**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages Classroom Representatives Meeting

**Date and Time:** 23.11.2022 at 15:10

**Place:** Meeting Room

**Chair:** Lect. Alper Kalyoncu

**Attendants:** Vice-Principals, Coordinators, Administrative Assistant, Classroom Representatives, Foreign Student Representative

**AGENDA**

1. Lect. Alper KALYONCU welcomed everyone and started the meeting.
2. Lect. Alper Kalyoncu took attendance.
3. Lect. Alper Kalyoncu: You, as the classroom representatives, need to attend the lessons regularly and follow the Whatsapp notifications and are responsible for informing your classmates of all the announcements.
4. Lect. Alper Kalyoncu: You need to contact Damla Çetiner in case of an emergency. Please do not enter the testing office if there is no emergency situation.
5. Lect. Alper Kalyoncu: Students who have not attended class for 38 hours and above will not take the EMA exam. However, this does not mean that those students have failed preparatory school. Please tell your classmates that they still have a chance to pass preparatory school, so they should be attentive in the next module.
6. Administrative Assistant Damla Çetiner: In all faculties, they do not accept medical reports. We follow the same procedure as the school.
7. Lect. Alper Kalyoncu: You are going to have a one-week break after the EMA.
8. Lect. Alper Kalyoncu: Do not lose your Use of English materials. We won’t copy extra handouts.
9. A1 Rep.: In the Use of English lessons, we do not want 2 teachers to teach. We prefer one teacher.
10. Lect. Alper Kalyoncu: The reason we assign two teachers is that one UOE teacher may be boring for 10 hours of teaching.
11. A2 Rep.:There is lots of dust in the classroom. Some students are allergic to it.
12. Lect. Alper Kalyoncu: OK, we will warn the janitor.
13. Peterborough Rep.: During the Listening exams, there is noise around the school. The quality of the sound can be better. Beritan has attendance problems. All of the teachers do not know about her private situation.
14. Lecturer Alper Kalyoncu: I will discuss this issue with Ayse Aykal. Thank you.
15. E1 Rep.: No problem.
16. E2 Rep: Why do we use our student cards when we want to leave the school? Also, it becomes very crowded as we are leaving the school.
17. Lect. Alper Kalyoncu: We do not know as well. Maybe it is because of security. We will talk about this issue with the management.
18. B1 Rep: On Fridays, we have only one Use of English lesson. Can we change it?
19. Lect. Alper Kalyoncu: Please discuss this with your lecturer. If it is OK with them, it is OK with us.
20. International Representative student: Farooq from A1 says that he thinks that he is not informed about the exams.
21. A2 Representative: Farooq refuses help from anyone. He refuses explanations from the teachers.
22. International Representative student: My classmates would like to know why our exams are difficult and also the difference between other levels.
23. Lect. Alper Kalyoncu: The reason for this is because P1 starts at an A1 level and this is expected from you. Also, other groups have more lesson hours than P1.
24. A2 Student Representative: We miss 4 hours of UOE on Fridays with Simay Teacher because of the IMA and EMA exams. We did not understand all of the topics. Can we change her schedule?
25. Lect. Simay Avseven: We are going to have an extra lesson tomorrow.
26. Lect. Alper Kalyoncu: Thank you for coming and have a good day.