



OSTİM Technical University SCHOOL OF FOREIGN LANGUAGES

2024 - 2025

ACADEMIC YEAR
STUDENT MANUAL

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DIRECTOR'S MESSAGE

I warmly greet and extend my sincere regards to all of you, the new members of OSTİM Technical University, the university of the greater OSTİM family.

Our university, aiming to provide education in accordance with international standards, strives to cultivate entrepreneurial and visionary individuals, who, through the individuals it educates at regional and international levels, demonstrate high ethical values, actively participate in society, continuously develop themselves, uphold national values while keeping pace with international developments, and use their experiences to support business processes and national development efforts.

The most crucial tool for keeping up with global developments and adapting them to local contexts is the ability to learn a foreign language effectively. In this regard, English serves as a language of opportunity. It acts as a key in professional and academic circles, during international travel, in contexts where intercultural interaction is prevalent, and in accessing both daily and academic information. Given that English has become a universal language in media and the internet, mastering it has, without a doubt, become a common objective for all individuals in higher education.

The primary goal of the OSTİM Technical University School of Foreign Languages is to teach English, a global language, in ways that provide genuine value both academically and personally to our students. With the educational opportunities we offer, students will feel comfortable in their academic work, international travels, and in our multicultural university environment; they will enhance their skills, express themselves confidently, and communicate effectively both in writing and speech.

As OSTİM Technical University and the School of Foreign Languages, we sincerely hope that you, our esteemed students, will embrace this mission with a sense of responsibility and actively engage in these processes. Wishing you all good health, success, and well-being throughout your academic journey.

Prof. Dr. İsmail Erton

Director of the School of Foreign Languages

MISSION AND VISION

Mission

The mission of the School of Foreign Languages at OSTİM Technical University is to empower students with the skills and competencies required to communicate English both in academic and global contexts.

To do this, developing intercultural literacies in a multicultural learning environment which fosters critical and creative thinking, intellectual development, ethical standards and interpersonal communication is our fundamental goal to pursuit.

Vision

Structuring a technology-based student centered, interactive teaching and learning environment which promotes individual and professional development with global awareness by making use of English in academic and social contexts.

ACADEMIC AND ADMINISTRATIVE STAFF

Director	Prof. Dr. İsmail Erton
Vice Director	Ezgi Altınöz
Department of Modern Languages, Chair	Assist. Prof. Dr. Berra Abbasoğlu
Administrative Staff	Fazel Rabi Haydar & Görkem Gülhan Yıldız
Curriculum Unit Coordinator	M. İlker Kabakcı
Assessment and Evaluation Unit Coordinator	Cafer Kaplan
Educational Technologies Unit Coordinator	Dilan Çetin
Professional Development Unit Coordinator	İrem Onat
Translation Unit Coordinator	Ebru Kürkcü
Disabled Student Unit Coordinator	
Erasmus Coordinator	

Coordinator, instructor, and secretary offices are located on the ground floor.

For your questions;

You can send e-mail to infoyabanci@ostimteknik.edu.tr . If you have problems about your e-mail or Teams account, you can send e-mail to destek@ostimteknik.edu.tr . For registration issues, you can contact with oidb@ostimteknik.edu.tr . For financial issues, you can contact with [Financial Affairs](#) . To reach international office, you can use io@ostimteknik.edu.tr email or call 0312 386 10 92.

For Student Information System (OBS), you can use your student number as username and Ot+studentnumber (Ot230100100) as your password.

Student Affairs Office is located in office number Z-55 on the ground floor of OSTİM Technical University main (OSTİM) campus.

Useful Links

School of Foreign Languages Web Page

School of Foreign Languages Announcements

[Telegram General Announcement Channel - OUT ENG PREPARATORY](#)

OSTİM Technical University Web Page

[2024 - 2025 Academic Calendar](#)

ORGANIZATION OF THE PREPARATORY PROGRAM

I will take the preparatory education, how does the process work?

After enrollment at the university, the student takes the Placement exam stated in the academic calendar of the relevant year. According to the exam result, the student is placed in a class based on her/his level. Exam results and course schedules are announced on the OSTİM Technical University School of Foreign Languages Announcements webpage. Students who do not take the placement exam are placed in the lowest level, Pre-A1 class.

How can I start my department without studying preparatory school?

If the student thinks that his/her English level is sufficient, she/he can take the Proficiency exam at the beginning of the academic year. Students with a score of 60 and above can start their department without preparatory education.

Is there a fee for the Proficiency exam?

Each student has the right to take the Proficiency exam three times in an academic year, and the first Proficiency exam is free of charge. The students have to pay a fee for the following exams, and it can be found on the announcements page. For example, if a student takes the Proficiency exam at the beginning of the academic year to test herself/himself, it will be free of charge. Students who fail this Proficiency exam start the preparatory education. It is necessary to take the Proficiency exam at the end of one year in order to complete preparatory education. As the first exam is taken at the beginning of the academic year, a fee will need to be paid for this exam.

Note: This only applies to the Proficiency exam, not the Placement exam.

Proficiency Exam Content

Please click to access the sample
Proficiency exam.

PARTS	POINTS (PERCENTAGE)	DURATION	ASSESING
RECEPTIVE SKILLS			
LISTENING	20%	20 minutes	<ul style="list-style-type: none">• While Listening
READING	30%	50 minutes	<ul style="list-style-type: none">• Main idea• Sentence completion• True/false• Inference/reference• Inferring word meaning
USE OF ENGLISH	30%	30 minutes	<ul style="list-style-type: none">• Structure (grammar)• Vocabulary
PRODUCTIVE SKILLS			
WRITING	20%	40 minutes	<ul style="list-style-type: none">• Essay writing (300-350 words)• Coherence/cohesion• Organization/format• Language use

Are external exams accepted for exemption from English Preparatory Education?

Those who take the following exams and achieve the necessary score will be exempted from the Preparatory Education. The validity of external exam certificates is 2 years for TOEFL and PTE, 5 years for YDS and YÖKDİL, and 3 years for other exams. **TOEFL HOME EDITION is not accepted.** Test certificates are accepted at the beginning of the academic year, during student registration.

Test	Minimum Scores
TOEFL-IBT	90
YDS/e-YDS	75
YÖKDİL	75
PTE Academic	75

Test	Minimum Scores
CPT	75
CAE	A
CPE	C

How long is the English Preparatory Program?

The English Preparatory program consists of 5 levels: pre-beginner, beginner, pre-intermediate, intermediate and advanced. Weekly course load varies between 20-24 hours.

While the usual education period in the preparatory program is one academic year, the maximum education period is two academic years. Students who fail in the first year can register Summer School course depending on their level, and they can take the Proficiency exam at the end of it. Students who do not prefer to attend the Summer School can take the Proficiency exam for the 3rd time at the beginning of the next academic year by paying their fees. If the student fails the exam, she/he must repeat the English Preparatory Program for one more year.

Students who cannot successfully complete the preparatory education within the maximum period of 2 academic years are dismissed from the university.

Can I just attend one semester of preparatory school?

The irregular student system is not applied. All students must attend classes for one academic year. If a student starts studying at the intermediate or advanced level (B1-B2), they will study at a higher and advanced level (C1- C2) in the second semester.

What is a modular system?

An academic year consists of 4 modules and each module lasts 8 weeks. Students who take the Placement exam are placed in their classes according to the exam results. Students who do not take this exam are placed in the lowest level, Pre-A1, and students are not allowed to change their levels afterward. Therefore, it is of great importance to take the Placement exam and students are advised to take this exam. If a student takes Proficiency exam and fails and does not take Placement exam; the student is placed in a class according to his/her Proficiency exam result. Those who take both exams are placed in a class based on their Placement exam result.

Levels in modular system are as follows: Pre-A1, A1, A2, B1, B2. If students start studying at A2 or B1 level in the first module according to their Placement exam score, they can continue their courses at C1 and C2 levels in the next modules. Classes at all levels continue for 8 weeks.

Students who successfully complete Pre-A1 and A1 levels continue their courses at A2 level in the following module.

Can I change my class?

It is possible for some exceptional cases. Students who live at the same address and/or those who are siblings can apply to the department secretary within the first week of each module with their petition along with documents proving their situation. The applications are evaluated and the students are informed via e-mail. Except for these cases, class changes are not possible.

How many hours of classes will we have per week and what are our course contents?

The weekly course load in modules varies between 20-24 hours. Students take Languo, Writing, NI Reading, Speaking & Listening classes. In addition, there is a Tutoring for Students course that they will see with the abbreviation 'TS' in their schedules. This is not a compulsory course, it is an additional hour in which students can self study or ask questions to their instructors. Attendance is not taken for this course.

How can I get the books?

LANGUO

The Languo books are textbooks written by the lecturers of OSTİM Technical University. Languo books will be provided in the Preparatory School in Eryaman.

NEW INTERACTIONS - READING

NEW INTERACTIONS - LISTENING & SPEAKING

English skills based New Interactions book series will be provided in the Preparatory School in Eryaman.

How are the exams held?

There is one mid-term exam and one final exam for each module. The mid-term exam is held at the end of the 4th week of each module (on Friday). The mid-term exam affects 25% of the grade point average (GPA). This exam includes Listening, Reading, Use of English, and Writing sections. The final written exam is held in the 8th week. The final exam also has a Speaking section which is held in the 9th week of the relevant module too. Once the Speaking exams are completed, there are not any classes until the following Monday. The following Monday is the starting date of the next module's classes. Exam results and the course schedules of the following module are announced through announcement channels in the 9th week. The final exam affects 30% of the grade point average.

What kind of assignment will I have?

In addition to these two exams, students are obliged to complete different assignments called "Task" in each module. The impact of these assignments on the GPA is 20%. There are also online assignments related to the textbooks. These assignments affect the grade point average of the students by 10%.

What is the attendance policy at OSTİM Technical University Preparation School?

Students must attend **85% of the classes**. Accordingly, students who fall short of the attendance requirement even by an hour fail the module and are required to repeat it. Attendance is a critical issue and our students are expected to show the necessary sensitivity and take responsibility as young adults to keep track of their absences.

In addition, students are evaluated according to their Participation, which affect their grade point average by 15%.

What are the module completion requirements?

In order to successfully complete a module, the student's GPA must be at least 60 and the student must not fail due to absenteeism. Upon successful completion of a module, students continue their classes in the following module. Grade point average distribution (Overall Module Score components) is shown in the table.

Mid-term Exam	25 %
Final Exam	30 %
Tasks	20 %
Participation	15 %
Online Homework	10%

In which cases do I need to repeat a module?

Students who fail the current module due to absenteeism or whose grade is below 60 repeat the course. For example, a student who fails the A2 module repeats the A2 module in the following module.

Is there a Second Foreign Language Course?

Second Foreign Language courses start with the 3rd module and last for two modules. Students who want to take a Second Foreign Language course fill out the participation form. The quota for these courses is limited and if the number of students exceeds the quota limit, a list is made based on the students' grade point average in the previous module and then students can start their courses. The Second Foreign Language courses to be opened are announced on the announcements page at the beginning of the relevant module.

In which cases is my medical report acceptable?

Single-physician health reports are only acceptable in case of not being able to take exams and cannot be used due to absenteeism. However, single-physician health reports and health board reports issued due to situations such as traffic accidents, surgeries, etc. are

accepted as valid reasons for the student's absenteeism. Health Reports exceeding ten days must be a health board report.

How to write a petition to take a make-up exam and an objection to the exam result?

If the student has missed the mid-term or final exam, she/he is allowed to take the make-up exam by presenting a medical report. To do so, she/he must go to the department secretary's office to hand in her/his medical report along with a petition within 7 days. You can find the sample petition in Appendix-1.

If the student wants to object to the exam result, she/he must write a petition within 5 days following the announcement of the exam results and submit it to the department secretariat. You can find the sample petition in Appendix-2.

How do I complete my preparatory education and then start my major?

There is an end-of-year Proficiency Exam at the end of the academic year, one week after the completion of the 4th module.

Certain conditions are required in order to take the end-of-year Proficiency exam:

- 1) In order to take this exam, students must have a **B1** or **B2** current level in the last module. If the student is at A2 level in the last module, she/he **cannot** take the Proficiency exam.
- 2) Students who meet the first requirement must have a grade point average of at least **70** points in the **B1** level and a GPA of at least **60** points in the **B2** level in the last module.
- 3) Students who do not meet these requirements or fail due to absenteeism at the end of the year cannot take the Proficiency exam.
- 4) The GPAs of each module achieved by the students during their education and the Proficiency exam scores are calculated and a cumulative grade point average (CGPA) is obtained. If this grade is 60 or above, the student can start her/his major.

How is the cumulative grade point average (success grade for preparatory program) calculated?

There are some conditions for preparatory students to start their departments.

- When calculating the CGPA (Success Grade in Preparatory Program), **60%** of the Proficiency Exam score and **10%** of the GPA of each module (40% in total) are **added up**. **Students who achieve 60 points or above** are deemed to have successfully completed the Preparatory Program and can start their major.

Students who register late and start classes in the 2nd module study only 3 modules in total. For these students, 10% of the GPA of the 3 modules they have completed is converted to 40% to have equal evaluation criteria, and added to the Proficiency exam scoring

percentage. This is also applied to those who fail due to absenteeism and repeat his/her module.

At the end of the year, students are given a certificate according to the module levels they have completed. Certificate fees are announced through announcement channels.

The record of the exam results of students who meet all the conditions and complete the preparatory education is sent to the registrar's office.

I could not take the Proficiency exam at the end of the year, or I failed, what should I do?

Students who cannot take the end-of-year Proficiency exam are advised to take summer school or take the Proficiency exam at the beginning of the next academic year. Summer school is not included in the semester fees, regardless of scholarship status. Summer school fees are announced on the announcements page.

What are the components of the Proficiency Exam?

The proficiency exam includes Listening, Reading, Use of English and Writing sections, but there is **no** Speaking section. You can check the details about the exam content in the table on page 6.

Listening: This section consists of two parts and is aimed at measuring students' listening skills. In the first part, they must answer multiple-choice questions. The second part contains true-false questions.

Reading: In this section, students' reading comprehension skills are measured. The questions assess skills related to understanding the text's main idea and making inferences from the text.

Use of English: In this section, students' vocabulary and grammar skills are tested.

Writing: In this section, students are given two topics. The student must choose one of these and write an essay in accordance with the instructions.

There is no English preparation requirement in my department. Can I also attend the English Preparatory Program?

Students enrolled in OSTİM Technical University Turkish Undergraduate Departments and Vocational School departments can register for the "Optional English Preparatory Program" by filling out the petition sample in the link and handing it to the School of Foreign Languages. Students registered for the Optional English Preparatory Program receive a 25% discount on tuition fees for undergraduate programs and 25% for associate degree programs.

EXAM RULES

- Students must bring their student ID and ID/passport with them to the exams. Students without an ID card are not allowed to take the exam.
- The use of electronic devices during the exam is strictly prohibited. Before the exam starts, all electronic devices (mobile phones, smart watches, wired/wireless headphones, etc.) must be handed over to the exam proctors.
- Cheating in exams is strictly forbidden. If a student is found to have cheated, a report will be filed and necessary procedures will be implemented.
- It is mandatory to use **pencil** in exams. Students are required to bring a pencil and eraser with them to the exam.
- Students are required to fill in the necessary parts of the optical form with a pencil during the exam. **No additional time is given to fill out the optical form.**
- The first part of the exams is Listening. Students being late will not be able to take the Listening section. After the listening part is over, the late comers will be permitted into the examination halls. They **will not be allowed to listen to** the recordings in the Listening section again.
- Consuming food and chewing gum is not allowed during the exam.

The image shows a sample of an 'OTU PREP ANSWER SHEET' from Ostim Teknik Üniversitesi. The form is designed for a student named EVA WALKER, with class code 200300123. It includes sections for 'STUDENT NUMBER', 'CLASS CODE', 'GENDER', 'NAME - SURNAME', and 'ID NO.'. The main body of the form is divided into three columns: 'LISTENING', 'READING', and 'USE OF ENGLISH'. Each column contains a series of bubbles for marking answers, numbered 1 through 40. A large 'EXAMPLE' watermark is overlaid diagonally across the entire form.

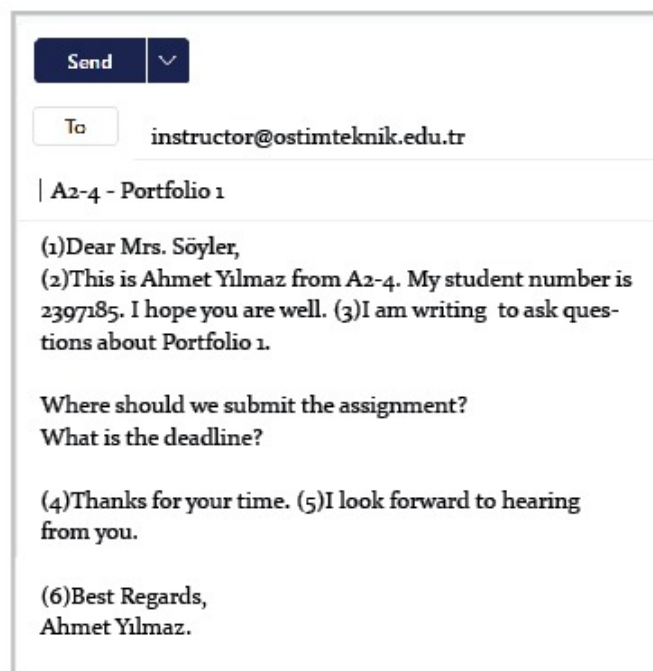
COMMUNICATION CHANNELS

How to log in to Microsoft account for the first time?

1. First, go to the webmail.ostimteknik.edu.tr address.
2. In the window that opens, an e-mail address is written as [your student number]@ostimteknik.edu.tr in the user name section. (For example 2001001000@ostimteknik.edu.tr)
3. After clicking the Next button, you can go to the password section. Your first password is set to be your [Ot]ID Number. (For example Ot12345678901). After typing the password, click the Login button.
4. After the first successful login, a final action is required to secure your account (for renewing the forgotten password, etc.). The Next button is clicked on the window that appears.
5. One of the two authentication methods we encounter is chosen.
6. After a valid e-mail/phone information is written, the relevant button is clicked.
7. After entering and confirming the verification code sent to your e-mail address or phone, click on the "finish" button.
8. You can now log in to the system.
9. If you encounter any problems, you can write to destek@ostimteknik.edu.tr
10. **Note: You can log into the Microsoft Teams platform using the same information.**

E-MAIL

If students want to reach their instructors to ask some questions, they should use their e-mail addresses with the extension ostimteknik.edu.tr. One of the important points in this regard is that the e-mail content is written with a respectful and appropriate language. E-mails that do not comply with the rules of respect, such as slang and exclamation marks, etc. will not be responded. Another consideration is the email layout. We would like to remind students not write the question they want to ask in the subject line, instead they should put a title of one or two words describing the problem in the subject line. They must state their names clearly and ask their question in the body.



The screenshot shows an email composition interface. At the top, there is a 'Send' button and a dropdown arrow. Below this, the 'To' field is populated with 'instructor@ostimteknik.edu.tr'. The subject line is 'A2-4 - Portfolio 1'. The body of the email contains a numbered list of points: (1) Dear Mrs. Söyler, (2) This is Ahmet Yılmaz from A2-4. My student number is 2397185. I hope you are well. (3) I am writing to ask questions about Portfolio 1. Below the list, there are two questions: 'Where should we submit the assignment?' and 'What is the deadline?'. The body continues with (4) Thanks for your time. (5) I look forward to hearing from you. At the end, it says (6) Best Regards, Ahmet Yılmaz.

NoticeBoards, Telegram, Announcements

Students can follow the notice boards for event announcements.

Telegram General Channel - [OTU ENG PREPARATORY](#)

School of Foreign Languages Announcements Page

DISCIPLINARY AND PENALTY PROCEDURES

We would like to remind you that students may be suspended from the university for one semester or two semesters or expelled from the university in case of any verbal or written inappropriate behavior. You can access the directive on disciplinary and penal procedures from the link below.

[Student Disciplinary Investigation Guide](#)

LIBRARY

Students can use the library on the 2nd floor of the Preparatory School building. They can also use the library in the main building.

You can access OSTİM Technical University library instructions from the link below.

[Library Regulation](#)

Students can use the study rooms on the floors of the Preparatory School building whenever they want.

Additionally, students can use the computers in the computer room on the 2nd floor of the Preparatory School building.

STUDENTS WITH SPECIAL NEEDS UNIT

There is a Students with Special Needs Units at the School of Foreign Languages. This unit provides education and support to students with disabilities as appropriate to their conditions.

[Students with Special Needs Unit Regulation](#)

CONTACT & ADDRESS

**Address: Altay, Eryaman, Söğüt Caddesi No:24 06820
ERYAMAN/ANKARA**

E-mail: infoyabanci@ostimteknik.edu.tr

School of Foreign Languages Secretary: 0 (312) 386-1092 - 1671

[Click for Transportation Guide](#)

Telegram - [OTU ENG PREPARATORY](#)



APPENDICES

Appendix - 1 Make-Up Exam Petition Sample



Date:

Petition

TO THE DIRECTORATE OF THE SCHOOL OF FOREIGN LANGUAGES

Name Surname:

Department:

Student ID:

Republic of Turkey Identity Number:

Contact Number:

I could not take the _____ exam dated _____ because of _____.
I have submitted my medical report which was issued on the same date above. I want to
take the _____ make-up exam.

I kindly request you to take the necessary action.

Signature:

Appendix - 2 Exam Result Objection Petition Sample



Date:

Petition

TO THE DIRECTORATE OF THE SCHOOL OF FOREIGN LANGUAGES

Name Surname:

Department:

Student ID:

Republic of Turkey Identity Number:

Contact Number:

I request that my _____ exam result dated _____ be re-evaluated because _____.

I kindly request you to take the necessary action.

Signature:

Appendix - 3 Floor & Classroom Allocations

2.Floor Classrooms	201, 202, 203, 204, 205
1.Floor Classrooms	101,102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112
Ground Floor Classrooms	Z01, Z02, Z03, Z04, Z05
-1.Floor Classrooms	B01, B02, B03, B04, B05, B06
-2.Floor Classrooms	U01, U02, U03, U04, U05, U06, U07

THE WORLD AWAITS YOU!



**OSTİM TEKNİK
ÜNİVERSİTESİ**
A N K A R A