

SIVAS CUMHURİYET UNIVERSITY SCHOOL OF FOREIGN LANGUAGES



2024-2025

STUDENT HANDBOOK

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CONTACT INFORMATION

School of Foreign Languages – Contact Info.

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SFL Administration

Director:	Prof. Dr. Bekir ZENGİN
Assist. Director:	Lect. Arzu YEL TERZİOĞLU (Academic Affairs)
Assist. Director:	Lect. Murat HANAĞASIOĞLU (Student Affairs)
School Secretary:	Murat YILDIRIM
Chief:	Bayram CAN

All information in this handbook can be changed/updated without prior notice. Please always refer to the latest version available on our website.

DIRECTOR'S MESSAGE



Prof. Dr. Bekir ZENGİN

Director

Dear Students,

On behalf of all academic and administrative staff of Sivas Cumhuriyet University School of Foreign Languages, I welcome you all and wish you happiness and success in the 2024-2025 academic year.

After a difficult study and preparation phase, you gained the right to be a student at Sivas Cumhuriyet University according to your exam results and you attended the School of Foreign Languages to study the preparatory class required by the department you were accepted to. Seeing you here is a great source of joy for all of us, and we want to complete the pride of this success with a successful training.

The importance of a foreign language is an indisputable issue. In a world where borders have been eliminated, we now encounter people speaking different languages that we used to consider distant, every day and everywhere. In our world where knowing more than one foreign language has become mandatory, learning a foreign language not only makes it easier to stand out in competition with others, but also provides the opportunity to see the world from a different perspective and think differently. In addition to communication goals such as getting to know different cultures, introducing your own culture or opening up to the world and following the developing world in electronic environment, academic goals such as being able to follow publications in different languages and contributing to science are our primary goals. In our school, foreign language education is provided at different levels in line with these goals and the needs of the departments. With our dynamic team and sufficient physical infrastructure, we are ready to achieve this goal.

In addition to learning a language, we aim to contribute to your horizons through various activities and conferences. It is your enthusiasm and effort that will complete these opportunities. Making the most of a year dedicated to learning a foreign language will bring you great benefits. However, learning a foreign language requires a process that cannot be neglected. The level you will reach at the end of the academic year will be an important key for the future.

Once again, I welcome you all again and wish you a happy and successful academic year.

MISSION

VISION

OUR MISSION

Sivas Cumhuriyet University School of Foreign Languages, with its forward-thinking practices and curriculum, aims to raise competent and self-confident individuals who are ready to leave their mark both in Turkey and on the global stage. Our school sees language as a means of communication in the real world and aims to support students in achieving the target language skills they need in their academic and social lives.

OUR VISION

Sivas Cumhuriyet University School of Foreign Languages accepts that students should be at the center of the learning process and therefore adopts a student-centered approach in teaching. The mission of our school is to enable our students to acquire and develop oral and written communication skills, as well as academic reading and listening skills required to follow educational activities and use foreign languages effectively in their academic fields and future business lives.

Therefore, our curriculum is designed to increase academic competencies in the target language and develop the ability to communicate effectively. Integration of innovative technologies is essential in the implementation of our curriculum. These technologies aim to support autonomous learning and create a dynamic learning environment conducive to modern language acquisition.

PHILOSOPHY APPROACH

OUR EDUCATION PHILOSOPHY

At our School, we are committed to providing an education that is aligned with the Common European Framework of Reference for Languages (CEFR) and meets the strict standards of international accreditation bodies. We believe in fostering an inclusive and dynamic learning environment where students are encouraged to develop their language skills through immersive and practical experiences. Our philosophy emphasizes personalized learning pathways, cultural awareness and continuous assessment to ensure that each student reaches their highest potential in language proficiency.

METHODOLOGICAL APPROACH

Our methodological approach is designed to be in line with the latest Common European Framework of Reference for Languages (CEFR) criteria and provides a comprehensive and effective language education from A1 to B2 level. This includes;

English A1, A2, B1.1, B1.2 and B2,

German A1, A2.1, A2.2 and B1.1

French A1, A2.1, A2.2 and B1.1 levels.

We prioritize an immersive and communicative language learning experience and promote a student-centered environment that encourages active participation and practical application of language skills. Our curriculum is structured to progress smoothly through the CEFR proficiency levels, emphasizing the development of listening, speaking, reading and writing skills. We integrate authentic materials, cultural components and technology to develop linguistic competence and cultural understanding. Through task-based activities, interactive exercises and real-world scenarios, we aim to equip learners with the language proficiency and cultural awareness necessary to navigate confidently in a variety of contexts.

ACADEMIC CALENDER

Exemption Exam and Placement Tests	September 16, 2024 - September 20, 2024
First Quarter	September 23, 2024 - November 15, 2024
First Quarter Exit Test	November 13, 2024 - November 15, 2024
First Quarter Break	November 18, 2024 - November 22, 2024
Second Quarter	November 25, 2024 - January 17, 2025
Second Quarter Exit Test	January 15, 2025 - January 17, 2025
Second Quarter Break	January 20, 2025 - February 7, 2025
Third Quarter	February 10, 2025 - April 11, 2025
Third Quarter Exit Test	April 9, 2025 - April 11, 2025
Third Quarter Break	April 14, 2025 - April 18, 2025
Fourth Quarter	April 21, 2025 - June 13, 2025
Fourth Quarter Exit Test	June 11, 2025 - June 13, 2025

- **Classes will start on Monday, September 23, 2024.**

EXEMPTION EXAM AND PLACEMENT TEST -1

SFL Exemption and Placement Exam (MDBS)

In the 2024-2025 Academic Year, exemption and placement exams will be conducted together. These exams will be carried out in three stages.

In the first stage, all our students will be taken in groups to the supervised online exam in the computer laboratory located on the ground floor of our School. In this exam, students will be asked separate questions from all levels, starting from A1 level, in German, French, and English*, according to their departments and based on the exam results, up to their target levels. If the student successfully completes the exam at their target level in this stage, they will be eligible to take the second and third sessions of the exemption and placement exam. If the student fails at any level in the first stage, they will start the preparatory program education according to the level** at which they failed. In the first stage, students will be asked questions on listening, reading, grammar, and vocabulary at each course level.

Newly registered students*** at our university who wish to take the optional English preparatory program will only participate in the first stage of the exemption and placement exam. Based on the results of this stage, they will begin their preparatory education. Students who wish to take the optional preparatory program and get a score of B1.1 or higher level in this stage will be transferred to their departments to start their education from the first year.

Students who pass all course level exams in the first stage will proceed to the second and third stage exams. In the second stage exam, their writing skills at the target level will be assessed, and in the third stage, their speaking skills at the target level will be evaluated. Students who score a total of 70 or above in all stages will be exempt from the preparatory program and will start their education in the first year.

* Students of the Translation and Interpreting Department will take two separate exams in French and English.

** Students who have to repeat the program will continue their preparatory education from the last level they successfully completed, provided their first stage exam result is higher than the level they finished in the previous year.

*** Students who have previously enrolled in the optional English preparatory program and were unsuccessful will be eligible to take the second and third stages of the exemption and placement exam, provided they succeed in the first stage.

All students are required to take the 1st stage of the Exemption and Placement Exam.



EXEMPTION EXAM AND PLACEMENT TEST -2

Students who will take the MDBS;

-Students enrolled in the university for the first time in 2024-2025 who have a compulsory preparatory program:

- Department of German Language and Literature
- Department of French Language and Literature
- Department of English Language and Literature
- Department of English Language and Education
- English Translation and Interpreting Department
- Department of Nanotechnology Engineering,

-Department students who have studied the preparatory program once and repeat the class and have a compulsory preparatory program,

-Students who enrolled in the university for the first time in 2024-2025 and who want to study the optional English preparatory program*,

-Optional foreign language program students who have studied the preparatory program once and failed**

* The list of the departments that enroll to the university for the first time in 2024-2025 and have an optional preparatory program is available at ydy.cumhuriyet.edu.tr.

** Students who have previously studied and failed the optional English preparatory program must submit a petition to the School Directorate until the end of working hours on Friday, September 13, 2024 that they want to take the MDBS.

Who cannot take this exam?

-Students of Turkish departments that do not have a compulsory or optional preparatory program,

-Students who have studied the preparatory program twice and failed,

-Foreign students who have enrolled in our university from the International Student Quota and do not have a Turkish proficiency or exemption certificate. (It will be checked from the Obs system.)

There will be no make-up for exemption and placement exams.



EXEMPTION EXAM AND PLACEMENT TEST -3

International Exams That Can Be Used For Exemption From The Preparatory Programs

According to Article 8, paragraph 1, subparagraph c of the School of Foreign Languages Regulation, the exemption exams and scores for the compulsory preparatory classes starting from the 2024-2025 Academic Year are as follows:

<u>Departments</u>	<u>Target Level</u>	<u>Min. Req.</u>
English Language and Teaching	B2	TOEFL IBT \geq 94
English Language and Literature	B2	TOEFL IBT \geq 94
Translation and Interpreting (ENG)	B2	TOEFL IBT \geq 94
Translation and Interpreting (FR)	B1.1	DELTA B1 \geq 50
German Language and Literature	B1.1	Goethe Institut B1 \geq 50 Telc Deutch B1 \geq 50 TestDaf B1 \geq 50
French Language and Literature	B1.1	DELTA B1 \geq 50
Nanotechnology Engineering	B1.2	TOEFL IBT \geq 83

These test scores can only be used for exemption from the preparatory program and cannot be used for transfer between courses.



EXIT TESTS

1 academic year consists of 4 quarters and one course is given in each quarter. Each quarter will last 8 weeks, and course completion exams will be held in the last week. All language skills will be measured in these exams. Course completion exams affect your total course final score by 60%. Your preparatory class success score will be calculated by taking the average of your end-of-course success scores.

Absentee students cannot participate in this exam. Students who are successful in this exam move on to their departments after completing the upper level or preparatory training according to the target CEFR level of their department. Unsuccessful students repeat the last course they took in the first quarter it is offered. Students who cannot successfully complete the compulsory preparatory class within two years are dismissed from the program.

The School Board decides on the acceptance of students' excuses regarding the course completion exam that they were unable to take. Applications regarding excuses must be made to the School Directorate within seven days following the exam date, together with the required documents. Applications made after this period will not be processed. The petition required for this is given in the last section of this handbook.



OTHER EXAMS, ASSIGNMENTS AND FEEDBACK

QUIZZES and ASSIGNMENTS

A quiz is given in the 4th week of each course. In this exam, reading, listening, language use skills and speaking skills are measured. In addition, throughout the course, instructors give assignments specified in the syllabus. Assignments and quizzes given during the course constitute 40% of your course completion score. There are no make-up exams for quizzes and assignments.

ARTIFICIAL INTELLIGENCE POLICY

It is forbidden to use artificial intelligence in the preparation of assignments given by faculty members. In cases where the use of artificial intelligence is detected, this situation will be evaluated within the framework of cheating and the student will be suspended from school in line with the relevant disciplinary regulations.

CONDUCTING THE EXAMS

In face-to-face exam programs, students take the exams on the specified dates, places and times with their student ID or current student documents. It is mandatory to comply with the exam rules and the instructions of the examiners. The exams of students who do not comply with these rules will be deemed invalid and necessary disciplinary action will be taken against these students.

Students have the right to object to their grades within 3 business days from the announcement of the results of the exams they have taken. Applications made after this period will not be processed. The petition required for this is given in the last section of this handbook.

There is no make-up exam for exemption and placement exams, make-up exams and quizzes.

FEEDBACK ON EXAMS AND ASSIGNMENTS

Instructors give feedback to students after assignments and quizzes. Feedback is provided to the first draft of the assigned writing assignments on paper, and to the final version via the YDYONLINE system. Feedback for other assignments, such as worksheets, and quizzes is given in class hours. Additionally, students have the opportunity to meet with faculty members during office hours and receive feedback on other issues.

APPEALS AND COMPLAINT

Students can also reach the management about any other types of appeals or complaints with a written and signed document.



REGISTRATIONS

Students' preparatory program registrations are made automatically by the School Administration.

In order for students to be considered successful in their preparatory programs, they must successfully complete the target level determined by the School Board for their departments.

Target proficiency levels are as follows:

Department of English Language Education B2
Department of English Language and Literature B2
Translation and Interpreting (English) B2
Translation and Interpreting (French) B1.1
Department of German Language and Literature B1.1
Department of French Language and Literature B1.1
Department of Nano-Technology Engineering B1.2
Optional Preparation B1.2

The target levels are valid for our newly registered students, and the old target levels will be applied for the existing students.

An academic year in the foreign language preparatory program consists of four quarters of 8 weeks each. The maximum education period is two years. If deemed necessary, summer school can also be opened with the approval of the University Senate.

Starting from the 2024-2025 Academic Year, students in the Translation and Interpretation Department will study for 2 years in the preparatory program. This period may be shorter in cases such as exemption and placement exam, exit exam results, and exemption with documentation. For students who enrolled in previous years, the rules from the previous year will apply.



ABSENTEEISM

- Each course consists of 8 weeks and there are at least 140 hours of lessons in each course.
- In preparatory programs, all students must attend 85% of these courses. Submitting a medical report or stating any other excuse does not eliminate the obligation to attend.
- Administrators and faculty members do not have the authority to give students permission.
- Students who fail due to absenteeism have to repeat the course they failed by taking it in the first quarter of the course and cannot continue their faculties or colleges. These students cannot take courses and exams following the period exceeding the absence limit.
- Optional preparatory program students must take 4 levels by the end of the year. These students cannot transfer to their departments between courses or semesters.
- Students in the optional preparatory program can continue their education from the 1st year if they submit a petition stating that they have decided to withdraw from the preparatory program by the end of business hours on Friday, September 20, 2024. Requests made after this date will not be accepted.



COURSES

COURSE PROGRAMS

Lessons are held 20 hours a week, in the morning or in the afternoon, within a 4-hour program, and are announced on the website before the courses start. The syllabi for the courses can be found on the YDYONLINE website. Students must come to classes on time, being late will not be allowed and will be counted as absenteeism. It is necessary to follow the instructions of the instructors both in exams and in classes, and disciplinary action will be taken against students who disrupt the order.

COURSE MATERIALS

Students will provide the necessary materials for the course, and the announcement regarding this will be made on our website. In accordance with the Law on Intellectual and Artistic Works No. 5846, the use of unlabeled and non-original materials in the classroom is prohibited, and students are responsible for all legal liabilities that may arise. Students in this situation will not be admitted to the course and their absence will be recorded.

SELF-STUDY

In addition to the 20 hours of classes per week, students are expected to study an additional 20 hours per week on an individual basis. For individual study, students can use the school library, self-access center and worksheets uploaded to the YDYONLINE system. Learners can also benefit Artificial Intelligence tools to study by themselves, as long as it is not used for the preparation of the assignments.



EXTRACURRICULAR ACTIVITIES

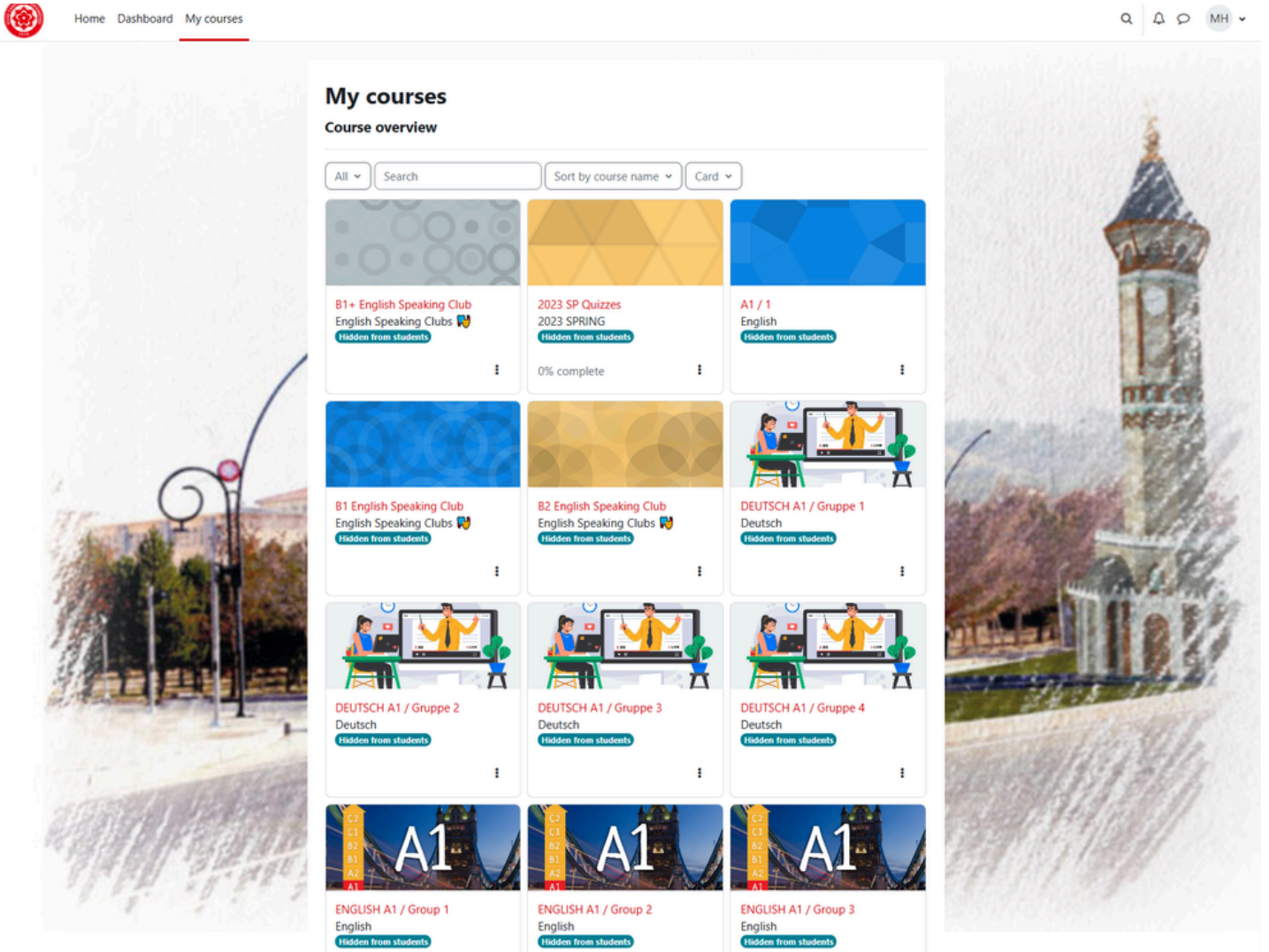


In our school, extra-curricular activities that students can participate are occasionally organized. Speaking clubs, film review activities, several artistic and intellectual meetings or workshops can be listed in this context. Students can participate in speaking clubs to enhance their speaking skills. Those who are interested in cinema can attend film review sessions or other activities based on their interests.



YDYONLINE

Our school uses the system of Moodle under the name of 'YDYONLINE'. This website can be found through this address: <https://ydyonline.cumhuriyet.edu.tr>. The announcements, attendance reports, scores, assignments, course-related information and materials are posted on this website.



The screenshot displays the Moodle user interface for 'YDYONLINE'. At the top, there is a navigation bar with a logo on the left and links for 'Home', 'Dashboard', and 'My courses'. On the right side of the navigation bar, there are icons for search, notifications, and a user profile dropdown labeled 'MH'. The main content area is titled 'My courses' and includes a 'Course overview' section. Below this, there are filters for 'All' (selected), a search box, and options to 'Sort by course name' and 'Card'. The course cards are arranged in a grid and include the following information:

- Card 1:** B1+ English Speaking Club, English Speaking Clubs, Hidden from students.
- Card 2:** 2023 SP Quizzes, 2023 SPRING, Hidden from students, 0% complete.
- Card 3:** A1 / 1, English, Hidden from students.
- Card 4:** B1 English Speaking Club, English Speaking Clubs, Hidden from students.
- Card 5:** B2 English Speaking Club, English Speaking Clubs, Hidden from students.
- Card 6:** DEUTSCH A1 / Gruppe 1, Deutsch, Hidden from students.
- Card 7:** DEUTSCH A1 / Gruppe 2, Deutsch, Hidden from students.
- Card 8:** DEUTSCH A1 / Gruppe 3, Deutsch, Hidden from students.
- Card 9:** DEUTSCH A1 / Gruppe 4, Deutsch, Hidden from students.
- Card 10:** ENGLISH A1 / Group 1, English, Hidden from students.
- Card 11:** ENGLISH A1 / Group 2, English, Hidden from students.
- Card 12:** ENGLISH A1 / Group 3, English, Hidden from students.

The background of the interface features a large, stylized image of a university building with a prominent clock tower.



REQUEST, SUGGESTION, COMPLAINT

Students can contact the school administration with their requests, suggestions, and complaints through various channels.

The first of these channels is to fill out an official petition and submit it to the school administration. Sample petitions can be accessed in the student menu on the YDY website or obtained from the Student Affairs Office on the Directorate floor.

Another channel is the corporate WhatsApp line, which you can reach at +903464874900.

Finally, if you want to send us your requests, suggestions, and complaints anonymously, you can fill out the online form by scanning the QR codes located on each floor of the school.

Responses to your requests, suggestions and complaints will be made through the channel you use (except online forms).

If you have a request, suggestion, or complaint regarding student affairs, you can contact the second assistant principal responsible for these affairs.

SIGN-UP FOR YDYONLINE

Your YDYONLINE account will be created through your institutional email address, and you will be given a password. Your username is your school number. If you forget your password, follow the steps below.

-1-

- Go to sifre.cumhuriyet.edu.tr
- Choose the e-mail tab and create a new university email account.



-2-

- Login to your new email inbox.
mail.cumhuriyet.edu.tr



-3-

- Go to ydyonline.cumhuriyet.edu.tr and click on forget password.
- Search with you student id. Password reset link will be sent.



-4-

- Return to your inbox and reset your password with the instructions sent to you.



EDUROAM SIGN-IN

-1-

- Go to sifre.cumhuriyet.edu.tr
- Create/Learn your wifi login password on Eduroam Wifi tab.



-2-

- Having credentials, you can access the connection settings for IOS devices.



-3-

- Having credentials, you can access the connection settings for ANDROID devices.



-4-

- Having credentials, you can access the connection settings for Windows OS devices.





SINAV KÂĞIDINA İTİRAZ DİLEKÇESİ



YABANCI DİLLER YÜKSEKOKULU MÜDÜRLÜĞÜ'ne

Yüksekokulunuz Hazırlık Programı numaralı öğrencisiyim. Aşağıdaki tabloda belirttiğim sınavımın sonucu beklediğim notun altındadır.

Sınav cevap kâğıdımın maddi yönden tekrar incelenmesini arz ederim.

...../...../.....

Adı Soyadı:

İmza

Adres:

Telefon:

	DERSİN ADI	DERSİ VEREN ÖĞRETİM ELEMANI	SINAV İLAN TARİHİ
1			
2			

Bilgi Amacı:

Sınav sonuçlarının ilanı ve sınav notuna itiraz

Sivas Cumhuriyet Üniversitesi Ön Lisans ve Lisans Eğitim Öğretim ve Sınav Yönetmeliği

MADDE 41 – (1) Öğrenci, sınav sonuçları hakkındaki yazılı itirazını sonuçların ilanından sonra en geç üç işgünü içinde ilgili birime yapabilir. Bu itiraz, ders sorumlusuna iletilir; maddi hata varsa gerekli not düzeltilmesi yapılır.



MAZERET SINAVI DİLEKÇESİ



YABANCI DİLLER YÜKSEKOKULU MÜDÜRLÜĞÜ'ne

Yüksekokulunuz Hazırlık Programı numaralı öğrencisiyim. Aşağıdaki tabloda belirttiğim kur bitirme sınavına aşağıda belirttiğim mazeretimden ötürü giremedim. İlgili belge/ler ektedir.

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Mazeretimin kabul edilerek telafi sınavı yapılmasını arz ederim.

...../...../.....

Adı Soyadı:

İmza

Adres:

Telefon:

DERSİN ADI	DERSİ VEREN ÖĞRETİM ELEMANI	SINAV TARİHİ

Bilgi Amaçlı:
Mazeret sınavı

Sivas Cumhuriyet Üniversitesi Ön Lisans ve Lisans Eğitim Öğretim ve Sınav Yönetmeliği ve Sivas Cumhuriyet Üniversitesi Yabancı Diller Yüksekokulu Yabancı Dil Eğitim-Öğretim ve Sınav Yönetmeliği'nin ilgili maddeleri uyarınca haklı ve geçerli nedenlerle kur bitirme sınavına giremeyenlerden sınavları takip eden 7 gün içinde başvuranlardan mazeretleri ilgili yönetim kurullarınca kabul edilenlere mazeret sınavı hakkı verilir. Bu öğrenciler mazeret sınav haklarını aynı yarıyıl içinde yüksekokulumuz tarafından belirlen gün, yer ve saatte kullanır.



GENEL AMAÇLI DİLEKÇE ÖRNEĞİ



YABANCI DİLLER YÜKSEKOKULU MÜDÜRLÜĞÜ'ne

T.C. Kimlik Numarası :
Adı Soyadı :
Birimi :
Bölümü :
Öğrenci Numarası :

İSTEK:

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Gereğini arz ederim.

Tarih:/...../.....
İmza:

ADRES:

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Telefon:.....

Eki

1-

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SFL

WHATSAPP HOTLINE



SFL Student Affairs



+90 346 487 49 00