SL) are an integral part of the education offered at Sabancı University and aim to provide you with the necessary foundation skills and knowledge to excel in your academic studies. More specifically, we would like to help you to attain an excellent level of language proficiency, develop academic skills in the areas of listening, speaking, reading and writing, develop learner autonomy and study skills, critically appraise your own skills and abilities, develop creative and critical thinking, and be well equipped with general background knowledge.

I would also like to mention that the FDY differs from other ‘preparatory’ or ‘Hazırlık’ programs in Turkey in a number of ways. A major difference is that the SL offers not only English courses but also a Communication Skills in Turkish course aiming to enrich your skills and knowledge in Turkish. A second difference is that our course assessment is not only exam-based; the fulfilment of course requirements plays a very important role in advancement from one level to another. Another difference is that our course materials are both theme-based and content-based. In addition to helping you develop your English language proficiency and academic skills, these materials help you to expand your knowledge of the world in a variety of areas. To this end, we have designed and developed our own set of coursebooks, Beyond the Boundaries: English in an Academic Environment for use at Basic, Intermediate and Upper Intermediate levels. We strongly believe that with this learning, you will go beyond the boundaries and develop an excellent level of language and academic skills as well as a knowledge base to help you in your academic studies.

We will do our best to support your learning during your time with us. For effective learning, however, it is vital that you attend all classes, study hard and regularly, participate actively in class, do the assigned homework, and be punctual in all aspects of your work. Please also make full use of the support systems and facilities available both in the School of Languages and in the University since these provide valuable opportunities for further learning and development.

I wish you all a very good academic year. I am certain that your learning experience at the School of Languages will be a highly rewarding and fruitful one.

Jacqueline Einer
Director, School of Languages
Dear Students,

Welcome to the School of Languages. And welcome to a journey of learning and developing, of exploration and discovery. This will be a challenging yet rewarding journey and will require time and patience as well as perseverance and motivation.

In the School of Languages some of you will be introduced for the first time to the English language and to the world of academia, while for others this will be an opportunity to strengthen and expand the skills and knowledge already available to you. As each of you have come with different language learning experiences and levels of knowledge, with different levels of motivation and study habits, the time it takes and the strategies you will employ to reach your destination and start your faculty studies will vary.

As the School of Languages Program Coordinator, you can contact me on all matters of an academic nature. More specifically, I can provide you with information and guidance on the academic support that can be offered by the School of Languages and by other units in the university. I can provide you with guidance in reflecting on your language development and in exploring effective study skills. You may also contact me to seek information about progression across levels in the School of Languages and the courses offered.

To consult on any academic matter, please feel free to contact me either by email (nurdan@Sabanciuniv.edu) or phone (9739). My office is located in the School of Languages building (office number: 1017).

Enjoy your journey,

Nurdan Çokgezen Metel
Program Coordinator, School of Languages

Dear Students,

As the student counselors for the School of Languages, we are available for you to contact in regard to any questions, concerns or problems you may have. Some typical problems for which individual counseling can be helpful include exam related stress, fear of failure, depression/anxiety, relationships or family problems, and adapting to the new environment at Sabanci University.

We can provide you with the opportunity to confidentially talk to someone who will listen without criticism, and give you a different perspective on a problem. Counseling will allow you time to talk about only what is important to you. You will be able to explore possibilities and new ways to deal with your concerns with someone who can be objective, is more experienced and is not part of your life.

During counseling, we can help you identify concerns, understand how they are affecting your life and determine aspects of the problems that can be improved or changed.

We can explore possibilities and new ways to deal with your concerns, develop strategies and options for your relationships, and determine patterns and cycles, and ways of intervening in them. Counseling can also enable you to recognize and act on the goals, dreams, hopes and expectations that you hold for your life, as well as explore learned thoughts and behaviors that create or maintain problems.

For an appointment, you may call #3140 or send an email (dod@Sabanciuniv.edu). The office (#1033) is in the School of Languages building on the 1st floor.

Sincerely,

Güler Ann Gerger & Gaye Turgay & Aylin Tetik Kabil
Counselors to the School of Languages
The SL offers the following courses to its students:

1. **Non-credit Intensive English Courses**:
   - ENG 001 – Basic English
   - ENG 002 - Intermediate English
   - ENG 003 - Upper-intermediate English

2. **Non-credit Turkish Courses**:
   - TLL 001 - Communication Skills in Turkish
   - TUR 001 - Communication Skills in Turkish for Foreign Students

3. **Credit Courses**:
   - ENG 101 & 102 - Freshman English I & II
   - TLL 101 & 102 - Turkish Language & Literature I and II
   - TUR 101 & 102 – Basic Turkish I & II (offered to foreign students as a Second Languages)
   - ENG 300 Professional Communication Skills in English
3. Upper Intermediate English - ENG 003

The aim of this course is to help you to continue to improve your language, academic and study skills so that you are ready to enter Sabancı University Freshman year. You will be exposed to content that is related to the academic disciplines that you will encounter during your undergraduate studies. If you pass this course, you should be able to cope with the academic and language demands of a full time university undergraduate course taught in English.

The main focus of the Upper Intermediate course is to learn how to understand and use information and ideas from your reading. During this course you will do a lot of reading and note-taking from texts of up to 5 pages. You will use your notes to take part in class and group discussions. By the end of the course you will be expected to participate in a 12 minute group discussion on a subject that you will have studied. You will learn about academic writing conventions and how to use other writers’ ideas in your work. You will also further develop your lecture listening and note-taking skills with texts of up to 18 minutes. In addition, you will advance your English grammar and vocabulary knowledge. In the last week of the course you will get help in preparing for the ELAE.

To help you prepare more effectively for Freshman NS and Maths courses, you will be attending lectures one hour per week on a certain day. The lectures will be given by faculty members and the language sessions will be given by SL instructors. The main aim of this part of the course is to familiarise you with the language of maths and science in English as well as refreshing and or extending your previous content knowledge of maths and science. In addition you will have the opportunity to practise academic skills, such as note-taking, and identify recording and learning important vocabulary in a real-life situation.

You can refer to the ‘Foundations Development Year English Program Exit Level Descriptors’ on page 26 for detailed information on learning outcomes for each language and skill area at each level.

At the beginning of the academic year, you will take the placement test, and according to Stage 1 results, some of you will also take ELAE Stage 2.

Your goal will be to complete each course successfully. When you successfully complete the Upper Intermediate course, you will receive exemption from the ELAE and you will be eligible to start your Freshman courses.

Based on your performance throughout the courses and exams on the FDY English Program, you will be assessed and given a grade out of 100 at each level. If this grade is S (a ‘Satisfactory’ grade), you can move on to the next level.

Basic Starters

If you start at the Basic level, you have the opportunity to complete the FDY program in June. This is possible by successfully completing Basic in the Fall semester (Semester 1), Intermediate and Upper Intermediate in the Spring Semester (Semester 2).

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Name of Course</th>
<th>Length of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic - ENG 001</td>
<td>16 weeks (s=65%)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Name of Course</th>
<th>Length of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate - ENG 002</td>
<td>8 weeks (s=70%)</td>
<td></td>
</tr>
<tr>
<td>Upper - Intermediate- ENG 003</td>
<td>8 weeks (s=70%)</td>
<td></td>
</tr>
</tbody>
</table>

Intermediate Starters

If you start at the Intermediate level, and successfully complete the course in the Fall semester, you can take the Upper Intermediate course in the Spring semester.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Name of Course</th>
<th>Length of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate - ENG 002</td>
<td>16 weeks (s=65%)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Name of Course</th>
<th>Length of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper - Intermediate- ENG 003</td>
<td>16 weeks (s=65%)</td>
<td></td>
</tr>
</tbody>
</table>
Upper Intermediate Starters

If you start at the Upper Intermediate level, and successfully complete the course in the Fall Semester, you will become a Freshman student in the Spring semester.

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Length of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td></td>
</tr>
<tr>
<td>Upper - Intermediate- ENG 003</td>
<td>16 weeks (s=65%)</td>
</tr>
</tbody>
</table>

Progessing and Repeating

The normal period of instruction for all FDY English courses is 16 weeks with the exception of the summer period which is 8 weeks. All of you have the opportunity to complete the FDY English program by June in your first year. You also have the opportunity to study for a longer period on a given course either by repeating a course or progressing through a level. The charts on page 30 & 31 provide a detailed explanation of this.

At the end of the 1st semester if your course grade is Unsatisfactory, you will need to repeat the same level. In the 2nd semester, if you are a Basic or Intermediate student repeating the same level, you will receive a course grade after the first 8 weeks of the course. If you receive a Satisfactory grade on this course, you can move on to the next level in the second 8 weeks of the Spring semester. If your course grade for the first 8 weeks of the 2nd semester is unsatisfactory, you will receive a P grade (‘Progressing’) and continue with the rest of the course for 8 weeks. In this case, you will receive another course grade at the end of the Spring semester. If your course grade is S, you will move on to the next level in the summer period. However, if at the end of the Spring semester your course grade is U, your status will become inactive (as two U grades result in inactive status.).

For Upper Intermediate students repeating the same level in the 2nd semester, you will receive a course grade at the end of another 16 week course. If you receive an S grade, you will become a Freshman student. If you receive a U grade, your status will become inactive.

Helpful Notes:

For successful completion of the FDY Program you can receive a U or P grade only once.
You can repeat a level only once.

By the end of the first academic year, if you have not yet completed the Upper-intermediate course in the Fall semester of the next academic year, you will take the Upper-intermediate course in the Fall semester of the next academic year.
All courses offered during the summer must be completed within 8 weeks.
‘Progressing’ can only take place in the second semester (at the end of the first 8 weeks or second 8 weeks).
The form and number of the assessments for Basic, Intermediate and Upper-intermediate English are very similar. Your overall grade will be made up of course-based and exam-based assessment. Most courses are 16 weeks long and the pass mark is 65%. For some courses in the second semester, you may have the chance to move up to the next level after 8 weeks if you obtain a mid-course grade of 70% or more. The course assessments and exams are as follows:

Writing: Writing is only assessed through exams. The exams are based on the kind of writing tasks that appear on first year faculty courses. These are:

- Short answer questions
- A longer piece of writing, which is based on texts that you will be given.

During the course, you will be given support and guidance on how to approach these kinds of writing tasks. This will be done first of all through work in class. In addition, you will do a number of writing assignments, and you will receive written feedback from your instructor on these assignments. You will also have “one to one” tutorials with your instructor on your assignments. As you progress to higher levels and become a more experienced writer, you will be expected to produce longer and better quality written work.

Oral Assessment: Your oral discussion skills will be assessed through a pair or group discussion.

Mid-term/Progress and Final exams: On each course you will have Midterm/Progress exams and a Final exam. These exams will test your ability in reading, listening, and use of grammar and vocabulary.

Use of English exams: There will be a number of short Use of English exams which will test your knowledge of the grammar and vocabulary which you have learnt on the course up to that point.

Attendance: You will be awarded points according to your level of attendance during the semester.

Homework and Participation: You will be assessed on your participation in class and attendance at tutorials, as well as on the quality of your homework.

At the start of each course, your teacher will give you details of the assessment tasks and exams on your course, the value of each assessment and exam, the submission dates and the criteria which are used to assess your work.

With hard work and determination, it is possible for you to successfully complete the program in one year and enter Freshman. For those of you who are starting at Upper-intermediate level, passing the course in the first semester will be very challenging. There is a lot to learn about English in an academic context, but it is certainly worthwhile as you can start some of the University Courses earlier. In order to achieve this goal, you will need to work consistently throughout the entire 16 weeks. Good luck!
Civic Involvement Projects (CIP)

Civic Involvement Projects (CIP) is a non-credit course designed to foster an awareness of the individual’s role in society by encouraging involvement in civic and community organizations. All students are required to participate in CIP during the first year of enrolment at Sabancı University. While taking part in CIP, students work in teams of 5 to 10 students and projects are carried out without interfering with students’ academic work during the week, evenings, and weekends and in the summer. The projects are assessed on a Satisfactory (S)–Incomplete (I) basis by other students and project supervisors. CIP courses are offered by the Center for Individual and Academic Development (CIAD).

http://cip.sabanciuniv.edu/eng/

English Language Assessment Exam (ELAE)

The School of Languages (SL) is responsible for ensuring that all students entering their Freshman year have the required level of English as well as the academic skills needed for success at SU. This is assessed through the SL’s own English Language Assessment Exam (the ELAE), a proficiency exam with a pre-determined standard of achievement. The ELAE is a test of English proficiency which tests your reading, listening and writing ability. Any student wishing to enter the degree courses must pass the ELAE or an internationally recognized proficiency exam at an equivalent level or they must get an overall score of 65% or above on the Upper Intermediate course.

Which FDY students can take the ELAE?

1. Students who have won a place at Sabancı University in the University Placement Exam.
2. Students whose status has become inactive after being unsuccessful on two SL English courses (either mainstream or repeat).

When can I take the ELAE?

The ELAE is administered four times during the academic year:

1. in January (This exam is for those students whose status is inactive).
2. at the end of the academic year – in June (This exam is for those students whose status is inactive).
3. at the beginning of the academic year – in September (This exam is for those students whose status is inactive).
4. at the end of September (This exam is for those students who narrowly miss attaining a satisfactory grade in the ELAE at the beginning of September).

Is there a make-up for the ELAE?

There is no make-up for the ELAE.

How are the ELAE Stage 2 results announced?

The ELAE results are announced in terms of letter grades as follows:

- A-SL: 85-100
- B-SL: 75-84
- C-SL: 65-74 (satisfactory grade)
- D-UL: 55-64
- E-UL: 45-54
- F-UL: 0-44

SL: Satisfactory in the ELAE
UL: Unsatisfactory in the ELAE
NA: Non attendance

If I get a very high grade from the ELAE, can I be considered exempt from Freshman English courses?

You can be exempt from Freshman English I (ENG 101) and Freshman English II (ENG 102) only if you meet the following conditions: Exemption from ENG 101 course is possible with:

- An “A” grade from ELAE Stage II, and “A”, “A-” or “B+” grades in the Freshman English 101 Exemption Exam (FEEE 101).
- A minimum of “C” grade from ELAE Stage II, and a minimum of 3 points from English “Advanced Placement” (AP**) Exam’s “English Language
In order to officially receive an exemption, after having received the necessary grades from the above exams, students need to write a petition to the Foundations Development Directorate (Faculty of Engineering and Natural Sciences G016). The purpose of this petition is student’s acceptance of the final ENG 101 and ENG 102 grades as detailed in the table below. Students who do not submit a petition are required to take ENG 101 and ENG 102 courses in the first semester it is offered.

<table>
<thead>
<tr>
<th>ELEA Stage II Grade</th>
<th>Exemption from ENG 101</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AP Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>B+</td>
</tr>
<tr>
<td>4</td>
<td>A-</td>
</tr>
<tr>
<td>5</td>
<td>A</td>
</tr>
</tbody>
</table>

Exemption from ENG 101 and ENG 102 courses is possible with:

- A minimum of “C” grade from ELAE Stage II, and a minimum of 5 points from English A2, IB (International Baccalaureate).
- A minimum of “C” grade from ELAE Stage II, and a minimum grade of 10 in ABITUR English transcript.
- A minimum of “C” grade from ELAE Stage II, and a minimum grade of ‘Good’ Austrian High School MATURA English transcript.

The Freshman English I (ENG 101) Exemption Exam (FEEE 101) is offered a week before the classes start every semester. It is based on texts specified in a reading list which are given to students prior to the exam and include writing, a short presentation based on their written essay and a discussion of the texts used. Information on FEEE101 is announced on Sabanci University website a week prior to the exam. There are no makeup exams for FEEE 101.

Advanced Placement (AP) Exam is offered in May each year. For further details please see [http://apcentral.collegeboard.com].

Can I take an international proficiency exam such as the TOEFL or the IELTS and use that score instead of taking the ELAE?

In accordance with the change in the Instruction Letter of the Higher Education Council (YÖK) regarding Foreign Language Education and Foreign Language Medium Education (Clause 5 RG-28/06/2009-27272) and the decision taken by the SU Academic Council (2009/14) dated 15 July 2009, the following minimum scores on these international exams will exempt students...
from the SU Foundation Development Year; in accordance with the change in the Instruction Letter of the Higher Education Council (YÖK) regarding Foreign Language Education and Foreign Language Medium Education (Clause 5 RG-28/06/2009-27272) and the decision taken by the SU Academic Council (2009/14) dated 15 July 2009, the following international exams and minimum scores will exempt students from the SU Foundation Development Year.

<table>
<thead>
<tr>
<th>International Exams*</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS Academic Module</td>
<td>6.5</td>
</tr>
<tr>
<td>TOEFL PBT</td>
<td>550 + 4 from writing</td>
</tr>
<tr>
<td>TOEFL IBT</td>
<td>80</td>
</tr>
<tr>
<td>CAE</td>
<td>C</td>
</tr>
<tr>
<td>CPE</td>
<td>C</td>
</tr>
<tr>
<td>FCE</td>
<td>B</td>
</tr>
</tbody>
</table>

*IMPORTANT* Please contact the School of Languages for information about how long an Internation Exam result is valid.

If I get a very high grade from the international proficiency exam such as the TOEFL or the IELTS, can I be considered exempt from Freshman English courses?

No. If you would like to be considered for exemption from ENG 101-102 (Freshman English) you first need to take the ELAE and also fulfill other requirements.

Please see section ENG 101-102 above:

Can doing lots of exam practice for the ELAE help me pass?
The ELAE is a language proficiency exam. The ELAE tests your language proficiency in reading, listening and writing; therefore, in order to pass the ELAE your level of English needs to be Upper Intermediate. It is important to understand that you cannot rely mainly on exam practice for language development.

[http://www.Sabanciuniv.edu/do/eng/?content/ela_exam.html](http://www.Sabanciuniv.edu/do/eng/?content/ela_exam.html)

What happens if I receive an Unsatisfactory grade in the ELAE?
If you are a student who has just won a place at SU, you will be placed at one of the levels in FDU. If you are a student whose status is inactive, you may have the right to choose to study at FDY again. Please contact the School of Languages for more information.

At the beginning of the academic year, in addition to the ELAE, newly registered foreign students are required to take the Turkish Language Assessment Exam (TLAE) which consists of an oral and a written component. Students who receive a Satisfactory grade in this exam may take the TLL 001 course as part of their FDY instruction. Students who receive an Unsatisfactory grade in this exam take the TUR 001 course designed specifically to help students develop their Turkish language knowledge and skills further. Foreign students may wish to attend Turkish courses in other educational institutions. If this is the situation, then at the end of the term they should submit their transcripts to the SL Directorate and retake the TLAE exam at the end of Spring Term.

16 week Upper Intermediate students who score 65% or above as their total overall grade, as well as, those students who submit an external exam result of the appropriate level within the required period are admitted to the University as Spring Freshman students during the Spring semester. This will give those of you who pass the opportunity to complete some of the core University courses, which are normally required of students in their Freshman year, during the second semester. Courses you may take are as following:

- Freshman English I & II - ENG 101 & 102 (6 credits, 6 hours/week. These courses are co-requisite i.e. should be taken together at the same time)
- NS 101 (4 credits / 4 hours + 2 lab & recitation hours = 6 hours)
- MATH 101 (3 credits / 3 hours + 2 recitation hours = 5 hours) (Students who pass the MATH 101 exemption exam can take MATH 102 with the same credits and hours)
- SPS 101 (3 credits / 2 hours + 2 discussion hours)
- HIST 191 (2 credits / 2 hours) + TLL 101 (2 credits / 2 hours) (These courses are co-requisite i.e. should be taken together at the same time)
- PROJ 102 (3 credits)
- ARA 301 // Arabic (4 credits and 4 hours)
- TLL 302 // Ottoman (4 credits and 4 hours)

Please note that the maximum number of credits that can be taken in a semester is 20. The recommended course load per semester is 5 credit courses which corresponds to 15 -16 credits per semester.

Please also note that there may be some changes in the courses offered to students. If this is the case, students will be informed by the FDP Directorate in due course.

Russian, Spanish, Latin, Persian, Chinese or Kurdish courses available in the Spring semester (3 credits and 3 hours). (Additional language courses affect Grade Point Average (GPA) but do not count towards graduation requirements for FENS students.)

- ARA 301 // Arabic (4 credits and 4 hours)
- TLL 302 // Ottoman (4 credits and 4 hours)
1. Attendance

Attending classes and tutorials is a vital part of your learning experience at the SL. You are expected to attend all classes and tutorials, and be ready to start work at 8:40 each morning. You are expected to attend classes regularly, including the first and last days of the course.

If you miss your class for health reasons or for urgent, unpredictable situations, you must inform your instructor beforehand if possible; if not, at the latest, on the day following your absence. If it is a health related-matter, you need to have the University Health Centre email your medical report to your teachers. If you get a medical report from a University approved Medical Centre, you then need to submit the original copy of your medical report (approved by the University Health Center, please see section 7) within 3 working days of the end of the medical report to the main instructor of the relevant English course and submit a copy of the report to the relevant instructor of the Communication Skills in Turkish course.

2. Class participation

You are expected to complete all classroom and tutorial tasks to the best of your ability. This includes full participation in joint activities with classmates and positive behavior that will help you and other students to learn. You are also expected to bring all course materials, including dictionaries, and pens/pencils and paper every day, as well as your laptop on the specific days your instructor requests.

3. English language

In the FDY Intensive English Program, the medium of communication is English. All classes will be conducted entirely in English. The classroom is one of the few places where you will have the opportunity to listen to and speak English. Therefore, it is important that you always use English in lessons and that you try to use English whenever you meet your instructors at other times outside of class.

4. Homework

Your instructor will give you work to do outside class. You are expected to complete all homework on time. It is also important to complete homework in order to be able to fully participate in the lessons.

5. Statement of Academic Honesty


Please note that your assessed work should conform to the standards of academic honesty. Academically inappropriate behaviour includes incorporating other people’s ideas or information in essays without acknowledging the source, having your assignment done by somebody else, or doing somebody else’s assignment. These are considered serious academic offences, and any suspected examples of these infringements will be examined by committees of FDY English and FDY Turkish instructors and may result in penalties ranging from loss of credit to referral to the university disciplinary board.

6. Assignment deadlines

Throughout the year you will be required to submit a number of assignments for assessment. You will always be given enough time to complete your assignments; therefore, all work MUST be handed in before the official deadline. Any work submitted late will not receive a full grade. Computer failure, printer problems and other technical difficulties are not valid excuses for late work. Make sure that you complete your work and print it out one day before the official deadline.

If you miss any stage of your writing tasks for health reasons or for urgent, unpredictable situations, you must inform your instructor beforehand if possible, if not, at the latest, on the day following your absence. If it is a health-related matter, you need to have the University Health Centre email your medical report to your teachers. If you get a medical report from a University approved Medical Centre, you then need to submit the original copy of your health report (approved by the University Health Center, please see section 7) within 3 working days following the end of the medical report to the main instructor of the relevant English course and submit a copy of the report to the relevant instructor of the Communication Skills in Turkish course.

7. Health Reports and Exams

It is important that those students who are unable to take the writing exams, the oral assessment, the midterm or the final exams for health reasons adhere to the following:

a. We would appreciate it if you could contact the main instructor of your class either through e-mail or by telephone 1 day before the exam at the latest; or for urgent, unpredictable situations, and if you are only able to call on the day of the exam, please telephone the Administrative Office of the School of Languages.

b. If you reside on campus, please seek necessary medical treatment at the University Health Center and obtain a health report from them.

c. If you reside outside the campus and receive treatment in a medical institution other than the University Health Center, obtain a health report from there and have it approved by the doctors at the University Health Center.

d. Any health report should be handed in to the School of Languages Administrative Office within 3 working days after the exam at the latest, together with a petition.

The School of Languages Advisory Board will discuss the decision as to whether the student will be given a make-up exam and the student will be informed of the decision by the Administrative Office.

8. Objections to Grades

If you would like any exam result to be remarked you need to give in a petition to the School of Languages Directorate. For ELAE results, the petition must be handed in within three working days of the release of grades, for any other exam the petition must be also handed in within 15 working days of the release of results.

9. Mobile phones

You can use your mobile phone within the SL building, however you must respect fellow students and instructors and TURN OFF your mobile phone when you are in classes, tutorials, exams or lectures.

10. Smoking

Smoking is strictly forbidden inside the SL building. Please fully exit the building if you would like to smoke.
Frequently Asked Questions (FAQ)

1. Academic Issues

What materials will I be using to learn English during my time in the SL?

The SL has designed and produced its own set of coursebooks, “Beyond the Boundaries”, which you will be using at the Basic, Intermediate and Upper Intermediate levels. The “Beyond the Boundaries” coursebooks are both content and skills based and focus specifically on the academic skills of listening, reading, speaking and writing as well as on study skills. In addition to the “Beyond the Boundaries” coursebooks, you may be using supplementary books for language (grammar and vocabulary) and/or skills development. You will also be using a wide variety of tailor-made supplementary materials. These are selected or created by your instructors according to your particular academic needs.

Similarly, in the ENG 101 & 102 – Freshman English I & II courses, your instructors will be providing you with a set of materials that they have chosen and designed for the course. These aim to help you to further develop your academic skills as well as your knowledge base so you will be able to succeed in your other University courses.

How can I practise my English outside the SL?

Regularly check the announcements on the University’s internal website for the workshops, seminars, guest lectures, films etc. that are being held on campus in English. Once you start to look for these opportunities you will realize that there are many.

Also, the Information Center (IC) is a wonderful resource for practising your English. It is stocked full of DVDs and English books specifically written for learners of English for you to borrow. The IC also has reading and listening comprehension books with answer keys and tapes so you can test yourself.

As Sabancı students, you also have access to SU Course, a website which supports the SL courses you will be taking (see Part 2 of FAQ for more details about SU Course).

The Internet is another rich resource that offers endless language learning and practice opportunities. The SL website (www.sabanciuniv.edu/do/eng) especially designed for FDY students includes weblinks, podcasts and study tips. There are also numerous other websites for practicing grammar, reading newspapers, and listening to audios and podcasts. Here are a few of the many websites available:

General:
http://www.euronews.net
http://www.bbc.co.uk/worldservice/learningenglish
http://esl.about.com

Grammar:
http://www.englishgrammarsecrets.com/index.html
http://a4esl.org/g/h/grammar.html
http://perso.wanadoo.es/autoenglish/freeexercises.htm

Newspapers:
http://news.bbc.co.uk
http://www.turkishpress.com
http://www.cnn.com

Listening:
http://www.esl-lab.com
http://www.voanews.com/specialenglish/index.cfm
http://www.newscientist.com/

What additional academic support is available?

In addition to the required tutorials focusing on your assessed writing and your progress, individual tutorials with SL instructors are always available for students at all levels of the program. For example, you can ask for extra grammar support, you can discuss your learning strategies or you can ask for clarification on anything that you have studied but still have questions about. All tutorials are held after formal class time and are a great opportunity to receive some one-to-one assistance. Although all SL instructors and the SL Director have an ‘open door’ policy, in order to ensure availability for additional support, please make an appointment.

The Center for Individual and Academic Development (CIAD) also offers academic support and houses the Writing Center. The Sabancı University Writing Center creates a learning environment in which students can work to attain the highest possible level of written English. Its goal is to provide assistance to students to express themselves in English on an academic level necessary for university studies. You can get individual tutorial support at every stage of non-assessed writing from the initial brainstorming of ideas to how to cite sources. Also, many workshops are held on many subjects such as project report writing, exam writing and creative writing.

For more information on the programs offered, please refer to their website at:
http://www.Sabanciuniv.edu/writingcenter

2. Technology Related Issues

I am not very good with computers. What kinds of services does the Information Technology (IT) unit offer to students like me?

The IT department offers a wide range of support for students. The official IT website link is located on the University internal homepage (mysu.Sabanciuniv.edu). There you will find many answers to frequently asked questions as well as a link to ‘new users’ information under ‘services/facilities’. Also,
check the IT announcements link for any workshops that may be offered during the semester.

What is SU Course and how does it benefit me?

**SU Course** is a virtual classroom which is used at Sabancı University to support all University courses. When you log on to **SU Course** you will find a web site to support the particular SL course you are studying (Basic, Intermediate, Upper-intermediate or Freshman English courses). This site contains your course information, self-study activities to develop your reading, writing, listening and language skills outside class, as well as links to other recommended sites where you can improve your language and study skills. In addition to this, if you are a student at Basic, Intermediate or Upper Intermediate level, you will be able to listen again after class to the audio recordings from the “Beyond the Boundaries” course book. For some courses you may also use **SU Course** as a forum for web-based discussions and postings. As **SU Course** is available 24 hours a day, 7 days a week, you will have the opportunity to review, revise and learn on your own or with a study partner – anytime!

At the beginning of the semester you will be registered automatically and your classroom instructor will introduce you to the SU Course site for your course.

If you experience any difficulties while using **SU Course**, e-mail the following address: sucourse@Sabanciuniv.edu

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**What are the printing facilities offered on the campus?**

Cemil Copy Centre will assist you with your printing needs. You can contact them at this address. http://www2.Sabanciuniv.edu/copycenter/

**Will I learn how to use computers in my class?**

At the beginning of each academic year IT organizes several workshops and announces them on the Internal Website. Make sure that you check the IT announcements regularly at this address http://mysu.sabanciuniv.edu/apps/events/. Your FDY instructors will also give you further support in class. There are also video tutorials that you can exploit outside class.

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**3. Social and Individual Support**

I feel very stressed out and don’t feel that I am doing well in adjusting to university life. I would like to talk to someone. Where should I go?

CIAD offers free individual counseling to all Sabancı University students. You can make an appointment for a confidential individual session with our student counselors, Gaye Turgay and Aylin Tetik Kabil by calling extention number 3140 or by sending them an e-mail at: dod@Sabanciuniv.edu. Our counselors will be happy to provide you with any individual support in matters regarding university life, social relationships, emotional issues, time management, exam anxiety, etc. If you feel overwhelmed or just need some advice, make an appointment with our counselors. If you are unable to contact them for some reason, please request assistance from the SL Admin. Office.

Other than the support mentioned above, a tutor will also be assigned to you by the Center for Individual and Academic Development (CIAD) to help you throughout your Foundations Development Year. Your tutor will be an instructor from the SL. They will always be available to assist you in your learning and point you in the right direction particularly in academic matters.

You can also attend any group sessions, workshops, etc. organized by CIAD or our counselors on a variety of topics. Information on these activities is announced on the internal website.

I feel a bit isolated since the campus is so far away from the city. What kinds of activities can I get involved in during the evenings on campus?

Sabancı University has approximately 50 student clubs on campus, as well as a wide range of evening and afternoon sports activities, such as tennis and basketball, aerobics and dance classes that are offered to both students and faculty. You may get involved in various activities ranging from learning to play bridge, to horseback riding, sailing and debating.

Also, with a minimum of 5 students, it is possible to form a new club on campus.

Please refer to the following link to learn how to get involved in the campus clubs. http://www.sabanciuniv.edu/ok/etkinlikler/tr/

For information on the campus sports activities, click on the “spor” link on the mySU page. http://www.sabanciuniv.edu/ok/spor/eng/
## Foundations Development Year
### English Program Exit Level Descriptors

<table>
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<tr>
<th>LANGUAGE</th>
<th>BASIC (≈A2+)</th>
<th>INTERMEDIATE (≈B1)</th>
<th>UPPER INTERMEDIATE (≈B2)</th>
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<tbody>
<tr>
<td>General linguistic range</td>
<td>Has a repertory of basic language which enables him/her to deal with predictable classroom situations. Can give short descriptions and make simple claims on factual topics under study.</td>
<td>Has sufficient language to be able to give clear descriptions and make and support claims on factual topics under study, using some complex structures to do so.</td>
<td>Has sufficient language, including a range of complex structures, to be able to give clear detailed descriptions, present claims and develop arguments in most academic situations.</td>
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### LISTENING

<table>
<thead>
<tr>
<th>Overall listening comprehension</th>
<th>BASIC (≈A2+)</th>
<th>INTERMEDIATE (≈B1)</th>
<th>UPPER INTERMEDIATE (≈B2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can understand the main claims made in standard speech, provided it is clearly articulated and the speaker is sympathetic to the language ability of the listener.</td>
<td>Can understand straightforward factual information about topics under study, identifying general messages and specific details, provided speech is clearly articulated in a familiar accent.</td>
<td>Can understand the main claims of propositionally and linguistically complex speech on both concrete and abstract topics delivered in standard dialect. Can follow an argument in extended speech, provided the topic is reasonably familiar, and the direction of the talk is sign-posted by explicit markers.</td>
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### SPEAKING

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<thead>
<tr>
<th>Overall spoken performance</th>
<th>BASIC (≈A2+)</th>
<th>INTERMEDIATE (≈B1)</th>
<th>UPPER INTERMEDIATE (≈B2)</th>
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<tbody>
<tr>
<td>Can understand most spoken discourse in standard dialect likely to be encountered in a university context such as talks, presentations and documentaries.</td>
<td>Can convey a simple overall message, despite frequent language errors and frequent hesitations.</td>
<td>Can interact with a degree of fluency and spontaneity that makes interaction with proficient speakers of English quite possible. Can connect ideas together coherently at a natural speed, with occasional unobtrusive language errors or slips.</td>
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### LISTENING

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<th>Overall listening comprehension</th>
<th>BASIC (≈A2+)</th>
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<tbody>
<tr>
<td>Can follow clearly articulated speech in classroom and tutorial situations, provided he/she can ask for repetition when required.</td>
<td>Can synonymise and report information from short recordings dealing with predictable classroom situations. Can give short descriptions and make simple claims on factual topics under study.</td>
<td>Can generally understand clear, standard speech in classroom and tutorial situations, provided he/she can ask for repetition or reformulation when required.</td>
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### SPEAKING

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<tr>
<th>Overall spoken performance</th>
<th>BASIC (≈A2+)</th>
<th>INTERMEDIATE (≈B1)</th>
<th>UPPER INTERMEDIATE (≈B2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a repertoire of basic language which enables him/her to deal with predictable classroom situations. Can give short descriptions and make simple claims on factual topics under study.</td>
<td>Can generally understand clear, standard speech in classroom and tutorial situations, provided he/she can ask for repetition when required.</td>
<td>Can understand in detail what is said to him/her in standard spoken language in classroom/tutorial situations.</td>
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### LISTENING

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<tr>
<th>Overall listening comprehension</th>
<th>BASIC (≈A2+)</th>
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<th>UPPER INTERMEDIATE (≈B2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can ask for repetition of particular words and phrases.</td>
<td>Can follow clearly articulated speech in classroom and tutorial situations, though will sometimes have to ask for repetition or formulation when required.</td>
<td>Can generally understand clear, standard speech in classroom and tutorial situations, provided he/she can ask for repetition when required.</td>
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<tr>
<td>READING</td>
<td>BASIC (≈A2+)</td>
<td>INTERMEDIATE (≈B1)</td>
<td>UPPER INTERMEDIATE (≈B2)</td>
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<tr>
<td>Overall reading comprehension</td>
<td>Can read extracts from simple coherent texts on familiar topics of a concrete type which consist of mainly high frequency vocabulary.</td>
<td>Can read coherent introductory texts on factual topics under study and can extract the overall meaning and locate relevant details when directed to do so.</td>
<td>Can read independently in a university context, adapting style and speed of reading to different texts and purposes, and using appropriate reference sources.</td>
</tr>
<tr>
<td>Reading for orientation</td>
<td>Can find and understand desired information in short coherent texts. Can preview a short text, using headings, graphics and organizational cues.</td>
<td>Can scan longer texts in order to locate desired information. Can preview a text, using headings, graphics and organizational cues.</td>
<td>Can scan quickly through long texts, locating relevant details. Can quickly identify the content and relevance of sections/chapters from introductory undergraduate textbooks and articles of general academic interest.</td>
</tr>
<tr>
<td>Reading for information and argument</td>
<td>Can recognize main claims of simple coherent texts on familiar topics under study. Can locate clearly-signalled relevant details when directed to do so.</td>
<td>Can identify the main claims and conclusions of clearly-signalled argumentative texts. Can obtain information from clearly-signalled factual texts.</td>
<td>Can identify information, ideas and claims from introductory undergraduate textbooks and articles of general academic interest.</td>
</tr>
<tr>
<td>Processing texts for oral and written production</td>
<td>Can pick out and reproduce key words and phrases or short sentences from a short text in order to demonstrate understanding.</td>
<td>Can collate short pieces of information from several sources and report the main claim. Can make clear notes from short factual texts in order to relay information to another person or check his/her comprehension.</td>
<td>Can summarise sections/extracts from undergraduate textbooks and articles of general academic interest, commenting on and discussing the main ideas. Can make well-organised notes from introductory undergraduate textbooks and articles of general academic interest for use in written work and discussion/presentations.</td>
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<tr>
<th>WRITING</th>
<th>BASIC (≈A2+)</th>
<th>INTERMEDIATE (≈B1)</th>
<th>UPPER INTERMEDIATE (≈B2)</th>
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</thead>
<tbody>
<tr>
<td>Overall written production</td>
<td>Can write simple connected texts with reference to knowledge from previously read or heard texts, consisting of a series of phrases and simple sentences.</td>
<td>Can write coherent texts with reference to previously read or heard texts, using some complex language.</td>
<td>Can write clear, detailed texts on a variety of topics under study, and of a length and organisation suitable to their purpose. Can synthesize and evaluate information and arguments from a number of sources to do so.</td>
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<tr>
<td>Short answers</td>
<td>Can write simple definitions and give an example. Can compare concrete concepts and present causes or effects using simple rhetorical patterns to do so. Can list the basic steps of a simple process.</td>
<td>Can write definitions with classification and exemplification and using some complex language to do so. Can make comparisons, discuss causes and effects, and describe a process, using some complex language to do so.</td>
<td>Can write clear and detailed extended definitions and classifications, explaining the significance of concepts related to the topic under study through comparison and/or explanation of cause and effect relationships. Can give a detailed description of a process.</td>
</tr>
<tr>
<td>Extended composition</td>
<td>Can connect a series of paragraphs to form a simple coherent text on topics of a concrete nature, using some basic stylistic conventions of academic writing.</td>
<td>Can write extended coherent texts on topics of a concrete nature. Can follow the basic organisational and stylistic conventions of academic writing and develop ideas with explanations and examples.</td>
<td>Can construct longer texts of the types likely to be met in academic contexts and which develop an argument, giving evidence in support of or against a particular claim, report an experience/experiment or analyse a problem. Can follow a range of organisational and stylistic conventions of academic writing.</td>
</tr>
</tbody>
</table>
Foundations Development Year English Program
Level Progression

Abbreviations:
- Basic : Basic English ENG001
- Int : Intermediate English ENG002
- Upper : Upper Intermediate English ENG003
- ELAE : English Language Assessment Exam

Grades:
- S : Satisfactory
- U : Unsatisfactory
- P : Progressing on the course
- SL : Satisfactory in the ELAE
- UL : Unsatisfactory in the ELAE
- NA : Non Attendance

Notes:
* Students who get an overall score of 65% or more on the Upper Intermediate course, are automatically eligible to start their Freshman courses.

<table>
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</table>
Student Comments On School Of Languages

Taner Aytun - Basic Starter

First of all I have to say that Sabancı University, School of Languages expects high quality work from students. I think this is to the students' benefit. With an advanced command of English we will be more successful (may be privileged and have an advantage over the others) both in our faculties and future life.

Since the beginning of the semester we really improved our reading, writing and listening skills and enriched our vocabulary and grammar knowledge and, as a natural result of all these, we improved our speaking abilities. While learning the skills mentioned above, our instructors guided us on how to reach our aims and left the rest to us. We understood that success is in our hands, which is quite different from what we experienced in high school. During this preparatory period we tried to adapt to university life. With the help of small class sizes we were able to build good friendships.

Ceren Saygı - Basic Starter

I think SU Course helps us a lot to learn English and improve our reading, listening, vocabulary and grammar. I used SU Course links quite often for self-study so thanks to our laptops and our teachers.

Gülan Barışın Çağlar - Upper Starter

My studies at the SL are helping me in many ways such as the vocabulary knowledge and reading strategies I gained, which help me a lot in NS, MATHS and Arts&Social Sciences courses. They also help me to understand SPS. Both ENG & TLL courses help me in writing academic essays.

Başak İçten - Basic Starter

It may seem like the main achievement of this course is passing the ELAE. However, this course is not for passing exams, but is useful for your entire academic life.

Ceyhun İşke - Basic Starter

Taking French lessons at high school has made me more experienced in learning languages. That's why I can make comparisons. I believe that the teaching techniques are up-to-date and the teachers are very successful. Teachers give importance to equality in every respect. I have also benefited a lot from SU Course during the course.

Ebru Hüsevoğlu - Intermediate Starter

My English really improved. I feel I have improved in reading, writing, speaking and vocabulary. It's not just that I feel it, but this is so evident and clear. I have now come to a stage where I can read articles which I would definitely not have been able to read before. The discussion opportunities were also very effective in terms of helping me develop my thinking and my English.

Aydan Uyar - Basic Starter

FDY courses were very effective in developing reading skills. Thanks to FDY, I don't have difficulties in reading; in SPS, for example, I can easily guess a vocabulary item in a text from context.