



ALANYA
**ALAADDIN
KEYKUBAT**
UNIVERSITY

**SCHOOL OF FOREIGN
LANGUAGES**

STUDENT HANDBOOK
2025-2026

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Message of the Director

Dear Students,

Welcome to the Alanya Alaaddin Keykubat University School of Foreign Languages. I sincerely congratulate you on your success in the Undergraduate Placement Exam and for choosing to join us at Alanya Alaaddin Keykubat University. We are delighted that you have chosen to embark on this meaningful educational journey with our university.

As the academic and administrative staff of the School of Foreign Languages, we are honoured to have you among us. We aim to provide you with the best possible support throughout your education and to contribute to laying a solid foundation for your future success.

One of the fundamental goals of education today is to raise individuals who are respectful, tolerant, and well-equipped global citizens. In line with this goal, our aim at the School of Foreign Languages is to equip you with foreign language proficiency in accordance with international standards and prepare you for your professional and academic life in the best possible way.

With our dynamic staff and student-centred approach, we aim not only to impart language knowledge but also to nurture individuals who can understand different cultures, keep pace with the world, and contribute to science.

Aware of the critical importance of foreign language education in the global world, we encourage you to make the most of the opportunities available to you and wish you a successful academic year.

Assoc. Prof. Dr. Fidel ÇAKMAK
Director of the School of Foreign Languages

About Us

Alanya Alaaddin Keykubat University School of Foreign Languages was established by the Council of Ministers on 9 April 2018, in accordance with the 30th additional article of the Law No. 2809 dated 28 March 1983, and announced in the Official Gazette No. 30431 dated 25 May 2018.

The School of Foreign Languages at Alanya Alaaddin Keykubat University currently provides a one-year compulsory preparatory education programme for students enrolled in the following departments: English Language Teaching Programme under the Faculty of Education; Food Engineering, Mechanical Engineering, Computer Engineering, Industrial Engineering, Genetics and Bioengineering, and Electrical and Electronics Engineering under the Faculty of Engineering.

Until the establishment of the School of Foreign Languages, foreign language education and training services were provided by the Department of Foreign Languages at Alanya Alaaddin Keykubat University. Following the establishment of the School of Foreign Languages, preparatory classes have continued to offer foreign language education programmes at a more intensive and contemporary level within our school.

As the School of Foreign Languages, our aim is to educate students who are proficient in foreign languages, capable of adapting to the modern world, following scientific literature, and communicating effectively in cultural and social life, in line with the Common European Framework of Reference for Languages (CEFR).

Mission, Vision, and Core Values

Our Mission:

The primary mission of our school is to equip Turkish and foreign students enrolled in our university's faculty, school, and institute programmes with the foreign language and academic skills necessary to effectively pursue their academic studies in their respective departments. Additionally, guiding our students in developing skills that contribute to their individual, academic, and social growth, and fostering their development into principled, contemporary, creative, and productive individuals who are sensitive to their surroundings and human values are among our core objectives.

Our Vision:

To continuously improve the education, training and social development programmes carried out in all departments of our College in line with contemporary learning and education theories and approaches, and to develop teaching tools/equipment and the

physical and technical infrastructure of learning environments in accordance with the overall vision of our university and contemporary international standards , in order to educate our students to a level where they can make the most effective use of the foreign language education they have acquired in different areas of life. In this context, our College aims to become one of the units distinguished by its academic qualifications by enabling its teaching staff to develop their professional and academic skills at an international level in line with the constantly evolving and changing contemporary conditions.

Our Core Values:

- ✓ Individual and social development
- ✓ Student-centredness
- ✓ Continuous development and innovation
- ✓ Scientific approach
- ✓ Effective communication and participation
- ✓ Equality and inclusiveness
- ✓ Commitment to ethical values

About the Preparation Programme

The preparatory programme is designed for students newly admitted to undergraduate programmes taught in English who do not yet possess the required language proficiency. At the beginning of each academic year, our students take **an English Placement Test** administered by our College and are placed in a course according to their scores, in accordance with the **Common European** Framework of Reference for Languages (**CEFR**). Students who do not take this test are placed in a class starting from the lowest level.

The duration of the English preparatory education is one year, with a maximum of two years. The preparatory education is not included in the duration of the programme in which the student is enrolled. At the end of one year, students who score 70 or above in the English Proficiency Exam are exempt from the preparatory programme and are eligible to proceed to the programmes they will study. Students who fail this exam may take the Proficiency Exam at the beginning of the next academic year. If they fail again, they may apply for an additional year of preparatory education by submitting the relevant documents and a written request by the deadlines specified in the academic calendar. Additionally, students who fail the preparatory programme may apply for lateral transfer to departments without language requirements.

The following students are exempt from the Preparatory Programme if they apply to the

College by the deadlines specified in the Academic Calendar for the submission of documents and applications:

a) Students who, as of the year of registration, have completed their secondary education in a country where the native language is the same as the language of instruction in the Preparatory Programme, and have completed their secondary education in secondary education institutions in that country.

b) Students who have obtained a score of at least 60 in the YDS and e-YDS exams administered by the Student Selection and Placement Centre (ÖSYM) or an equivalent score in national or international exams recognised as equivalent by ÖSYM, provided that the exam was taken within the last three years.

Additionally, students who have successfully completed preparatory education at another university whose equivalence has been accepted by the Higher Education Council in the last two years may be exempted from the Preparatory Programme by decision of the Higher School Management Board, provided they submit the relevant documentation and an application letter.

The type, number, content, and percentage impact on the overall grade of the exams to be held during the academic year, as well as the conditions that students must meet to be eligible to take the Proficiency Exam, are determined by the Higher School Management Board based on the recommendation of the Academic Affairs Board and announced before the start of the academic year.

There is a requirement for attendance in English preparatory education, and absences are calculated on a semester basis. Students who do not attend 80% of the courses in an academic semester are considered to have failed the preparatory programme for that year and cannot take courses, exams, or the Proficiency Exam during the same academic semester. Students who transfer to the University through DGS, YÖS, horizontal transfer, or other additional placement rights are included in the academic education and training year course programme if they fail the Proficiency Exam and are required to attend 80% of the courses from the day they start until the end of the semester. Health reports do not affect attendance. Procedures for students who cannot take midterm exams announced within the time periods specified in the academic calendar due to valid reasons are carried out in accordance with the provisions of the "Alanya Alaaddin Keykubat University Acceptance of Excuses and Conduct of Make-up Exams." Excuses are not accepted for midterm exams other than those in the preparatory programme. The final exam is held, and students who are unable to take the final exam due to a valid excuse may take this exam. Students may miss up to 20% of the courses in a semester with or without a valid excuse. Except for this, medical reports signed by a single doctor are not accepted as valid excuses.

Students may appeal exam results within 2 (two) working days of the announcement of the results, solely on the grounds of material errors. Appeals must be submitted in writing to the YDB. If any material errors are identified as a result of the review, the error will be corrected by the decision of the Higher School Council after consulting the relevant teaching staff, and the result will be announced within 3 (three) working days. Students cannot submit a second appeal for material errors related to the same exam.

For students wishing to suspend their Preparatory Programme education and teaching due to valid reasons, the procedures are carried out by the relevant unit in accordance with the "Alanya Alaaddin Keykubat University Leave of Absence Guidelines" and their status is reported to the School of Foreign Languages. Students who take a leave of absence may only resume their studies at the beginning of the next academic year.

Courses and Level Groups

In the preparatory programme, students are placed in A1, A2, B1 and B1+ levels according to their proficiency.

Levels:

- A1 → Beginner
- A2 → Basic
- B1 → Lower-intermediate
- B1+ → Intermediate

Students complete the preparatory programme by graduating from the B1+ level, having developed their language knowledge and vocabulary as well as the four basic language skills of writing, reading, listening and speaking through courses designed to enhance these skills. The programme is conducted in accordance with the Common European Framework of Reference for Languages at the A1, A2, B1 and B1+ levels. Two courses are completed in each academic term (Fall-Spring). Students who start with the A1-A2 course at the end of the first semester (Fall Semester) and fail to complete it successfully repeat the same course as A2-B1 in the second semester (Spring Semester). Similarly, students who begin the A2-B1 course at the end of the first semester (Fall Semester) and are unable to complete it successfully repeat the same course as B1-B1+ in the second semester (Spring Semester). Courses are scheduled for a minimum of 20, 22, and 24 hours per week.

Assessment and Evaluation

Throughout the academic year, students are administered various exams:

- Proficiency Exam at the beginning and end of the academic year
- Placement Test
- Short exams
- Midterm exams
- Performance evaluations

Students who pass the Proficiency Exam are eligible to transfer to their departments. The passing grade is 70 out of 100, and the percentage of exams administered during the term are announced at the beginning of the academic year.

EXAMS APPLIED DURING THE MEASUREMENT AND EVALUATION PROCESS OF THE PREPARATORY PROGRAM

ACADEMIC YEAR BEGINNING AND END PROFICIENCY EXAMS

Table 1. Proficiency Exam Content–Point Weights

SECTIONS	POINTS
A. Listening (2 parts)	20
B. Use of English (Grammar / Vocabulary); 1 multiple-choice part; 2 cloze-test parts	20
C. Reading (2 passages)	20
D. Writing	20
E. Speaking	20

1. The exam is set at B1+ (the school’s target level) and aims to determine whether you have the required proficiency.
2. It consists of two sessions: a written session (Parts A–D, 90 minutes) and an oral interview, held on the same day or the following day.
3. A sample proficiency exam is available on our website.
4. All parts are prepared in line with CEFR B1+ learning outcomes. Score weights are standard, but question types may vary.
5. You must obtain a score of 70 or above to be exempt from—or to successfully complete—the preparatory programme.

PREPARATORY PROGRAMME LEVEL PLACEMENT EXAM

Table 2. Placement Exam Content–Point Weights

SECTIONS	POINTS
A. Use of Language	70
B. Reading	30

1. The purpose of the placement exam is to determine your English level.
2. The exam consists of 55 questions in total.
3. There are two sections: Questions 1–40 form the “Use of Language” section (70 points); Questions 41–55 form the “Reading” section (30 points).
4. Questions are drawn from all proficiency levels (A1, A2, B1, B1+), with score weights varying by level.

QUIZ

Table 3. Quiz Content–Point–Weights

SECTIONS	POINTS	WEIGHT IN SEMESTER AVERAGE
A. Grammar	30	15%
B. Vocabulary	30	
C. Reading (2 parts)	40	

1. The quiz is administered once per semester (Week 4).
2. Score weights are standard, but question types may vary.
3. Questions are prepared in line with the target learning outcomes and content of the course materials for the relevant level.
4. Exam duration: 45 minutes.

SPEAKING EXAM

Table 4. Speaking Exam Content–Point–Weight

CONTENT	POINTS	WEIGHT IN SEMESTER AVERAGE
Target themes, grammar, vocabulary covered in the completed level	100	15%

1. The speaking exam is held once per semester (Week 11).
2. It measures whether you have achieved the speaking objectives of the completed level.
3. The exam is conducted as an interview by two assessors: one from your own class and another from a different class.
4. You will be asked three questions based on the content of the completed level.
5. The exam is individual and lasts approximately 5–8 minutes.
6. Your speaking performance is assessed independently by both assessors using a level-appropriate speaking rubric; the average of the two scores is taken.
7. Assessment criteria:
 - Vocabulary Range / Usage,
 - Grammar Accuracy,
 - Fluency / Coherence,
 - Pronunciation,
 - Interaction / Task Fulfilment.

ACHIEVEMENT EXAM

Table 5. Achievement Exam Content–Point–Weight

SECTIONS	POINTS	WEIGHT IN SEMESTER AVERAGE
Listening (2 parts)	20	25%
Grammar (min. 2 parts)	20	
Vocabulary (min. 2 parts)	20	
Reading (2 parts)	20	
Writing	20	

1. The achievement exam is administered twice per semester – in Weeks 8 and 12.
2. It assesses listening, reading, writing and the fundamental skills of grammar and vocabulary.
3. Score weights are standard, but question types may vary.
4. Questions are prepared in line with the learning outcomes and content covered from the beginning of the semester up to the exam week.
5. The exam is a single session lasting 90 minutes.
6. The Writing section is assessed by three different instructors (one of whom is your own instructor) using a level-appropriate writing rubric.
7. Writing assessment criteria & weights:
 - Content development relevant to the prompt (25%)
 - Grammar / sentence control (25%)
 - Vocabulary range / appropriacy (20%)
 - Mechanics (spelling, punctuation, capitalization) (15%)
 - Organisation / coherence (10%)
 - Register / format appropriacy (5%)

END-OF-SEMESTER EXAM (FINAL)

Table 6. End-of-Semester Exam Content–Point–Weight

SECTIONS	POINTS	WEIGHT IN SEMESTER AVERAGE
A. Listening (2 parts)	20	45%
B. Grammar / Vocabulary (min. 2 parts)	20	
C. Reading (2 parts)	20	
D. Writing	20	
E. Speaking	20	

1. The exam is held at the end of the semester (Week 15).
2. It consists of two sessions: a written session (Parts A–D) and an oral interview (Speaking). The oral session takes place on the same day or the following day.
3. Score weights are standard, but question types may vary.
4. Questions are prepared in line with the learning outcomes and content covered from the beginning to the end of the semester.
5. Students who miss the final exam or obtain a low score may take the make-up exam.
6. The Writing section is assessed by three different instructors (one of whom is your own instructor) using a level-appropriate writing rubric.
7. Writing assessment criteria & weights (same as above).
8. The Speaking exam is individual, lasts approximately 5–8 minutes and is assessed by two independent assessors using a level-appropriate speaking rubric. The average of the two scores is taken.
9. Assessment criteria:
 - a. Vocabulary Range / Usage,
 - b. Grammar Accuracy,
 - c. Fluency / Coherence,
 - d. Pronunciation,
 - e. Interaction / Task Fulfilment.

FACULTY PREPARATION COURSE (B2) – ASSESSMENT & EVALUATION

Table 7. Faculty Preparation Course Exams – Point Weights

EXAMS / COMPONENTS	POINTS
Writing process portfolio	20
Speaking / project presentation 1	10
Speaking / project presentation 2	10
Mid-term exam	20
End-of-semester exam	40

1. Exams are skills-based and contain content oriented towards faculty courses.
2. The writing process portfolio comprises in-class writing tasks collected throughout the semester and submitted to the instructor at the end of the term.
3. Speaking /project presentations are delivered in class on a topic assigned by the instructor.

The mid-term and end-of-semester exams are written exams prepared in line with the course content and learning outcomes

Course Materials and Resources

Materials to be used in the mandatory English preparation programme courses for the 2025-2026 academic year:

1st SEMESTER (Fall Semester)

LEVEL	SOURCE
A	Oxford English File 5th Edition Beginner + Elementary Student's Book + Workbook
A2	Oxford English File 5th Edition Elementary + Pre-Intermediate Student's Book + Workbook
B1	Oxford English File 5th Edition Pre-Intermediate + Intermediate Student's Book + Workbook

2nd TERM (Spring Term)

LEVEL	SOURCE TO BE USED
A1 (Students Repeating the Course)	Oxford Headway Elementary Student's Book + Workbook+ Oxford English File 5th Edition Elementary + Pre-Intermediate Student's Book + Workbook
A2 (Students Repeating the Course)	Oxford Headway Pre-Intermediate Student's Book + Workbook + Oxford English File 5th Edition Intermediate Student's Book + Workbook
B1	Oxford English File 5th Edition Pre-Intermediate + Intermediate Student's Book + Workbook
B1+	Oxford English File 5th Edition Intermediate Student's Book + Workbook + Cambridge UNLOCK 3 Listening & Speaking

Students can also access resources in our university library and digital resources. Some recommended digital resources:

- ✓ <https://www.bbc.co.uk/learningenglish>

- ✓ <https://www.duolingo.com>
- ✓ <https://learnenglish.britishcouncil.org>
- ✓ <https://www.cambridgeenglish.org/learning-english>
- ✓ <https://www.englishcentral.com>
- ✓ <https://www.memrise.com>
- ✓ <https://quizlet.com>
- ✓ <https://www.esl-lab.com>
- ✓ <https://www.ted.com/talks>
- ✓ <https://www.lyricstraining.com>

Academic Advising

Each English preparatory class has an advisor. Advisors select a class representative at the beginning of the academic year who can communicate directly with them and provide guidance to students in their preparatory classes by monitoring their academic progress. Advising hours are announced at the beginning of each semester.

How to Study English?

Some tips to make learning English easier:

Class and Study Discipline

- Regular and timely attendance in class
- Active participation in class and note-taking
- Daily or weekly review
- Review what you have learned by writing it down in a notebook

Listening and reading habits

- Reading English books, magazines, and articles
- Watching TV shows and films with English subtitles
- Listening to English podcasts and news broadcasts
- Read English storybooks appropriate for your level

Utilising Digital Resources

- Regularly using apps such as Duolingo, Memrise, and BBC Learning English
- Watching English learning videos (YouTube: BBC Learning, EngVid, English Addict, etc.)
- Doing vocabulary exercises with online flashcards
- Actively using artificial intelligence applications

Speaking and Writing Practice

- Practising speaking English with friends or conversation partners
- Recording your own voice to practise pronunciation
- Develop writing skills by keeping a diary or writing short paragraphs

- Joining online conversation clubs or discussion groups

Language Learning Strategies

- Learn new words in context (with example sentences)
- Reinforce what you learn by using new words frequently
- Setting goals and tracking progress
- Making language learning fun by gamifying it

Library

Our university has a library located in the Rectorate building that is available for students to use. English novels, magazines, test books, and digital resources are available. A student ID is required to borrow books.

Student Representation

One student is elected to represent all students enrolled in the English Preparatory Programme of the School of Foreign Languages, and one representative is elected from each class to represent their class. Representatives hold regular meetings among themselves and with the school administration to convey student feedback regarding the education and training process to class advisors and the school administration.

Students with Disabilities

Educational and social support services are provided for students with disabilities. Students may report their disability status at the beginning of the academic year.

Student Rights

Your Rights:

- Access to exam results and appeal process
- Receiving information and counselling
- Receiving equal education
- Submitting a petition
- Right to representation

Petitions and Forms

You can access the necessary petitions for exemption, exam appeals, and other academic procedures by using the "STUDENT" section on our college's website: <https://ydy.alanya.edu.tr/>

Campus and Social Life

ALKÜ campus is close to the city centre. The campus features a cafeteria, sports fields, green areas, study rooms, and social spaces. Transportation is available via buses and minibuses.

Student Clubs

ALKÜ has numerous student clubs. Through these clubs, you can participate in cultural, artistic, and sporting activities. For the latest list, visit: <https://sks.alanya.edu.tr/>

Expectations for Students

Academic Responsibilities

- Regular and timely attendance in classes
- Coming prepared and actively participating in classes
- Daily review and timely completion of assignments
- Adherence to academic integrity principles (avoiding plagiarism, cheating, etc.)
- Demonstrating an open and motivated attitude towards learning

Behaviour and Ethical Rules

- Being respectful, tolerant, and understanding towards all students and staff
- Demonstrating disciplined, polite, and constructive behaviour in the classroom
- Respecting others' opinions and using appropriate language in communication

Campus Culture and Use of Common Areas

- Paying attention to cleanliness and hygiene rules
- Keep common areas (classrooms, library, cafeteria, etc.) clean
- Using personal belongings and classroom materials with care

Time Management and Organisation

- Attending classes on time and adhering to attendance rules
- Keeping track of exam and assignment deadlines
- Developing the habit of studying individually by using time efficiently

Communication and Participation

- Participating effectively in group work
- Being willing to communicate in English and not being afraid to make mistakes
- Being open to feedback and improvement

Communication

Alanya Alaaddin Keykubat University

School of Foreign Languages

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