

ENGLISH LANGUAGE CENTER (ELC)

MISSION STATEMENT

In Koç University, where the medium of instruction is English, the ability to use the language appropriately and express oneself effectively are the most important competencies that will help our students achieve their goals and succeed in their academic and social life. To this end, the ELC program adopts a holistic and integrated approach to teaching and learning the target language. In our program, designed taking into consideration the fact that each learner brings various individual differences, experience and knowledge into the learning environment, students learn how to obtain information on a wide range of academic subjects by using listening and reading resources selected according to their level and how to use this information to convey ideas in written and oral forms. Learning activities are planned to include general abilities as well as the 21st century skills students will need throughout their life. ELC students learn to communicate effectively by actively producing and sharing and prepare for their faculty life in a positive language learning environment where there is continuous support and scaffolding.

PROGRAM

- ELC program is a semester-based program.
 - Fall = 14 weeks
 - Spring = 14 weeks
 - Summer = 6-7 weeks
- There are 4 levels, and in each level, there is one main course:
 - Foundation
 - Pre-intermediate
 - Intermediate
 - Upper-intermediate
- Students' progress is based on their achievement in a course. / At the end of a semester, overall course grade determines whether students move up to the next level or stay in the same level.
- In order for students to be eligible to take the KUEPE, they must get enough points from the specified courses during the semester (Intermediate overall course grade: 80 out of 100 / Upper-intermediate overall course grade: 65 out of 100, i.e. B1+ / B2 levels respectively.)
- Curriculum objectives are designed in line with the Common European Framework for Languages (CEFR). Students' levels and progress are monitored closely.
- Integrated skills approach is adopted in lessons to better reflect the language learning processes in a foreign language environment.
- Standards and mechanisms have been established to ensure integrity and consistency within and across the levels.
- It is a learning focused program where learning activities are prioritized over assessment. Most of the hours in a semester are used for learning-oriented lessons rather than assessment processes.
- Exams and assessment components aim to provide formative and summative information about students' learning progress.
- In this achievement-oriented program, where hard work and motivation are rewarded, passing a course and moving up to another level enables us to track students' progress.

- Students can get individualized support by attending tutorials and office hours.
- Students who fail to complete the program in 1 year continue their education in the ELC at the level they are at the end of the first year.
- Students who have not attended any classes in their first year but want to join the program in the second academic year will need to take the placement exam in September again and be placed in an appropriate level.

Level Progression Chart

Level	Overall course grade .../ 100		Next level
Foundation	80	➡	Intermediate
	65	➡	Pre-intermediate
	64-0	➡	Foundation
Pre-intermediate	80	➡	Upper-intermediate
	65	➡	Intermediate
	64-0	➡	Pre-intermediate
Intermediate	80	➡	KUEPE <ul style="list-style-type: none"> • KUEPE 60 ➡ Faculty • KUEPE 59-0 ➡ Upper-intermediate
	65	➡	Upper-intermediate
	64-0	➡	Intermediate
Upper-intermediate	65	➡	KUEPE <ul style="list-style-type: none"> • KUEPE 60 ➡ Faculty • KUEPE 59-0 ➡ Upper-intermediate
	64-0	➡	Upper-intermediate

NOTES:

- If a course is taken again, the level objectives will be the same, but books, materials, and exams will be different.
- Students' success determines their progression in the program.
- Students starting at any level can complete the program within one Academic year (by the end of summer school) if they meet the program completion requirements.

ELC courses

Course codes

I (first time/Fall); II (repeat/Spring); III (Summer)

Foundation	Class hours + Tutorials
Foundation I	24 + 4
Foundation II	24 + 4
Foundation III	24 + 4
Total	28

Pre-intermediate	Class hours + Tutorials
Pre-intermediate I	22 + 4
Pre-intermediate II	22 + 4
Pre-intermediate III	22 + 4
Total	26

Intermediate	Class hours + Tutorials
Intermediate I	20 + 4
Intermediate II	20 + 4
Intermediate III	20 + 4
Total	24

Upper-intermediate	Class hours + Tutorials
Upper-intermediate I	20 + 4
Upper-intermediate II	20 + 4
Upper-intermediate III	20 + 4
Total	24

Program Completion and Proficiency Exam Requirements for ELC Students

To complete the English Preparatory Program, students are required to pass the Koç University English Proficiency Exam (KUEPE).

In order for students to be eligible to take the KUEPE, they must get enough points from the specified courses during the semester (Intermediate overall course grade: 80 / Upper-intermediate overall course grade: 65).

Students who do not get a passing score in the proficiency exam will enroll in and complete the course that they have to take in the program as they will not have completed the program.

First Year Students (Fall, Spring, Summer Semesters)

- To take KUEPE or to submit outside exam scores: Intermediate overall course grade: 80 / Upper-intermediate overall course grade: 65

Second Year Students (Fall and Spring Semesters):

- **To take KUEPE:** Students need to complete their current level with an overall course grade: 65
- **To submit outside exam scores:** If students submit a valid outside exam score obtained from an accepted test center, they will be exempt from the ELC Program without having to meet any overall course grade requirements.

Students who have completed two academic years in the ELC Program can take the KUEPE exams administered by the time they are dismissed from university. They do not have to meet the overall course grade requirements to take these KUEPE exams.

These students may also submit outside exam scores. The requirements for accepted outside exam scores for ELC promotion and test centers also apply to outside exams taken after the completion of two years in the ELC. Second year students can study in the ELC in the summer semester but are not required to do so.

Required Scores for ELC Promotion:

- KUEPE: 60 out of 100.
- YDS / E-YDS: 80 out of 100. (Valid for 5 years)
- TOEFL IBT*: 80/20 on the writing section. (Valid for 2 years) If the student takes the exam outside of Turkey, he or she may petition the Executive Council for getting the exam score accepted. My Best Score reports are not accepted.
- PTE Academic* (Pearson Test of English): 67 out of 90. (Valid for 2 years)
- CAE/CPE*: Grade of C. (Valid for 3 years)

*Per the latest instruction letter for Foreign Language Exam Equivalencies issued by the Center for Selection and Placement of Students (OSYM), in order for an international language exam taken in Turkey to be accepted as equivalent, it must be taken in a state university building.

TUTORIALS

Tutorials are a part of the course requirements and students are expected to attend them regularly. Detailed information about their schedules and content will be shared by the instructors.

OFFICE HOURS

Office hours are offered by each instructor to provide further support for students. Office hours are appointment based so it is essential that students contact their instructors if they want to meet them during office hours.

EDUCATIONAL TECHNOLOGY

ELC utilizes various education technologies which may be accessed via Blackboard (ku.blackboard.com).

ELC ORIENTATION

Orientation sessions are held to introduce the main aspects of the ELC rules and regulations at the beginning of an academic year. Students are expected to attend them.

COURSE INFORMATION

All the relevant information can be found in the course syllabi provided by the instructors at the beginning of a semester.

PROGRAM EVALUATION

To improve the program to better meet the needs of all stakeholders, feedback is gathered regularly from students through questionnaires, surveys and meetings. In this way, we encourage students to take part in decision-making processes.

RULES & REGULATIONS

The information about rules and regulations regarding attendance, makeup policy, and class expectations can be found in the course syllabi provided by the instructors at the beginning of a semester.

CODE OF CONDUCT

Professional communication should be used in all emails and class interaction.

Some behavior considered inappropriate in an academic environment can be seen below, and please refer to the [Student Code of Conduct](#) for further details.

Academic Dishonesty

Academic dishonesty includes and is not limited to cheating, plagiarism, multiple submissions, and collusion, the definitions of which are stated below:

- **Cheating**

Cheating includes, but is not limited to, copying from a classmate or providing answers or information, either written or oral to others, in an examination or in the preparation of material subject to academic evaluation.

- **Plagiarism**

Plagiarism is borrowing or using someone else's writing or ideas without giving written acknowledgement to the author. This includes copying from a fellow student's paper or from a text or internet site without properly citing the source.

- **Multiple Submissions**

Multiple submission includes resubmission of the same work previously used in another course or project, without the permission of the instructor for both courses.

- **Collusion and Impersonating**

Collusion is getting unauthorized help from another person such as having someone else write one's assignment or having someone else take an exam with false identification. Impersonating a student in an examination is also considered a grave act of dishonesty.

- **Fabrication**

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

- **Facilitating Academic Dishonesty**

Facilitating academic dishonesty includes, but is not limited to, knowingly helping another student commit an act of academic misconduct (e.g., cheating, fabrication, plagiarism, multiple submissions).

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.

REQUEST FOR CLASS CHANGE

Students who are admitted to Koç University are placed in appropriate levels according to the results of the Placement Exam. Once classes have been determined, requests for a class change may be denied by the ELC Administration.

MEDICAL REPORTS

Please refer to the following link for the details regarding the health report procedures.

<https://registrar.ku.edu.tr/en/procedures/health-report/>