



## HU TOMER TURKISH PREP SCHOOL: STUDENT INFORMATION LEAFLET AND SYLLABUS FOR THE YEAR 2016 - 2017

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### ***APPLICATION AND ENROLMENT PROCEDURES FOR TÜRKİYE SCHOLARSHIPS [YTB BURLUSU] STUDENTS***

If your department is at **Sihhiye Campus** (such as Faculty of Medicine or Pharmacy),

1. You should first enrol at **Registrar's Office [Öğrenci İşleri]** of the university at Sihhiye Campus,
2. Then you should complete the student form received from HU TOMER, and make your registration here again.  
→ Please ensure that you have the followings, when you come to TOMER to enrol:  
*Acceptance Letter*  
*Turkish Prep Course Announcement from Türkiye Scholarships (YTB)*  
*Copy of your passport*  
*Two passport photos of yours*

If your department is at **Beytepe Campus**,

1. You should first complete the student form received from HU TOMER, and enrol here.  
→ Please ensure that you have the followings, when you come to TOMER to enrol:  
*Acceptance Letter*  
*Turkish Prep Course Announcement from Türkiye Scholarships (YTB)*  
*Copy of your passport*  
*Two passport photos of yours*
2. If you are **undergraduate**, you should go to **Registrar's Office [Öğrenci İşleri]** of the university at Beytepe Campus and enrol there with your document received from HU TOMER.  
  
If you are **postgraduate/PhD student**, you should go to **your respective Graduate School** and enrol there with your document received from HU TOMER.

## ***COURSE BOOK AND MATERIALS***

### **Course Books**

The course book for the year 2016 - 2017 is "Yeni Hitit" published by Ankara University TOMER. After your placement test (the date will be announced latter), you will be informed which book is suitable for your level and therefore you should obtain.

### **Bookstore**

You can buy your books at Kızılay Office of Ankara University TOMER.

### **Learning Materials**

Additional learning materials (some sheets, tests etc.) to be used at HU TOMER and all prep class' exams are free of charge.

## ***COURSE SCHEDULE AND NOTES ON COURSES***

- Prep Class, level A1 to level C1 and the proficiency test, goes on throughout the year, but classes are based on two semesters: ***fall semester and spring semester***. Courses will begin on Monday, October 3, 2016. It will be announced later when the fall semester ends and the spring semester begins, how long the semester break takes, and when the exams including the proficiency exam take place. Courses are 30 hours per week. A course hour takes 45 minutes, and then a 15-minute-break follows. Class attendance is a must, and students have responsibility to respect the related rules and regulations of Hacettepe University.
- Turkish Courses at HU TOMER are based on language learning levels in accordance with Common European Framework. From Breakthrough to Effective Operational Proficiency, the levels at HU TOMER are as follows: *A1, A2, B1, B2* and *C1*. Students will be placed into the class groups, which are appropriate for their respective levels, determined by their grades from their placement tests. However, you do not have to take a placement test and in this case, you will be placed into an A1 class. A student's class or level of learning can be changed, if lecturers at HU TOMER consider it as necessary.

### **Course Schedule as an Example:**

|                    | <b>Monday</b>      | <b>Tuesday</b>     | <b>Wednesday</b>   | <b>Thursday</b>    | <b>Fridays</b>     |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>09.00–09.45</b> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> |
| <b>10.00–10.45</b> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> |
| <b>11.00–11.45</b> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> |
| <b>12.00–12.45</b> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> |
| <b>LUNCH BREAK</b> |                    |                    |                    |                    |                    |
| <b>13.45–14.30</b> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> |
| <b>14.45–15.30</b> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> | <i>COURSE HOUR</i> |

## **Important Note for Türkiye Scholarships (YTB) Students**

YTB Students have also responsibility to follow these rules:

- In the case that a YTB student's absence is more than 20 hours per month without any acceptable excuse such as a medical report or written consent from YTB or HU TOMER Management, their scholarship will be reduced by 25 per cent for succeeding three months and these reduced amounts will never repaid to the student.
- In the case that an YTB student's absence is reached to 100 hours in total within the year, their scholarship will be ceased and necessary steps will be taken to cancel the scholarship.

## ***EXAMS AND GRADING SYSTEM***

At HU TOMER, there is a grammar and a skills exam at the end of each level period. At the end of the year or the semester, in other words at the end of C1 level period, there is also a C1 proficiency exam. All students are liable to take all these exams.

### **Notes and Warnings**

- For each level period that is A1, A2, B1 or B2, there are two exams, one grammar and one skills. The level grade is determined by the calculation given below.

Grammar Exam: This is the exam, which includes questions on grammar topics taught in the respective level period.

Skills Exam: This is the exam, which consists of assessment parts for language skills that are *reading, listening, writing and speaking* and is prepared suitably for each respective level.

Level Grade: It is the grade for the level obtained by the calculation of both grammar and skills exams of the respective level. Please find the calculation method below. Level grades of A1, A2, B1 and B2 will affect the final academic year grade in proportion **50 percent**.

- After you finish the period level C1, there will be a C1 proficiency exam.  
C1 Proficiency Exam: It is the proficiency exam that the students who finish C1 level period take and consists of assessment parts of language skills that are reading, listening, writing and speaking. You have to succeed this exam with **at least 65** points of 100. This exam has a proportion **50 percent** of the final academic year grade.
- The final academic year grade is the grade that is calculated by considering level grades and C1 proficiency grade in a certain formula (*See below*). This grade must be **at least 65** points of 100. On the certificate and diploma that you take from HU TOMER, this grade will be represented.

**In order to be considered as successful as a Turkish prep school student at HU TOMER, you are liable**

1. not to excess limits of attendance and to take all exams,
2. to take at least **65 points** in C1 proficiency exam, and
3. to have at least **65 points** as your final academic year grade.

### **Important note to postgraduate and PhD students:**

You are also liable to meet these conditions above in order to be considered as successful, even if you are a postgraduate or PhD student. However, your graduate school may have different and/or additional conditions. Some graduate schools at Hacettepe University may require 70 points as final academic year grade or sometimes more. Please consult your graduate school on this matter.

## FORMULAS

### Calculating level grade

|                     |   |                 |   |             |
|---------------------|---|-----------------|---|-------------|
| 30% of grammar exam | + | 70% skills exam | = | Level Grade |
|---------------------|---|-----------------|---|-------------|

### Calculating final academic year grade

|  |   |                            |   |                           |
|--|---|----------------------------|---|---------------------------|
| 50% the average of level grades from A1, A2, B1 and B2 | + | 50% of C1 proficiency exam | = | Final Academic Year Grade |
|--|---|----------------------------|---|---------------------------|

### EXAMPLE

| A1 Grammar Exam | A1 Skills Exam | A1 Level Grade | A2 Grammar Exam | A2 Skills Exam | A2 Level Grade     |
|-----------------|----------------|----------------|-----------------|----------------|--------------------|
| 60              | 80             | $18 + 56 = 74$ | 70              | 75             | $21 + 52.5 = 73.5$ |

| B1 Grammar Exam | B1 Skills Exam | B1 Level Grade | B2 Grammar Exam | B2 Skills Exam | B2 Level Grade     |
|-----------------|----------------|----------------|-----------------|----------------|--------------------|
| 60              | 70             | $18 + 49 = 67$ | 65              | 70             | $19,5 + 49 = 68.5$ |

### C1 Proficiency Exam

70

### Result:

|  |   |                            |   |                           |
|--|---|----------------------------|---|---------------------------|
| 50% the average of level grades from A1, A2, B1 and B2 | + | 50% of C1 proficiency exam | = | Final Academic Year Grade |
| <b>35.3</b>  |   | <b>35</b>                  |   | <b>70.3 (successful)</b>  |