

T.C.

AYDIN ADNAN MENDERES UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
STUDENTS' HANDBOOK

2024-2025

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This handbook has been prepared to inform students studying at our school in accordance with Article 19-(1) of the Foreign Language Education Regulations of Aydın Adnan Menderes University.

You can access the laws and regulations through this link:

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

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I. HISTORY

Aydın Adnan Menderes University School of Foreign Languages was established by the Council of Ministers Decision No. 2009/14725, published in the Official Gazette on March 14, 2009, and began its educational activities in the 2009-2010 academic year after the appointment of its Director on September 3, 2009.

II. MISION AND VISION

MISION

The aim is to bring our students enrolled in the preparatory class to a level where they can follow their courses in the foreign languages (German, French, English) required by their programs, ensuring their proficiency in language knowledge and skills, as well as their spoken and written communication abilities, in accordance with the Common European Framework of Reference for Languages (CEFR).

VISION

Our goal is to become an institution that ranks among the top and is preferred among organizations, equipped with a professional teaching staff capable of delivering effective language instruction. We aim to meet both institutional and individual needs, embracing quality as our target, while adhering to academic and ethical values.

III. AKADEMİC CALENDAR

2024-2025 ACADEMIC YEAR SCHOOL OF FOREIGN LANGUAGES ACADEMIC CALENDAR

FALL SEMESTER PREPARATORY PROGRAM

Event	Start Date	End Date
Application for the Foreign Language Proficiency Exam	September 23, 2024	September 27, 2024
Written Exam for Foreign Language Proficiency	October 1, 2024	
Speaking Exam for Foreign Language Proficiency	October 2, 2024	
Semester Start/End	September 30, 2024	January 17, 2025
Application for the End of Semester Foreign Language Proficiency Exam	January 13, 2025	January 17, 2025
End of Semester Foreign Language Proficiency Exam	January 21, 2025	

INSTITUTES

Event	Start Date	End Date
Application for the Foreign Language Proficiency Exam	August 9, 2024	August 16, 2024
Foreign Language Proficiency Exam	August 21, 2024	

SPRING SEMESTER PREPARATORY PROGRAM

Event	Start Date	End Date
Semester Start/End	February 10, 2025	May 30, 2025
Year-End Written Exam		June 2, 2025
Year-End Speaking Exam		June 3, 2025
Application for the End of Semester Foreign Language Proficiency Exam	June 12, 2025	June 16, 2025
End of Semester Foreign Language Proficiency Exam	June 18, 2025	

INSTITUTES

Event	Start Date	End Date
Application for the Foreign Language Proficiency Exam	December 30, 2024	January 13, 2025
Foreign Language Proficiency Exam		January 15, 2025

1. INITIAL REGISTRATION AND REGISTRATION RENEWAL

Students who are entitled to receive education at our university can visit www.adu.edu.tr to get information about registration. Necessary guidance will be provided on this site, and you will be asked to complete the required information entries accurately. You must prepare the necessary documents for registration and complete the registration process in person at the Faculty, Vocational School, or Colleges you have been placed in during the announced registration dates.

<https://idari.adu.edu.tr/db/ogrenciisleri/webfolders/topics/20240916103043-KAYTYENILEMEDUYURUSU-000074720203601363405579.pdf>

- Registration for the preparatory class is conducted annually at the beginning of the academic year.

2. ORIENTATION

To help our students adapt to the preparatory program more quickly, a presentation introducing the preparatory class curriculum, our college, and our university will be held during the first week of the academic year.

Participation in this presentation will minimize the problems our students may encounter throughout their academic life and ensure a more comfortable learning process.

IV. PREPARATORY PROGRAM EDUCATION INFORMATION

The purpose of the preparatory program is to equip our students enrolled in the preparatory class with the language knowledge and skills in the foreign languages (German, French, English) required by their respective programs, as well as their verbal and written communication competencies, to a level where they can follow their courses in accordance with the Common European Framework of Reference for Languages (CEFR).

Courses taken in the preparatory class do not count towards the credit requirements for graduation. The success grade in the preparatory class is not considered in the calculation of the student's Cumulative Grade Point Average (CGPA).

The duration of the preparatory class education is not included in the duration of the education program the student is enrolled in.

Classes in the preparatory class focus on providing students with effective reading, writing, listening, and speaking skills.

All preparatory classes are conducted at the university's main campus by the School of Foreign Languages.

At the end of the preparatory program, students will be issued a certificate indicating that they have completed preparatory training, if requested.

COMPULSORY PREPARATORY CLASS

In programs where the language of instruction is entirely or at least 30% in a foreign language, preparatory class education is mandatory. Students in these programs cannot begin their studies in the units they are entitled to without successfully passing the preparatory class.

OPTIONAL PREPARATORY CLASS

In programs where the language of instruction is Turkish, preparatory class education is not mandatory. However, students enrolling at the university for the first time and wishing to attend the optional preparatory class declare their preference to be placed in the preparatory class on the registration form and take the Foreign Language Proficiency Exam (YDYS) organized by the School of Foreign Languages (YDYO). These students may be placed in the optional preparatory class, depending on capacity, by the decision of the YDYO Administrative Board. At the end of the same academic year, the preparatory education for both successful and unsuccessful students ends. These students then begin their studies in the units they are entitled to.

Students enrolled in the optional preparatory class may, upon request, begin their studies in the units they are entitled to, with the decision of the YDYO Administrative Board, provided that they submit their request within ten working days before the start date of the spring semester courses in their respective units.

	T.C. AYDIN ADNAN MENDERES ÜNİVERSİTESİ SENATOSU KARAR ÖRNEĞİ	
Toplantı Tarihi 07/09/2021	Toplantı Sayısı 2021-13	Karar No II

KARAR II

Yabancı Diller Yüksekokulu Müdürlüğünün; İngilizce Hazırlık Sınıfı İsteğe bağlı hazırlık sınıfı kontenjanları ile ilgili 01.09.2021 tarih ve 2021-09/31 sayılı Yüksekokul Yönetim Kurulu karan görüşüldü.

Görüşmeler sonunda; Yabancı Diller Yüksekokulu İngilizce Hazırlık Sınıfı İsteğe Bağlı Hazırlık Sınıfı kontenjanlarının aşağıdaki şekilde kabulüne, Üniversitemize ilk kez kayıt yapacak ön lisans ve lisans öğrencilerinden İsteğe Bağlı Yabancı Dil Hazırlık Sınıfına kaydolmak isteyenlerin Üniversitemize kayıtlar esnasında dilekçe ile başvuru yapmalarına, birimlerde belirlenen kontenjanlardan daha fazla başvuru olması halinde birimlere ayrılan kontenjan kadar öğrencinin ÖSYM yerleştirme puanına göre seçilmesine, birim bazında kontenjanın dolmaması durumunda diğer birimlere aktarılmasının uygun olduğuna oy birliği ile karar verildi.

Örgün Öğretim	
Söke İşletme Fakültesi	55 Kesin Kayıt
Turizm Fakültesi	30 Kesin Kayıt
Didim MYO	35 Kesin Kayıt
Davutlar MYO	10 Kesin Kayıt
Karacasu MYO	10 Kesin Kayıt
140 Kesin Kayıt + 10 Ek Kontenjan (tüm birimler için) : 150	

İkinci Öğretim	
Söke İşletme Fakültesi	15 Kesin Kayıt
Turizm Fakültesi	10 Kesin Kayıt
Didim MYO	25 Kesin Kayıt
	50 Kesin Kayıt + 10 Ek Kontenjan (tüm birimler için) : 60



Doç. Dr. İbrahim GÖKOĞAS
Genel Sekreter

1. STUDENT PROFILE

In the 2024-2025 academic year, the programs at our school that require **mandatory** preparatory class education are as follows:

INSTITUTE / FACULTY / VOCATIONAL SCHOOL	DEPARTMENT / PROGRAM
INSTITUTE OF SCIENCE	DEPARTMENT OF MECHANICAL ENGINEERING
	DEPARTMENT OF CIVIL ENGINEERING
FACULTY OF ENGINEERING	DEPARTMENT OF MECHANICAL ENGINEERING
	DEPARTMENT OF FOOD ENGINEERING
	DEPARTMENT OF CIVIL ENGINEERING
	DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
	DEPARTMENT OF COMPUTER ENGINEERING
FACULTY OF POLITICAL SCIENCES	INTERNATIONAL RELATIONS (ENGLISH)
FACULTY OF EDUCATION	ENGLISH LANGUAGE TEACHING
FACULTY OF HUMANITIES AND SOCIAL SCIENCES	ENGLISH LANGUAGE AND LITERATURE
	FRENCH LANGUAGE AND LITERATURE
	GERMAN LANGUAGE AND LITERATURE

In the 2024-2025 academic year, the programs at our school that offer an **optional** preparatory class are as follows:

FACULTY / VOCATIONAL SCHOOL	DEPARTMENT / PROGRAM
KUŞADASI VOCATIONAL SCHOOL	TOURISM AND HOTEL MANAGEMENT
	CULINARY ARTS
	CATERING SERVICES
DİDİM VOCATIONAL SCHOOL	CULINARY ARTS
	TOURISM AND HOTEL MANAGEMENT
	TOURISM AND TRAVEL SERVICES
KARACASU MEMNUNE İNCİ VOCATIONAL SCHOOL	TOURISM AND HOTEL MANAGEMENT
SÖKE BUSINESS FACULTY	EKONOMICS
	LOGISTICS
	PUBLIC ADMINISTRATION
	INTERNATIONAL TRADE AND BUSINESS MANAGEMENT
	MANAGEMENT INFORMATION SYSTEMS
	HUMAN RESOURCES MANAGEMENT
TOURISM FACULTY	TRAVEL MANAGEMENT
	TOUR GUIDING
	FOOD AND BEVERAGE MANAGEMENT

2. COURSES AND COURSE MATERIALS

Two different levels of foreign language education are offered to our students at our school:

Elementary/Elémentaire/Beginner(Einstieg)

(*CEFR A2)

Pre-Intermediate/Pré-Intermédiaire /Grundlagen

(*CEFR B1)

***CEFR = Common European Framework of Reference for Languages**

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

***GER = Gemeinsamer Europäischer Referenzrahmen**

Our students are placed into one of the two levels based on the score they receive in the Foreign Language Proficiency Exam (YDYS) held at the beginning of the academic year.

*The materials to be used during the semester (books, dictionaries, reading books, etc.) and where these materials can be obtained will be announced on the student bulletin boards of our school and during the orientation program.

ENGLISH PREPARATORY CLASS COURSE SCHEDULES

a. *Elementary*

Students receiving foreign language education at the elementary level attend 26 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Main Course	16	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Writing	6	To support students in developing their reading and writing skills in a foreign language and to help them acquire strategies and methods related to these skills.
Speaking	4	To support students in developing their speaking skills in a foreign language and to help them acquire methods related to these skills.
<p>*Students starting at this level are expected to reach the Intermediate (B1) level by the end of the preparatory class.</p>		

b. Pre-Intermediate

Students receiving foreign language education at the Pre-Intermediate level attend 20 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Main Course	10	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Writing	6	To support students in developing their reading and writing skills in a foreign language and to help them acquire strategies and methods related to these skills.
Speaking	4	To support students in developing their speaking skills in a foreign language and to help them acquire methods related to these skills.
<p>*Students starting at this level are expected to achieve the Intermediate (B1) level by the end of the preparatory class.</p>		

FRENCH PREPARATORY CLASS COURSE SCHEDULES

a. *Elémentaire*

Students receiving foreign language education at the elementary level attend 26 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Méthode	20	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Grammaire	4	To support and enhance students' grammar knowledge in parallel with the Basic French (Méthode) course.
Comprehension & Expression Ecrites	2	To support and develop students' reading and writing skills.
*Students starting at this level are expected to reach the Intermediate (B1) level by the end of the preparatory class.		

b. Pré- Intermédiaire

Students receiving foreign language education at the Pre-Intermediate level attend 20 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Méthode	14	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Grammaire	4	To support and enhance students' grammar knowledge in parallel with the Basic French (Méthode) course.
Comprehension &Expression Ecrtites	2	To support and develop students' comprehension and expression skills.
<p>*Students starting at this level are expected to reach the Intermediate (B1) level by the end of the preparatory class.</p>		

GERMAN PREPARATORY CLASS COURSE SCHEDULES

a. Beginner

Students receiving foreign language education at the beginner level (Elementare Sprachverwendung - Beginner/Einstieg) attend 26 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Grundkenntnisse	26	To develop students' German grammar, vocabulary, reading-writing, and listening-speaking skills, enabling them to reach the Intermediate (Mittelstufe B1) level and use the language effectively. Additionally, it aims to promote the understanding of the culture of the language by implementing an approach that supports the enhancement of students' foreign language abilities.
<p>*Students starting at this level are expected to achieve the Intermediate (Mittelstufe B1) level by the end of the preparatory class.</p>		

b. Grundlagen

Students receiving foreign language education at the Pre-Intermediate level (Elementare Sprachverwendung - Grundlagen) attend 20 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Grundkenntnisse	20	To develop students' German grammar, vocabulary, reading and writing, as well as listening and speaking skills, enabling them to reach the Intermediate (Mittelstufe B1) level and use the language effectively. Additionally, it aims to implement an approach that promotes understanding of the culture of the language, thereby enhancing students' foreign language abilities.
<p>*Students starting at this level are expected to achieve the Intermediate (Mittelstufe B1) level by the end of the preparatory class.</p>		

*According to copyright law, students are strictly prohibited from using photocopied or pirated books.

See also.

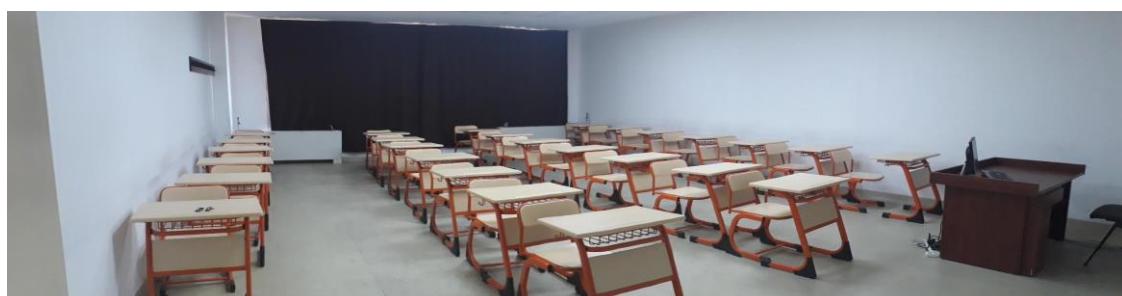
http://www.telihaklari.gov.tr/kaynaklar/bolum_dosyalar/2012_04_20_33791.pdf

* The textbooks and other supplementary resources used in the courses are pre-determined by our school. Our students are required to obtain the designated textbooks and other supplementary materials.

3. CLASSROOMS

All our classrooms are equipped with projectors, computers, sound systems, and internet access to enable our students to receive foreign language education using various visual and auditory resources.

Our classrooms can be arranged to accommodate both group and individual work. The seating arrangements in our classrooms are as follows:





4. ATTENDANCE REQUIREMENT

Article 18 of our regulations pertains to the **Attendance Requirement**:

"Preparatory class students are required to attend 80% of the courses taught throughout the academic year. Regardless of the reason, those who do not meet this attendance requirement are not allowed to take the end-of-term (final) exam and are considered unsuccessful in the preparatory class."

5. EXAMS

A. FOREIGN LANGUAGE PROFICIENCY EXAM (YDYS)

At the beginning of the academic year, and at the end of the fall and spring semesters, a foreign language proficiency exam (YDYS) is conducted. Students enrolled in associate degree programs must score at least fifty (50) points, students in bachelor's programs must score at least seventy (70) points, and students in graduate programs must achieve the minimum score required by their respective institute to be considered successful.

The dates for the foreign language proficiency exams are included in the university's academic calendar. There are no resit exams in the preparatory class. The content of the Foreign Language Proficiency Exam (YDYS) is as follows.

Foreign Language Proficiency Exam (YDYS) for English preparatory classes:

Question Type	Sections	Scoring
Multiple-choice questions (4 options)	Listening	10 questions / 10 points
	Grammar	25 questions / 25 points
	Vocabulary	15 questions / 15 points
	Reading	10 questions / 10 points
Write a text of required length on the given topic	Writing	20 points
Answer questions on a selected topic	Speaking	20 points

Foreign Language Proficiency Exam (YDYS) for French preparatory classes:

Question Type	Sections	Scoring
Classical (Written) Exam	Compréhension Orale	10 points
	Vocabulaire	5 points
	Compréhension Ecrite	10 points
	Grammaire	45 points
Write a text of required length on the given topic	Expression Ecrite	10 points
Answer questions on a selected topic	Expression Orale	20 points

Foreign Language Proficiency Exam (YDYS) for German preparatory classes:		
Question Type	Sections	Scoring
Multiple-choice questions (4 options)	Hörverstehen	10 questions / 10 points
	Grammatik	30 questions / 30 points
	Wortschatz	10 questions / 10 points
	Leseverstehen	10 questions / 10 points
Answer questions on a selected topic	Sprechen	20 points
Write a text of required length on the given topic	Schreiben	20 points

Note: Changes may be made to the exam sections and the weight of the grades mentioned above.

****IMPORTANT****

No make-up exams will be held for students who are unable to take the YDYS for any reason.

The Foreign Language Proficiency Exam (YDYS) will be held **face-to-face** at our university's central campus on **October 1-2, 2024**.

Application Dates: September 16, 2023 – September 29, 2024 (Applications will be made through OBIS.)

Written Exam Date: October 1, 2024

English Written Exam Time: 10:00 AM

German and French Written Exam Time: 1:30 PM

Written Exam Location: School of Foreign Languages / Aydın Adnan Menderes University Central Campus

Oral Exam Date: October 2, 2024

Oral Exam Time: 9:00 AM (The oral exam session lists will be announced to students after the written exam.)

Oral Exam Location: School of Foreign Languages / Aydın Adnan Menderes University Central Campus

WARNINGS

- * Students taking the exam are required to bring their identification card, driver's license, or passport.
- * Before attending the exam, students must have learned and activated their student numbers and their student email addresses in the format (studentnumber)@stu.adu.edu.tr, which will be provided during school registration. (For this process, please visit <https://www.adu.edu.tr/tr/eposta>)
- * It is prohibited to enter the exam with firearms, sharp or piercing objects, electronic devices, or mobile phones. (A luggage service will be available on the exam day for you to leave your bags and mobile phones in the exam building.)
- * There will be no make-up exam for students who do not attend the exam.
- * The Foreign Language Proficiency Exam is free of charge.

B. EXAMS CONDUCTED THROUGHOUT THE ACADEMIC YEAR

These are the exams that our students must take during the preparatory education period. The dates for the in-term exams will be announced later on the student notice boards.

FALL SEMESTER EXAMS FOR ENGLISH PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz I (%2)	Listening
Quiz II (%2)	Grammar & Vocabulary
Quiz III (%2)	Reading
Quiz IV (%2)	Writing (Portfolio)
Quiz V (%2)	Speaking
Mid-Term Exam I (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Mid-Term Exam II (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Project (%2)	Classroom Performance

SPRING SEMESTER EXAMS FOR ENGLISH PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz VI (%2)	Listening
Quiz VII (%2)	Grammar & Vocabulary
Quiz VIII (%2)	Reading
Quiz IX (%2)	Writing (Portfolio)
Quiz X (%2)	Speaking
Mid-Term Exam III (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Mid-Term Exam IV (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Project (%2)	Classroom Performance
Final Exam (%40)	Listening – Grammar – Vocabulary Reading – Writing – Speaking

FALL SEMESTER EXAMS FOR FRENCH PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz I (%2)	Compréhension Orale & Grammaire
Quiz II (%2)	Compréhension Ecrite & Grammaire
Quiz III (%2)	Expression Ecrite & Grammaire
Quiz IV (%2)	Expression Orale
Mid-Term Exam I (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Mid-Term Exam II (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Project (%4)	In-Class Performance and 2 Verb Conjugation Exams

SPRING SEMESTER EXAMS FOR FRENCH PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz V (%2)	Compréhension Orale & Grammaire
Quiz VI (%2)	Compréhension Ecrite & Grammaire
Quiz VII (%2)	Expression Ecrite & Grammaire
Quiz VIII (%2)	Expression Orale
Mid-Term Exam III (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Mid-Term Exam IV (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Project (%4)	In-Class Performance and 2 Verb Conjugation Exams
Final Exam (%40)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale

FALL SEMESTER EXAMS FOR GERMAN PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz I (%3)	Hörverstehen&Grammatik
Quiz II (%3)	Leseverstehen & Wortschatz
Quiz III (%3)	Schreiben&Grammatik
Mid-Term Exam I (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Mid-Term Exam II (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Project (%3)	Präsentation

SPRING SEMESTER EXAMS FOR GERMAN PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz IV (%3)	Hörverstehen&Grammatik
Quiz V (%3)	Leseverstehen & Wortschatz
Quiz VI (%3)	Schreiben&Grammatik
Mid-Term Exam III (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Mid-Term Exam IV (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Project (%3)	Präsentation
Final Exam (%40)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen

ENGLISH PREPARATORY CLASSES IN-SEMESTER EXAMS

FALL SEMESTER

SPRING SEMESTER

2 Mid-Term Exams	2 Mid-Term Exams
5 Quizes	5 Quizes
1 Project	1 Project
	1 Final Exam

GERMAN PREPARATORY CLASSES IN-SEMESTER EXAMS	
FALL SEMESTER	SPRING SEMESTER
2 Mid-Term Exams	2 Mid-Term Exams
3 Quizes	3 Quizes
1 Project	1 Project
	1 Final Exam

FRENCH PREPARATORY CLASSES IN-SEMESTER EXAMS	
FALL SEMESTER	SPRING SEMESTER
2 Mid-Term Exams	2 Mid-Term Exams
4 Quizes	4 Quizes
1 Project	1 Project
	1 Final Exam

IMPACT OF IN-YEAR EXAMS AND ACTIVITIES ON THE SUCCESS GRADE OF THE ENGLISH PREPARATORY CLASS

In-Year Exams and Activities (Total 60%)	4 Mid-Term Exams	%36
	10 Quizes	%20

	2 Projects	%4
Final Exam (%40)		%40
	TOTAL	%100



* For students to be considered successful in the preparation program, the minimum passing grade for the preparation class must be at least 50 for associate degree programs, at least 70 for undergraduate programs, and the minimum score required by the relevant institute for graduate programs.

IMPACT OF IN-YEAR EXAMS AND ACTIVITIES ON THE SUCCESS GRADE OF THE GERMAN PREPARATORY CLASS

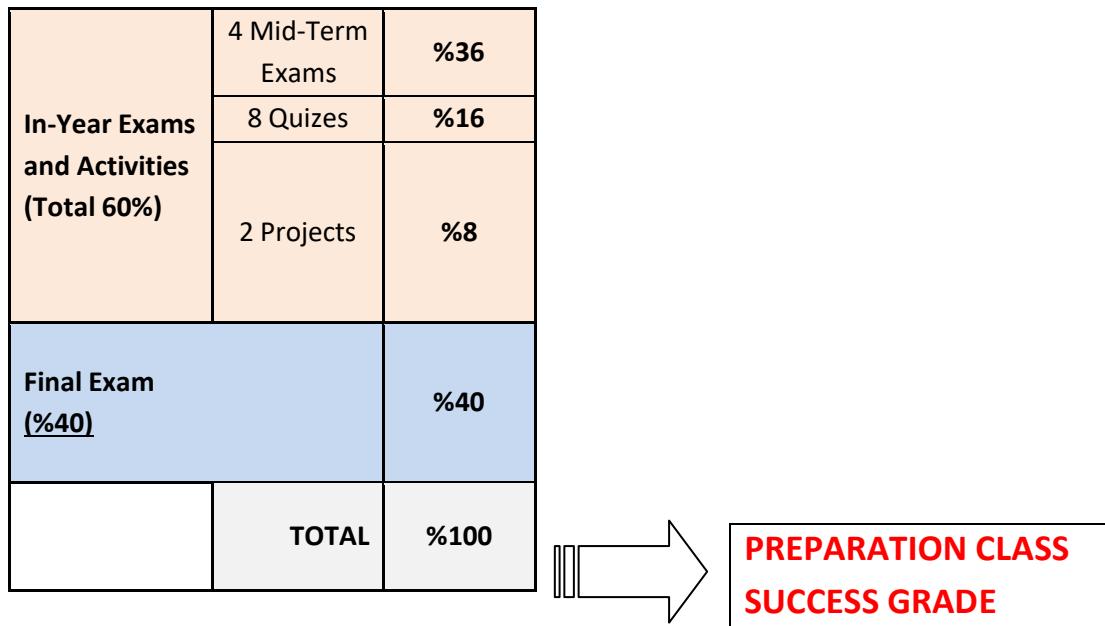
In-Year Exams and Activities (Total 60%)	4 Mid-Term Exams	%36
	6 Quizzes	%18
	2 Projects	%6
Final Exam (%40)		%40
	TOTAL	%100



* For students to be considered successful in the preparation program, the minimum passing grade for the preparation class must be at least 50 for associate degree programs, at least 70 for

undergraduate programs, and the minimum score required by the relevant institute for graduate programs.

IMPACT OF IN-YEAR EXAMS AND ACTIVITIES ON THE SUCCESS GRADE OF THE FRENCH PREPARATORY CLASS



* For students to be considered successful in the preparation program, the minimum passing grade for the preparation class must be at least 50 for associate degree programs, at least 70 for undergraduate programs, and the minimum score required by the relevant institute for graduate programs.

PROJECT GRADE

During preparatory education, students' class participation performance and the performance in completing assigned homework will be graded by the instructors. This will be recorded as project grade.

IMPORTANT NOTES

- * Changes may be made to the types and contents of exams during the academic year if deemed necessary.**
- * The dates for midterm exams and quizzes will be announced on the student notice board.
- * Students must obtain at least 50 points in their final exam.
- * Midterm and quiz questions will be solved in the classes following the exams.
- * Students may submit their objections to exam results in writing to the SFLO Directorate within five business days from the announcement of the results. The Directorate will review the objection with a committee of three, including the head of the Exam Preparation, Implementation, and Evaluation Unit. The committee's decision will be discussed and announced by the School Board.
- * Students cannot take exams without their student ID. Those without a student ID are required to obtain a student certificate from the student affairs office.
- * Students can track their grades through the Student Information System (OBIS).
- * The dates for midterms and quizzes to be conducted during the semester will be announced on the student board.
- * To calculate the final success grade, students must score at least 50 points in the final exam.
- * Portfolios and Speaking Presentations are informative assessments, and detailed feedback will be provided to students after these exams.
- * Speaking exams are recorded in audio format.
- * Students cannot take exams without their student ID. Those without a student ID are required to obtain a learning certificate from the student affairs office.
- * Students who qualify to advance to the next level based on the results of the Fall Semester YDYS must request the transition within 10 (ten) business days from the start date of the Spring Semester classes.

C. MAKE UP EXAMS

Students who are unable to take the Foreign Language Proficiency Exam, quizzes, or the final exam for any reason will not be granted a make-up exam.

Students who are unable to attend the midterm exam due to a valid excuse accepted by the School Management Board will be given the right to a make-up exam if they apply within five business days from the end of their excuse period. This make-up exam will be scheduled at a suitable date and time determined by the Testing Unit.

6. REQUIRED CONDITIONS TO PASS OR BE EXEMPT FROM THE PREPARATORY CLASS

Exemption

Students who are placed in programs with a mandatory preparatory class through ÖSYM or through horizontal/vertical transfers for the first time will be exempt from the preparatory class if they meet any of the following conditions. These conditions are as follows:

- a) For students registered in associate degree programs, a minimum score of fifty in the YDYS; for students registered in bachelor's degree programs, a minimum score of seventy; and for students registered in graduate programs, the minimum score required by the Institute they are enrolled in.
- b) Completing secondary education in institutions attended by citizens of a country where the foreign language designated as the language of instruction is spoken as a native language.
- c) Obtaining the minimum success score equivalent to YDYS from one of the national or international exams accepted by the Senate within the last three years, as indicated in the table provided at the end of this booklet.
- ç) Successfully completing the preparatory class of a higher education institution whose equivalence is accepted by the Interuniversity Council with the approval of the YDYO Administrative Board.

Students who wish to apply for exemption from the preparatory class, aside from being successful in the YDYS, must submit their application and documentation to the YDYO Directorate within ten working days before the start date of the semester courses in the program they are entitled to. The exemption status of these students will be determined by the YDYO Administrative Board.

Students applying for exemption based on reasons other than those mentioned above will have their exemption status decided by the YDYO Administrative Board.

Students who do not meet at least one of the exemption conditions will continue in the preparatory class.

Students exempt from the preparatory class are also considered exempt from the compulsory Foreign Language I and Foreign Language II courses as defined in Article 5 (i) of Law No. 2547, and a "Exempt (M)" grade will be recorded for both courses on their transcripts.

Success and Failure

The success and failure status for students attending the preparatory class is as follows:

Success

Students who are exempt from the preparatory class are considered successful.

The passing grade for the preparatory class or the Foreign Language Proficiency Exam (YDYS) for students registered in associate degree programs is a minimum of fifty; for students registered in bachelor's degree programs, it is a minimum of seventy; and for students registered in graduate programs, it is the minimum score required by their Institute.

Students deemed successful begin their studies by registering for courses in the program they are entitled to at the beginning of the semester.

Failure

Students registered in the mandatory preparatory class who do not successfully complete the preparatory class, do not achieve the required score in the YDYS, or do not provide documentation proving they have achieved the required score in exams accepted as equivalent to YDYS by the university cannot begin their studies in the program they are entitled to until they fulfill the foreign language proficiency requirement.

Students who fail to complete the one-year mandatory preparatory class and do not achieve the required score in the YDYS will continue to attend the preparatory class in the second year or, if requested within ten working days from the start date of the fall semester courses, will be allowed by the YDYO Administrative Board to take only the foreign language proficiency exams.

Students who do not succeed in the second year of the mandatory preparatory class will be dismissed from the program they are entitled to if they fail the YDYS at the end of the spring semester or the YDYS at the end of the summer school. Students who are dismissed may enroll in an equivalent program where the language of instruction is Turkish at our university. Additionally, if there is no equivalent program available at our university, these students may, upon request, be centrally placed in a program with Turkish as the language of instruction, provided that their university entrance score is not below the minimum required score for the program they are placed in, as determined by the Student Selection and Placement Center for one time only based on the year they were admitted.

Students who fulfill their attendance obligations but are dismissed from the university due to not meeting the preparatory class success conditions may begin their studies in the programs they are entitled to if they succeed in one of the three YDYS exams conducted within the following three years.

Students who are unsuccessful in one year of optional preparatory class education will have their preparatory class education concluded and will begin their studies in the programs they are entitled to.

7. SUMMER SCHOOL

With the decision of the YDYO Management Board, a summer school for the preparatory class may be opened. The duration of the summer school, including exams, is 8 weeks, and the weekly class hours cannot be less than 20 hours. Students who are not enrolled in the summer school cannot participate in the YDYS held at the end of the summer school. However, students from programs with mandatory preparatory classes who are facing expulsion due to failure can take the YDYS held at the end of the summer school.

8. REGULATION ON STUDENT DISCIPLINE IN HIGHER EDUCATION INSTITUTIONS

The Student Discipline Regulation mentioned below has been sent to all universities by the Higher Education Institutions Council, and disciplinary penalties are applied according to these articles.

Disciplinary Penalties and Disciplinary Offenses Requiring Disciplinary Penalties

Disciplinary offenses requiring a warning penalty:

- a) Failing to respond to inquiries made by higher education institution authorities in a timely manner without a valid reason.
- b) Posting announcements outside the locations determined by higher education institution authorities.
- c) Damaging, tearing, altering, defacing, or polluting announcements, programs, and similar materials posted with the permission of the higher education institution.

Disciplinary offenses requiring a reprimand penalty:

- a) Providing incomplete or incorrect information requested by higher education institution authorities.
- b) Disrupting the order of activities such as classes, seminars, practicals, laboratories, workshops, scientific meetings, and conferences.
- c) Distributing flyers or posting banners and placards without permission within the higher education institution.
- ç) Damaging, tearing, altering, defacing, or polluting announcements, programs, and similar materials

posted by the higher education institution.

d) Attempting to cheat during exams.

Disciplinary offenses requiring a suspension penalty of one week to one month from the higher education institution:

- a) Engaging in actions that obstruct the freedom of learning and teaching.
- b) Preventing the healthy conduct of disciplinary investigations.
- c) Allowing someone else to use a document that provides rights obtained from the higher education institution or using someone else's document.
- ç) Engaging in verbal or written actions that damage the honor and dignity of individuals within the higher education institution.
- d) Engaging in verbal or written actions that damage the honor and dignity of the higher education institution's staff, both inside and outside the institution.
- e) Consuming alcoholic beverages within the higher education institution.
- f) Holding meetings in closed and open areas owned by the higher education institution without permission from the authorities.

Disciplinary offenses requiring a suspension penalty of one semester from the higher education institution:

- a) Threatening staff and students of the higher education institution.
- b) Engaging in actions that obstruct the services of the higher education institution through occupations or similar acts.
- c) Physically assaulting staff and students of the higher education institution.
- ç) Committing theft within the higher education institution.
- d) Destroying buildings, equipment, and similar materials owned by the higher education institution or damaging the information systems.
- e) Cheating during exams.
- f) Plagiarizing in seminars, theses, and publications.

Disciplinary offenses requiring a suspension penalty of two semesters from the higher education institution:

- a) Using force and violence against higher education institution staff to prevent them from performing their duties.
- b) Using force and violence against students to prevent them from benefiting from higher education services.
- c) Committing acts that are considered crimes or coercing an individual or group to organize or participate in such acts through force or threats.
- ç) Using, carrying, or possessing drugs and stimulants within higher education institutions.
- d) Cheating during exams through threats, preventing students who cheat from leaving the examination room, or entering the exam in place of another person.
- e) Engaging in sexual harassment within higher education institutions.

- f) Illegally possessing and carrying firearms, ammunition, knives, and other specially designed tools for attack and defense, in violation of Law No. 6136 on Firearms and Knives and Other Tools dated 10/7/1953.
- g) Gaining unjust advantages for oneself or others by accessing the information system of the higher education institution.

Disciplinary offenses requiring expulsion from the higher education institution:

- a) Forming an organization for the purpose of committing crimes, leading such an organization, or becoming a member of such an organization, or carrying out activities on behalf of the organization or assisting it, provided that it is confirmed by a court ruling.
- b) Selling, purchasing, giving to others, and trading drugs or stimulants within higher education institutions.
- c) Using firearms, ammunition, knives, and other specially designed tools for attack and defense, and explosive materials in violation of Law No. 6136 on Firearms and Knives and Other Tools.
- ç) Violating the sexual inviolability of individuals through sexual acts.

You can access the Regulation on Student Discipline in Higher Education Institutions via the links below.

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

<http://www.mevzuat.gov.tr/Default.aspx>

V. STUDENT SERVICES

1. STUDENT AFFAIRS OFFICE

Student ID cards, certificates of achievement, and transcripts (grade reports) can be obtained from the student affairs office. Additionally, applications for scholarships, exam objections, and requests for make-up exams should be submitted to the student affairs office.

- * Our students must obtain their student ID cards at the beginning of the academic year and should always carry them during school entry and exit, as well as during exams held throughout the year.
- * They need to frequently check the announcement boards of the student affairs office.
- * Our students should definitely read the regulations published on our website.

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

2. TRANSPORTATION AND ACCOMMODATION

A. TRANSPORTATION

Address:

School of Foreign Languages
 Aydın Adnan Menderes University Central Campus
 AYTEPE Location PC: 09100
 Aydın – Turkey



B. ACCOMMODATION

Students attending our school for one year have three accommodation options: state dormitories (Kredi Yurtlar Kurumu), private dormitories, and renting an apartment.

For more detailed information on this matter, you can visit the website of the Credit and Dormitories Institution (Kredi Yurtlar Kurumu):

<https://kygm.gsb.gov.tr/>

KYK dormitories located in Aydın Province:

NAME OF THE DORMITORY	ADDRESS	TELEPHONE NO
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 students are covered by their parents' insurance or have their own insurance, they must obtain a student certificate from the student affairs office and apply to the SGK (Social Security Institution) for an update.

After this update is completed, our students can seek medical services at public, university, and private hospitals. Additionally, they can benefit from the university's Medico social facilities, which operate in the former university hospital in Aydın Central.

You can access our university's practices regarding this matter through the following links:

<https://idari.adu.edu.tr/db/sks/default.asp?idx=32353136>

4. SCHOLARSHIPS

A. SCHOLARSHIP FOR MEAL

Newly enrolled students will apply for the meal scholarship at their school's relevant department on the announced dates. Details will be specified in the announcement published on the student bulletin boards.

B. SCHOLARSHIP FOR BOOKS

The administration of our school will determine whether a book scholarship will be provided, and an announcement regarding this will be made to students on the student bulletin board.

C. PART TIME JOB OPPORTUNITIES ON THE CAMPUS

Our school provides students with the opportunity to work part-time within the school building. The number of students who will be offered this opportunity, along with details regarding wages and working hours, will be determined based on an announcement published by our rectorate at the beginning of the academic year.

After the start of the fall semester, the School of Foreign Languages will announce that it will employ part-time students, and this announcement will be posted on the student bulletin boards.

Applications are made by filling out a form obtained from the student affairs office and submitting it along with a written request to the student affairs office.

D. AYDIN ADNAN MENDERES UNIVERSITY FOUNDATION (ADVAK) SCHOLARSHIP

This foundation affiliated with our university provides scholarships to students. More detailed information can be obtained from the phone number and address below.

Meşrutiyet Mah. Dicle Cad. No:11
Çarşı, Aydın Merkez, Aydın
Tel: +90 256 213 06 34

5. ACADEMIC ADVISORY SERVICES

Each preparatory class is assigned a faculty member as an academic advisor by the School Administration. The primary purpose of academic advisors is to provide academic support. Advisors meet with their students regularly or as needed. Utilizing advisory services is at the student's discretion. Students can communicate with their advisors about challenges they face in learning a foreign language and any issues that need to be conveyed to the school administration. Academic advisors also provide guidance and solutions to help enhance students' academic success. For non-academic or personal issues, they direct students to the appropriate channels. Students can find out who their advisors are by checking the student announcement board and the course schedules posted on classroom doors. At the beginning of the academic year, each academic advisor creates a WhatsApp group consisting of their class students and themselves to share preparatory class-related announcements throughout the year. Additionally, the advisor sets up another WhatsApp group with other colleagues teaching in the same class. Alongside partner meetings, this group facilitates communication regarding the class, program, and coordination matters.

6. STUDENT REPRESENTATION

At the beginning of the academic year, each class elects its own student representative. All class representatives form a WhatsApp group to maintain continuous communication. Representatives also hold regular meetings to discuss and address the general requests and/or questions of their classmates. The school administration organizes regular meetings with class representatives to review and address student requests and concerns.

7. SOCIAL ACTIVITIES AND STUDENT SOCIETIES

Every student studying at our school can participate in the student organizations within our university and take part in their activities.

Detailed information about these organizations can be obtained from the Student Organizations Website:

<http://www.site.adu.edu.tr/ogrencitopluluklari>

In addition, as the School of Foreign Languages, we may form basketball, volleyball, and football teams each year. Students who wish to join the teams need to contact our school's sports representatives. Announcements and information regarding this will be posted on the student boards.

The sports facilities and indoor swimming pool located in our university's central campus are open for use by all our students.

For more detailed information, see also: <http://www.adu.edu.tr>

Students can not only become members of our university's theater and cinema clubs but also watch the plays presented in the city.

The Aydın Metropolitan Municipality City Theaters include: the Open-Air Theater, the Mobile Stage, the Muzaffer İzgü Stage, the Nevzat Biçer Wedding and Conference Hall, the Şükran Güngör Stage, and the Yazıcıoğlu Cultural Center Exhibition Hall.

8. PSYCHOLOGICAL COUNSELING AND GUIDANCE APPLICATION AND RESEARCH CENTER (PDRM) (FORMERLY KNOWN AS ADÜGENÇ)

Established on June 10, 1997, under the Rectorate of our university, our center aims to identify, explain, and analyze the psychological and social issues specific to adolescence.

For more detailed information see also: <https://akademik.adu.edu.tr/aum/pdrm/>

9. LIBRARY

All students of our school can benefit from the central library located on our university's main campus. The computers in our library are available for student use. Additionally, there is a wireless network connection available.

For more detailed information see also:

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

10. OBIS.net – ADU STUDENT INFORMATION SYSTEM

Students receive an OBIS username and password automatically assigned by the system after they complete their registration. The student's school number serves as the username, and the student's Turkish Identification Number (T.C. Kimlik Numarası) is the password. If they wish, students can change their passwords later on. By accessing the university's webpage, students can view their grades through the OBIS system. Additionally, they can learn about announcements related to themselves from this platform.

You can use the link below to access OBIS:
<https://obisnet.adu.edu.tr/ObisNetv2/login.aspx>

VI. CONTACT INFORMATION

ADDRESS	SCHOOL OF FOREIGN LANGUAGES AYDIN ADNAN MENDERES UNIVERSITY CENTRAL CAMPUS AYTEPE PROVINCE PC: 09100 AYDIN – TURKEY
TELEPHONE	0256 – 2140682
FAX	0256 – 2140683
E-MAIL ADDRESS	yabancidiller@adu.edu.tr
WEB SITE	http://www.akademik.adu.edu.tr/yo/yabancidiller
LOCATION	http://goo.gl/saaraq

VII. FREQUENTLY ASKED QUESTIONS

1. Is a medical report valid in the case of absenteeism?

Answer: No. A medical report has no validity regarding absenteeism. It is mandatory to attend 80% of the classes.

2. Can I bring a friend to class?

Answer: No, it is prohibited for individuals from outside the class or school to enter the classes.

3. Can I benefit from the Erasmus program while in the preparatory class?

Answer: No. You can benefit from the Erasmus program after you have transitioned to your departments and attended classes (excluding the preparatory class) for a minimum of 1 year.

4. Can I attend summer school at another university?

Answer: Yes, you can attend summer school at the foreign languages school of a different university, provided that the course contents are equivalent and both universities mutually agree.

5. If I score high on the YDYS at the beginning of the year, can I still start the preparatory class education from a lower level?

Answer: No. Classes are determined based on the YDYS results, and no exceptions can be made.

6. If I succeed in the preparatory class at ADÜ and transfer to another university, will I have to retake the preparatory class there?

Answer: This may vary according to the YDYO regulations of the university you will be transferring to. It is advisable to communicate with the university you wish to transfer to in such cases.

7. If I am exempted from the YDYS held in the midterm, can I still attend the preparatory class lessons in the 2nd semester?

Answer: No. If you obtain an exemption based on the YDYS result in the midterm, you cannot continue attending the preparatory class lessons in the 2nd semester. However, if the student wishes, they may start attending classes in their own department.

8. Can I freeze my enrollment while in the preparatory class?

Answer: Yes, but you can do this by applying to the student affairs office of your department. The YDYO does not deal with the student enrollment freeze process.

9. If I fail in the preparatory class, am I required to continue to the 2nd year?

Answer: Yes. However, within the first 10 working days of the academic year, you can submit a petition to our school administration, and you may be classified as a permitted student, allowing you to take only the YDYS without attending classes.

10. What happens if I fail the preparatory class for two consecutive years?

Answer: Your affiliation with the YDYO and your department will be terminated. Additionally, upon your request, you may apply to be placed in a program that has no equivalent Turkish program,

provided that your central placement score is not exceeded, or you can be placed in the first year of programs in Turkish with a teaching language close to the program you failed.

Furthermore, students who have their affiliation with the university terminated for failing to meet the preparatory class success criteria despite fulfilling their class attendance obligations will be able to start their studies in the programs they qualify for in subsequent YDYS exams held within the following three years, provided they succeed in one of those exams.

11. Can I change classes during the year?

Answer: Class changes during the year can only occur under one condition: If a student qualifies to move to a higher level based on the results of the foreign language proficiency exam (YDYS) held at the end of the fall semester, they can request to transfer to the corresponding higher-level section within 10 working days from the start date of the spring semester classes.

VIII. EQUIVALENCY TABLE FOR FOREIGN LANGUAGE EXAMS

ADU FOREIGN LANGUAGE PROFICIENCY EXAM (YDYS)	YDS	TOEFL - IBT	PTE ACADEMIC	DELF - DALF	TELC Deutsch - Goethe Institut
50-54	40-44	48-53	30-37		
55-59	45-49	54-59	38-44		
60-64	50-54	60-65	45-49		
65-69	55-59	66-71	50-54		
70-74	60-64	72-77	55-66	DELF B2	B2 / Sehr Gut
75-79	65-69	78-83	67-70		C1
80-84	70-74	84-89	71-74		
85-89	75-79	90-95	75-77		
90-94	80-84	96-101	78-80	DALF C1	C1
95-100	85-89	102-107	81-83		
	90-100	108-120	84-90	DALF C2	C2

Other exams and equivalency information not listed in this equivalency table can be found in the ÖSYM Foreign Language Equivalency document.

IX. EXAMPLES OF PETITIONS

You can access all the petition examples you may need during your preparatory education via the links below:

Request for a document confirming preparatory education:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110658-X7HS4ESGSM078938KA6W-RIDVAN.KORKUT-123563965.docx>

Three-exam rights petition for students removed from the YDYS (Beginning, Midterm, and Final Year Exams):

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110706-998N1WHPUY6ESDIYSOXT-RIDVAN.KORKUT-123563965.docx>

Three-exam rights petition for Summer School YDYS - Students removed from registration:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110715-L5U4QIO77BU62O0X7D2M-RIDVAN.KORKUT-123563965.docx>

Petition for Summer School YDYS - Students at risk of dismissal:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110724-YXWWT53TPO48843JPPGE-RIDVAN.KORKUT-123563965.docx>

Voluntary Preparatory Student - Petition to transfer to the department in the spring semester:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110733-M0IAUL6AYZ2O4ZXWBXRR-RIDVAN.KORKUT-123563965.docx>

Petition for a second-year leave of absence in mandatory preparatory classes:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110741-L5ZAIETXNHFCXIGKOE-RIDVAN.KORKUT-123563965.docx>

Exam objection petition:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110751-BO6ILUSFTP0IJQII8XAC-RIDVAN.KORKUT-123563965.docx>

Petition for make-up exam request:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110759-UIEGT55I387JHVFXGOV9-RIDVAN.KORKUT-123563965.docx>

General complaint petition:

<https://akademik.adu.edu.tr/yo/yabancidiller/webfolders/files/20241018110807-J8P6W8XAHYJ5WWAGL337-RIDVAN.KORKUT-123563965.docx>

In case of any differences or contradictions between the information in this book and the regulations and guidelines, the information in the existing regulations and guidelines shall be considered valid.