

ALANYA UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
STUDENT HANDBOOK
(2025-2026)

Our Mission

As the School of Foreign Languages, our mission is to help our students develop in-depth language knowledge, cultural awareness, and communication skills in various foreign languages, especially English, and to equip them with the ability to communicate effectively on a global scale.

Furthermore, by providing quality foreign language instruction that encourages them to use the language effectively in their professional lives, we aim to develop students' self-confidence, self-study skills, communication skills, and linguistic awareness. We also aim to equip our students with the skills to compete internationally and support their academic and professional development by utilizing innovative language teaching methods.

Our Vision

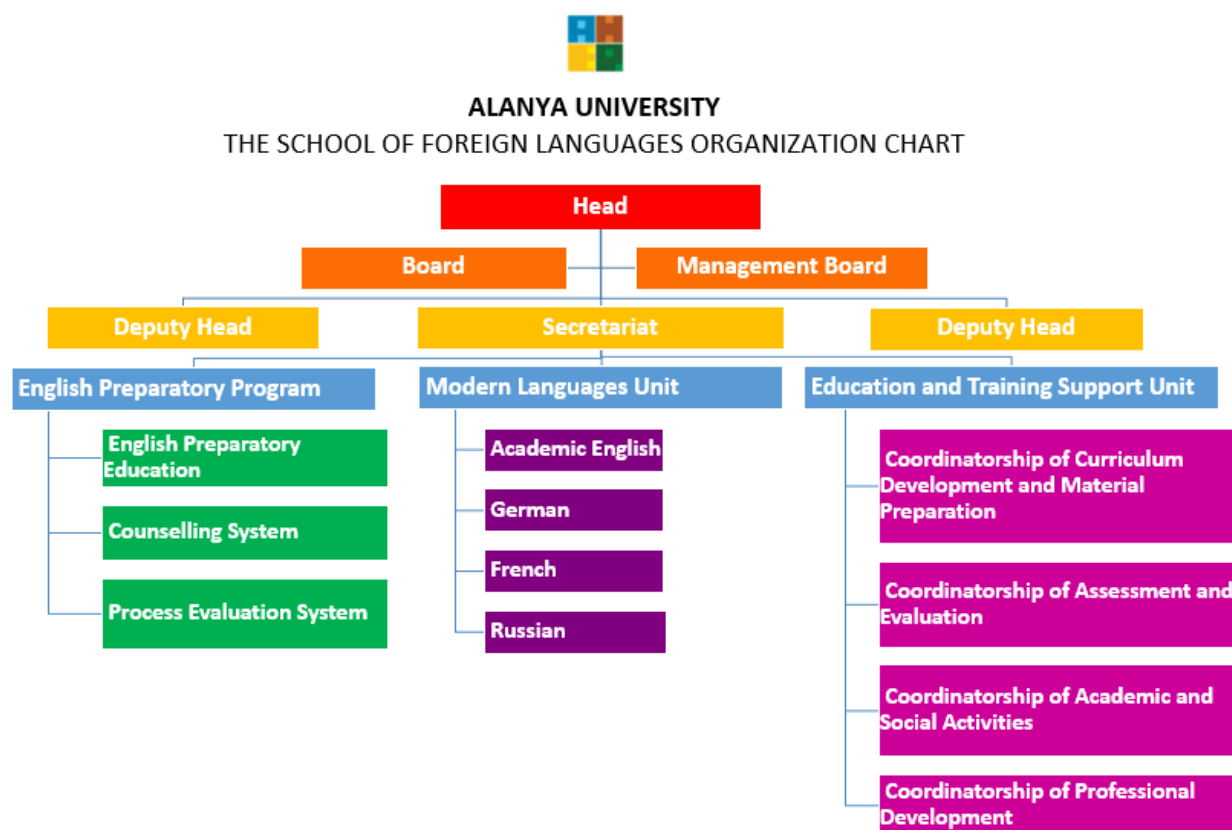
The School of Foreign Languages' vision is to be a respected and recognized institution, both locally and internationally, that prioritizes academic success, innovation, and excellence in language teaching and learning. Our goal is not only to provide our students with the language skills they will need throughout their education, but also to enable them to effectively utilize all their language skills in a global world shaped by evolving technology and converging cultural dynamics. This approach enables students to contribute to society at national and international levels, becoming sensitive and informed individuals in both their academic and professional lives.

Our Objectives

Students who have completed the English Preparatory Programme at Alanya University:

- can speak English fluently and effectively,
- can understand the conversations made in and out of the classroom and express their knowledge, emotions, thoughts and experiences, including the conversations related to their interests and professions,
- can follow daily and academic conversations,
- can follow a long speech on professional and academic topics and take notes on its outline and details,
- can handle formal and informal correspondence,
- can write short articles on various topics,
- can understand the outline of texts written in professional and academic fields,
- can do library and Internet research etc. by using English.

Our Organization Chart



Units and Coordinatorships

The School of Foreign Languages consisting of **English Preparatory Programme, Modern Languages Unit, Education and Training Support Unit** offers courses which increase students' self-confidence, self-study skills, communication skills and language awareness.

1) English Preparatory Programme

It is the unit that provides English Preparatory Education for students registered at Alanya University. Within the unit, students receive one-year intensive English education based on 4 basic language skills. By taking Integrated Skills, Spoken Expression, Listening Comprehension, Academic Writing, Use of English and Reading Comprehension courses in the English Preparatory Programme students acquire the basic language skills they will need during their undergraduate studies.

2) Modern Languages Unit

The Modern Languages Unit offers students academic English and a second foreign language course throughout their undergraduate studies. This aims to not only help students become proficient in English but also to effectively use a second foreign language.

The courses offered within the Modern Languages Unit are as follows:

- ✓ Academic English
- ✓ German
- ✓ French
- ✓ Russian

3) Educational Support Unit

The Educational Support Unit supports the dynamic development of the School of Foreign Languages by building a bridge between the teaching faculty and the students taking the courses.

Weekly Course Hours

English Preparatory Education consists of two semesters, 15 weeks each. At the beginning of the academic year, students begin their studies in classes of different levels appropriate to their level of English.

**Under normal circumstances, students cannot change classes. However, when a class change is requested, advisors evaluate the student's situation and, if deemed necessary, may place the student in a class of their choice after discussing it with the class advisor. The change can only be made once.*

** At the end of the fall semester, classes are shuffled based on academic standing, attendance, and classroom dynamics. Most students continue the spring semester with different instructors and new classmates.*

The number of hours of these classes are as follows:

WEEKLY COURSE HOURS ACCORDING TO LEVELS	
Elementary	24 hours of classes per week
Pre-intermediate	20 hours of classes per week

Weekly Schedule Sample 1 (Elementary)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:20	1 st Lesson	1 st Lesson	1 st Lesson	1 st Lesson	1 st Lesson
10:30- 11:20	2 nd Lesson	2 nd Lesson	2 nd Lesson	2 nd Lesson	2 nd Lesson
11:30- 12:20	3 rd Lesson	3 rd Lesson	3 rd Lesson	3 rd Lesson	3 rd Lesson
LUNCH BREAK			4 th Lesson	LUNCH BREAK	
13:30- 14:20	4 th Lesson	4 th Lesson		4 th Lesson	4 th Lesson
14:30- 15:20	5 th Lesson	5 th Lesson		5 th Lesson	5 th Lesson

Weekly Schedule Sample 2 (Elementary)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:20	1 st Lesson	1 st Lesson	1 st Lesson	1 st Lesson	
10:30- 11:20	2 nd Lesson	2 nd Lesson	2 nd Lesson	2 nd Lesson	
11:30- 12:20	3 rd Lesson	3 rd Lesson	3 rd Lesson	3 rd Lesson	
LUNCH BREAK					
13:30- 14:20	4 th Lesson	4 th Lesson	4 th Lesson	4 th Lesson	
14:30- 15:20	5 th Lesson	5 th Lesson	5 th Lesson	5 th Lesson	
15:30- 16:20	6 th Lesson	6 th Lesson	6 th Lesson	6 th Lesson	

Weekly Schedule Sample (Pre-intermediate)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:20	1 st Lesson	1 st Lesson	1 st Lesson	1 st Lesson	
10:30- 11:20	2 nd Lesson	2 nd Lesson	2 nd Lesson	2 nd Lesson	
11:30- 12:20	3 rd Lesson	3 rd Lesson	3 rd Lesson	3 rd Lesson	
LUNCH BREAK					
13:30- 14:20	4 th Lesson	4 th Lesson	4 th Lesson	4 th Lesson	
14:30- 15:20	5 th Lesson	5 th Lesson	5 th Lesson	5 th Lesson	

BOOK LIST

The books which are used in English Preparatory School will be sold online by publishers at the beginning of fall term. Students can buy their books from these online platforms and their books will be shipped to the School of Foreign Languages by publishers.

ELEMENTARY	
-	PIS-101- Integrated Skills: Language Hub A2 & Language Hub B1+ (Macmillan Education)
-	PRW-101- Reading & Writing: Skillful RW Foundation & Skillful RW 2 (Macmillan Education)
PRE-INTERMEDIATE	
-	PIS-101- Integrated Skills: Language Hub B1 & Language Hub B1+ (Macmillan Education)
-	PRW-101- Reading & Writing: Skillful RW 1 & Skillful RW 2 (Macmillan Education)

ENGLISH PREPARATORY PROGRAM COURSE CONTENTS

PIS-101 (INTEGRATED SKILLS)

This course is designed to provide general information about the fundamentals of the English language using an integrated approach. It aims to develop students' reading, listening, writing, and speaking skills, as well as vocabulary and grammar, which they can use in their academic and professional studies. This course also aims to help students identify various social and academic contexts and become familiar with everyday English usage.

PRW-101 (READING & WRITING)

This course is designed to help students develop their reading comprehension and writing skills by using various reading strategies. The aim is to develop students' vocabulary, help them understand reading texts at different levels, make inferences and predictions, become familiar with different reading texts, write paragraphs and compositions about a person, event, place or concept using different writing methods, and develop their skills in explaining their ideas in detail using cause-effect relationships, examples and explanations.

ALANYA UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY SCHOOL
EVALUATION SYSTEM (2025-2026)

In the English Preparatory Program, there are a total of four Progress Evaluation Exams (PEE); two exams in fall and two exams in spring semester. It is possible to complete the English Preparatory Program successfully with a grade point average or a proficiency exam.

Semester	Exam Type	Name of the Exam	Effect for Passing Grade
FALL	PROGRESS EVALUATION	Progress Evaluation Exam 1 (November)	% 25
		Progress Evaluation Exam 2 (January)	% 25
SPRING		Progress Evaluation Exam 3 (April)	% 25
		Progress Evaluation Exam 4 (June)	% 25

WHO CAN SUCCESSFULLY COMPLETE PREP SCHOOL			PASSING GRADE
1	GPA	70% regular students	75 (GPA)
2	Mid-term proficiency exam	All active students (pre-registered)	60 + (out of 100)
3	End-of-year proficiency exam	All active students	60 + (out of 100)

1- Academic year GPA and success conditions

- * Meeting the 70% attendance requirement
- ** Academic year (fall and spring) GPA must be at least 75.

2- Requirement for success in the Spring Term End of Year Proficiency Exam

- ** The exam score must be at least 60 out of 100.

Conditions for taking the Spring Term End of Proficiency Exam

- * Being an active student in the relevant academic year

3- Success in the English Proficiency Examination at the winter proficiency exam

- * The qualifying exam grade must be at least 60 out of 100.

Conditions for taking the Proficiency Examination at the end of the autumn term

- * Being an active student in the relevant academic year
- ** To pre-register for the exam

ENGLISH PROFICIENCY EXAM

There are 4 proficiency exams in the academic year.

1. **English Proficiency Exam at the beginning of the term:** It is an exam that measures the English knowledge of students who have just enrolled in the university and those who have previously failed in the Preparatory Programme. Students who succeed in this exam are eligible to enrol in their department.
2. **English Proficiency Exam at the end of fall semester:** It is an exam that assesses the English knowledge of students who have completed the fall semester of the preparatory program, as well as those who have previously failed the preparatory program. Students who pass this exam are eligible to enrol in their departments.
3. **English Proficiency Exam at the end of the academic year:** It is an exam that measures the knowledge of English of the students who have completed the Preparatory Programme. Students who succeed in this exam are eligible to enrol in their department.
4. **English Proficiency Exam at the end of the Summer School:** It is the exam at the end of Alanya University Summer School that measures the knowledge of English of the students, who have enrolled in the Summer School Programme and completed it by fulfilling its requirements. Students who succeed in this exam are eligible to enrol in their department.

**** Students who score 60 points and above from the English Proficiency Exam are eligible to enrol in their departments.***

***** The Preparatory Programme is compulsory for the departments whose medium of instruction is English. Students who do not take the English Proficiency Exam at the beginning of the semester and those who fail the English Proficiency Exam will attend the English Preparatory Program.***

Alanya University English Proficiency Exam is held in 3 sessions.

1st Session: Listening, Reading and Use of English (2 hours)

The first part of the exam starts with the listening exam. Students take notes while listening to two different academic texts. Students are expected to answer some multiple choice questions about the text in the given time after listening. Following the listening section, the students receive booklets of Reading and Use of English and are expected to answer some multiple choice questions.

*** Students who arrive late for the first listening text cannot enter the exam until the second listening text begins and will not receive any points for the questions related to the first text. Students who miss the second listening text cannot answer any questions of the listening section and get 0 (zero) in this section. They can enter the Reading and Use of English sections after the listening section is finished.**

2nd Session: Academic Writing (1 hour)

An academic essay consisting of 5 paragraphs is expected to be written on a subject selected from different alternative subjects given.

3rd Session: Speaking (5 minutes per each student)

Students take the exam individually. The students are expected to make an average of 3 minutes of organised speech on their chosen topics. During the speaking exam, the content and organisation of the speech, the use of language, vocabulary, pronunciation, fluency and integrity are evaluated

EXEMPTION

The Preparatory Programme is compulsory for all departments whose medium of instruction is English. However, students may be exempted from the Preparatory Programme by fulfilling the following requirements.

1) Exemption with Exam Equivalence: Students who have obtained any national and international examination certificate whose equivalence and scores are determined by the Assessment Selection and Placement Centre (ÖSYM) are exempted from the Preparatory Programme. Students exempted from the Preparatory Programme have the right to directly start the studies in the department they have enrolled to.

Equivalently Accepted Exams and Scores

Exam	Validity Period	Alanya University Proficiency Equivalency Score
PTE	2 years	55
TOEFL iBT	2 years	72
YDS / e-YDS / YÖKDİL	5 years	60
Cambridge C2 Proficiency	5 years	C
Cambridge C1 Advanced	5 years	C
Cambridge Linguaskill General	5 years	140–145
Oxford Test of English Advanced	2 years	111–115
Oxford Test of English	2 years	106–110

Note: Only the above-listed exams, taken within the stated validity period, are accepted for exemption from the English Preparatory Program.

2) Exemption due to the overseas education: Students who have completed the last 3 years of their education in English in the country where English is spoken as a mother tongue in a secondary education institution attended by this country's citizens are exempted from the Preparatory Programme. These students have the right to directly start the studies in the department they have enrolled to.

3) Exemption from General English (ING 111 & ING 112) Courses of the Modern Languages

Students enrolled in a program whose medium of instruction is Turkish may be exempted from the General English I, General English II, and Elective Foreign Language courses offered under the Modern Languages Unit, in accordance with the exemption scores indicated in the table below.

EXEMPTION PASSING GRADES AND THEIR LETTER EQUIVALENTS			
Standard Percentage Range	Letter Grade	Grade Point	Pass/Fail Status
90 – 100	AA	4.00	PASS
80 – 89	BA	3.50	PASS
70 – 79	BB	3.00	PASS
60 – 69	CB	2.50	PASS
0 - 59	FAIL		

Exemption Examination for General English I, General English II, and Elective Foreign Language Courses is administered only at the beginning of the fall semester by the Modern Languages Unit of the School of Foreign Languages (SFL). The exemption exam dates are announced [in the SFL academic calendar](#) at the beginning of each academic year.

Undergraduate and associate degree students who wish to be exempt from General English I, General English II, and Elective Foreign Language courses must submit the originals of the relevant documents to the Modern Languages Unit of the School of Foreign Languages in person, together with a petition. These documents are evaluated by the SFL Executive Board. Approved documents are recorded and applied to the academic term in which they are deemed valid.

ENGLISH PLACEMENT TEST

It is the exam which is done at the beginning of fall semester in order to determine the language level of the students who will study in the Preparatory Programme of Alanya University. The English Placement Test, which is conducted in one session, aims to determine the language level of the students regarding reading comprehension, vocabulary and grammar. Students are placed in one of the Preparatory Programme classes according to their language level determined by the exam results. However, students who do not take the placement test will be placed in an elementary level class.

English Preparatory Programme Counselling System

- ✓ At the beginning of the academic year, each student attending the English Preparatory Programme meets an advisor instructor assigned by the School of Foreign Languages.
- ✓ The advisor instructor aims to help students to adapt to university life and academic life in the most effective way.
- ✓ The advisor instructor, who is also the conductor of one of the courses the students take in the English Preparatory Programme, informs the students about the guidance office hours at the beginning of the academic term. Students can contact their advisors during guidance office hours when they need help.
- ✓ During these hours, precautions are taken in order to increase student's performance e.g. recommended activities for improving students' study skills and effective study programs are discussed with the students.

Student-Instructor interview hours

Instructors accept students who want to consult them during extra-curricular periods in relation to the course they conduct, on the day and time they have determined. It is aimed to increase the student's course success during the interview hours. The scheduled meeting hours will be hung on the door of office B- 205.

APPEALS AGAINST EXAM RESULTS

Objections to the exams administered by the Preparatory Program and the Modern Languages Unit of the School of Foreign Languages (SFL) may be submitted within three (3) working days from the date the exam results are announced. Appeal petitions must be submitted in person to the Directorate of the School of Foreign Languages.

All appeals are reviewed by a committee of at least three (3) members, including the relevant instructor, formed by the SFL Directorate. The committee reaches a decision within no later than ten (10) working days following the end of the appeal period, and the decision is announced accordingly.

ENGLISH PREPARATORY PROGRAMME ATTENDANCE

Attendance is compulsory in the Preparatory Programme. Students who skip more than 30% of courses during each academic term cannot pass with their GPA but they can take the End of Year English Proficiency Exam. Except for the committee reports received from a full-fledged hospital, health reports are in no way accepted as an excuse for absenteeism.

Validity and Acceptance of Health Reports

- ✓ Only the medical reports that students receive from hospitals of state institutions and organisations, university hospitals or full-fledged private hospitals are valid.
- ✓ Reports from health care centres or any private physician are not valid.

Submission and Evaluation of Health Reports

- ✓ Students should submit their reports to the School of Foreign Languages at the latest within 5 working days after the end date of the report; if necessary, the original must be delivered by fax or electronically. Otherwise, the report which is not submitted on time and duly loses its validity.
- ✓ Health reports do not provide an excuse and are not processed in case of progress evaluation exams, proficiency exams and placement tests.
- ✓ Except for the committee reports received from a full-fledged hospital, health reports are in no way accepted as an excuse for absenteeism.

EXAM RULES

1. Before the exam starts, students must **turn off** their mobile phones and leave them in the specified place.
2. The instructor cannot be asked to explain questions during the examination.
3. The student who arrives late for the exam is admitted to the exam after the first part of the examination, which is the Listening section. However, this section is not repeated, the student who arrives late for the exam is not given additional time and the answers given in the Listening section are not graded. If the student comes between two listening texts, they are admitted to the second listening section of the exam.
4. Students cannot leave the exam room during the first 15 minutes of the exam, and the last two students must wait for each other. (Duration may vary according to evaluation criteria). Students who arrive 30 minutes after the beginning of the exam will not be admitted to the exam regardless of their excuse. In addition, students mustn't leave the exam room with no excuse during the exam.
5. If necessary, the instructor is authorised to carry out an identity check, to give essential instructions, to give warnings and to arrange or change the students' places in order to carry out the exam in a reliable environment.
6. Students who cheat during the exam, attempt to cheat or assist in cheating, students who are found to have cheated or assisted during the evaluation of the exam papers are deemed to have taken zero points from this exam and are treated in accordance with the provisions of the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388. In order not to disturb the exam environment, the instructor is not obliged to warn the student caught on cheating.

SFL ACADEMIC CALENDAR

- You can follow [the academic calendar](#) through our website.
- Dates regarding in-term assessments will be announced in the notices.

OPTIONAL ENGLISH PREPARATORY PROGRAM

1. **Quota:** The quotas for the optional preparatory program are determined at the beginning of each academic year by the School of Foreign Languages, taking into account the school's physical facilities and academic staff capacity. The decision is finalized by the Senate and announced.
2. **Application:** The application schedule is announced by the Directorate of the School of Foreign Languages. Students who wish to enroll in the program must apply with a petition before course registration. Students already enrolled in the program may withdraw only during the add-drop week by submitting a petition. Students cannot take courses from their departments during the preparatory period.

3. Placement Test:

All students accepted into the program must take the Placement Test administered by the School of Foreign Languages. Students who do not take the exam are subject to the regulations for the compulsory preparatory program.

4. Duration:

The program consists of two consecutive semesters. At the end of this period, students proceed to their registered department/program regardless of their success status.

5. Attendance Requirement:

Students must attend at least 70% of classes in each semester. Those who fail to meet this requirement will be deregistered from the program and may start their departmental courses only in the following semester.

6. Academic Regulations:

The academic calendar, courses, examinations, and assessment criteria for the optional preparatory program follow the same principles as those of the compulsory preparatory program.

7. Exemption:

Students who successfully complete the optional preparatory program are exempt from the Common Compulsory Foreign Language courses in their department/program. Vocational Foreign Language courses are excluded from this exemption. Students who fail the program must take the Common Compulsory Foreign Language courses in their department/program. However, they may take the Common Compulsory Foreign Language Exemption Exam (General English 1–2 Exemption Exam) administered at the beginning of the first academic year in their department/program.

8. Tuition:

Students who have been placed in a program with a full scholarship may enroll in the optional preparatory program provided they pay the tuition fee for the preparatory education of their registered program.

SITUATIONS WHERE THE INSTRUCTOR IS UNABLE TO ATTEND CLASS

- The instructor conducts make-up classes for the courses that cannot be taken within the compulsory conditions approved by the school administration. In cases where the instructor has a health report, a substitute instructor is provided by the SFL. The attendance is taken by the instructor in the classroom.
- If the instructor is not in the classroom in the first 10 minutes of the course and no instruction has been made by the administration, the students are required to inform the Management of the School of Foreign Languages. Otherwise, the students will be absent in the related course(s) and no make-up classes will be provided. If the instructor is late for the course, there is no cancellation.

STUDENT–INSTRUCTOR OFFICE HOURS

Instructors meet with students who wish to consult with them outside of class at a designated day and time. These office hours aim to support the improvement of students' academic performance. The scheduled office hours are announced to students.

SOCIAL AND CULTURAL ACTIVITIES

With the increasing number of active student communities, social activities and important organisations, our university contributes to the development of both our university and Alanya.

It should not be forgotten that the skills acquired by the student communities in social life not only socialise the person but also contribute to the student's professional life.

Active student clubs of our university:

1. Social Activity and Social Responsibility Community (SASST)
2. Young Chefs Community
3. Informatics Community
4. Cyber Security Community
5. Quality Community
6. Path Community
7. Environment and Climate Community
8. Sports Community
9. Art and Design Community
10. Atatürk's Thoughts Community
11. Ombudsman Community
12. Music, Dance and Drama Community
13. Library Community
14. Women's Rights Society

For more detailed information, please click the link below.

<https://sks.alanyauniversity.edu.tr/en/ogrenci-topluluklarimiz>

HOW TO BECOME SUCCESSFUL IN THE ENGLISH PREPARATORY PROGRAMME?

- Attend classes regularly.
- Be active in classes.
- Study regularly.
- Create or adopt a good study program for yourself.
- Use English in class at all times.
- Don't forget to get the necessary feedback from your advisor.
- Pay attention to your practice materials in classes.
- Do your best to meet the criteria of each course.

- Prepare well for progress evaluation exams.
- Get a good dictionary application.
- Keep a vocabulary book.
- Use English in your daily life. (watching TV series, using social media, groups of friends, etc.).
- Be aware that you are a university student and remember that you should have as much of a say in your learning process as your teachers.

CONTACT

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