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Abbreviations:

TUPEX: Toros University Foreign Languages Proficiency Exam

CEFR: Common European Framework

1.ACADEMIC STAFF



TOROS UNIVERSITY DEPARTMENT OF FOREIGN LANGUAGES 2023-2024 ACADEMIC STAFF





Prof. Dr. Mustafa AKSAN Head of the Department



Erkan TUNÇ Vice Principal



Alper KALYONCU Vice Principal



Oya ÖZVEREN GENÇ Education Coordinator

Testing and Skill Coordinators





Ayşe AYKAL



Alper KALYONCU



Erkan TUNÇ



Simay AVSEVEN

LECTURERS



Funda AZNİK



Mihriban Ebru GÜVENÇ



İsa EROĞLU



Seyda ASLAN TUNÇ



Esin APÇİN

LECTURERS / FACULTY



Sena TEKELİ Fakülte Koordinatörü

LECTURERS



Özgür Berivan SANDAL

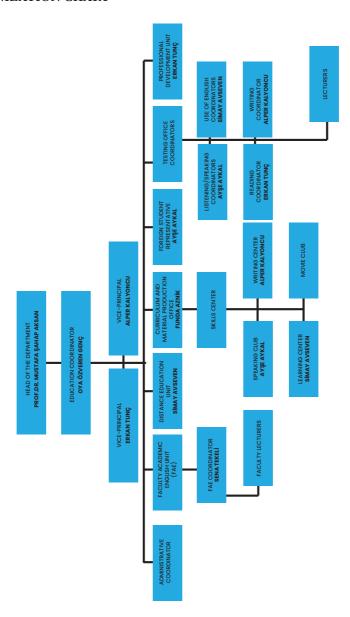


Pınar KAYA



Mihriban Ebru GÜVENÇ

ORGANIZATION CHART



2. CAMPUS

Toros University is conveniently located in the city center of Mersin, with easy access to public transportation. Mersin is a large city and a port on the Mediterranean coast of southern Turkey. The department of Foreign Languages is located at Mezitli Campus. Our school has classrooms prepared with multimedia systems, lecturer rooms, administrative staff rooms, and computer laboratories.

The Department of Foreign Languages Principal, Vice Principals, Head of the Foreign Languages Department, Co-Head of the Foreign Languages Department, and the Secretary of the Foreign Languages Department all conduct activities in the Department of Foreign Languages. In our faculty, we have both experienced Turkish and foreign lecturers.

3. MISSION

Toros University has adopted the philosophy of being the leader of higher education, being contemporary in all sciences, being innovative in education, and directing research. Our motto is "Beyond Education, Into Life", and our mission of DEPARTMENT OF FOREIGN LANGUAGES (Toros University Department of Foreign Languages) is to provide our students with an English education at a high standard. In order to realize our mission, we are teaching English at a level of four skills (reading-comprehension / writing/listening/speaking) to enable our students to carry out their academic studies in their fields and during their careers effectively in their main branches.

4. VISION

As universal communication evolves, a universal language emerges.

English is undoubtedly a global language. Being aware of this universal phenomenon, we have become an English-medium university. Our vision is to contribute to the educational life of the students with the latest educational materials by presenting the highest possible quality in education and teaching the students to use four skills successfully. What is more, we want to go beyond the borders and broaden our students' minds internationally.

5. GOALS

Course objectives:

1. Listening course objectives:

- a. Understand what you hear
- b. To be able to comment on the topics being discussed
- c. Gain the ability to note down what you hear

2. Writing course objectives:

- a. To be able to express oneself by writing
- b. To use the skill effectively in the appropriate language level
- c. To develop the skill of writing essays, paragraphs, articles, and academic writing

3. Speaking course objectives:

- a. To express yourself in daily life
- b. To be able to talk about an event or a picture
- c. To be able to easily express opinions about current topics
- d. To provide the students with the skill needed to make presentations in English in their future faculty studies.

4. Reading course objectives:

- a. To teach language skills at a level of understanding, interpreting, critically evaluating, and, producing ideas about articles that they read at academic levels.
- b. To support these studies with vocabulary and grammar activities

6. PREPARATORY PROGRAM

With the establishment of Toros University in 2009, DEPARTMENT OF FOREIGN LANGUAGES began teaching English and since then our programs have continually improved in parallel with developments in language teaching and instructional technology. Toros University shows significant importance to English and conducts most of its activities in English. Every student who passes the Student Selection and Placement System Exam (ÖSYS) and enrolls in our university can be exempted from the Foreign Languages Department by scoring a minimum of 60 points from the TUPEX (English Proficiency Examination of the Foreign Languages Department) or with the minimum scores from the exams listed in Part 14 Exemption.

6.1 Language Skills

6.1.1 Reading

At the end of the academic year, students will be able to read and understand authentic texts in various genres with the reading skills that they have acquired throughout the year.

6.1.2 Writing

At the end of the academic year, students will be able to produce 350-400-word essays in various types such as cause, effect, compare-contrast, classification, advantages, disadvantages, and argumentative essays. This gives them the ability to express their ideas in fluency, accuracy, and technique at acceptable levels in both writing and speaking.

6.1.3 Listening and Speaking

At the end of the academic year, students will be able to understand the essence of spoken text, learn about note-taking techniques, summarize what they listen to, and understand the general function and important points of the lesson. With speaking skills, students are expected to interact with English in a variety of subjects and genres and present this language clearly and fluently and with the correct vocabulary. In addition, students will be able to give academic presentations about a topic prepared for their field of interest.

6.1.4 Use of English (Grammar)

With the help of main textbooks and materials, we aim to build a bridge between the class and the real world to build confidence in speaking, listening, reading, and writing. Targeted grammar topics are tailored to the level of students; the target language is presented through original reading and listening texts using natural and appropriate linguistic contexts. The priority in books is largely the content and theme of the units rather than the grammar points. At the end of the academic year, students will be able to acquire *B2 Upper-Intermediate Level according to CEFR (European Common Language Framework)

*Translation Department students are expected to reach C1 Level according to CEFR.

7. DEPARTMENT OF FOREIGN LANGUAGES LEVEL GROUPS

There are 5 levels in the Modular (Course) System of the Department of Foreign Languages

A1: Beginner

A2: Pre-Intermediate B1: Intermediate B2: Upper-Intermediate C1: Advanced

There are 5 modules within each academic year, including the fall and spring semesters, which are combined modules and the Summer School Semester, which is a single module. Each module is 8 weeks. The combined Modules Fall / Spring Semesters consist of 16 weeks and the Summer Semester consists of 7 weeks. Students' English levels are determined by the Placement Test and are grouped according to their levels, and they start their education in the Department of Foreign Languages in the Fall Semester of each

year.

Students who succeed in the Fall Semester Modules and who meet the module absenteeism requirement are entitled to advance to the next module.

TUPEX (Proficiency Exam) is held four times a year; one at the beginning of September, at the end of June, and at the end of the Summer School in August. The last exam is held at the beginning of September of the new academic year. A separate TUPEX is held for the students who are placed with the additional quota system. All students who are registered in September will be accepted. Students who pass this examination will continue their education at the faculties.

Toros University Department of Foreign Languages uses a modular English language education system. In this system, students are placed at the appropriate level with a "Placement Test". The "Placement Test" is performed to determine the level the student will be placed in the level and equivalences are determined according to the Common European Framework as follows.

The level and equivalences are determined according to the Common European Framework as follows:

7.1 The students who have reached level A1

- ✓ Can understand and use everyday expressions.
- ✓ Understand real talk/face-to-face conversations.
- ✓ Can introduce themselves and answer personal details about themselves. (For example, he/she could say where he/she lives, describe the people he/she meets, and the objects he/she possesses)
- ✓ Can communicate using daily English.
- ✓ Can understand someone who speaks slowly and clearly.
- ✓ Can express themselves in writing by drafting short sentences (for example, filling in personal information forms, postcards, etc.).

7.2 The students who have reached level A2

✓ Can understand frequently used expressions and the ones in

which they are interested in their immediate environment. (e.g., personal, or family-related information, shopping, local geography, job applications...)

- ✓ Can communicate successfully in their daily lives where they will use basic and routine expressions.
- ✓ Can describe their past, their immediate environment, and things that they need with basic expressions.
- ✓ Can write short letters and paragraphs.

7.3 The students who have reached level B1

- ✓ Can understand topics that they regularly encounter (school, work-life etc.)
- ✓ Can handle problems that require English while traveling.
- ✓ Can form sentences on simple topics, which interest them.
- ✓ Can describe their experiences, dreams, hopes, and desires.
- ✓ Can tell their ideas and plans giving reasons.
- ✓ Can write simple texts about the fields they are going to study.

7.4 The students who have reached level B2

- ✓ Can understand the main ideas of texts about concrete and abstract topics.
- \checkmark Can speak fluently with speakers whose mother tongue is English.
- ✓ Can explain advantages and disadvantages of a situation by making clear and detailed sentences.
- ✓ Can write cause-effect, argumentative essays regarding the department they are going to study.

7.5 The students who have reached level C1

- ✓ Can understand a wide range of demanding and lengthy texts and will be able to grasp their full meaning.
- ✓ Can express ideas fluently and spontaneously without using expression-seeking gestures.
- ✓ Can use the language flexibly and effectively for social, academic, and professional purposes.

✓ Can produce clear, well-structured, and detailed texts on complex topics and use regular templates, conjunctions, and compatible items in a controlled manner.

8. COURSEBOOKS

Books, which are used during the academic year in the Department of Foreign Languages, can be purchased during the first week of the year from the stands provided by the publishers. The students are not obliged to buy the books from the stands at school; however, publishers guarantee that the books will be sold at the lowest price on the market in these stands.

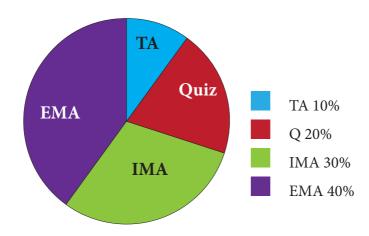
Students are required to use the original books because photocopied books are considered illegal. Interactive book codes that students will use throughout the year are not available in pirated books.

The program of the Department of Foreign Languages is supported by internet platforms to enable students to become involved in foreign languages and to allow them to practice. With the codes that come with the books, the work and progress of the students are regularly monitored and evaluated by the instructors through these internet platforms. Students' work on these platforms has an impact on their end-of-module success scores.

9. EXAMINATION AND ASSESSMENT

	BRIGHTON	EDINBURGH	PETERBOROUGH	ADDINGTON	RICHMOND
MOD1	A1	A2	A2+	B1	
MOD2	A2	B1	B1	B1+	
MOD3	B1	B1+	B1+	B2	A1,A2
MOD4	B2	B2	B2	C1	B1,B1+
SUMMER					B2
SCHOOL					

Module Passing Grade



QUIZZES - 20%

Quizzes are exams that measure about two to four units in a skill. The exams cover the purposes of the units and help give feedback to the students immediately. Each module has 4 exams. The weeks of the quizzes are announced by the Testing Office at the beginning of each module.

IN MODULE ASSESSMENT (IMA) 30%

Module Assessments are made on the 6th week of each module. These assessments cover the 4-week program in the curriculum and control the progress of the students in each skill.

IN MODULE ASSESSMENT: MODULE 1

GRAMER (USE OF ENGLISH)	25%
READING	25%
LISTENING	25%
WRITING	25%

IN-MODULE ASSESSMENT: MODULE 2

USE OF ENGLISH	25%
READING	25%
LISTENING	15%
SPEAKING	10%
WRITING	25%

IN-MODULE ASSESSMENT: MODULE 3

USE OF ENGLISH	25%
READING	25%
LISTENING&NOTE TAKING	15%
SPEAKING	10%
WRITING	25%

IN-MODULE ASSESSMENT: MODULE 4

USE OF ENGLISH	25%
READING	25%
LISTENING&NOTE TAKING	15%
SPEAKING	10%
WRITING	25%

TEACHER ASSESSMENT - (TA) 10%

Teacher Assessment grades are given to the students at the end of each module. The grades are given in detail to enable the students to understand the TA schedule and to follow the lecturer's instructions seriously for the next modules. The percentage of the TA note is 10%. Each teacher is responsible for grading and explaining to both the students and the administration the reasons for the grading according to the Teacher Assessment List given by the Testing Office, so the grades must be mathematically proven when needed. For example, the lecturer should be clear about why he/she gave the assignment and whether the assignment was made on time.

TA CRITERIA

		HOMEWORK (ONLINE
PARTICIPATION	IN-CLASS QUIZZES	HOMEWORK,
		PORTFOLIO, JOURNAL)

TA CRITERIA - USE OF ENGLISH

PARTICIPATION	HOMEWORK
TAKTICITATION	/ ONLINE HOMEWORK

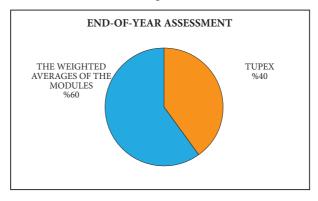
END OF MODULE ASSESSMENT - EMA

End of Module Assessment (EMA) 40%

The EMA is held at the end of the 8th week of each module. This type of assessment evaluates the development of the entire module. Each skill is tested in EMA.

USE OF ENGLISH	25%
READING	25%
LISTENING	25%
WRITING	25%

****Module Passing Grade 60 and over



POP QUIZZES	20%
TEACHER ASSESSMENT (TA)	10%
IN MODULE ASSESSMENT (IMA)	30%
END OF MODULE ASSESSMENT (EMA)	40%
AVERAGE OF 4 MODULES ACCORDING TO THEIR WEIGHTS	60%
TUPEX (PROFICIENCY)	40%

MODULE WEIGHTS

MODULE 1	MODULE 2	MODULE 3	MODULE 4
20%	25%	25%	30%

10. OBJECTION OF EXAM RESULTS

Any objection to the exam results or grade average results may be submitted within five business days. Any petitions after five business days will not be taken into consideration. The petition forms should be taken from the administration office, fulfilled, and brought back to the administration office.

A printed application is found in the Administrative Coordinator's office. Any students who would like to use this petition may use the application provided for them.

11. EXEMPTION

- 1) Students who meet any of the conditions below are exempt from the Toros University Department of Foreign Languages Preparatory Program and are entitled to start the academic program in which they were placed.
- a) Those who are successful in the Toros University Department of Foreign Languages Preparatory Program Proficiency Exam (TUPEX) held for different level groups at the beginning of the Academic Year,

- **b)** Exams whose equivalence is accepted according to the ÖSYM Foreign Language Exams Equivalence table are accepted for exemption, on the condition that the exam validity period determined by the relevant institutions conducting the exam is taken as a basis. Acceptance of national or international language exams other than OSYM Foreign Language Exams equivalence table is evaluated by the Department of Foreign Languages.
- c) Those who have completed their secondary education in the secondary education institutions, which is attended by the citizens of that country, in the last three years in a country where the foreign language is determined as the language of instruction and is spoken as a mother tongue or is accepted as an official language,
- d) Students who have successfully completed the Toros University School of Foreign Languages Preparatory Program in the Department of Foreign Languages in the last three years are entitled to enroll in another program at Toros University that provides full or partial foreign language education,
- e) Among the students who transfer completely or partially to the programs in which education taught in a foreign language, those who have successfully completed the Foreign Languages School Foreign Language Education Department Preparatory Program at the University they come from and whose central placement score in the year they registered is equal to or higher than the base score of the diploma program they want to pass.
- 2) Students who have completed the compulsory preparatory class at any university, completed at the B2 level and documented that they are successful are considered exempt.
- C1 level is required for the Department of Translation and Interpretation.
- 3) In order to be exempted, students in the above-mentioned situations must apply to the School of Foreign Languages and

present the original documents showing their status. The exemption requests of the students who apply are decided by the School Administrative Board.

12. THE RULES OF DEPARTMENT OF FOREIGN LANGUAGES

The students of the Department of Foreign Languages are subject to the Regulations of Disciplinary of Higher Education Institutions. There are general behaviors that are expected from the students to display during their preparatory education. As an educational institute, the students are expected to fulfill their responsibilities and behave responsively within the frame of set rules. Each student should be aware of the disciplinary rules, principles, and rules of Toros University.

12.1 Attendance Obligation

Attending the lessons is the first requirement of learning. Attendance is recorded by lecturers in all classes. Attendance is announced via the student information system, which can be found at the Department of Foreign Languages website. Each student is responsible for keeping the track of his/her attendance status. Students are required to attend at least 80% of the classes. Any student who does not attend more than 20% of the classes cannot take the End of Module Assessment (EMA).

12.2 Class Hours

The duration of the lessons is 50 minutes. Students are required to attend five days a week. Lessons start at 09:00 am and end at 16:00 pm.

12.3 Medical Reports

Students are required to deliver the medical report that they get from an official medical center to the Administrative Affairs office of the Department of Foreign Languages within 7 days. Medical reports cannot be accepted as an excuse for absent records, project work, and quizzes. If the medical report dates cover the dates of In/End of Module exams, make-up exams can be done. Students who do not take these exams are graded as "0" for these exams.

12.4 Rules of Toros University.

- **12.4.1** The Modular Education System is used in the Department of Foreign Languages, and the classes and the teachers are changed at the end of each module according to the rules set by the Department of Foreign Languages. Classroom or teacher change requests are out of the question.
- **12.4.2** Punctuality is important and mandatory. All students must be in the classroom at the beginning of the lesson. This behavior will interrupt the lesson and will be written as absent for this class. Students who are late for the class will not be allowed to attend. In this case, the students must wait for the next lesson.
- **12.4.3** Students are expected to come and attend the class ready with their books, notebooks, and pencils, listen to and attend the lesson.
- **12.4.4** In order to support the learning of the students, the lecturers give homework to be done out of the class and expect students to complete their homework on time. The completion of homework is also important for getting ready for the lesson and in-class attendance.
- **12.4.5** Behavior that will disrupt the learning environment inside the class, such as usage of mobile phones, eating and drinking without permission, and disturbing the other students by talking about subjects that are not relevant to the lesson during the class are strongly forbidden.
- **12.4.6** Students must be on time for all exams and are expected to bring materials that are required for the exam, such as pencils, erasers, etc. with them. Usage of mobile phones and smart watches are strictly forbidden during all exams. Mobile phones must be turned off and placed on the instructor's desk. The exams of the

students who do not obey the rules will be invalid.

- **12.4.7** According to the Regulation of the Department of Foreign Languages, cheating on exams, projects and homework is an offense. Students who commit a such offense will receive a grade of "0". This rule is for exams, projects or homework and disciplinary action will be taken.
- **12.4.8** All students must respect the rights of other students and be tolerant to different ideas.
- **12.4.9** It is essential for the students to be in a manner which is open to communication with the lecturers. They are expected to voice their concerns or complaints within the frame of respect.
- **12.4.10** Students must only use the ID cards that are given to them by the school. Entering the school with someone else's student ID card is forbidden.
- **12.4.11** Smoking is strictly forbidden inside the building. Students can smoke on the school campus on the condition that they dispose of the cigarettes properly.
- **12.4.12** Educational materials and books in the study rooms cannot be taken out.
- **12.4.13** Students are expected to protect and respect the school building, classrooms, and equipment. A disciplinary investigation is conducted for the students who damage the school building and equipment. The student must cover the expenses upon the investigation.
- **12.4.14** Announcements cannot be made, and banners or posters cannot be hung without the permission of the administration.
- **12.4.15** In order not to face problems of lost property, private and valuable belongings should not be left in the classrooms.

13. Disciplinary procedures

*Disciplinary procedures of the students of the Department of Foreign Languages are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation. According to the provisions of this regulation, students who are suspended for one or two semesters continue to pay their tuition fees.

Miscellaneous and Final Provisions Situations where there is no provision

* (1) In cases where there is no provision in this Regulation; Law No. 2547, Law No. 2923 on Foreign Language Education and Teaching and Learning Different Languages and Dialects of Turkish Citizens dated 14/10/1983, Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 4/12/2008 and numbered 27074, the provisions of the Regulation on the Principles to be followed in Teaching in Foreign Languages and other relevant legislation are applied.

14. Cheating Policy

There is no tolerance for cheating in any exams of DEPARTMENT OF FOREIGN LANGUAGES including the quizzes, the presentations, and the portfolios. The student receives a "0" (zero) for that particular assessment if it is proved that he/she is cheating. A make-up exam will not be given to those students who are caught cheating.

Before the exams, students are asked to leave all their books, worksheets, notes, and mobile phones on the teacher's desk. Students are always informed about bringing their student ID cards and they must present the cards to the invigilator while signing the exam list otherwise they cannot take the exam. The students must sit in the seat assigned for him/her according to the list in the "S" shape. If the invigilator asks a student to change his/her seat, the student should do as he or she is told to. If an invigilator or the Testing Coordinators spot students with unauthorized material in their possession, including any information on a part of the body, clothing, on the wall or desk, or a second phone, will inevitably be

assumed that cheating has taken place.

15. Suggestion and Complaint Policy

As one of the parties is the students, DEPARTMENT OF FOREİGN LANGUAGES aims to create a motivating and honest atmosphere at school and takes all student complaints into consideration. Informal complaints can be solved through conversation by the student advisor, any teachers of that particular student/s, a Testing Coordinator, or the Administrative Coordinator. For formal complaints, the student can go to the Vice-Principal.

At the beginning of each year, student handbooks are distributed, and the teachers answer any questions they ask about the handbook. The handbook, rules, and regulations of DEPARTMENT OF FOREİGN LANGUAGES are kept on Toros University web page, but if the problematic behavior or complaint continues, a written document is asked, and the legal procedure as stated in the Laws and Regulations accepted by Toros University Department of Foreign Languages will be used.

If a student wants to dispute the grade on an exam, they can ask for a re-evaluation of their exams by applying with a written document, which is found in the Administrative Office within five days after the exam results are announced. The exams are re-evaluated by a committee organized by the Testing Office Coordinators.

16. Consulting System

We have a consulting system for our students to discuss their study habits, the problems they encounter, and to get support on administrative and academic issues. Each class has an advisor lecturer. Students can meet with the advisor lecturer individually or as a group by making an appointment.

Apart from the advisor, each class has an elected representative. These representative shares the problems of the classroom with the

advisor or administration. In addition, he/she participates in the periodic meeting of class representatives.

There is a foreign student representative in the Department of Foreign Languages. These representative shares the requests or problems of foreign students with the administration. Foreign student representatives also attend the class representatives meeting. Apart from these, there is also 1 lecturer who provides counseling services to disabled students.

Psychological Counseling and Guidance Center (PDRM), which works under the Health, Culture and Sports Department, provides psychological counseling services at the 45 Evler Campus of our university. This service is free for our students and staff. If you apply, you will be able to meet with the responsible psychologist. The PDRM Center provides service every weekday between 10:00 and 17:00. The Individual Interview Request Form on our school's website is filled to make an appointment. You will be contacted via e-mail at the latest 1 business day after the form is filled.

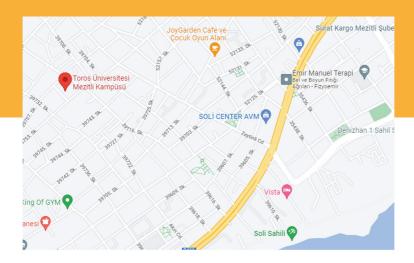
17. ACADEMIC CALENDER

FALL TERM	Start	End		
Placement Exam	September 19, 2024 (THURSDAY)			
TUPEX (Proficiency Exam)	September 20, 2024 (FRIDAY)			
Department of Foreign Languages Opening and Orientation Program	September 30, 2024 (MONDAY)			
Module 1	September 30, 2024 (MONDAY)	November 22, 2024 (FRIDAY)		
Module 1 EMA	November 22, 2024 (FRIDAY)			
Module 2	December 2, 2024 (MONDAY)	January 24, 2025 (FRIDAY)		
Module 2 EMA	January 24, 2025 (FRI- DAY)			
Semester	January 27, 2025 (MONDAY)	February 07, 2025 (FRIDAY)		
SPRING TERM	Start	End		
Module 3	February 10, 2025 (MONDAY)	April 04, 2025 (FRIDAY)		
Module 3 EMA	April 04, 2025 (FRIDAY)			
Module 4	April 14, 2025 (MONDAY)	June 04, 2025 (WEDNESDAY)		
Module 4 EMA	June 04, 2025 (WEDNESDAY)			
TUPEX: Written	June 16, 2025 (MONDAY)			
TUPEX: Verbal	June 17, 2025 (TUESDAY)			

TUPEX Results Announcement	June 20, 2025 (FRIDAY)	
SPRING TERM	Start	End
Summer School Registration	June 23, 2025 (MON-DAY)	June 27, 2025 (FRIDAY)
Summer School (7 Weeks)	June 30, 2025 (MON- DAY) August 15, 2025 (FRIDAY)	
TUPEX Summer School (Written and Verbal)	August 15, 2025 (FRIDAY)	
Summer School TUPEX Results Announcement	August 20, 2025 (WEDNESDAY)	

18. IMPORTANT INFORMATION

- Students who fail the end of year passing grade, which is below 60, could attend Summer School. Only the students who are registered for the Summer School may take the Summer School Proficiency Exam. Students who are not successful in this exam may take the TUPEX in September with the students who are newly enrolled.
- Students in Edinburgh (A2), Peterborough (B1), and Addington (C1) with a 4-module average of 85 and above are considered successful and are not required to take the TUPEX (Proficiency Exam) and gain the right to study in the faculty departments. Brighton (A1) students do not have such a right, but they can also go to Edinburgh, which is a higher level if their average is above 80.



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"Beyond Education, Into Life"

