



**ESKİŞEHİR OSMANGAZI UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**  
**STUDENT HANDBOOK**  
**2021-2022**



<b>FOREWORD</b>	<b>4</b>
<b>1. ABOUT US</b>	<b>5</b>
1.1. Our Vision and Mission	5
1.2. Our Aims	5
1.3. Our Expectations	6
1.4. Our Organizational Chart	7
<b>2. CAMPUS LIFE</b>	<b>8</b>
<b>3. ISSUES ABOUT THE STUDENT</b>	<b>9</b>
3.1 . ESOGÜ YDYO Preparatory Programme	9
3. 2. In-Year Evaluation Considerations and Percentages	11
3.3. Attendance Obligation	14
3.4. Course Material Supply	14
3.5. Borrowing Books	15
3.6. Exam Taking and Cheating Policy	15
3.7. Preparatory Class EducationPolicy	15
3.8. Successful and Unsuccessful Students	16
3.9. Make-up Exams	17
3.10. Student Rights and Complaint Processes	17
3.11. Students Representative	19
3.12. Disabled Students	19
3.13. Petitions	19
3.14. Social Life	19
3.15. Student Societies	19
3.16. What We Expect From You	20
<b>4. COMMUNICATION</b>	<b>20</b>
<b>5. RELEVANT LAW AND REGULATIONS</b>	<b>20</b>
5.1. Higher Education Law	20

5.2. Eskişehir Osmangazi University Foreign Languages Teaching and Examination Regulations	21
5.3. Eskişehir Osmangazi University Associate Degree, Undergraduate Education and Examination Regulations	21
5.4. Higher Education Institutions Student Discipline Regulation	22
5.5. Eskişehir Osmangazi University Education and Training Directive for Disabled Students	22
6. DOCUMENTS and FORMS	22

## FOREWORD

Dear Students,

WELCOME to Eskişehir Osmangazi University School of Foreign Languages. We are proud and happy that you are going to spend the first year of your university life with us. In our school, we offer you a golden key that will enable you to improve yourself and access information directly in the global world, by providing you with the foreign language education that will be a lifelong necessity in your life. I would like to say that we are always with you with our young and dynamic team, and I hope you do your own part and have a good and productive academic year.

Prof. Dr. Eyyüp Gülbandılar  
Director of School of Foreign Languages  
Eskişehir Osmangazi University

## 1. 1. ABOUT US

### 1.1. Our Vision and Mission

#### **Vision**

Eskişehir Osmangazi University aims to be a research university that transforms knowledge into value, to be a pioneer to the society, to be recognized, preferred and respected on a national and international scale. The vision of Eskişehir Osmangazi University School of Foreign Languages is to provide a qualified and modern language education by using modern approaches, methods and techniques in language teaching with an innovative and dynamic approach in order to train individuals who are in line with the general vision of our university and who have the necessary qualifications in international fields. Our vision is to provide the students with the language skills that they will need both in their scientific fields of study and in their business life.

#### **Mission**

Eskişehir Osmangazi University has made it its mission to be preferred at national and international level with the aim of excellence in education, to transform the results of scientific studies into benefits and economic products in line with the demands of the society, to provide effective and competitive health services, and to train entrepreneurial and innovative graduates and researchers. As Eskişehir Osmangazi University School of Foreign Languages, our mission is to measure the foreign language proficiency of the students, who are fully or partially (at least 30%) studying at our university in a foreign language, to follow the education and training activities of the students, to be able to effectively use foreign languages in their academic fields and in their future business lives. We also aim to contribute to the acquisition and development of oral and written communication skills as well as reading and listening skills necessary for them to use the language. In addition, we aim to carry out the foreign language courses in Turkish-medium programs effectively and efficiently.

### 1.2. Our Aims

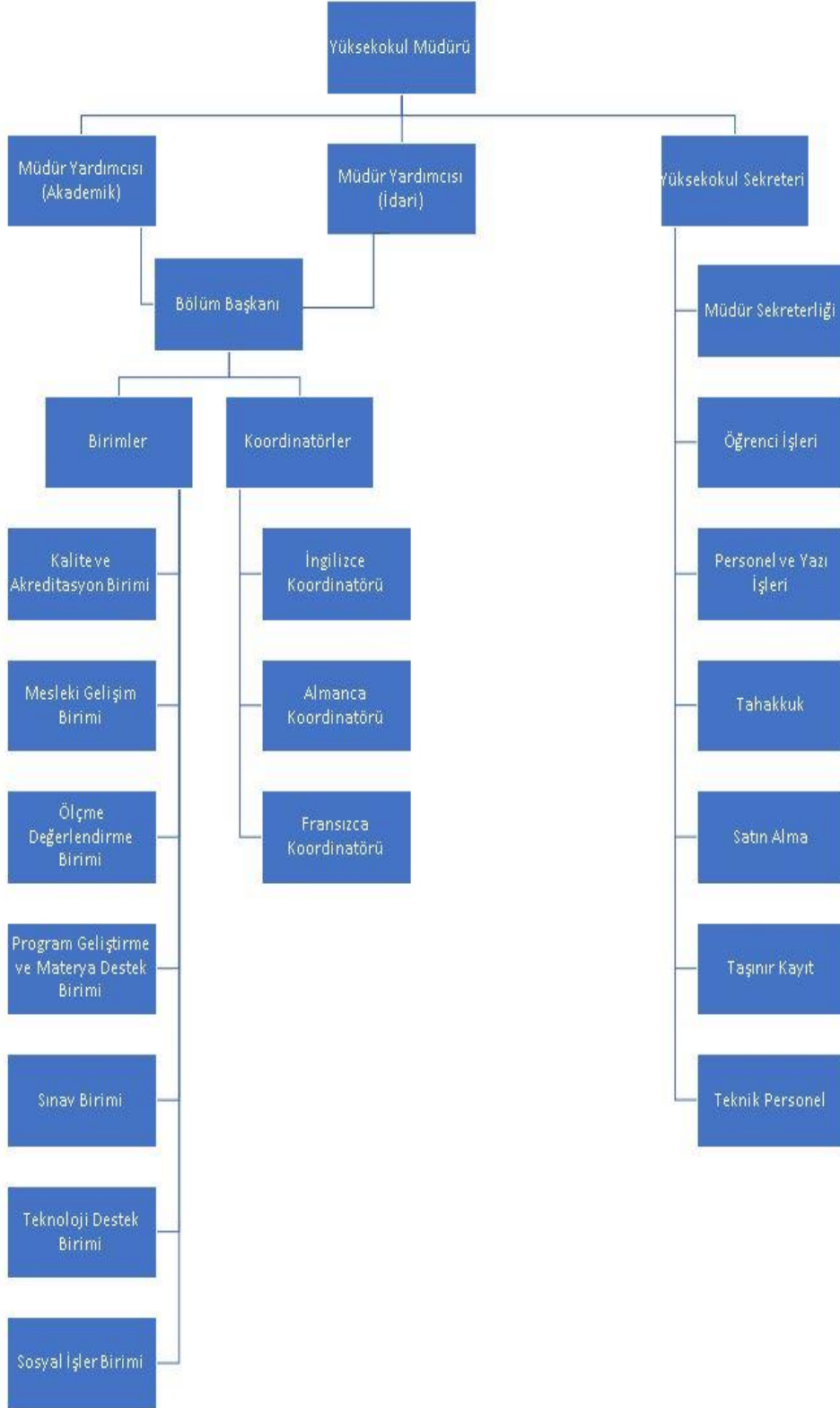
- The purpose of compulsory foreign language education at Eskişehir Osmangazi University School of Foreign Languages is to teach the students the basic rules of foreign language and to develop students' foreign language vocabulary and to help them gain the ability to express themselves.
- The purpose of preparatory education at Eskişehir Osmangazi University School of Foreign Languages is to provide the students with the ability to understand what they read and listen in the foreign language, to develop their foreign language vocabulary and grammar proficiency, and to express themselves adequately in written and oral form.

### **1.3. Our Expectations**

The aim of every instructor in our school is to improve the learning quality of our students. In line with the mission of our college; we aim to help our staff and students share a healthy organizational climate and to help our faculty members improve themselves under all circumstances.

Our faculty members' responsibilities like taking charge in a unit, taking responsibility for the development of our college, completing the tasks requested from them carefully and delivering them on time, keeping student documents, keeping attendance records, following the language development of the students, attending the institution meetings regularly and on time, administering the exams given by the administration are some of the main considerations for an effective training.

## 1.4. Our Organizational Chart



## 2. CAMPUS LIFE

From all routes of Eskişehir, you can take the buses that read "TIP Faculty" (Black 2, Black 4, Black 8, Blue 12, Black 13, Black 18, Black 23, Black 34-59, Black 43, Red 44) or Opera-Osmangazi and Terminal - You can reach Osmangazi by tram lines. SFL building is marked with number 11 on the map.



### On-Campus Transportation

Within the Meşelik Campus of our university, a ring shuttle service is provided for our students and staff to provide easy access to their faculties. The ring service, whose departure point is the entrance gate of the Faculty of Medicine, offers easy access to the entire campus.



### **Eating and drinking**

Instructors and students can have lunch at the central cafeteria (near the rectorate) and engineering cafeteria (under the chemical engineering building) between 11.30-14.00. They can buy food by loading money to their corporate identity from the cash desks at the entrance of the cafeteria <https://yemekhane.ogu.edu.tr/>. If desired, there are cafes and restaurants on campus.

### **Accommodation**

ESOGÜ Guesthouse provides accommodation service on the second floor of the Meşelik Campus Faculty of Medicine Dean's Building. Tel : 0(222) 229 30 51 (direct line), 0(222) 239 37 50 – 1157

The ESOĞÜ Hotel, opposite the SFL building, also offers accommodation for our staff <https://otel.ogu.edu.tr/> Phone: 0 (222) 239 37 50 Ext: 5828-600

### **Health Service**

There are 4 Family Medicine Units in ESOĞÜ Family Health Center. Examinations and treatments of both registered patients and guest patients who come to the center for examination purposes are conducted here and when necessary they are directed to a higher health service institution. [www.esahed.org.tr/ESOGU.asm](http://www.esahed.org.tr/ESOGU.asm).

## **3. ISSUES ABOUT THE STUDENT**

ESOGÜ SFL Preparatory education student information presentations can be accessed from the link below:

<https://ydyo.ogu.edu.tr/Etkinlik/Detay/12/hazirlik-egitimi-bilgilendirme-sunumlari>

### **3.1 . ESOĞÜ YDYO Preparatory Program**

The main purpose of the Eskişehir Osmangazi University School of Foreign Languages program, prepared in accordance with the mission and vision of Eskişehir Osmangazi University, is to create an effective language learning process for students whose English is not at the minimum level given in the Turkish Higher Education Qualifications Framework (TYYÇ), so that they can continue their undergraduate education at our university more easily. The program is in a modular system, which includes three levels: lower, middle and upper courses. The elements that make up the program are weekly, quarterly and annual curricula, textbooks, materials, computer hardware, and evaluation processes and criteria are compatible with each other and are regularly evaluated and reviewed. The items reviewed include essential information for all students and instructors. The elements of Eskişehir Osmangazi University School of Foreign Languages Learning Program are explained below.

## **Learning Outcomes**

EskişehirOsmangazi University School of Foreign Languages English Department Preparatory Program is based on the Common European Framework of Reference for Languages (CEFR). The program shows the estimated time to be allocated to acquire learning outcomes at different language levels (A1-Beginner, A2-Basic Language Usage Level, B1-Independent Language Usage Level, B2-Independent Language Usage Level) and the learning/teaching activities to be used. At the end of the program, students complete their education at the following levels:

- Undergraduate without preparatory education ( A1-A2)
- Undergraduate preparatory education (B1-B1+)

## **Teaching and Learning Materials**

Textbooks provided by publishing houses in EskişehirOsmangazi University School of Foreign Languages English Department and all supplementary materials prepared by the Curriculum Development and Material Support Unit are used to reach the learning outcomes. While choosing the main course book and additional books in the following courses, criteria such as compliance with the most basic curriculum approach, CEFR (Common European Language Framework), compliance of the activities in the book with the institutional goals, online support of the book, academic content are taken into consideration. The selected books are supported by additional material developed by the Curriculum Development and the Material Support Unit of the English Department. In addition, the course book selected by the teaching staff at A1-A2 levels and the course contents and supporting materials offered online are used to reach the learning outcomes for the first-year students in the compulsory Basic English courses of the Faculties and Vocational Schools.

The aims of EskişehirOsmangazi University School of Foreign Languages can be summarized as;

a) To meet the linguistic and academic needs of students by offering a high-quality English education to students

The students should have the necessary infrastructure and strategies to improve their language awareness and knowledge and to follow the courses when they finish the preparatory program and to be able to write various types of articles that can understand comprehensive texts, and to communicate using the target language appropriately and correctly. aims to equip them with their skills.

b) To promote te autonomous learning

Since the preparatory program believes that learning is not and should not be limited to the classroom environment, our students should be able to continue learning outside the classroom environment and gain their own strategies to help them learn. The student who knows how to learn is the one who knows how to take responsibility, determine his needs and goals, choose the appropriate resources and tools, determine the working method and evaluate his/her own performance. These issues are taken into account in the preparation of course materials and assessment principles, and students are often motivated by the

instructors attending the course for autonomous learning. Students have the opportunity to watch the Faculty and Vocational School compulsory Basic English courses at any time and as much as they want.

One of the basic principles of the program is that students have the responsibility of learning themselves. We expect our students to:

- Learn the necessary strategies to continue learning outside the classroom environment,
  - Continuously improve themselves in the use of technology,
  - Ask the question “How can I use mobile phones and computers for 'language learning'?” frequently.
- c) To provide academic counseling

The instructors are interested in students' academic questions and problems by using the technological infrastructures provided by them and the school in order to ensure that students have a successful academic year.

### **3. 2. In-Year Evaluation Considerations and Percentages**

Examinations at EskişehirOsmangazi University School of Foreign Languages are written, test or oral; conducted face-to-face or electronically.

Quiz: These are short-term and narrow-scoped exams used to measure the learning outcomes of the course.

Mid-Semester (Midterm, Midterm) Exam: It is an exam held at least once a semester to measure the learning outcomes of the course.

Final Exam: It is the exam held at the end of the semester to measure the learning outcomes of the course.

Homework, Project, Portfolio and Other: Includes activities such as research, problem solving, essay-report writing and presentations.

1.The policies regarding the success and the evaluation in the Prep Class are as follows:

a) At least one midterm exam and one final level completion exam are held in an academic term. In addition, during the semester, in-class quizzes, (online) homework, reading, presentation, project and similar evaluations can be given.

b) The grade for the successful completion of the level is determined out of 100. Midterm exams, quizzes, homework, reading exercises, presentations, projects, level completion exams and other evaluations are evaluated out of 100, their contribution rates to the semester grade are determined by the School of Foreign Languages and announced to the students in the first week of the academic year. In order for the students to be considered successful in the level they are studying, the overall success grade for the semester must be at least 70.

c) Among the students who continue their education in the preparatory class, those who successfully complete the exit level in the language they are studying at the end of the fall or spring semester, or who have a general success grade of at least 80 out of 100 for the semester that includes the level one level below the exit level, can take the Preparatory Education Proficiency Exam. Students who fulfill the

conditions for taking the Preparatory Proficiency Exam must get at least 70 out of 100 from the preparatory education proficiency exam in order to be considered successful in the preparatory education.

d) If students get 85 or above in the preparatory education proficiency exam, they are exempted from the first compulsory course for writing skills in the relevant language with an AA grade.

2. The success and evaluation principles of compulsory foreign language education are as follows:

a) Compulsory foreign language courses are given as English I/1 (Foreign Language I/1) in the fall semester and English II/2 (Foreign Language II/2) in the spring semester. The weekly hours and credits of these courses may vary according to faculties and colleges. Courses can be conducted online or face-to-face as determined by the School of Foreign Languages Executive Board.

b) Success evaluation is determined by at least one midterm exam and one final exam. In addition, in-class quizzes, homework and similar evaluations can be given throughout the year. Exams can be conducted online or face-to-face as determined by the School of Foreign Languages Executive Board.

c) The contribution rates of midterm, final exam, quiz, homework and other assessments to the overall success grade are determined by the instructor giving the course. In order for students to be considered successful from the non-credit compulsory foreign language course, their overall grade point must be at least 50. For compulsory foreign language courses with credit, the lower limit for the letter grade "DD" is determined as 50.

### **Proficiency exams**

The proficiency exams are held at the beginning of the academic year for newly enrolled students in the first year of any program of the university. Students registered in any unit of the university can retake these exams.

1. The exam schedule is announced at the beginning of the relevant academic year. Students in this situation must apply to the School of Foreign Languages at least 10 (ten) business days before the announced exam date.

2. The proficiency exams are administered by a commission consisting of at least three lecturers.

3. Compulsory foreign language proficiency exam: The compulsory foreign language education proficiency exam is a multiple-choice exam that measures basic language skills. There is no make-up exam for this exam. Students who score at least 50 out of 100 in this exam are exempted from compulsory English I/1 and II/2 (Foreign Language I/1 and II/2) courses.

4. Preparatory education proficiency exam: The preparatory education proficiency exam can be administered in one or more sessions in written, oral, auditory or both written, oral and auditory ways. Students who score at least 70 out of 100 in the preparatory education proficiency exams are exempted from the preparatory education.

5. For students who are newly registered at the university, who are still students or who are still in the university; At the beginning of the fall semester, at the end of the fall semester and at the end of the spring semester, proficiency exams are held and no make-up exams are held for these exams.

In order for the students who continue their education in the preparatory class to be able to take the preparatory education proficiency exam held at the end of the fall and spring semesters: they must successfully complete the exit level in the language in which they are studying or the general success grade for the semester, including the level one below the exit level, must be at least 80 out of 100.

6. The following students are exempted from preparatory education and/or compulsory foreign language education:

a) The students who get the minimum and above from the exams, which have the purpose of determining the minimum foreign language level required for foreigners to have higher education in countries where English, French or German is spoken as their mother tongue, such as Test of English as a Foreign Language (TOEFL), Diplôme d'études en langue française (DELFL), Prüfung für die NachweisDeutscherSprache (PNDS), which are also specified in the Proficiency and Equivalency Table(1).

b) The students who certify that they have completed their secondary education in a country where the foreign language is determined as the language of instruction, at least in the last three years.

**Proficiency and Equivalency Table (1)**

<b>English</b>	
<b>Exam Type</b>	<b>Base Achievement Score</b>
TOEFL IBT	84
CAE	B
CPE	C
PEARSON PTE	71
<b>German</b>	
<b>Exam Type</b>	<b>Base Achievement Score</b>
TestDaF	TDN3
Deutsches Sprachdiplom (DSD) Stufe II	B2
TELC Deutsch GmbH	C1-Befriedigend
GOETHE INSTITUT	Goethe-Zertifikat B2-Befriedigend
<b>French</b>	
<b>Exam Type</b>	<b>Base Achievement Score</b>
DELFL	DELFL B2

In-year evaluation methods and their weights are given in the table.

<b>Evaluation Method</b>	<b>Percentage(%)</b>
MidtermExam	25
End of Term Exam	30
Quizzes	30
Tasks	10
LMS	5

### **3.3. Attendance Obligation**

Considering exceptional situations such as transportation and weather conditions, students are allowed to attend the lesson late only for 5 minutes in the first lesson in the morning. If the student is constantly late, the instructor sees this as an inappropriate behavior, he or she does not allow the student to attend the class. Starting and finishing the lesson on time should be perceived as a behavior that should be followed meticulously by everyone, since starting the lesson late or ending it early will be a problem that hinders the general functioning of the school.

Students cannot be ignored for reasons such as inappropriate behavior and failure to fulfill the course requirements. As long as the student is in the classroom, s/he cannot be written as absent in the classroom. Likewise, if the student is not in the class, the student cannot be present in the class upon request or as a reward. It is the student's responsibility to keep track of how many hours he/she is absent from the class. Students who exceed 1 hour of absenteeism for each level are considered absent. Doctor's reports are not accepted as a valid excuse for absenteeism. The student is responsible for monitoring the absence time. 85% attendance is mandatory. Absent students cannot take the level completion exam and the proficiency exam.

### **3.4. Course Material Supply**

In the first week of school, students can be directed to buy books from publishers. The instructor may request a scholarship by contacting the Social Affairs Unit Coordinator for the students who s/he thinks cannot afford the textbook.

### 3.5. Borrowing Books

Students can borrow the books they want from the university library. The borrowing period for books is one week. As long as the book is not reserved by someone else, the loan period can be extended.

### 3.6. Exam Participation and Cheating Policy

Exams start on the announced date and time. Therefore, you must be in the exam hall before the exam time. Students who are late (according to the exam type) can take the exam within the time specified in the exam instruction, but no additional time is given. Identity check will be done before the exam.

Students who do not have a Turkish Republic ID card or passport or a student ID card will not be allowed to take the exam. You will not be allowed to go out during the exam. During the exam, student discipline regulations of higher education institutions are valid.

A student who is found to have cheated in the exams and student product file within ESOGU SFL is given zero (0). During the exam, students are asked to remove all their books and notebooks, and to put their mobile phones in a place that the examiner will show. Students are informed about the exam rules in the student handbook. Students are expected to abide by the exam rules during the exam. The student who cheats during the exam is warned by the instructor and if he continues to cheat, a mark (C) is placed on the paper. A record is kept of the student who cheats after the exam, together with all documents and evidence, by the examiner, instructor and the Assessment and Evaluation Unit. At the end of the exam, the report is delivered to the college administration immediately.

Afterwards, the provisions of the relevant legislation are applied.

(<http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=7.5.16532&MevzuatIliski=0&so>)

### 3.7. Preparatory Class Education Policy

Eskişehir Osmangazi University aims to provide students with the necessary opportunities, consultancy services, training, skills and techniques so that they can gain autonomous learning skills. ESOGU SFL also places importance on raising awareness about the importance of knowing a foreign language for students' academic and social lives. For this, students are encouraged to use the language effectively and express themselves in both areas, in and out of the classroom activities such as speaking clubs, group meetings, as well as classroom activities.

Preparatory class teaching principles are as follows;

1. Students who are placed in programs whose language of instruction is partially or completely in a foreign language can enroll in the preparatory class.
2. Preparatory Class students who do not pay their fees during new registration or registration renewal are not registered / renewed and these students cannot benefit from their student rights.
3. Teaching in the preparatory class is done on a semester basis. An academic year consists of two semesters, fall and spring.

4. The courses to be taught in the preparatory class, the weekly course hours and the academic calendar are recommended by the School of Foreign Languages Administrative Board and are finalized with the approval of the University Senate.
5. At the beginning of each academic year, the level at which the student will start education in the preparatory class is determined according to the preparatory education proficiency exam and/or placement test prepared and administered by the School of Foreign Languages. Students who do not take these exams start their education from the lowest level. According to the results of these exams, the level and class in which the students are placed can be changed. While creating the levels and classes in the spring semester, the success of the student in the fall semester is taken into account.
6. Attendance at the preparatory class is compulsory. Students are obliged to attend classes at least 85% of the class hours in the semester at their current level. Students whose absenteeism rate exceeds 15% of the course hours in the semester are considered unsuccessful for that semester. With this,
  - a) During the term when the students are assigned by the University Rectorate for academic, social or sportive purposes;
  - b) When one of the first degree relatives of the students dies, if they document the situation, their absence for five days is not taken into account.
7. A student who fails to be absent cannot take the level completion exam, cannot benefit from academic leave and registration freeze rights.
8. Students who take academic leave or freeze registration in the fall semester start their spring semester education with the conditions announced for the level that should be started at the beginning of the academic year. The fifth paragraph of Article 6 is applied for students who take academic leave or freeze registration in the spring semester.
9. Listeners and guest students are not accepted to the preparatory class.
10. If the instructor is unable to attend the class due to health or similar obligatory reasons, the substitute instructor, if any, conducts the lesson, otherwise the lesson is compensated.

### **3.8. Successful and Unsuccessful Students**

1. Students who are successful in the preparatory class proficiency exam can enroll in courses offered in a foreign language in the program they are enrolled in.
2. Students who fail at their level of education in the fall semester due to absenteeism or grade point average repeat the level or levels announced for the level they started their education at the beginning of the academic year in the spring semester.
3. Students who fail the preparatory education proficiency exam despite successfully fulfilling the requirement to successfully complete the highest level of the language they are studying in the fall semester repeat the highest level in the relevant language in the spring semester.
4. Repeat students who also fail the proficiency exam held at the beginning of the Fall semester can repeat the Preparatory Class for one year, or they can improve their foreign language knowledge by their own means and announce the proficiency exam result provided that they fulfill the attendance requirement in



the year they failed to take the proficiency exams held that year. They can apply to the School of Foreign Languages with a petition within 10 (ten) business days following the date. For repeat students who are preparing for the exam by their own means without attending classes, the result of the preparatory education proficiency exam is taken into account.

5. Students who cannot successfully complete the preparatory class within two years are dismissed from the program. Students who have been dismissed are given the right to apply for three proficiency exams organized by the School of Foreign Languages, which they will use within three years. The principles in the special conditions determined for the program in which they are placed and which are explained in the Assessment, Selection and Placement System Higher Education Programs and Quotas Guide for the year they are entitled to enroll in the University, are applied to those who want.

### 3.9. Make-up Exams

#### Make-up exams

1. A make-up exam is held for Preparatory Class students whose excuses are accepted by the School of Foreign Languages Administrative Board and who cannot attend any midterm or final level exam for “justified and valid reasons” determined by the University Senate. Except for these exams, make-up exams are not given for quizzes, assignments and other assessments. The application regarding the excuse is made to the School of Foreign Languages in writing within the first 3 working days after the end of the excuse. Applications made outside of this period will not be accepted. A student can take advantage of at most one make-up exam during a semester.

The make-up exam applications for Compulsory Foreign Language Courses are carried out by the unit where the student is registered, and the list of students whose excuses are deemed appropriate is sent to the School of Foreign Languages by the unit.

2. Students whose excuses are accepted by the School of Foreign Languages Administrative Board cannot attend the classes and take the exams during the excuse period. Disciplinary action is taken against the student who acts on the contrary.

3. The make-up exam is administered by the decision of the School of Foreign Languages Executive Board, and the exams whose dates are announced are made up.

### 3.10. Student Rights and Complaint Processes

**The right to receive information:** One of your most fundamental rights is the right to receive information on matters relevant to you as a student. You have the right to be informed about your exam grade, to be informed about exam samples and evaluation criteria. Examples of proficiency, Erasmus, quiz and midterm exams can be viewed on our school's website. You will be informed about the criteria of the applications that are graded. It is your responsibility to monitor your attendance.

**The right to education under equal conditions:** Every student who receives education at our school, goes through a standardized education together with other students regardless of their language, religion, race, gender or past experience. They receive education at the same level, take an exam under the same

conditions and are evaluated under the same conditions. None of our applications contain privileges for an individual, class, or a specific group.

**Right to object to the grade:** If you think that there is a material error in your exam grade, you have the right to object to your grade by submitting the petition stating your objection to the Student Affairs within 5 working days.

**The right to protect personal information:** Your information such as exam grade, absenteeism time is within the scope of personal information and will not be shared with others unless you request it.

**Right to representation:** You have the right to be represented through the student representative in the decision-making process at our school. You can find detailed information on the subject under the heading of student representation.

**Right to petition:** If you have a problem at school, you have the right to make a petition the department secretary to have the problem settled through official ways.

It is of great importance for SFL that all faculty members and students in our school establish good relations. All necessary steps are taken to create a motivating and productive school and work environment. In order to maintain this environment, SFL takes all kinds of complaints from both the instructors and students into consideration and tries to resolve these complaints promptly, in an open and honest manner, through communication, and by spending the necessary time and effort. While informal complaints are resolved through conversation between the parties, complaints made with a petition are submitted to the relevant unit and the legal procedures specified in the Bylaws and Regulations accepted by EskişehirOsmangazi University are followed.

<https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2547.pdf>

**Student Complaint Process:** Students are informed about SFL rules and classroom rules in the orientation program that takes place in the classrooms at the beginning of each year. If the students do not follow the rules, the problem is resolved verbally by negotiating between the teacher and the student. If the problem cannot be resolved between the parties, the student sends the written complaint document to the relevant department secretariat, and the lecturer sends the written complaint document to the head of the department. Written complaint document is forwarded to the relevant academic or administrative assistant director according to its subject for evaluation.

Objections to the exam results are made in petition to the School of Foreign Languages within the first 5 (five) working days following the announcement of the grades. Objections are examined by the School of Foreign Languages and decided by the School of Foreign Languages Executive Board. No changes can be made in the exam results except for material errors. Students are deemed to have received 0 (zero) points from the exams they did not take or the homework and similar evaluations they did not submit. Students are exempted from other semester evaluations, except for the midterm exam, which is applied on the days they are on leave. Make-up exam is applied for the midterm exam.

### **3.11. Students Representative**

For Eskişehir Osmangazi University SFL students, a class representative is elected at the beginning of each academic year. Meetings are held with these representatives at regular intervals. Students can express their thoughts on educational practices, general operation and cafeteria services in this environment. The student representative of each class is responsible for announcing the information in the student representative meetings to their classes.

### **3.12. Disabled Students**

At the beginning of each academic year, you can state your illness and disability in the questionnaire applied to all students. Social Affairs Unit will reach you through meetings and announcements.

### **3.13. Petitions**

In addition to the petition for objection to the exam grade and the petition about the problem, you can access the documents you can get by filing a petition with Student Affairs and the printed forms that you can use for other situations that require you to submit a petition, from the "Forms" link on our ESOGÜ YDYO website. In order to object to the compulsory English and English exam grades in the faculties, students must make a petition the Student Affairs of the faculty/school they are affiliated with.

### **3.14. Social Life**

Eskişehir is considered as one of the cities with the highest urban and life quality in Turkey. Eskişehir, which is one of the most developed metropolitan cities of Turkey stands out in the field of culture and arts in the list of livable cities. It is a settlement center with significant advantages compared to other provinces in terms of education, health, transportation and social life opportunities. You can find detailed information about Eskişehir from this link:

[https://www.eskisehir.bel.tr/eskisehir\\_hakkinda.php?menu\\_id=43](https://www.eskisehir.bel.tr/eskisehir_hakkinda.php?menu_id=43)

### **3.15. Student Societies**

It also means that you are in a period where you can have a comfortable time. In order to take advantage of this opportunity, you can take up suitable hobbies and join communities. Eskişehir Osmangazi University offers you many options in this sense. You can see the student societies operating in our university via this link and you can also participate:

<https://www.ogu.edu.tr/Icerik/Index/33/ogrenci-kulupleri>

### 3.16. What We Expect From You

- Eskişehir Osmangazi University Department of Foreign Languages is an institution that provides an environment for each of our students to think, question and express themselves. We must not forget that everyone has this right and we must respect others.
- Attend classes and actively participate in class activities.
- Do not be late for classes, the instructor has the right not to let you into the class if you are late for the lesson.
- Fulfill the homework and obligations required by the course.
- Attend classes on time and with all necessary course materials.
- Work regularly. Language learning is a process and requires regular study.
- Adapt the knowledge and skills you have learned to your daily life.
- Embrace the idea of independent learning and try to improve yourself outside the school.
- Benefit from today's technology in a way that will take you forward in foreign language education.
- Think positively and don't be afraid to make mistakes.

## 4. COMMUNICATION

Communication regarding subjects or announcements related to our college can be obtained from the college's website (<https://ydyo.ogu.edu.tr>). The website is frequently updated with new information about course contents, academic calendar, syllabuses, exam dates and all related announcements. Contact information and links to related web pages can also be accessed from this page.

## 5. RELEVANT LAW AND REGULATIONS

### 5.1. Higher Education Law

(Law Number: 2547 Acceptance Date: 4/11/1981)

Link:<http://mevzuat.basbakanlik.gov.tr/Metin.Aspx?MevzuatKod=1.5.2547&MevzuatIliski=0&sourceXmlSearch=>

This law is to determine the aims and principles related to higher education and to regulate the organization, functioning, duties, authorities and responsibilities of all higher education institutions and higher institutions and the principles related to education, research, publication, teaching staff, students and other personnel in a whole.

## 5.2. EskişehirOsmangazi University Foreign Languages Teaching and Examination Regulations

This directive is based on subparagraph (i) of Article 5 of the Higher Education Law No. 2547 and Articles 44 and 49 and Article 3 of the Law No. 2923 dated 14/10/1983 and the Official Gazette dated 23/03/2016 and numbered 29662. It is based on the regulation on the principles to be followed in foreign language teaching and teaching in a foreign language in Higher Education Institutions published in .

Link: <https://oidb.ogu.edu.tr/Sayfa/Index/167/yabanci-diller-yuksekokulu-yabanci-dil-ogretim-ve-sinav-yonergesi>

In this regulation, there is information about the following topics belonging to the relevant section:

- objectives of compulsory foreign language education and preparatory education,
- proficiency exams,
- proficiency and equivalence table,
- preparatory class teaching principles,
- assessment and grades,
- achievement and evaluation,
- successful and unsuccessful students,
- make-up and make-up exams,
- objection to exam results.

## 5.3. Eskişehir Osmangazi University Associate Degree, Undergraduate Education and Examination Regulations

This regulation has been prepared based on the 14th, 44th and 46th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

Link: <https://oidb.ogu.edu.tr/Sayfa/Index/147/eskisehir-osmangazi-universitesi-onlisans-lisans-ogretim-ve-sinav-yonetmeligi>

This regulation contains information about the following subjects about EskişehirOsmangazi University:

- the principles of education,
- examinations and assessment principles,
- diplomas and certificates of achievement.

#### 5.4. Higher Education Institutions Student Discipline Regulation

This Regulation has been prepared based on the clause (9) of the clause (a) of the article 65 and article 54 of the Higher Education Law No. 2547 dated 4/11/1981.

Link: <https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5>

This regulation contains information on the definition of disciplinary offenses, their criminal sanctions and how the disciplinary investigation will be conducted.

#### 5.5. Eskişehir Osmangazi University Education and Training Directive for Disabled Students

This directive has been prepared based on the 11th and 12th articles of the Higher Education Institutions Disabled Counseling and Coordination Regulation, which came into force after being published in the Official Gazette dated 14/08/2010 and numbered 27672.

It was accepted by the University Senate Decision dated 26.12.2013 and numbered 2013/24-10.

Link: <https://oidb.ogu.edu.tr/Sayfa/Index/126/engelli-ogrenci-egitim-ogretim-yonergesi.pdf>

This directive contains information on the following:

- principles on which students will be accepted as disabled,
- facilities to be provided for registration and transportation to the university,
- procedures and principles regarding education and training practices,
- procedures and principles regarding measurement and evaluation practices.

### 6. DOCUMENTS and FORMS

All forms and petition examples mentioned in this booklet can be reached on the website <https://ydyo.ogu.edu.tr/Sayfa/Index/9/bilgi-belge> via “Information-Document” link.