2014-2015
School of Languages Handbook
Foundations Development Year
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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Welcome to the School of Languages

Dear Students,

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, the Program Coordinator, Nurdan Çoksezen Metel 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 fulfillment 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 course books, Beyond the Boundaries: English in an Academic Environment for use during the different routes of study you will take. 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 challenging but highly rewarding.

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. Each and every one of you has come here with different learning experiences, different study habits, different levels of knowledge and motivation. Therefore, the time it takes and the strategies you need to employ to reach your destination 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 routes 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 Çoksezen Metel
Program Coordinator, School of Languages

Dear Students,

As the student counselor for the School of Languages, I am available with regard to any questions, concerns or problems you may have. Some typical problems in 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 Sabancı University.

I 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.

I 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 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,

Gaye Turgay
Counselor to the School of Languages
Level Descriptions For The Foundations Development Year (FDY) English Program

School Of Languages (SL) Courses

The SL offers the following courses to its students:

1. Non-credit Intensive English Courses:
   - ENG 001 – English Route 1
   - ENG 002 - English Route 2
   - ENG 003 - English Route 3
   - ENG 004 - English Route 4

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
   - Second Languages: Arabic, French, German, Italian, Japanese, Latin, Ottoman Turkish, Russian, Spanish, and Persian (offered to students starting from their Freshman Year)
   - 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

English Route 1 - ENG 0001

This course aims to effectively and efficiently raise students’ standard of English from a minimal level to one that allows for basic communication. This is achieved through intensive language support based on grammar, vocabulary and skills work as well as the use of theme-based and on-line learning materials.

English Route 2 - ENG 0002

The aim of this course is to help students develop their language skills to be able to start to function effectively in a variety of written and spoken contexts in English. This is achieved through the use of content-based and on-line learning support materials which contribute to students’ language knowledge as well as their knowledge of the world.

English Route 3 - ENG 0003

The aim of this course is to help students further develop their language skills to be able to function effectively in a variety of written and spoken contexts in English. Content-based and online support materials play a key role in supporting the learning process.

English Route 4 ENG 0004 & English Route 5 - ENG 0005

At this level, students not only develop their abilities to read, write and speak very fluently and highly accurately in English, but also learn to become more advanced communicators who possess sufficient general knowledge to start their freshman studies. The course focuses on academic skills, critical thinking and the language of Maths and Science. Content-based and on-line learning support materials play an essential role in achieving this aim.

English for Maths and Sciences (EMS) (For Route 4 & 5 Students)*

You will be attending lectures one hour per week on a certain day to help you prepare more effectively for freshman Natural Science and Maths courses. 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.
Critical Thinking for the Social Sciences (CTSS) (For Route 4 and Route 5 Students*)

This course will help you to further develop critical thinking skills important in freshman year social science courses like SPS 101 and 102. The main goal is to introduce you to language and methods of critical thinking typically used in the social sciences, as well as teach you content that will be useful in freshman year social science courses. You will learn to think critically by analyzing and evaluating texts about a historical topic. You will also complete writing and speaking tasks based on the different texts.

* In the Fall semester, students in Route 4 are responsible for taking both the EMS and CTSS courses. In the Spring semester, students in Route 4 are responsible for taking only the EMS course. However, students in Route 5 are responsible for taking the CTSS course and attending the EMS course. Students who score a passing grade in both courses or in one of them in the Fall semester will be exempt from the course they were successful in the Spring semester. Further information could be obtained from the EMS and CTSS instructors.

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.

The form and number of the assessments of English courses in all Routes are very similar. Your overall grade will be made up of course-based and exam-based assessment. All courses are 16 weeks long and the passing grade is 65%. 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. The assessment of writing is made up of:

a) short answer questions
b) a longer piece of writing which is based on texts that you will be given.
c) a writing portfolio, which is a set of short writing tasks based on your course material and your experience as a student

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 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.

Language 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 in Route 4, 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!
TUR 001 - Communication Skills in Turkish
For Foreign Students

Foreign students may take TUR 001 Communication Skills in Turkish instead of TLL 001 Communication Skills in Turkish and a slightly different program will be followed depending on students’ needs.

TUR 001 - Communication Skills in Turkish for Foreign Students is a non-credit, two-semester course for Foundation Development Year students, which aims at the improvement of foreign students’ academic thinking and writing skills through the mastery of Turkish. The main objectives are to display the interconnectedness of skills such as critical thinking, reading, writing, listening and speaking; to teach practical techniques for more effective use of these skills; to orientate foreign students towards a critical and analytical use of the language through an efficient perception and practice of the multi-layered nature of academic work (research, pre-writing preparations, drafting, revising and rewriting); and to help foreign students comprehend academic communication as a process of collective learning through peer evaluation tasks. Foreign students are expected to write several essays, prepare an oral presentation, carry out peer evaluation, and engage in some listening and reading comprehension tasks throughout the course.

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/en/
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 from FDY Routes 4 or 5.

Which FDY students can take the ELAE?

1. Students who have won a place at Sabancı University in the University Placement Exam.
2. Students who have not gained the right to start their faculty studies after studying at FDY for one academic year.
3. Students who did not hand in a valid final exam score

When can I take the ELAE?

The ELAE is administered three times during the academic year:

ELAE 1- at the beginning of the academic year in September: For those students whose status is inactive, for those students who have the right to continue to study at FDY* and for students who have not gained the right to start their faculty studies after studying one academic year at FDY.

ELAE 3- in January: For those students whose status is inactive, for those students who have the right to continue to study at FDY.* These students may be using their right or not.

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 according to the following letter grades:

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 (Evaluated as UL)
E-UL: 45-54
A-SL: 85-100

A reading list, and time and place for the exam for FEEE101 and/or FEEE 102 will be announced on the University website one week prior to the exam. Students are entitled for exemption* from Freshman English I (ENG 101) and Freshman English II (ENG 102) only if you meet the following conditions:

- At least a 637 from TOEFL-PBT and if they are exempted from ELAE 2.
- At least a 8 from IELTS, or at least a 8 from TOEFL-PBT and at least a 550 from TOEFL-PBT and
- At least a 5 from IB (International Baccalaureate) English A, or
- At least a 10 from the ABITUR, English component, or
- At least a “B” from the MATUR, English component from the Austrian High School or
- At least a “C” from GCE Advanced Level English (A’ Level English).

TOEFL Grade | TOEFL Grade | IELTS | ELAE 2. Basamak | ENG 101 Exemption | ENG 102 Exemption
--- | --- | --- | --- | --- | ---
3 | 4 | 5 | A | A+ | A
B+ | A+ | A
B | A
UL | A
UL | A
UL | A
SL | A
SL | A
SL | A

(To be considered exempt, you must get at least a 637 from TOEFL-PBT and a 8 from IELTS, or at least a 8 from TOEFL-PBT and at least a 550 from TOEFL-PBT and at least a 6 from IB (International Baccalaureate) English A, or at least a 10 from the ABITUR, English component, or at least a “B” from the MATUR, English component from the Austrian High School or at least a “C” from GCE Advanced Level English (A’ Level English).)

The English Literature and Composition part of the Advanced Placement (AP)** exam.

- only from ENG 101, if they get an A-SL from the 2nd stage of English Language Assessment Exam (ELAE June 2015 or September 2015), or at least a 6,5 from IELTS, or at least a 110 from TOEFL-iBT, or at least a 637 from TOEFL-PBT and at least a B+ from the “Freshman English I Exemption Exam (FEEE101****).”

- from ENG 102, if they get an A-SL from the 2nd stage of English Language Assessment Exam (ELAE June 2015 or September 2015), or at least a 8 from IELTS, or at least a 110 from TOEFL-iBT, or at least a 637 from TOEFL-PBT and if they are exempted from ENG 101 with “A” grade and if they get at least a B+ from the “Freshman English II Exemption Exam (FEEE102****).”

- from both ENG 101 and ENG 102, if they get at least a C-SL from the 2nd stage of English Language Assessment Exam (ELAE June 2015 or September 2015), or at least a 6,5 from IELTS, or at least a 80 from TOEFL-iBT, or at least a 550 from TOEFL-PBT and
- At least a 5 from IB (International Baccalaureate) English A, or
- At least a 10 from the ABITUR, English component, or
- At least a “B” from the MATUR, English component from the Austrian High School or
- At least a “C” from GCE Advanced Level English (A’ Level English).

TOEFL Grade | TOEFL Grade | IELTS | ELAE 2. Stage Grade | ENG 101 ve ENG 102 Exemption
--- | --- | --- | --- | ---
3 | 4 | 5 | A | A+ | A
B+ | A+ | A
B | A
UL | A
UL | A
UL | A
SL | A
SL | A
SL | A

(To be considered exempt, you must get at least a 637 from TOEFL-PBT, TOEFL-iBT and IELTS are valid for 2 year)

TOEFL Grade | TOEFL Grade | IELTS | ELAE 2. Stage Grade | ENG 101 ve ENG 102 Exemption
--- | --- | --- | --- | ---
587 - 636 | 94 - 109 | 7-7,5 | B-SL | A | A | A | A
637 - 677 | 110-120 | 8-9 | A-SL | A | A | A | A | A | A | A

(Not: Grades of TOEFL-PBT, TOEFL-iBT and IELTS are valid for 2 year)

(*) only for students not yet taken the ENG 101 and/or ENG 102 course
(**) For more information on AP exam: http://apcentral.collegeboard.com. Advanced Placement exams are given in May of every year.
(***) FEEE101 is offered every semester in the first week of classes at Sabanci University.
(****) FEEE102 is offered every semester in the first week of classes at Sabanci University.

A reading list, and time and place for the exam for FEEE101 and/or FEEE 102 will be announced on the University website one week prior to the exam. Students are expected to write an essay and give a presentation on these texts.

FEEE101 is offered every semester in the first week of classes at Sabanci University.

Advanced Placement exams are given in May of every year.

For more information on AP exam: http://apcentral.collegeboard.com. Advanced Placement exams are given in May of every year.

FEEE101 is offered every semester in the first week of classes at Sabanci University.

FEEE102 is offered every semester in the first week of classes at Sabanci University.

A reading list, and time and place for the exam for FEEE101 and/or FEEE 102 will be announced on the University website one week prior to the exam. Students are expected to write an essay and give a presentation on these texts.
Can I take another proficiency exam score and use that 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, valid scores from some external exams will exempt students from the SU Foundation Development Year. The following table gives information about these exams. Please consult SL Directorate for further information.

http://www.sabanciuniv.edu/en/exemption-exams

<table>
<thead>
<tr>
<th>Exams</th>
<th>Validity Expiration</th>
<th>Minimum Valid Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS Academic Module</td>
<td>2 years</td>
<td>6.5</td>
</tr>
<tr>
<td>TOEFL PBT</td>
<td>2 years</td>
<td>550 + minimum 4 from the writing section</td>
</tr>
<tr>
<td>TOEFL IBT</td>
<td>2 years</td>
<td>80</td>
</tr>
<tr>
<td>CAE</td>
<td>3 years</td>
<td>C</td>
</tr>
<tr>
<td>CPE</td>
<td>3 years</td>
<td>C</td>
</tr>
<tr>
<td>FCE</td>
<td>3 years</td>
<td>B</td>
</tr>
<tr>
<td>KPDS</td>
<td>3 years</td>
<td>90</td>
</tr>
<tr>
<td>ÜDS</td>
<td>3 years</td>
<td>90</td>
</tr>
<tr>
<td>ELAE</td>
<td>2 years</td>
<td>65</td>
</tr>
</tbody>
</table>

*Original score should be documented with all exams.

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:
http://fdd.sabanciuniv.edu/exemption

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.

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 Routes in FDY. If you are a student who already studied one year at FDY, you may have the right to choose to study at FDY again. Please contact the School of Languages Admin Office for more information.
Turkish Language Assessment Exam (TLAE)

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 (SL) in this exam or who bring a valid external exam result (EL) do not have to take TUR 001 course. They are advised to take either TUR 101 or TUR 102 or TUR 201 course, depending on their level of language.

Newly registered foreign students who receive an Unsatisfactory grade (UL) in TLAE are obliged to take TUR 001 course designed specifically to help students develop their Turkish language knowledge and skills further.

Spring Freshman – General Information

Route 4 and Route 5 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)
- World Languages Courses (WLCs), such as ARA/Arabic, FRE/French, JAP/Japanese, ITA/Italian, GER/German, LAT/Latin, PERS/Persian, RUS/Russian, SPA/Spanish or TLL/Ottoman Turkish. Beginners start with basic course 110/110D, others may start with a higher level course depending on the result of the Placement Test. All WLCs are offered 5 hours a week, 4 credits. Additional language courses affect Grade Point Average (GPA) but do not count towards graduation requirements for FENS students.

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.
School Of Languages - General Rules

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 health report (approved by the University Health Center, please see section 7) within 3 working days of the end of the medical report to the School of Languages admin office.

*Please see the “Exams and Health Reports” section below.

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 behavior 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 offenses, 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 or students who are unable to attend classes during portfolio task writing 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. Then University Health Center will inform the instructor of the course through e-mail.

c) If you reside outside the campus and receive treatment in an approved 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. Then you need to hand it in to SL Admin office within this 3-day period. Your instructors will be notified by the Admin Office.

d) Any health report should reach the School of Languages Administrative Office within 3 working days following the end of the medical report, and be accompanied by a PETITION. Please click on the link below and read SU Health Center’s Guidelines for Student Health Reports* carefully. http://mysu.sabanciuniv.edu/surecharitasi/en/yonerge/guideline-student-medical-reports-o

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 evaluation results.

*Please see the “Exams and Health Reports” section below.

P E T I T I O N
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.

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**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 all Routes. 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, you are going to study “Contemporary Issues In Focus” book compiled and designed by Freshman instructors. 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 **SUCoursePlus** a website which supports the SL courses you will be taking (see Part 2 of FAQ for more details about **SUCoursePlus**). The Internet is another rich resource that offers endless language learning and practice opportunities. The SL website is [http://sl.sabanciuniv.edu/](http://sl.sabanciuniv.edu/) 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. Your instructors will provide you with many helpful websites available.

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 Writing Center (SUWC) encourages students to become expressive, analytical, critical, and persuasive writers in English. Since writing is only part of a student’s overall fluency in English, SUWC also supports the development of reading, listening, and speaking. FDY
students can get support from SUWC in individual tutorials or small study groups. The Writing Center also offers workshops for classes of FDY students.

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

I would like to learn a second foreign language. Can I take a second language course?

You can take a second foreign language in your Freshman year but not in your Foundations Development Year. This is because you need to devote a considerable amount of time to the required academic load in your FDY studies. However, those of you who successfully complete FDY studies can take courses in Chinese, French, German, Italian, Japanese, Kurdish, Latin, Persian, Russian or Spanish in the Spring term.

If I pass the ELAE, do I also pass the Communication Skills in Turkish (TLL 001 or TUR 001) course automatically?

NO! Please be reminded that the TLL 001 and TUR 001 courses are evaluated independently of whether you pass or fail the ELAE. In other words, FDY students who pass the ELAE do not automatically pass the TLL 001 or TUR 001 course, too. If they pass the ELAE but fail the TLL 001 or TUR 001 course, they still have to retake it.

*Please see section “Tur 001- Communication Skills In Turkish For Undergraduate Foreign Students”*

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 MySu portal (http://mysu.sabanciuniv.edu/tr/it). There you will find many answers to frequently asked questions as well as a link for ‘Students’ under ‘New Users’.

What is SuCoursePlus and how does it benefit me?

SuCoursePlus is a course management system which is basically like a virtual classroom and used at Sabancı University to support all University courses. When you log onto SuCoursePlus you will find several tabs. One of them will be for your Level (Route1, 2, 3, 4, 5) & another one will be for your Section. There will also be other tabs for your Turkish course (TLL) and Civic Involvement Project (CIP). This platform contains your course information, materials that supplement your course books as well as self-study activities to develop your reading, writing, listening and language skills. There are also links to other recommended sites where you can practice your language and study skills. In addition, you will be able to find and listen to the course book audios using your Level SuCoursePlus. For some courses you may also use SuCoursePlus as a forum for web-based discussions and postings. As SuCoursePlus 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 or OLSP team will introduce you to the SuCoursePlus site for your course.

If you experience any difficulties while using SuCoursePlus, e-mail the following address: olsp@sabanciuniv.edu

What are the printing facilities offered on the campus?

Cemil Copy Centre will assist you with your printing needs. You can send the document you want to print to printrequest@sabanciuniv.edu. Also, you can call copy center at 9460.

Another alternative is sending your document to suprint@sabanciuniv.edu and getting your print-out from any of the Xerox/printing machines on the campus.

Will I learn how to use computers in my class?

At the beginning of each academic year Online Learning Support Project (OLSP) Team from the FDY will give you presentations on SuCoursePlus and MS Word basics. Your FDY instructors will also give you further support in class.

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 counselor, Gaye Turgay by calling extension number 3140 or by sending them an e-mail at: dod@sabanciuniv.edu. Our counselor will be happy to provide you with 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 any reason, please request assistance 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 counselor 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.

For information on the campus sports activities, click on the “spor” link on the mySU page: http://www.sabanciuniv.edu/ok/spor/eng

The University also has its own Performing Arts Centre (Sabancı Gösteri Merkezi) which offers an opportunity for you to enjoy
performing artists and groups, including concerts, dance performances and plays. As well as performances, it organises activities for you to get involved in cultural and artistic pursuits.

Please refer to the following link for more detailed information on what the Centre offers:
http://sgm.sabanciuniv.edu/

All social activities are announced on http://mysu.sabanciuniv.edu/en. Make sure you check the announcements regularly.
# Foundations Development Year
## English Program Exit Level Descriptors

<table>
<thead>
<tr>
<th>General linguistic range</th>
<th>ENG 0001 (A2)</th>
<th>ENG 0002 (A2+)</th>
<th>ENG 0003 (B1)</th>
<th>ENG 0004 &amp; ENG 0005 (B2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a limited repertoire of short memorised phrases covering predictable situations; frequent breakdowns and misunderstandings occur in non-routine situations.</td>
<td>Has a repertoire of basic language which enables him/her to deal with predictable classroom situations.</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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<tr>
<td>Can use basic sentence patterns and communicate with memorised phrases, groups of a few words and formulae about familiar topics under study.</td>
<td>Can give short descriptions and make simple claims on factual topics under study.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Overall listening comprehension</td>
<td>Can understand phrases and expressions related to familiar topics provided speech is clearly and slowly articulated.</td>
<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.</td>
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<tr>
<td>Overall Spoken Interaction</td>
<td>Can communicate in simple routine tasks requiring a simple and direct exchange of information on familiar topics under study.</td>
<td>Can interact with reasonable ease in structured situations and short conversations, provided the other person helps if necessary.</td>
<td>Can communicate with some confidence on familiar topics under study.</td>
<td>Can interact with a degree of fluency and spontaneity that makes interaction with speakers of standard English quite possible.</td>
</tr>
<tr>
<td>Can handle very short social exchanges but is rarely able to understand enough to keep conversation going of his/her own accord.</td>
<td>Can convey a simple overall message, despite frequent language errors and frequent hesitations.</td>
<td>Can connect ideas together most of the time at a varying speed to convey a clear message, despite some pauses and language errors and slips.</td>
<td>Can connect ideas together coherently at a fairly natural speed, with occasional unobtrusive language errors or slips.</td>
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<tr>
<td>Overall Reading Comprehension</td>
<td>Can read short, simple texts containing the highest frequency vocabulary.</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>Overall Written Production</td>
<td>Can write a series of simple phrases and sentences linked with simple connectors.</td>
<td>Can write 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.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Can also synthesize and evaluate information and arguments from a number of sources to do so.</td>
<td></td>
</tr>
</tbody>
</table>
1. All Routes - Route Progressions
2. Route 1 Fall → Spring Progressions
3. Route 2 Summer Progressions

**SPRING**

**ROUTE 2**

- **R2**  
  - 65–100
  - ELAE
    - A, B, C  
      - Faculty  
      - Summer School  
      - Guaranteed Route 4 in Fall  
      - D  
      - Guaranteed Route 4 in Fall  
      - E, F

- **ELAE**  
  - 0–64
  - A, B, C  
    - Faculty  
    - Summer School  
    - Guaranteed Route 4 in Fall  
    - D  
    - Guaranteed Route 4 in Fall  
    - E, F  
      - No Summer School allowed  
      - Replaced with stage 1 Sept.  
      - Replaced with stage 1 Sept.
4. Route 2 Fall → Spring Progressions
5. Route 3 Summer Progressions

**SPRING**

**ROUTE 3**

- **R3**
  - **ELAE**
    - **Guaranteed Summer School**
      - **D, E, F**
        - **Summer School**
          - **S**
            - **Faculty**
          - **U**
            - **Route 4 in Fall**
    - **A, B, C**
      - **Faculty**
      - **S**
        - **Faculty**
      - **U**
        - **Route 4 in Fall**
  - **Guaranteed Summer School**
    - **D, E, F**
      - **E, F**
        - **No Summer School allowed**
          - **Replaced with stage 1 Sept.**
        - **E, F**
          - **Replaced with stage 1 Sept.**
  - **A, B, C**
    - **Faculty**
    - **S**
      - **Faculty**
    - **U**
      - **Route 4 in Fall**

- **R3**
  - **65-100**
  - **0-64**
6. Route 3 Fall → Spring Progressions

ROUTE 3

FALL

R3

0-64

SPRING

R4

65-100

R5
7. Route 4 & 5 Summer Progressions

**SPRING**

**ROUTE 4 & 5**

- **R4 & 5**
  - **65-100**
  - **ELAE**
    - **0-64**
    - **Guaranteed Summer School**
  - **A, B, C**
  - **D, E, F**
  - **Faculty**
    - **Faculty**
  - **Summer School**
    - **S**
    - **U**
    - **Route 4 in Fall**
  - **Route 4 in Fall**
8. Route 4 Fall → Spring Progressions
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 of 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 SUCourse helps us a lot to learn English and improve our reading, listening, vocabulary and grammar. I used SUCourse links quite often for self-study so thanks to our laptops and our teachers.

Gülan Barışan 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.

Sinan Büdeyri - Intermediate 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.

Başak İçten - Basic Starter
It’s been one of the most pleasant school years. The joy of learning English and the nice attitudes of our instructors have made it possible for us to cope with this difficult year.

Ceyhun İskel - 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 SUCourse during the course.

Ebru Hüsrevoğlu - 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.