

# ADNAN MENDERES UNIVERSITY SCHOOL OF FOREIGN LANGUAGES STUDENT'S HANDBOOK

**2020-2021**





This handbook is created to outline the regulations on foreign language education at Adnan Menderes University, as indicated in the Directive for School of Foreign Languages, Article 19-(1).

[You can reach the laws and regulations via this link.](#)

[www.akademik.adu.edu.tr/yo/yabancidiller/default.asp?idx=313633](http://www.akademik.adu.edu.tr/yo/yabancidiller/default.asp?idx=313633)

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## I. BACKGROUND

Adnan Menderes University, School of Foreign Languages was first founded on March 14th 2009 in accordance with the official law of 2009/27169, with the decision of the Council of Ministers. On September, 3rd 2009, the first school director was assigned and education began during the academic year of 2009-2010.

## II. MISSION AND VISION

### MISSION:

Our mission is to equip our students with foreign language skills (in English, French, and German) at Common European Framework (CEFR) standards as an indispensable part of their future education.

### VISION:

In line with Common European Framework (CEFR) standards, the vision of our school is to equip the students with the knowledge and skills that will enable them to express themselves in daily and academic life and to act on moral grounds. We, therefore, aim at being and remaining an institution recognized with its modern and quality education, competent academic staff, and commitment to universal human values.

### III. ACADEMIC CALENDAR

**ADNAN MENDERES UNIVERSITY  
SCHOOL OF FOREIGN LANGUAGES  
EDUCATION YEAR 2015-2016**

FALL SEMESTER		SPRING SEMESTER
August 31 – September 4, 2015	Application to September Foreign Language Proficiency Exam	
September 9, 2015	September Foreign Language Proficiency Exam	
September 14 – December 31, 2015	The beginning and end of the semester	January 25 – May 13, 2016
	Final Exam (Spring Semester)	May 17, 2016
December 27-31, 2015	Application to End-of-Semester Foreign Language Proficiency Exams	May 21-25, 2016
January 5, 2016	End-of-Semester Foreign Language Proficiency Exams	May 27, 2016
July 20-24, 2015	Application to Foreign Language Exemption Exam for Institutes	December 27-31, 2015
July 29, 2015	Foreign Language Exemption Exam for Institutes	January 7, 2015
ADÜ Academic Rules and Regulations for Undergraduate and Graduate Students, Article: 28 (Amendment: September 1, 2014 as published in Official Gazette, issue 29106) End-of-semester exam, resit exam, and one-course exam results must be entered in OBIS in one week from the day they are held.		

You can reach the academic calendar via this link.

<http://www.idari.adu.edu.tr/db/ogrenciisleri/default.asp?idx=31313033>

## 1. FIRST REGISTRATION AND REGISTRATION RENEWAL

Students admitted to our university can find the necessary information on our website: [www.adu.edu](http://www.adu.edu). Through this site, you will see all the required information before you enroll in our university. Also, you will be guided throughout the enrollment process. On the dates announced, you will need to come to your faculty/school/vocational school in person with necessary documents in order to finalize the enrollment process.

**IMPORTANT:**

**Students register to prep class in the School of Foreign Languages for one academic year and at the beginning of that year.**

## 2. ORIENTATION

For the students to become well-acquainted with our university and prep class programme , we hold a presentation session during the first school week.

Attending the presentation, students will have the opportunity to be better prepared for the school year to come and minimize possible educational problems they'll probably face.

## IV. INFORMATION ON PREP CLASS EDUCATION

The aim of foreign language preparatory class is to equip our students, in line with Common European Framework (CEFR) standards, with essential language skills as well as written and verbal communicative efficacy (in English, or French), and therefore, to prepare them for their future education and career.

Preparatory class courses are not listed as credits in your academic record and neither do they affect your GPA calculation.

The academic year students spend in the preparatory class does not affect or shorten the duration of their graduate/undergraduate programs.

The Main Goal of Foreign Language Preparation Classes is to teach students reading, writing, listening, and speaking in English or French which then can be used in both academic and professional life.

All the preparatory class courses are conducted by the School of Foreign Languages at the main campus.

If you are successful at the end of the preparatory class program, the School of Foreign Languages gives you a Certificate of Achievement upon your request.

### **Optional Preparatory Class**

During the enrollment process, students who want to take foreign language classes at the School of Foreign Languages fill their registration form accordingly. Then they take the Foreign Language Proficiency Exam. Should there be sufficient number of students, they are placed at preparatory classes after a final decision of the Board. The duration of education at the preparatory class is one academic year and at the end of this year, the students finish their language education whether they pass or fail the preparatory class. They proceed to take classes at their faculty/school in the following academic year.

Students at the optional preparatory classes can start their education at their faculty/school if they submit their application ten days before the spring semester of their faculty/school after a final decision of the School of Foreign Languages Administrative Board.

### **Compulsory Preparatory Class**

The preparatory class is compulsory at the departments where a foreign language is completely (100%) or partly (30%) used as the language of education. The students of these departments cannot proceed to their education in their faculties/schools unless they pass the preparatory class.

## **1. STUDENT PROFILE**

Below are shown the departments with compulsory preparatory language classes for the 2015-2016 academic year:

	<b>Faculty/School/Vocational School</b>	<b>Department/Program</b>
	Faculty of Arts and Sciences	French Language and Literature English Language and Literature
	Faculty of Engineering	Electrical and Electronic Engineering Food Engineering Constructional Engineering Mechanical Engineering
	Faculty of Economic and Administrative Sciences in Nazilli	International Relations (English)

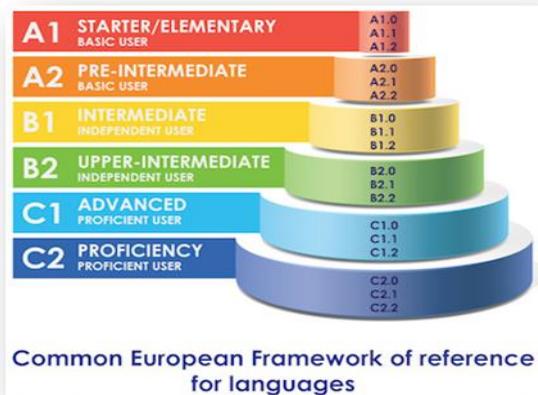
## 2. CLASSES AND CLASS MATERIALS

The School of Foreign Languages teaches English and/or French at three levels:

**Elementary/Elémentaire**  
(CEFR A1 Level)

**Pre-Intermediate/Pré-Intermédiaire**  
(CEFR A2 Level)

**Intermediate/Intermédiaire**  
(CEFR B1 Level)



Niveau de l'utilisateur		
A Elémentaire	A1	Introductif ou de découverte
	A2	Intermédiaire ou de survie
B Indépendant	B1	Niveau Seuil
	B2	Avancé ou indépendant
C Expérimenté	C1	Autonome
	C2	Maitrise

\*CEFR = Common European Framework of Reference for Languages

\*CECR = Cadre européen commun de référence pour les langues

Students are to be placed in one of these three levels according to their scores in Foreign Language Proficiency Exam in September.

\* All the materials to be used in classes during the year such as books, dictionaries etc. will be announced on notice boards.

\* Students who do not have any materials cannot join the classes.

## SYLLABUS FOR ENGLISH CLASSES

### a. Elementary

English in its most basic form. 26 hours per week.

Course Name	Classes Per Week	Purpose
Main Course	14	This course includes grammar and the four basic skills, reading, writing, listening, and speaking. The purpose of this class is to guide the students to the B1 level and to equip them with fundamental language skills
Reading & Writing	4	The purpose of this course is to improve students' reading and writing skills and to help them acquire essential reading and writing strategies.
Listening & Speaking	4	The purpose of this course is to improve students' listening and speaking skills and to help them acquire essential listening and speaking strategies.
Grammar	4	The purpose of this course is to improve and support students' use of grammar in line with Main Course contents.
* The purpose of this level is to help students reach the B1 level.		

### b. Pre-Intermediate

24 hours English classes per week.

Course Name	Classes Per Week	Purpose
Main Course	12	This course includes grammar and the four basic skills, reading, writing, listening, and speaking. The purpose of this class is to guide the students to the B1 level and to equip them with fundamental language skills
Reading & Writing	4	The purpose of this course is to improve students' reading and writing skills and to help them acquire essential reading and writing strategies.
Listening & Speaking	4	The purpose of this course is to improve students' listening and speaking skills and to help them acquire essential listening and speaking strategies.
Grammar	4	The purpose of this course is to improve and support students' use of grammar in line with Main Course contents.
* The purpose of this level is to help students reach the B1 level.		

### c. Intermediate

20 hours English classes per week.

Course Name	Classes Per Week	Purpose
Main Course	8	This course includes grammar and the four basic skills, reading, writing, listening, and speaking. The purpose of this class is to equip students with intermediate level language skills
Reading & Writing	4	The purpose of this course is to improve students' reading and writing skills and to help them acquire essential reading and writing strategies.
Listening & Speaking	4	The purpose of this course is to improve students' listening and speaking skills and to help them acquire essential listening and speaking strategies.
Grammar	4	The purpose of this course is to improve and support students' use of grammar in line with Main Course contents.

## SYLLABUS FOR FRENCH CLASSES

### a. *Elémentaire (Elementary)*

French in its most basic form. 26 hours per week.

Course Name	Classes Per Week	Purpose
Main Course (Méthode)	18	This course includes grammar and the four basic skills, reading, writing, listening, and speaking. The purpose of this class is to guide the students to the B1 level and to equip them with fundamental language skills
Reading Comprehension (Compréhension Ecrite)	2	The purpose of this course is to improve students' reading skills and to help them acquire essential reading strategies.
Written Expression (Expression Ecrite)	2	The purpose of this course is to improve students' writing skills and to help them acquire essential writing strategies.
Grammar (Grammaire)	4	The purpose of this course is to improve and support students' use of grammar in line with Main Course contents.
* The purpose of this level is to help students reach the B1+ level. (Intermédiaire B1+)		

### b. *Pré- Intermédiaire (Pre-intermediate)*

24 hours French classes per week.

Course Name	Classes Per Week	Purpose
Main Course (Méthode)	12	This course includes grammar and the four basic skills, reading, writing, listening, and speaking. The purpose of this class is to guide the students to the B1+ level and to equip them with fundamental language skills
Reading Comprehension (Compréhension Ecrite)	4	The purpose of this course is to improve students' reading skills and to help them acquire essential reading strategies.
Written Expression (Expression Ecrite)	4	The purpose of this course is to improve students' writing skills and to help them acquire essential writing strategies.
Grammar (Grammaire)	4	The purpose of this course is to improve and support students' use of grammar in line with Main Course contents.
* The purpose of this level is to help students reach the B1+ level. (Intermédiaire B1+)		

### c. *Intermédiaire (intermediate)*

20 hours French classes per week.

Course Name	Classes Per Week	Purpose
Main Course (Méthode)	8	This course includes grammar and the four basic skills, reading, writing, listening, and speaking. The purpose of this class is to guide the students to the B1+ level and to equip them with fundamental language skills
Reading Comprehension (Compréhension Ecrite)	4	The purpose of this course is to improve students' reading skills and to help them acquire essential reading strategies.
Written Expression (Expression Ecrite)	4	The purpose of this course is to improve students' writing skills and to help them acquire essential writing strategies.
Grammar (Grammaire)	4	The purpose of this course is to improve and support students' use of grammar in line with Main Course contents.

The books for all these courses are predetermined by the School of Foreign Languages. Students are supposed to obtain and use these material.

According to the Copyrights Code, it is illegal to use illegally reproduced copies of the copyrighted books and materials in class.

See: <http://www.telihaklari.gov.tr>

### 3. CLASSROOMS

Our classrooms are equipped with projectors, computers, sound systems and internet access so that our students can benefit from different audio and visual sources.

Our classes can be arranged in different forms to enable both group and individual work.  
Our classroom seating are as below:



## 4. ATTENDANCE

According to the 18th Article in the Directive for School of Foreign Languages:

"Students are required to attend 80% of preparatory classes throughout the academic year. Students who exceed the absenteeism limit specified by the directive lose their right to take the final exam at the end of the year and are deemed to have failed the prep class."

## 5. EXAMS

### A. FOREIGN LANGUAGE PROFICIENCY EXAM (YDYS)

The Foreign Language Proficiency Exam (YDYS) is conducted at the beginning of the academic year and at the end of each semester. All preparatory class students can sit this exam. Associate Degree (2 years) students must score 50 points out of 100 and undergraduate students must score 70. Graduate students' score limit is determined by their institutes. Students who meet the needed score will directly pass over to their departments.

The Foreign Language Proficiency Exam dates are announced at the academic calendar.

There are no resit exams in the preparatory class.

The Foreign Language Proficiency Exam (YDYS) Content is as in the tables below.

YDYS for English Prep- classes		
Question type	Sections	Evaluation
Multiple Choice Questions (4 options)	(Use of English)	40 questions / 40 points
	(Listening)	10 questions / 10 points
	(Reading)	10 questions/ 10 points
	(Speaking)	(20 points)
	(Writing)	Writing a paragraph/essay with the required length on the given topic (20 points)

YDYS for French Prep-classes		
Question type	Sections	Evaluation
Written Exam	Reading comprehension (Compréhension Ecrite)	20 points
	Grammar (Grammaire)	40 points
	Writing (Expression Ecrite)	20 points
	Speaking (Expression Orale)	20 points

**NOTE: The sections and point proportions given above may change.**

**IMPORTANT:**

There will be no make-up exam for any student who does not take YDYS.

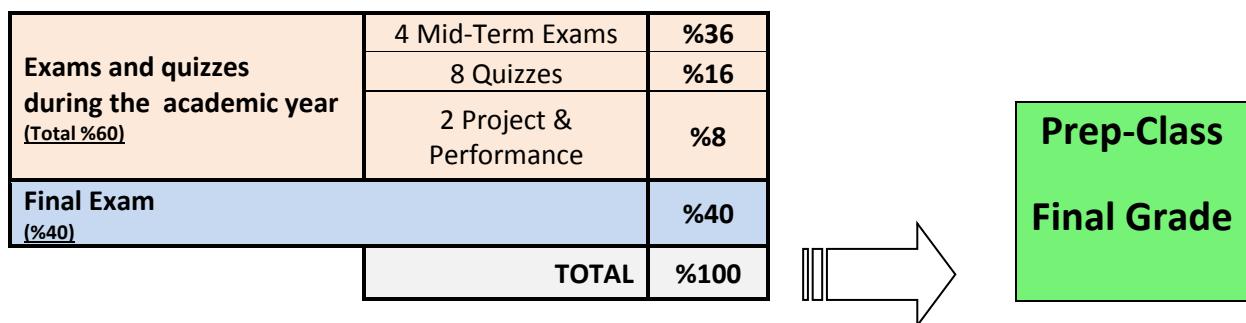
## **B. EXAMS DURING THE ACADEMIC YEAR**

All the exams to be taken during the prep class and their effects on the prep class final grade are as in the tables below.

<b>English Prep-Class</b>	
<b>Fall Semester</b>	<b>Spring Semester</b>
- 2 Mid-term Exams	- 2 Mid-term Exams
- 4 Quizzes	- 4 Quizzes
1 Use of English quiz	1 Use of English quiz
1 Listening quiz	1 Listening quiz
1 Reading & Writing quiz	1 Reading & Writing quiz
1 Speaking quiz	1 Speaking quiz
-1 Project & Performance	-1 Project & Performance
	-1 Final Exam

<b>French Prep-Class</b>	
<b>Fall Semester</b>	<b>Spring Semester</b>
- 2 Mid-term Exams	- 2 Mid-term Exams
- 4 Quizzes	- 4 Quizzes
1 Reading Comprehension +Grammar (compréhension écrite + Grammaire)	1 Reading Comprehension +Grammar (compréhension écrite + Grammaire)
1 Writing + Grammar (Expression écrite + grammaire)	1 Writing + Grammar (Expression écrite + grammaire)
1 Vocabulary + Grammar (Vocabulaire + grammaire)	1 Vocabulary + Grammar (Vocabulaire + grammaire)
1 Speaking (Expression orale)	1 Speaking (Expression orale)
-1 Project & Performance	-1 Project & Performance
	- 1 Final Exam

## The Effects of Exams and Total Performance on the Prep-Class Final Grade.



### IMPORTANT

- Midterms dates are announced on notice boards, but quiz dates might remain unannounced if necessary.
- Students are required to score minimum 50 points in final exam.
- The answers of the midterms and quizzes are announced during the classes following the exams.
- Students can make an objection to the exam results by submitting a written petition to the School Management within the first five workdays after the results have been announced. A commission of three, including the head of Testing and Assessment unit, is gathered by the Manager and the exam papers are examined; then a decision is made by the Administrative Board.
- Students cannot sit the exams without their student ID cards. If there is no ID card at the ready, students are required to take a student certificate from the Students Affairs Office.

### C. MAKE-UP EXAMS

In accordance with our regulations, there are no make-up exams for Foreign Language Proficiency Exam, quizzes, and final exam.

Students who cannot attend the midterm exams can have a make-up exam if they submit a written petition within the first five workdays after their excuses end, and if their excuses are regarded as valid by the Administrative Board. The make-up exam is prepared and conducted by the Testing and Assessment Unit.

## 6. REQUIREMENTS FOR PASSING AND EXEMPTION

### **Exemption**

From the Students who have enrolled in programs with compulsory preparatory classes for their first time either through ÖSYM or through lateral/vertical transfer, those who provide any of the conditions are counted exempt and have the right to start their programs they are eligible to enter.

These conditions are:

- a) To score at least 50% in YDYS (Foreign Languages Proficiency Exam) for students enrolled in an associate degree program, 70% for students enrolled in undergraduate programs and for graduate students the minimum score determined by their institutes.
- b) To have studied and finished secondary education at schools of countries whose native language is the same to the medium of teaching.
- c) To have scored the minimum success grade in national or international exams that are counted as equivalent to YDYS by the senate and provided in the table at the end of this handbook.
- d) With the approval of the administrative committee, to have successfully finished preparatory education at a higher education institute that has been accepted by the inter-university board.

Students, except for being successful in YDYS, have to submit their petitions and documents for their requests for being exempt from the preparatory program to the administration of the School of Foreign languages 10 days before the start of the semester at their programs they are eligible to enter. These students' terms for exemption will be determined by the administrative committee of the school of foreign languages.

The terms for students who apply for exemption with conditions different from those mentioned above will be determined by the administrative committee of the School of Foreign Languages.

Students who do not provide any of the conditions for exemption have to continue their preparatory education.

Students who are exempt from the preparatory program will be also counted as exempt from the courses Foreign Languages I and Foreign Languages II in accordance with the Law no. 2547 Article 5 Subparagraph (i) and their scores will be submitted as Muaf (M) in their academic transcripts.

### **Success and Failure**

Success and failure conditions are as following for students who continue their preparatory year:

#### **Success**

Students who are exempt from preparatory program will be counted as successful.

Students who provide the minimum scores for their preparatory class final grade or in YDYS will be successful. These minimum scores are: at least 50% in YDYS (Foreign Languages Proficiency Exam) for students enrolled in an associate degree program, 70% for students enrolled in undergraduate programs and for graduate students the minimum score determined by their institutes.

Students who are successful start their eligible programs after their course registration at the beginning of the semester.

## **Failure**

From the students who are enrolled in the compulsory preparatory program, those who cannot finish the program successfully, those who cannot score the required pass grade in YDYS or provide the documents that they have scored a pass grade in exams which are accepted as equivalent to YDYS by the university will not be able to enroll and start in their eligible programs until they provide the foreign language proficiency requirements.

Students who have finished the one year compulsory preparatory program unsuccessfully or do not achieve the pass grade in YDYS will continue their preparatory program the following year or upon their demand can be granted a leave of absence by the administrative committee of the School of Foreign Languages and have the right to enter only YDYS.

Students who are not able to pass the compulsory preparatory program in their second year, the YDYS held at the end of the spring term or the YDYS held at the end of the summer term will be dismissed from their programs they are eligible to enter. Students who are dismissed can enroll in an equivalent program whose means of teaching is Turkish. In addition to this, in case that our university does not have an equivalent program, the students may upon their demands, for one time only, be centrally placed in an equivalent program whose means of teaching is Turkish by the SSPC presidency (ÖSYM Başkanlığı). The students placements will be made with the score they achieved from the university entrance exam in the year of their registration and this score cannot be lower than the base point of the program they are being placed.

The preparatory program education of the students who fail the voluntary preparatory program finishes. These students start their programs they are eligible to enter.

## **7. SUMMER SCHOOL**

A summer school program can be opened with board decision of the School of Foreign Languages. The duration of the summer school program is 8 week with the exams included and the weekly course hours cannot be under 20 hours per week. Those who are not enrolled in the summer school program cannot take the YDYS exam which is held at the end of the summer school program.

## **8. STUDENT DISCIPLINARY REGULATIONS FOR HIGHER EDUCATION INSTITUTIONS**

The student discipline regulation below has been sent to all universities by the higher education institutions presidency and disciplinary penalties are applied according to these articles.

### **Disciplinary Penalties and Infractions of the Rules That Require Disciplinary Penalties**

#### ***Infractions that require a warning penalty***

- a) To hang ads or fliers on places other than declared by the authorities of higher education institution.
- b) To pull off, tear, change, sketch out or pollute announcements, programs or similar documents that were hung with the approval of the higher education institution.

#### ***Infractions that require condemnation***

- a) To hang banners or posters within the institution without the approval of the higher education institution.

b) To make an attempt to cheat in exams.

***Infractions that require a suspension from the higher education institution from one week to one month***

- a) To commit actions that prohibit the freedom of learning and teaching.
- b) To consume drinks that contain alcohol inside the higher education institution.
- c) To arrange indoor or outdoor meetings in the higher education institution without the permission of the authorities.

***Infractions that require a suspension from the higher education institution for one semester***

- a) To threaten the students or personnel of the higher education institution.
- b) To assault the students or personnel of the institution.
- c) To commit a theft inside the higher education institution.
- d) To destroy the building, office stock and similar things that belong to the higher education institution and give harm to the information system.
- e) To cheat in an exam by copying from somebody or allowing somebody to copy from yourself.

***Infractions that require a suspension from the higher education institution for two semesters***

- a) To prohibit the action of fulfilling a duty or benefiting from the higher education services by force and violence to the students and personnel of the higher education institution.
- b) To use, carry or keep drugs or stimulants inside the higher education institution.
- c) To commit sexual harassment inside the higher education institution.
- d) To carry and keep fire arms and their ammunition, knives that are produced especially for offensive or defensive use and explosive substances that are infractions to the law on fire arms and knives and other equipment no. 6136 which was enacted on the 10/07/1953.

***Infractions that require expelling from the higher education institution***

- a) With the condition that there is a final judgment by the court, to found an organization that aims to commit crimes, to lead such an organization or be a member of it, to act on behalf of that organization or help it without being a member.
- b) To sell, buy, to give someone and to trade drugs or stimulants inside the higher education institution.
- c) To use fire arms and their ammunition, knives that are produced especially for offensive or defensive use and explosive substances that infract the law no. 6136 on fire arms and knives and other equipment.
- d) To violate a person's sexual immunity by physical sexual harassment on that person's body.

You can access the discipline regulations of Higher Education Institutions for students from the links below.

<http://www.yok.gov.tr>

<http://www.idari.adu.edu.tr/db/ogrenciisleri>

<http://www.idari.adu.edu.tr/hukukmusavirligi>

## V. STUDENT SERVICES

### 1. STUDENT ADMINISTRATION OFFICE

Student IDs, certificates of achievements, and transcripts can be provided from the student administration office. Apart from these, the petitions for scholarship applications, exam objections and excuse examinations are also delivered at the student administration office.

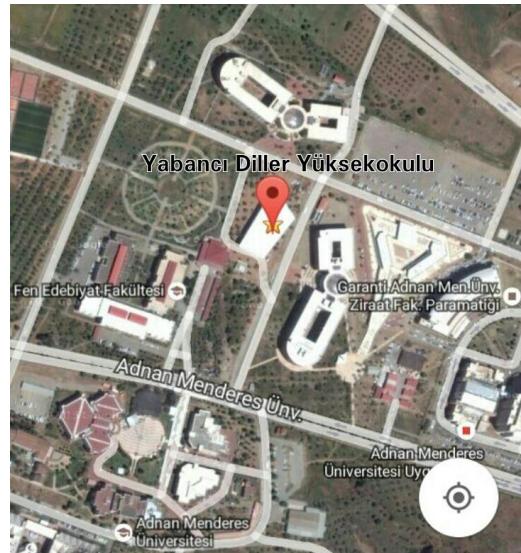
- Our students need to get their student ID cards at the beginning of the school year and have to keep their cards with them during their entrances and exits to the institution and during their exams throughout the year.
- Our students need to frequently follow the student administration notice-board.
- Our students need to read the [directive](#) published on our website.

<http://www.akademik.adu.edu.tr/yo/yabancidiller/default.asp?idx=313633>

### 2. TRANSPORTATION AND ACCOMMODATION

#### A. TRANSPORTATION

Address: Yabancı Diller Yüksekokulu  
Adnan Menderes Üniversitesi Merkez Kampüsü  
Aytape Mevkii PK:09100  
Aydın – Türkiye



#### B. ACCOMMODATION

Our students who are going to study at the School of Foreign Languages for one year have 3 options for accommodation: Kredi Yurtlar Kurumu dormitories (state dormitories), private dormitories and renting apartments.

For more detailed information you can visit the website of Kredi Yurtlar Kurumu: [www.kyk.gov.tr](http://www.kyk.gov.tr)

### **State Dormitories in Aydın:**

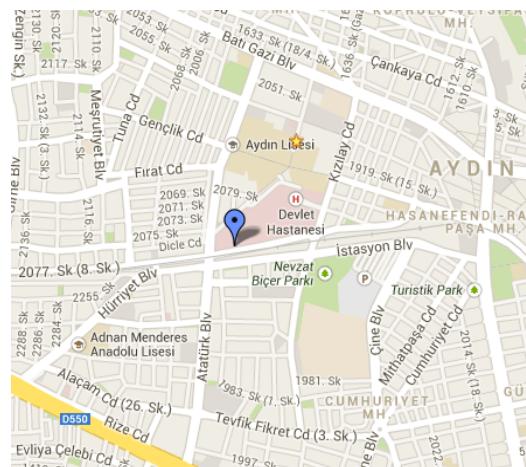
Name of the Dormitory	Address	Telephone
AYDIN YURDU	ÜNİVERSİTE YOLU CAD. ZAFER MAH. NO: 8	0256 212 20 74
AYDIN-ADNAN MENDERES ÖĞRENCİ YURDU	KÜLTÜR BULVARI İŞIKLI KÖYÜ	0256 247 01 19
KOÇARLI YURDU	CİHAN SOKAK YENİ MAHALLE NO: 29	0256 761 46 85

## **3. HEALTH SERVICES**

If our students are under the health insurance of their parents or have their own health insurance, they need to apply with their students certificates to SGK (Social Security Institution) for updating.

After the update, our students can get their treatments from state, university and private hospitals. Also, they can also get their treatment at our university's Mediko recreational facility. The Mediko social facility gives services in the place known as the previous university hospital.

**Address:** Hasan Efendi Mah. No:1-Eski Tıp Fakültesi Yerleşkesi / AYDIN



You can find the directive of our university on this matter through these sites:

[Adnan Menderes Üniversitesi Öğrenci Sağlık İşleri Ve Sağlık Raporları Yönetmeliği:](http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=8.5.6553&MevzuatIliski=0&sourceXmlSearch)  
<http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=8.5.6553&MevzuatIliski=0&sourceXmlSearch>

## **4. SCHOLARSHIPS/GRANTS**

### **A. FOOD GRANT**

Our School of Foreign Languages provides grants to the newly registered students that have applied for the food grant.

Applications will be made at the student administration office on the announced dates. The details will be published on the student administration notice-board.

#### **B. WORKING PART-TIME**

School of Foreign Languages provides students the opportunity to work part-time at the school. The amount of students employed, the salary and working hours will be determined upon the announcement of the rectorate at the beginning of the school year.

Applications have to fill out the form that can be provided from the student administration Office and a petition.

### **5. ACADEMIC COUNSELING SERVICES**

To each preparatory class a class advisor will be elected by the school management. The main purpose of the class advisor is to give academic counseling. The class advisor will meet their students regularly or if required. To benefit from counseling depends on the students themselves. Students can contact their class advisors on foreign language learning issues or on issues that need to be forwarded to the school administration. Class advisors provide the students with solutions or advice to improve their student's academic success. For non-academic or personal issues students are redirected. Students can learn who their class advisor is through looking at the student notice-boards or from syllabuses on the classroom door.

### **6. SOCIAL ACTIVITIES AND STUDENT COMMUNITIES**

Our students can join or take part in the activities of any student community existing at our university.

Detailed information can be obtained from [the Student Communities Web-page:](http://www.site.adu.edu.tr/ogrencitopluluklari)  
<http://www.site.adu.edu.tr/ogrencitopluluklari>

Besides, the School of foreign Languages can form a men's basketball and football/soccer team. Students who want to join these teams have to contact our school's sports representatives. Announcements regarding the teams are made on the student notice-boards.

The sports facilities and the indoor swimming pool which are located in the main campus are open to use of all our students.

More detailed information can be obtained from this link: <http://www.adu.edu.tr>

Students can join the drama and cinema communities of our university. Beside, they can watch plays at these places:

**Aydın Büyükşehir Belediyesi City Theaters:** Açıkhava Theater, Gezici Sahne, Muzaffer İzgü Sahnesi, Nevzat Biçer Nikah ve Konferans Salonu, Şükran Güngör Sahnesi, Yazıcıoğlu Kültür Merkezi Sergi Salonu

## 7. YOUTH PROBLEMS RESEARCH AND APPLICATION CENTER (ADÜGENÇ)

This center was founded on 10.06.1997. The aim of the center is to conduct studies in order to determine, explain and provide solutions to psychological and social problems that are indigenous for today's youth.

More detailed information can be obtained from the [ADÜGENÇ](#) web-page:

<http://www.akademik.adu.edu.tr/aum/adugenc/topics.asp?path=323333>

## 8. THE LIBRARY

All our students can use the main library which is located in the main campus. The computers in the library are also open to the use of students. There is also Wi-Fi connection.

Detailed information can be obtained from [the Library and Documentation Department](#) web-page:

<http://www.idari.adu.edu.tr/db/kutuphane/default.asp?idx=3739>

## 9. OBİS.net - ADÜ STUDENT INFORMATION SYSTEM

After students have registered, each student will be automatically given an OBİS user name and password by the system. The user name is the student's school number and the student's TR identity number is his/her password. If they wish they can change their passwords. Students can see their grades by entering OBİS on the University web-page. They can also see announcements concerning them personally.

[You](#) can access [OBİS](#) via the link below:

<https://obisnet.adu.edu.tr/ObisNetv2/login.aspx>

## VI. CONTACT

**ADDRESS** YABANCI DİLLER YÜKSEKOKULU  
Adnan Menderes Üniversitesi Merkez Kampüsü  
Aytepe Mevkii PK: 09100  
Aydın – Türkiye

**TELEPHONE** 0256 – 2140682

**FAX** 0256 – 2140683

E-MAIL [yabancidiller@adu.edu.tr](mailto:yabancidiller@adu.edu.tr)  
WEB-PAGE <http://www.akademik.adu.edu.tr/yo/yabancidiller>  
LOCATION INFO <http://goo.gl/saaraq>

## VII. FREQUENTLY ASKED QUESTIONS

### **1. Are health reports recognized in lack of continuity?**

**Answer:** No. Health reports are not recognized in lack of continuity. 80% of attendance is compulsory.

### **2. May I bring a friend to class?**

**Answer:** No, Nobody outside the class or university is allowed to enter the class.

### **3. May I join the Erasmus program while I am in the preparatory program?**

**Answer:** No. You can join the Erasmus program only after you have enrolled in your actual department/program and have studied there for minimum 1 year.

### **4. Can I take summer school at a different university?**

**Answer:** If the course content is the same and both universities have a reciprocal approval, you can take the summer school at a different university.

### **5. Even if I have a high score at the YDYS exam at the beginning of the year, may I start at a low level class?**

**Answer:** No. Classes are determined by the scores of YDYS and no changes can be made.

### **6. If I transfer to another university after successfully finishing the preparatory education at ADÜ, do we have to take preparatory education at the other university again?**

**Answer:** This may change according to the directive of the School of Foreign Languages of the other university. In such a case, it is best to contact the university you want to transfer to.

### **7. May I change my class during the term?**

**Answer:** Apart from the YDYS which is made at the end of the fall term, no change of class is possible upon student's request.

**8. Even if I pass the YDYS which is made at the end of the fall term, may I continue preparatory class in the spring term?**

**Answer:** No. If you pass the YDYS made at the end of the fall term then you can't continue preparatory education. However, you can take your courses at your actual department.

**9. Can I freeze my registration while studying at School of Foreign Languages?**

**Answer:** Yes, but you can only do this by applying to student administration office of your actual department. The School of Foreign Languages is not concerned with freezing registrations.

**10. If I fail the preparatory program, do I have to take the courses in my 2nd year again?**

**Answer:** Yes, but by giving a petition to the school administration within the first 10 workdays of the academic year, you will be granted a leave of absence and are able to take YDYS without having to attend classes.

**11. What happens if I fail to pass the preparatory program 2 years in a raw?**

**Answer:** You will be dismissed from the school of foreign languages. If you want, you will be placed in the same department whose means of teaching is Turkish at your own university if your score from the university entrance exam is not lower than the basis point. If there is no equivalent program present at your own university, you will be placed to a similar program whose means of teaching is Turkish at another university but again your university entrance exam score has to be higher than the basis point of that department.

For details see:

<http://www.osym.gov.tr/dosya/1-70037/h/basvurukilavuzu.pdf>

## VIII. FOREIGN LANGUAGE EXAM EQUIVALENCE TABLE

YABANCI DİL SINAVLARI EŞDEĞERLİK TABLOSU

ADÜ YABANCI DİL YETERLİK SINAVI	YDS	IBT Internet Based TOEFL	CBT Computer Based TOEFL	PBT Paper Based TOEFL	IELTS * International English Language Testing System	DELF	ZMP Zentrale Mittelstufenprüfung	ZOP Zentrale Oberstufenprüfung
	ÜDS					Diplôme d'études en langue française		
	KPDS					DALF Diplôme approfondi de langue française		
50-59	45-49	54-59	154-169	478-496	3,00			
60-64	50-54	60-65	170-183	497-513	3,50	DELF A2	A2	A2
65-69	55-59	66-71	184-197	514-530				
70-74	60-64	72-77	198-209	531-546	4,00			
75-79	65-69	78-83	210-220	547-560		DELF B1	B1	B1
80-84	70-74	84-89	221-230	561-573	5,00			
85-89	75-79	90-95	231-240	574-587		DELF B2	B2	B2
90-94	80-84	96-101	241-252	588-606	6,00			
95-100	85-89	102-107	253-262	607-622	6,50			
	90-100	108-120	263-300	623-677	7,00 +	DALF C1-C2	C1-C2	C1-C2

Bu eşdeğerlilik tablosunda listelenmeyen diğer sınavlar ve eşdeğerlilik bilgileri ÖSYM Yabancı Dil Eşdeğerlikleri dokümanındadır.

For Foreign Language Exam Equivalence Table, see also:

[http://www.idari.edu.tr/db/ogrenciisleri/webfolders/topics/Yabanc%C4%B1%20Dil%20E%C4%9Fitimi%20Y%C3%B6nergesi\(1\).pdf](http://www.idari.edu.tr/db/ogrenciisleri/webfolders/topics/Yabanc%C4%B1%20Dil%20E%C4%9Fitimi%20Y%C3%B6nergesi(1).pdf)

In case of difference or contradiction between the information in this handbook and regulations/directives, regulations and directives are valid.