

ELC MISSION STATEMENT

The ELC's primary mission is preparing students for study in their departments. Since Koç University is an English medium university, our students need to have a very good command of both written and spoken English in order to be able to function successfully in their university course work. To this end, the ELC teaches a range of language skills and strives to ensure that students understand what they listen to or read, and are capable of expressing themselves, both orally and in written form. In addition to language skills, students are instructed in the academic and life skills which will allow them to cope successfully with the challenges of student life and adult responsibility.

Students are very important to the ELC, which carefully tracks student progress and provides additional help when necessary. To this end, there are various university support services which are described later on this page. Our instructors strive to provide the best possible learning environment for the students and give them guidance during class hours and also during their office hours. The students are expected to actively participate in class, to keep records of their attendance, to do all their homework, to not skip any exams and also to attend extra activities. Only under these circumstances will learning be maximized.

Turkish-speaking instructors will be available in the ELC to assist you with any questions about our program and to provide you with guidance and support.

I. EDUCATIONAL SYSTEM IN THE ELC

1. LEVELS

ELC students enter the ELC at one of four levels: foundation, pre-intermediate, intermediate, and upper intermediate. Students will remain designated at their original level so long as they earn a 2,0 grade point average in the fall semester. Students must obtain a fall semester average of at least 2,0 in order to advance to the second semester at their level in the spring. Foundation student who do not achieve a fall semester average of 2,0 may be placed in a remedial group. Upper Intermediate, Intermediate, and Pre-intermediate students who do not obtain a 2,0 GPA in the fall semester will be dropped one level in the spring.

2. PROGRAM

Our program emphasizes the development of language skills. Students at all levels are given practice in listening, speaking, reading, and writing. Students attend classes five days each week. Outside of class, students have the opportunity to use resources on the ELC Online (Moodle) website or to study at the ELC Computer Lab for further reinforcement. The ELC regularly offers voluntary workshops and other support services for students. Students may also visit their instructors during office hours. Additional instructional venues may be made available when feasible.

3. OFFICE HOURS

Students are expected to make use of the office hours determined by their teachers. Whenever they need assistance or whenever they need to ask about something, they can meet with their instructors during their office hours. Please consult with your course syllabi and instructors regarding their availability during office hours.

4. EDUCATIONAL TECHNOLOGY RESOURCES

ELC Online

The ELC offers a number of online educational support services, which may be accessed through the ELC Online. You may register for this site by clicking on a link on the ELC's university webpage.

5. ORIENTATION SESSIONS

Students are given information about the ELC's educational system, structure, units, rules and regulations during orientation sessions which are held at the beginning of each academic year. Students should also meet with their instructors or the ELC administration whenever they have questions about their classes or the program.

6. COURSE ASSESSMENT AT THE ELC

In order for students to demonstrate success in the ELC, they must maintain a GPA of at least 2.0, which is necessary for students to take internally-administered university proficiency exams.

Assessment in individual courses is based on a grading scheme developed by the course designer and ELC administration. Please consult your course syllabus and talk with your instructor about how grades are determined in your course.

7. STUDENT EVALUATION OF THE PROGRAM

At the ELC, the quality of teaching and the quality of the program are of the utmost importance to us. In order to be able to improve our program and involve our students in the decision making process, students are asked to evaluate the quality of their education and their educational environment at the end of each semester through student evaluation questionnaires. Some students may also be asked to provide mid-semester feedback through surveys or class discussion groups. Students may also provide feedback on their experiences – positive or negative—in the ELC by speaking with the Director or Associate Director. Students who believe there are serious problems with their courses or instruction are encouraged to share their concerns with the ELC administration.

II. RULES AND REGULATIONS

1. ATTENDANCE

ELC students are expected to attend **at least 90%** of their classes. A student should miss **no more than 10%** of classroom hours due to unexcused absences. Students who exceed the maximum number of unexcused absences will receive a **5 point reduction** in their final grade for each unexcused absence which exceeds the limit for the course.

Students who miss more than **10 minutes** of a class hour will be counted **absent** for that day. This includes students who arrive more than 10 minutes late, or who, after arriving, leave class for more than 10 minutes. Although students who miss more than 10 minutes of class time will be counted absent, they still have the right to attend the remainder of the class. In classes that are scheduled for a block of more than one hour, attendance will be taken at the beginning of each hour.

If a student comes to class after attendance has been taken, but less than 10 minutes late, it is **the student's responsibility** at the end of the hour session to notify the instructor that he or she arrived late. Students are responsible for asking the instructor about assignments they missed during their absence. Graded assignments such as examinations and quizzes may only be made up if the student has an excused absence.

Students with an excused absence will be allowed to make up any assignments that they missed on the day or days that they were absent. Excused absences are granted for the following reasons:

- Student illness, as documented by a medical report approved by the university clinic
- Student suspension from the university due to disciplinary measures
- Participation in university activities at the request of university authorities
- Compelling circumstances beyond the student's control

Other **exceptional circumstances** which *may* result in an excused absence include:

- A severe personal or family crisis
- A traffic accident on the way to the university
- Student attendance at a conference, seminar, course, or workshop which is deemed sufficiently relevant

to the student's educational needs and goals

A decision about whether to grant an excused absence due to exceptional circumstances will be made by the ELC administration. Students who disagree with the ELC administration's decision may submit a petition to the university's Executive Council. The Executive Council's decision will be final.

Students claiming an excused absence for any of the reasons above must apply in writing and furnish documentary support for their assertion that the absence has resulted from one of these causes.

An instructor is not under obligation to offer a substitute assignment, to give a student a make-up assessment, or to adjust the weighting scheme of the attendance component of the course, unless the failure to perform was due to an excused absence.

2. BEING ON TIME

Students should make an effort to come to class on time. Students who are more than 10 minutes late to class will be marked "absent." However, such students will still be allowed to attend the class.

You should not assume that this means that if you are 14 minutes late, you are not missing anything in the course. Your instructor is not obligated to review material covered when you were not in class.

3. CHEATING

These are all examples of cheating:

- copying another student's work (during exams or as homework or as classwork)
- handing in homework written by someone else
- plagiarism: copying someone's published ideas and not referring to the source or lifting pieces of a

published text without paraphrasing it or referring to the source

- handing in the same piece of homework as before (even if the student has actually written this himself)
- using a "cheat sheet" or other prohibited forms of notes or information during a quiz or exam

The grade received from such work is zero, and the student may be referred to the university's disciplinary board.

4. BOOKS AND MATERIALS

The books for the first semester and the dictionaries will be sold on campus at the beginning of the semester. Students are required to attend classes with all the necessary books and materials. The teacher reserves the right to send the student out of the classroom and to consider the student absent if the student insists on coming to

class without books and materials. Students are required to purchase and use original copies of all their books. Photocopied versions are not acceptable.

5. CLASSROOM BEHAVIOR

The classroom is a place where the students focus on learning. Students are expected to participate in class activities, work with their peers collaboratively, and treat their classmates and instructors respectfully. All the equipment and furniture in the classroom is there to facilitate the learning process in the most effective manner. The students are expected to keep the physical environment of the classroom neat and in good condition.

Disruptive student behavior is not acceptable in ELC classes or any Koç University classes. Students who are behaving in a disruptive manner will be told to stop by their instructor. Students who refuse to do so will be ordered to leave by the instructor, who will then submit an incident report about the student's behavior to the ELC administration. Students whose classroom behavior undermines the instructional atmosphere of the university or violates the university's [Student Code of Conduct](#) or Classroom Code of Conduct may be subject to disciplinary action. Students who feel that they have been treated unfairly with regard to issues of classroom discipline should discuss this matter with their instructor, or with the ELC administration.

It is important for students to understand that they will not be allowed to create a disruptive environment in the classroom. If they do so, they will have to leave, and they will be marked absent for each day during which this occurs.

6. SPEAKING TURKISH

At the ELC all the students are expected to speak English during class hours. Since Koç University is an English- medium university, students are expected to communicate with their teachers and their classmates in English. Only under some circumstances, as explained to you by your instructor, and with the instructor's consent, may the students speak Turkish in the classroom or during office hours.

7. REQUEST FOR CLASS CHANGE

Students who are admitted to Koç University first take the placement test. According to the results of the placement test, they are placed into appropriate levels. Once classes have been determined, students may not receive a class section change or a schedule change. Students who are having significant difficulty in understanding their lessons should speak with their instructors about this as soon as possible.

8. MEDICAL REPORTS

Regardless of where they were originally issued, medical reports must be approved by the university's health center in order to be considered valid. All valid medical reports will be reported by the health center to the instructor by email. If you have a health report from a physician not working at the health center, you must submit it to the health center for verification. Do not submit a health report directly to your instructor.

9. TAKING LEAVE FROM THE ELC

Generally, students may take leave for two reasons 1) health reasons – a long term health problem which is documented with a medical report 2) to study abroad. A student who wants to take leave in order to study abroad should provide documentation that proves that the student will enroll in a program abroad. Students who wish to take leave should petition the Office of the Vice President for Academic Affairs. Please contact Burcu Ergin or Yael Yahya Bali if you wish to apply to take leave.

10. SUMMER PROGRAMS

All students who cannot achieve a passing proficiency exam score at the end of spring semester must attend the summer semester. Students attending summer semester should take advantage of all ELC resources, such as voluntary workshops and conferences with their instructors, in order to maximize their chance of graduating from the ELC by the end of the summer. There is no tuition for Summer School.