


# Turkish Prep Class

Welcome dear friends!

If you are registered Turkish prep classes in this academic year, you had better take a quick look at this booklet, which will make your journey in İHU TÖMER easier. This will try to be your guide for both the university and the city.

## WHAT AWAITS THE STUDENTS...

The classes are conducted on weekdays (Monday to Friday).

	Monday - Tuesday Wednesday - Thursday	Friday Classes are held online on Fridays.
1	09.00 - 10.20	09.00 - 10.20
2	10.40 - 11.30	10.40 - 12.00
3	11.40 - 12.30	
4	12.40 - 13.30	

## Modules

There are six modules in a year. The language school program can be completed in five modules. However, those who couldn't complete the program may attend the sixth module, which is called summer school. In IHU, summer school program is NOT free-of-charge. Students should keep in mind they need to make a payment if they want to continue the sixth module. Or they can complete the program in the following year and continue in their departments as irregular students.

- Each module lasts 7 weeks. Final and make-up exams are realized on the following week after the module (8th week). Before the next module starts, students have a 4-day-holiday in this week.
- On the first day of the language school, a syllabus of the module is submitted to the students and explained by their instructors.
- There are two major exams during the modules. Midterm exam of the module takes place on Friday of the 4th week while the final exam takes place on Monday of the 8th week. Apart from these major exams, up to four times in each module, students may have two pop-up or announced quizzes in the class.
- Each weekend, assignments in the form of presentations, writing or videos are given to students via Google Classroom. Instructors explain the assignments in the class as well.
- Each module, a project is assigned to the students. The project has to be written weekly and be submitted & presented orally on the 7th week.

**Students' final grade of the module depends on several criteria. Below, you can find the calculation details:**

WEEKLY ASSIGNMENTS	%15	x 6
PROJECT PRESENTATION	%10	Presentation & Writing
MIDTERM	%15	Reading - Grammar
QUIZZES	%10	max. 4
FINAL EXAM	%50	Reading - Writing - Listening - Speaking

- After each exam, students have right to check their exam papers if they failed or not. Within two days after the results are announced, they can make a request and get help from their instructors to view their papers.
  - At the end of each module, IHU Tömer office delivers surveys for the evaluation of the language school in general and the instructors. Your opinions are valuable for us.
- Throughout the program, most of the announcements and assignments will be published on an online platform called "Google Classroom". Students will upload their homework/projects and get feedbacks about them via this online platform. So, to keep pace with the program properly, students need to have a Gmail account before the classes begin.
  - Two instructors perform the classes. You can learn their office numbers from the syllabus.

## STUDENTS' RESPONSIBILITIES

- Students are supposed to complete their registration process on the Student Affairs Information System (<https://obs.ihu.edu.tr/>). If they cannot enroll via the OBS system, they should submit a petition to Turkish Department to make it manually.
- Students should obtain the main course book and workbook from IHU TÖMER office.
- Full attendance is compulsory. Students are supposed to prove their absence with a legal excuse (i.e. medical report, official appointment etc.). Those who attended less than 90% of the classes are not allowed to take the final exam. Students can be late at most 10 minutes to the first class of the day but their attendance is recorded as late. Three late arrivals equal one hour of absence.
- Each student is expected to be present in weekly, one-to-one tutorials with their instructors. The sessions last 25 minutes for each student.
- Students are responsible for weekly assignments, weekly exercises, and a project in each module. Each one of them has different rules:

**Weekly assignments:** In each module, students are assigned five or six times via [Google Classroom](#) and are expected to hand in them in the same way. Every Friday, a presentation or writing or a video homework is announced to students. Deadline for these assignments is Tuesday (three days later). Students may upload their homework till Friday on that week and get feedback about them but late submissions can't be taken into consideration for the evaluation. Don't forget that the weekly assignments will contribute 15% to the total grade. Besides, if the student re-writes his/her writings after s/he got feedbacks from his/her instructor, s/he will get extra points.

**Weekly exercises:** Every Friday, instructors give exercises testing students' reading comprehension, vocabulary, and grammar that they learned that week. The aim of this homework is to review the week, so students are expected to complete the exercises by Monday morning class. The exercises can be in the form of handouts or announced on Google Classroom.

**Project:** In each module, students are assigned with a project according to their level. Throughout the program, each week, they prepare writings for their presentations, upload them on Google Classroom, and get feedbacks from their instructors. The oral presentation is held on the 7th week of the module. Don't forget that the project will contribute 10% to the total grade and its completion is also crucial in one-skill make-up exams.

- In order to be successful **in the final exam**, students must get **at least 60 points** in total.
- At the end of the module, to continue to the next level, each student's **total grade must be at least 65**. The total grade is calculated by the evaluation criteria (explained in the previous chapter).
- Academic authenticity is a must in all assignments and exams. Disciplinary Committee of IHU penalizes those who are found guilty of plagiarism or copy during the exams/assignments according to educational laws.

## USEFUL INFORMATION

### Books

In the classes, according to the levels, the course books and workbooks titled *Yeni İstanbul Uluslararası Öğrenciler için Türkçe* are followed by the instructors along with extra materials.

**There are national and religious holidays in Türkiye. If these days are on official working days, no classes will be held. These holidays can be listed:**

- 29 Ekim Cumhuriyet Bayramı
- 1 Ocak Yılbaşı (New Year)
- 23 Nisan Ulusal Egemenlik ve Çocuk Bayramı
- 1 Mayıs Emek ve Dayanışma Günü
- 19 Mayıs Atatürk'ü Anma, Gençlik ve Spor Bayramı
- 15 Temmuz Demokrasi ve Milli Birlik Günü
- 30 Ağustos Zafer Bayramı
- Ramazan Bayramı (Eid al-Fitr)
- Kurban Bayramı (Eid al-Adha)

### Library

Preparation school students can also benefit from IHU Library. You can search for a book from this link: <https://catalog.ihu.edu.tr>

### Transportation card/Istanbulkart

You can make your online applications for Student Istanbulkart (*after you complete your registration process*) from here:

<https://bireysel.istanbulkart.istanbul/>

Then you can get your card from the campus or your home. You can also download "İstanbulkart - Dijital Kartım" application from Apple Store or Google Play and get your digital Student Istanbulkart immediately.

### How to reach the campus

You can reach the campus via metro or Marmaray. IHU has shuttles from the stations "Halkalı" (Marmaray's last station) and "Metrokent" (Metro's last station) early in the morning, in the midday, and in the evening.

### Medical Center

IHU has a medical room in the campus. If you get sick and you don't know the closest hospital in the neighbourhood, you can visit the medical center and see a doctor to get medication or a medical report to prove your reasonable absence in the class. The medical center is right near the Students' Affairs Offices in Rectorate Building.

### Guidance and Psychological Counselling

IHU provides their students psychological support. If you feel yourself depressed or if you need guidance to overcome some difficulties in your life, you can get support from this team.

Here you may find more details: <https://redam.ihu.edu.tr/en/about-redam/>

Last but not least, you can check <https://iber.ihu.edu.tr/home> for your further questions like meal lists, shuttle hours, documents, announcements etc.