

FREQUENTLY ASKED QUESTIONS

1. Is it compulsory to attend the classes? If so, what is the absence rate?

Yes it is. For each level you have 46 hours for not attending. Every student has to attend %85 of the lessons. If a student reaches 48 hours, he/she will fail due to absence.

2. If nobody goes to class or a few students go to class, will the teacher take the attendance?

Yes, he/she will.

3. In the first beginning of the classes, will the teachers take the attendance?

Yes they will.

4. Is it possible to have flex hours in the attendance?

No, it isn't. The attendance to the classes are really important for every student as the main purpose is being hardworking and its effect on the student's success.

5. If my attendance is 48 hours in A2 level, will I have to take it again?

Yes you will.

6. Are the health reports valid for the attendance?

No they aren't. But only the committee reports are evaluated by the head of the department.

7. Are the reports valid for the examinations? If so, which exams are they valid for?

You have to hand in your report to the secretary of the director in 5 days from the finish time of your report.

8. If a student fails due to absence, will she /he take the end of year exam?

The student have to take the level again if she/he fails due to absence. It's necessary for the student to finish at least B1 level in a good grade to take the EYE. It requires not to fail from the attendance.

9. Is it possible for one of our friends to attend the class as a guess student?

No it isn't.

10. Is it OK to bring some food inside the classrooms apart from water?

No it isn't.

11. When I dislike my class or have difficulty in my level, can I change my class?

If so, you have to inform this to your teacher or to the coordinator of the level.

12. What are the criterions for the vertical and undergraduate transfers?

The limit of the attendance is under 40 hours. Writing/Speaking portfolio and the make-up of the quizzes are not done due to the Basic School of Foreign Languages directives.

13. Can I use the classrooms to read a book, study or access to the net when the classes are empty?

No, you can't.

14. When I am late for the class, can I come in? Will the teacher allow me enter the classroom?

The students have to be punctual. The students are not allowed into the classroom.

15. If I come to the class without my materials, can I attend the class?

The students are responsible to bring all the materials to the classroom according to the directives of the school.

16. If my attendance is over from what I have expected to be, what should I do?

You should write a petition and hand in to the secretary of the director.

17. What is the 'Voluntary Preparatory'?

The students whose education language is Turkish and those whose education language is partly or wholly foreign language in academic units can voluntarily access preparatory classes.

These students have to hand in their petition about voluntary preparatory to the Students Affairs of the School of Basic English within 7 days before the date of the Proficiency exam and take the placement test.

The period of the voluntary preparatory classes is for 1 year.

The students who are successful or not successful continue to attend the classes which they were replaced. On the other hand, those who are not successful will not take the elective courses whose language is partly or wholly foreign. They can only take the courses whose language is Turkish.

VOLUNTARY PREPARATORY DEPARTMENTS

FATIH EDUCATIONAL FACULTY..... Teaching Instructional Technologies

Psychological Counseling and Guidance

SCIENCE FACULTY.....Biology, Chemistry, Maths

FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES.....Public Administration

FACULTY OF COMMUNICATION..... Journalist and Public Relations

FACULTY OF ARCHITECTURE..... Architecture

FACULTY OF FORESTRY..... Forestry Engineering

SURMENE FACULTY OF MARINE SCIENCESFishery Technology Engineering

18. What is 'Compulsory Preparatory'?

The period of compulsory preparatory classes is for 1 academic year. This period does not contain the duration of the program that the students were recorded to.

The students who attend the compulsory preparatory classes and are successful continue the program that they have already been recorded to. For those who attend the compulsory preparatory classes and are unsuccessful, the followings below are applied:

a) The compulsory preparatory class students who take the EYE exam and fail can enter the Replacement or Proficiency test at the very beginning of the following academic year. If they fail in these exams again they can continue with the preparatory class due to their willingness. These students have to inform this to the secretary of the head within 5 days following the declaration of the results of the Proficiency exam by handing a petition about if to continue the preparatory classes or not.

b) The students can enter the Proficiency exams at the beginning and end of the term by improving their own foreign language.

c) The students who attend the compulsory preparatory classes and fail can be replaced to an equivalent program, if there is no equivalent program, to a similar program whose education language is Turkish in Karadeniz Technical University or in other university. But the student's grade in the year that he/she was recorded to must not be lower than the base point of the program that the student will be replaced.

19. What are the definitions of the Levels and their contents?

The classes are divided into four levels in the beginning of the academic year at Karadeniz Technical University, School of Basic English. These levels are B1+ (upper intermediate), B1 (Intermediate), A2 (Pre-Intermediate) A1 (elementary).The students are replaced to one of the levels according to the exam results. They complete 3 levels in 1 year. Each of the level has 11 weeks. The students whose average grade in %30 program during one level is under 60 and those average grade in %100 program is under 70 or those who violate the attendance limit % 15 will retake the level.

The Definition of Level A1: The students can speak a little English or they can't speak it at all. They can understand very little everyday language or they can use a few words or phrases. They can realize very few words or phrases while reading. Also in writing, they are capable of using a few structures but not deliberately.

The Definition of Level A2: The students who start this level can understand very basic dialogues and respond them .They are capable of understanding a lot of basic phrases in daily English. Although they make mistakes in structure, they have ability to form questions and make answers. They can read texts and understand most of the structural differences .Even though they can't make true sentences about a certain subject, they can write basic sentences connected to necessary forms.

The Definition of Level B1: In the very first beginning of this level, the students can understand the main extract of the English dialogue. By asking questions about everyday life, they can easily start a dialogue and with a little help they are able to perform a lot of social and practical functions such as shopping, seeing a doctor etc...It is satisfying to understand the essence of the semi individual reading passages. On the other hand, they need some support about the details, rarely confronted words and some complicated

structures. Even though they can't organize in suitable way, they can write short paragraphs. Generally they have problems in consistency and providing unity. Out of the lesson subjects, such as storytelling, personal letters, explain opinion or giving opinion, they can easily use basic and some complicated structures. But, they generally have difficulty using some complicated structures in academic paragraph writing and composition.

The Definition of Level B1+: They can start a dialogue and continue it actively. They are in the level of explaining everything about daily life and they can overcome any problems even in an unexpected event. (E.g. During shopping something goes wrong). They can easily understand the main idea of the reading passage and most of the details, but they need help for the academic words and some niceties. They can understand most of the texts which does not contain academic content and differentiate various writing types. They are able to write a paragraph, but they need to know how to organize it correctly and how to outline. They can use various structures in a lot of topics that do not require expertise such as storytelling, personal letters, giving or explaining opinions. They generally have difficulty using some complicated structures in academic paragraph writing and composition.