



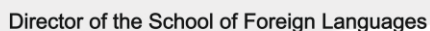
SCHOOL OF FOREIGN LANGUAGES

STUDENT HANDBOOK

**YOUR CAREER
STARTS
WITH US**



**GAZİANTEP
İSLAM SCIENCE AND TECHNOLOGY
UNIVERSITY**



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1. Registration and grouping

In SFL, compulsory preparatory education is provided in the language of the program (English, Arabic) for the students of the Translation and Interpreting Department of our university. The proficiency of the students in English and Arabic is determined through an exemption exam to assess whether they are able to attend faculty/department courses. Students who do not show success in this exam (In accordance with the Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be Followed in Teaching in a Foreign Language, which was published in the Official Gazette on March 23, 2016.) are subjected to the foreign language preparatory education.

a. Fall-Term Grouping and Weekly Class Hours:

Our students are placed in MODULES that are suitable for their levels based on the results of the exemption/student placement exam conducted at the beginning of the academic year.

- A1 level
- A2 level
- B1 level

b. Weekly Class Hours and Absenteeism Rights of the Students

There is an 85% attendance requirement for preparatory classes. Students who exceed this limit in a module will have to repeat the module. If a student accumulates a total of 80 hours of absence within one semester (fall/spring), s/he will be considered to fail the preparatory class. These students can continue attending classes if they wish, but they will not be allowed to take exams.

2. Academic Calendar

You can reach the academic calendar of our school [the link.](#)

3. Evaluation of Academic Studies in the SFL

a. Evaluation of Students' In-term Performance

- Evaluation of Students' In-term Performance (Shape-1)
- Students are placed in a module that corresponds to their level after taking a placement exam.
- Each module lasts for about 7-8 weeks.

**BASIC
LEVEL**

**A1 Basic User
A2 Basic User**

**INDEPENDENT
LEVEL**

**B1 Intermediate
B1 + Upper Intermediate
B2 Pre - Advanced**

**ADVANCED
LEVEL**

B2 + Advanced



- The passing grade for each module is 70.
- Students who do not score 70 points in a module must repeat that module.
- The in-term score is determined by the average of the four modules the student has studied throughout the academic year.
- At the end of the year, students who complete the B1 module are allowed to take the final exam.
- When calculating the end-of-year grade, 50% of the in-term score and 50% of the final exam score are taken into account.

GRADING

IN - TERM %50

FINAL %50

MODULE-1
%25

EXIT EXAM
%65

QUIZ
%20

SAC
%10

Instructor
Evaluation %5

MODULE-2
%25

EXIT EXAM
%65

QUIZ
%20

SAC
%10

Instructor
Evaluation %5

MODULE-3
%25

EXIT EXAM
%65

QUIZ
%20

SAC
%10

Instructor
Evaluation %5

MODULE-4
%25

EXIT EXAM
%65

QUIZ
%20

SAC
%10

Instructor
Evaluation %5

Important Notice

● Students who fail because of excessive absences throughout the year are not allowed to take the final exam or attend summer school.

● Students who attend classes and have an in-term score of at least 49.50 are allowed to take the final exam.

● Students in the preparatory class who have a score above 69.50 are entitled to enroll in their departments. Those who fail have the right to take the exemption exam held at the beginning of the academic year. If they fail the exemption exam, they have the opportunity to continue for one more year at the School of Foreign Languages.

● Students who fail for two consecutive years do not have the right to continue with a third year of preparatory education, but they have the right to take the exemption exam held at the beginning of the academic year. Additionally, students in this situation may apply to the Student Selection and Placement Center (SSPC) to transfer to another university that provides education in Turkish, considering the placement conditions set by SSPC.

● To summarize, those who regularly attend classes in the first year and have an in-term grade of 44.50-49.49:

They cannot take the final exam, but they can enroll in the summer school and take the final exam in the summer school. If they fail, they have the right to take the exemption exams at the beginning of the following academic year.

● If they also fail the exemption exam held at the beginning of the academic year, they have the right to continue for one more year at the School of Foreign Languages.

● If they fail at the end of the second year as well, they do not have the right to continue with a third year of preparatory education. However, they have the right to take the exemption exam held at the beginning of the academic year.

● Those who regularly attend classes in the first year and have an in-term grade of 44.49 and below:

They cannot take the final and make-up exams, and they cannot attend summer school. However, they have the right to take the exemption exam held at the beginning of the academic year. If they fail the exemption exam as well, they have the right to continue their education for one more year at the School of Foreign Languages.

● Those who reach the attendance limit in the first or second year:

They cannot take the final exam, or attend the summer school, but they can take the exemption exam held at the beginning of the next academic year.



b.En d-of-Year Assessment: Pass/Fail Status 1. Group:

▪ For students who are admitted to their programs based on language scores and whose language of instruction is English or Arabic (e.g., Translation and Interpreting Department students in English and Arabic), the minimum passing grade for the preparatory class is 70.



How are the Grades Rounded and Calculated?

End-of-year exam grades are rounded to the nearest whole number.

Example:

75.50.....76

75.49.....75

When calculating the average of grades, the resulting number obtained by dividing the sum of grades by the number of grades is always carried out to the thousands place, and the hundreds place is rounded based on whether the digit in the ones place is less than or greater than 5.

Example:

26.835.....26.84 26.834.....26.83

When calculating percentages of averages, the resulting number obtained is always carried out to the thousands place, and the hundreds place is rounded up or down based on whether the last digit in the one's place is less than or greater than 5.

Example:

Average %10

43.66 4.366 4.37 43.64 4.364 4.36

The overall in-term achievement grade is expressed as a two-digit decimal number.

Example

64.50.....65 64.49.....64



4. Summer School

- Summer school begins on the date specified in the School of Foreign Languages academic calendar.
- Students with an in-term grade higher than 44.50 have the right to attend summer school.
- If the students are eligible to take summer school education, they have to attend the classes. Attendance is mandatory in summer school. Students who exceed the attendance limit will be accepted as unsuccessful and will not be allowed to take the final exam held at the end of the summer school.
- It is up to eligible students to take summer school education or not. However, only students who attend summer school and continue attending classes are allowed to take the final exam held at the end of the summer school.
- Students who provide the required grade in the final exam held at the end of the Summer School, according to the sections and grades specified in Section 3, Part B of this handbook, are considered successful. Students who fail have the right to take the exemption exam held at the beginning of the academic year.
- Students who fail in the exemption exam held at the beginning of the academic year do not have the right to continue with a third year of preparatory education.
- Students who fail because of excessive absence cannot attend the summer school.
- Students who fail because of excessive absence in the summer school cannot take the final exam.
- The following procedure is followed when calculating the summer school achievement grade:



QUIZ
% 20

INSTRUCTOR
EVALUATION
%5

FINAL
EXAM
% 75

Attendance Status

● According to the regulations of School of Foreign Languages, attendance is mandatory in classes. The attendance status of students is kept in two different ways: separately for each module and separately for each term. In each module, the student has the right to be absent up to 15% of the total course hours. Students who exceed this limit are considered unsuccessful in the module so must repeat it. Once they are marked as unsuccessful because of excessive absence, they cannot take exams, but the grades they have received up to that point are included in the calculation of the preparatory class success score. Students who accumulate more than 80 hours of absence within one semester (fall/spring) are accepted unsuccessful for that year.

● If a student does not reach the absence limit within a module or semester, the remaining days cannot be carried over to the second module or semester.

● There is no late attendance policy, and students who arrive late to class are not allowed to enter.

● Students who exceed the absence limit is considered to fail. Attendance is tracked by the teaching staff through signing attendance sheets for each hour and these are transferred to the Student Affairs Information System in electronic format at intervals of two or three weeks within the module.

● Each student is responsible for keeping track of their own attendance records and checking the records in the system.

In the case of that the instructor does not attend the class:

● In case the instructor is unable to attend the class due to illness or any other reason, efforts will be made to provide a substitute instructor for that class. If this is not possible and if there are available classes in the same level, students will attend classes in other sections within their own level. If there are no available classes in the same level, students will attend classes either in the level below or above. On the days when the instructor is absent, students are required to attend the same class. Attendance will be taken by the substitute instructor or the instructor of the class they attend, and it will be reported to the administration.

● In cases where substitute teachers are not assigned to their classes or they are not sent to other classes on different floors due to the division of classes into groups, students are required to inform the School of Foreign Languages administration. In the aforementioned situations, it is the students' responsibility to attend classes, learn the scheduled course materials, and take exams.



Exams

a. Module Exit Exams

- Module Exit exams are provided at the end of each module.

- Module Exit exams consist of reading comprehension, writing, speaking skills, vocabulary, and grammar sections.

- Module Exit exams are quite comprehensive (can last between 1.5 and 2.5 hours).

- There are no classes on Module Exit exam days.

- The dates of Module Exit exams are indicated in the course schedule.

- Students who have not taken the Module Exit exam without a medical report issued or approved by the health center, or students who have a medical report but have not submitted it to the School of Foreign Languages within 3 days after the expiration date of the report, will receive a grade of 0 (zero) for that exam.

- Students with a medical report are granted the opportunity to take a make-up exam on a specified date, which is announced beforehand. It is the responsibility of the student who will take the make-up exam to find out the date and location of the exam, and there will be no further opportunity for a make-up exam, even if they have a medical report. Medical reports can only be taken into account if they are submitted within the specified period. However, regardless of having a medical report, if a student does not regularly attend the classes, s/he will be marked as unsuccessful. In this regard, we advise our students to use their granted absence allowance only for real illnesses or urgent situations. Using the absence allowance unnecessarily and then needing to be absent due to compulsory reasons puts the student at risk of failing the class, as they will have consumed their total absence allowance.

- The written papers of the graded Module Exit exam's writing section will be handed to the students in class on a designated day and time for announcement and review purposes. Students are encouraged to review their papers during the given class time and resolve any disputes or concerns with their instructors.

- The student is responsible for raising any objections regarding exam results to the instructor who conducted the evaluation within the designated class period for review. Objections made outside the designated exam review period or those not personally delivered to the evaluating instructor will not be re-evaluated.



Final Exam (June)

- A final exam is conducted at SFL at the end of each academic year.
- This exam is designed to assess the student's language proficiency to determine if they are capable of following their department courses.
- Students with a year-end grade of at least 69.50 are considered to have successfully completed the SFL program and are allowed to register for their departments.
- The location and date of the Final Exam are announced on the SFL website and SFL social media accounts one day before the exam.
- To be allowed to take the final exam, a student's attendance status, and overall average grade throughout the year are taken into consideration.

Exemption (Proficiency) Exam

- As indicated in the academic calendar, two exemption exams are provided in total during each academic year at the School of Foreign Languages. Newly registered students and those who were unsuccessful in the previous academic year can take the exemption exam conducted at the beginning of the academic year. The exemption exam held at the end of the second module is open to students who have achieved a minimum average of 85 in B1 level and students who have successfully completed B1+ and B2 levels. Students who freeze their registration for the fall semester cannot participate in the exemption exam held at the end of the fall semester. The Exemption Exam is conducted in three stages as follows:

FIRST STAGE

Listening Part : %20
Reading Part : %30
Language Use Part: %15

SECOND STAGE

Writing Part : %20

THIRD STAGE

Speaking Part: %15

In the first stage, students who score 35 or above (out of 100) are allowed to proceed to the second and third stages of the exam. Students who achieve a score of 70 or above in the exemption exam for the English and Arabic Translation and Interpretation Departments are accepted as successful in the preparatory class.



General Information about the Exams



- It is mandatory for students to have their student ID and identification document (ID card, driver's license, or passport) with them during exams.

Before the start of the exam, all students are required to turn off their mobile phones and leave them in a designated area determined by the instructor. Having a mobile phone during the exam will be considered as an attempt to cheat, and disciplinary proceedings will be initiated in accordance with the Higher Education Institutions Student Discipline Regulation (article 5/d, 7/e, and 8/d).

Before each exam, instructors have the right to arrange and change the seating of students, as well as provide any necessary instructions to ensure the smooth conduct of the exam. In cases where a student creates difficulties in these matters, a written record may be taken, and the student's exam may be invalidated.

Students who arrive late to Module Exit, final, and exemption exams after the first 25 minutes will not be admitted to the exam.

Attempting to cheat, copy or having someone else copy, use threats to cheat, prevent the removal of

students who are caught copying from the exam hall, allow someone else to take the exam on one's behalf, or taking the exam on behalf of someone else are considered offence according to the relevant articles of the Higher Education Student Discipline Regulation. Students who engage in such activities will be subject to disciplinary investigation. During the exam, the instructor is not obliged to issue a warning to a student caught cheating; all students are required to comply with the exam rules. In cases of cheating, it is within the instructor's authority to give the student a grade of zero, reduce the grade as deemed necessary, or dispatch the student to the discipline board.

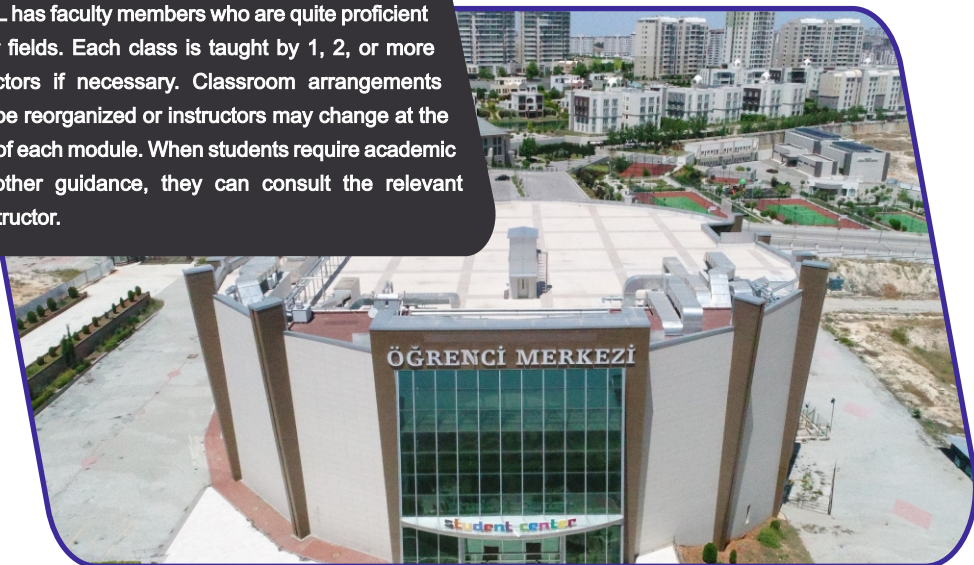
During the exam, except for the listening section, the classroom doors will be kept open.

If a student obtains a valid report covering the exam dates in which they were unable to participate, their grades for those exams will be considered valid and included in the overall grade assessment.

Students are strongly advised to keep a regular record of all their grades.

6. Lecturers and administration of the SFL

The SFL has faculty members who are quite proficient in their fields. Each class is taught by 1, 2, or more instructors if necessary. Classroom arrangements may be reorganized or instructors may change at the end of each module. When students require academic or other guidance, they can consult the relevant instructor.



Issues Regarding Student Discipline and Punishment Procedures

Please check our main website for Gaziantep Islam Science and Technology University the discipline Regulations for Higher Education Students [The link](#)

Investigation, responsibilities, and penalties according to the Student Discipline Regulations:

- Those who engage in actions contrary to the dignity and honor of being a higher education student, whether inside or outside higher education institutions,
- Those who directly or indirectly restrict the freedom of learning and teaching,
- Those who disrupt the peace, tranquility, and working order of institutions,
- Those who participate in acts such as boycotts, occupations, and obstruction, and those who encourage and incite such actions,
- Those who harass or violate the honor and dignity of higher education members or engage in disrespectful behavior towards them,
- Those who participate in or incite and encourage anarchic or ideological incidents, even if the action constitutes another offense, are subject to penalties such as warning, reprimand, suspension from the institution for a period of one week to one semester, or expulsion from the higher education institution.



Matters Requiring Students' Attention

Our university requires our students to pay attention to the following matters, both within and outside the university:

- Always remember to maintain respectful relationships with faculty members and other students.
- It is mandatory to carry student ID and residence cards at all times and show them when requested by any university or security staff.
- Never lend your student ID to others; doing so will result in disciplinary investigation and subsequent disciplinary action. The punishment will remain on record within the university.
- Do not leave your bags, wallets, books, mobile phones and any other valuable belongings in the classrooms due to the risk of loss or theft. GIBTÜ and/or the SFL are not responsible for the lost or stolen items.
- Smoking is prohibited in enclosed areas, floors, corridors, restrooms, and classrooms within the building. Those who fail to comply with this rule will be subject to a disciplinary investigation. The punishment will remain on their university records.
- Selling food, clothing, books, or any other items on campus by students is prohibited. Students are not allowed to enter the offices of school administrators, academic, administrative or service staff without permission, as well as empty classrooms.
- Posters or announcement texts can be displayed on the bulletin board with the necessary permissions obtained from the relevant units of the Rectorate and by informing the school administration.
- School buildings and the surrounding areas should be kept clean, and the University's property should be used with care. Any damage caused will be compensated by the student.
- Students may participate in seminars, conferences, meetings, and activities within GIBTÜ during their class hours at their own responsibility; however, they will still be marked absent during the classes they do not attend.
- Using mobile phones during class is prohibited, and disciplinary proceedings may be initiated due to disrupting the class order.
- Students are required to keep their student IDs during exams. Students who do not have their IDs will not be allowed to take the exam.
- The invigilator must visually verify the student's resemblance to the photo on their ID by looking at the student's face. In case of suspicion, the instructor has the right to remove the student from the exam room. The student should also have their ID card with them for this verification. If a student is found to have a mobile phone in their possession, whether it is turned on or off, during the exam, their exam grade will be recorded as 0 (zero), and a disciplinary investigation will be initiated, resulting in appropriate punishments.
- Students are required to leave the building immediately after completing the quiz, exit exam, final, or speaking exams. Keeping the corridors or the stairs busy is prohibited. A student who is waiting out of the classroom or in the corridors may be subject to a disciplinary investigation for 'disrupting the exam atmosphere' as they would be infringing upon the rights of students who are still taking the exam.
- Students are obligated to bring the relevant course materials to their classes.

Pay attention: First-semester students who have failed due to attendance (for evening class students) or repeat students (for all students) must pay the fees and then register. Otherwise, you are at risk of having your student status frozen, withdrawn and finally terminated.

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