

SCHOOL OF FOREIGN LANGUAGES
DEPARTMENT OF MODERN LANGUAGES

STUDENT BOOKLET

Prepared for students enrolled in foreign language courses offered by the Department of Modern Languages under the School of Foreign Languages during their undergraduate studies, this booklet aims to address potential questions students may have from course registration through the end of the semester. It also outlines the main rules and principles applied by the Department of Modern Languages.

The following headlines will be analysed in relation to Chinese (AFCA), English (AFE/AFEA), French (AFFA), German (AFGA), Korean (AFKA), Russian (AFRA/AFRF), and Spanish (AFSA) courses.

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1. Registration

- Pre-registration and registration for courses take place on the dates indicated on the academic calendar.
- To enroll in a course with prerequisites, the required course must have been successfully completed, regardless of whether it was taken for credit or non-credit.
- Whether the selected sections remain open depends on the enrolled student numbers. Not all courses may be offered each semester. After the add-drop period, the courses with insufficient enrollment may be closed.

2. Placement Tests and Exemption

- The dates of the Placement Tests can be found in the academic calendar of the School of Foreign Languages. All announcements regarding the exam are posted on the School of Foreign Languages' website.

- The language level of students is determined based on the exam score, and students are exempted from courses below their determined level.
- Students who successfully complete at least four levels in a language other than English are eligible to receive a certificate.
- The levels reached by students in the language courses they have completed, according to the Common European Framework of Reference for Languages (CEFR), are shown in the table below:

	AFGA	AFSA	AFRA	AFFA	AFCA	AFKA
202	A2.2	A2.2	A1	A2	A2.2	A2
301	B1.1	B1.1	A2.1		B1.1	B1
302	B1.1	B1.1	A2		B1.1	

- In addition to the Placement Test, the results of the following internationally recognised exams are also accepted:

LANGUAGE	EXAM
English	TOEFL
German	Test Deutsch als Fremdsprache (TestDaf), Goethe-Zertifikat, Deutsche Sprachprüfung für den Hochschulzugang (DSH), Deutsches Sprachdiplom Stufe II (DSD II), Zertifikat Deutsch für den Beruf (ZDfB), Österreichisches Sprachdiplom (ÖSD), The European Language Certificates (TELC)
French	DELFL
Spanish	DELE, SIELE
Russian	TORFL
Korean	TOPIK
Chinese	HSK

3. Attendance Requirement

3.1. Attendance

- It is obligatory to attend at least 80% of the lessons offered by the Department of Modern Languages. This ratio corresponds to a maximum of 9 hours of absence in courses with 3 hours per week and up to 12 hours in courses with 4 hours per week.
- The attendance records are updated by the lecturer on A7 regularly. Students can track their attendance records on this system.
- Students who exceed the absence limit receive an FA grade at the end of the semester, are not allowed to take the final exam, and fail the course. Students with an FA grade are not allowed to take the resit exam either.

- Students who have a one-hour scheduling conflict between a course in the Department of Modern Languages and another course must submit a petition to the Secretary of the School of Foreign Languages. The petition should state their request to attend one hour of the lesson in a different section of the same course and include their weekly schedules as attachments. Only students who can document a scheduling conflict are allowed to attend a different section of the same course to make up for the hour they miss due to the conflict. The student's attendance is taken in the section they attend to make up the missed class.
- Students who have a one-hour scheduling conflict between a course in the Department of Modern Languages and another course, and want to make up for the missed one hour in a different section, but cannot find an available section attend the lessons in the section they are enrolled in. They assume the responsibility for attendance in that section. Students with scheduling conflicts are not granted any exceptions in terms of attendance requirements or assessment. Since these students cannot make up for their missed one hour in a different section, they do not have to submit a petition to the School of Foreign Languages.

3.2. Medical Reports and Official Excuse Documents

- Medical reports are included in the maximum allowed absence. Students who submit a medical report are not granted additional absence allowance.
- Official excuse documents for events, activities, or competitions in which students participate within the university are considered valid, provided that they are approved by their faculties and submitted to the Department of Modern Languages of the School of Foreign Languages.

3.3. Attendance Exemption

- Students who fail a course (receive an FF grade) for at least two semesters are exempt from the attendance requirement when they retake the course in subsequent semesters. In attendance lists, students who are exempt from the attendance requirement are marked with an asterisk next to their student ID numbers. These students may attend the course if they wish; however, even if they are marked absent on A7, they do not fail with an FA grade at the end of the semester. They are entitled to take the final and resit exams. The students who do not attend the lessons, as they are exempt from the attendance requirement, are responsible for following the course content and course-related announcements. Receiving an FA grade in one or more semesters doesn't result in exemption from the attendance requirement in subsequent semesters. The exemption from the attendance requirement applies only to students who receive an FF grade in at least two semesters.

4. Exams

The assessment methods and their weights may vary for each course in the Department of Modern Languages. The assessment methods and weights can be found on the syllabi shared with students.

4.1. Mid-term Exams and Quizzes

- If a course includes a quiz as an assessment method, the lecturer announces the quiz date, and it is held during the class session.
- Students who miss the mid-term exam must apply for the mid-term make-up exam within the application period announced on the School of Foreign Languages' website, submitting both a document justifying their absence and the make-up exam application form, which can also be downloaded from the website. Applications must be submitted in person to office 2R29A on the 2nd floor of the Rectorate Building or by email to sfl@yeditepe.edu.tr

- Students whose applications are approved may take the mid-term make-up exam. The dates for the mid-term make-up exams are announced on the website.

4.2. Final and Resit Exams

- Students who do not meet the attendance requirement and fail the course receive an FA grade and lose their right to take the resit exam.
- In all courses offered by the Department of Modern Languages, students must get at least 50 points on the final exam to pass the course. At the same time, students must have an overall course average of at least 50 points.
- Students who are eligible to take the final exam but miss it are entitled to take the resit exam without providing documentation for an excuse.
- Students who pass the course after the final exam are not allowed to take the resit exam to improve their grades.
- Students who fail with an FA grade are not allowed to take the resit exam. Only students who receive an FF grade can take the resit exam.
- Resit exam score substitutes the final exam score. It contributes to the overall average in the same proportion as the final exam.
- The scopes of the final and resit exams are the same. Both exams cover the topics taught from the beginning of the semester, with a greater emphasis on the topics covered after the mid-term exam.

4.3. Grading Scale

Overall average grades and their corresponding letter grades can be seen in the table on the side.

0-49	FF
50-59	DD
60-69	DC
70-74	CC
75-79	CB
80-84	BB
85-89	BA
90-100	AA

4.4. Objection to Grades

Students can object to their grades within three working days following the grade announcements. The exam papers of students who submit a grade objection petition are re-evaluated.

5. Support and Contact

- For academic issues:

Coordinator of the Department of Modern Languages

secil.erciyes@yeditepe.edu.tr

- For administrative issues:

Secretary of the School of Foreign Languages

sinem.ariturk@yeditepe.edu.tr