2023-2024

ELC Program Student Handbook

KOÇ UNIVERSITY

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ELC Director

Dear Students,

I would like to welcome you to the English Language Center (ELC), Koç University English preparatory program, which aims to provide you with the support you may need as you step into the academic life, starting a new period of your learning process – probably the most meaningful one.

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.

Being aware of the fact that learning is a lifelong process, we, as an experienced team, are ready to accompany you in this exciting journey while you grow by embracing challenges and taking full responsibility for your own learning process. I believe you, as young adults, will do your best to add value to life as individuals who communicate effectively, process information efficiently, and are respectful and sensitive to themselves and their environment.

Best wishes,
Berna Arslan
ELC Director

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.

2023-2024 PROGRAM

- ELC program is a semester-based program.
  - Fall: 14 weeks
  - Spring: 14 weeks
  - Summer: 6-7 weeks

- There are 4 levels (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.)

- The requirement to take the KUEPE: Intermediate overall course grade: 80 out of 100 and Upper-intermediate overall course grade: 65 out of 100 (i.e., to be in 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 allocated to 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 compulsory tutorials as well as from the instructors in their office hours.

- Students who fail to complete the program in one year continue their education in the ELC at the level they left at the end of the first year. Students who have not received any instruction in the ELC program in their first year but want to attend classes in their second academic year take the placement exam again and are placed in an appropriate level.

ELC 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 • KUEPE 60 ⟶ Faculty • KUEPE 59-0 ⟶ Upper-intermediate
	65	⟶	Upper-intermediate
	64-0	⟶	Intermediate
Upper-intermediate	65	⟶	KUEPE • 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 the summer semester) if they meet the program completion requirements.

ELC courses

Course codes (depending on whether the course is taken for the first time/repeated or the semester)
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 (KUEPE) Requirements for ELC Students

To complete the English Preparatory Program, students are required to pass the KUEPE.

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

As students who do not achieve a passing score will not have completed the program, they will have to enroll in the course they need to take and complete the program. (Students who take the KUEPE with Intermediate 80 overall course grade and fail will enroll in the Upper-intermediate course; students who take the KUEPE with Upper-intermediate 65 overall course grade and fail will take the Upper- intermediate course again.)

First Year Students (Fall, Spring and Summer Semesters)

- To take KUEPE or to submit outside exam scores, students have to complete the Intermediate (B1+) level with an overall course grade of 80 or Upper- intermediate (B2) level with an overall course grade of 65.

Second Year Students (Fall and Spring Semesters)

- To take KUEPE students need to complete their current level with an overall course grade of 65. 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			
Exam	Score	Validity	Note
KUEPE	60 out of 100		
YDS/E-YDS	80 out of 100	Valid for 5 years	
TOEFL IBT*	80 (in total) /20 (minimum score required on the writing section)	Valid for 2 years	My Best Score and Home Edition 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 Studen order for students to be eligible to take the KUEPE, they must have the required overall course grade from the specified courses (Intermediate: 80 / Upper-intermediate: 65) during the semester.

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 one-on-one support to students. Office hours are appointment-based so it is essential that students contact their instructors if they want to meet them during their office hours.

ELC SELF-STUDY GUIDE
There are self-study resources available for students to support and guide them. At the beginning of the semester, students are informed and enrolled in the course where these resources are offered.

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

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, including course requirements, can be found in the course syllabus 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 surveys and meetings. In this way, we encourage students to take part in the decision-making processes.

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

CODE OF CONDUCT
Communication appropriate for professional and academic environment should be used in all emails and class interaction.

Some behavior considered inappropriate in an academic environment can be seen below. Please read the Student Code of Conduct document carefully for more detailed information.

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).

LANGUAGE OF INSTRUCTION

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 and classes according to the results of the Placement Exam. Once classes have been set up, requests for a class change may be rejected 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/