



2017-2018

## RULES AND REGULATIONS

### DEPARTMENT OF BASIC ENGLISH

The medium of instruction at METU is English.

An English Proficiency Exam is administered prior to the commencement of the academic year to determine whether the students' proficiency in English is at a level that will enable them to follow and fulfill the requirements of their first-year courses. Those who fail this exam or those who have not taken it must attend the Department of Basic English.

### GROUPS

Groups and daily class hours are as follows.

FIRST SEMESTER			SECOND SEMESTER		
Groups	Daily class hours		Groups	Daily class hours	
Upper-Intermediate	3	→	Advanced	3	
Intermediate	4	→	Upper-Intermediate	3	
Pre-Intermediate	4	→	Intermediate	4	
Elementary	5	→	Lower-Intermediate	5	
Beginner	6	→	Pre-Intermediate	6	
2017-2018 Academic Year Repeat	3	→	2017-2018 Academic Year Repeat	3	
2018-2019 Academic Year Repeat *	3	→	2018-2019 Academic Year Repeat*	3	

\*The administration reserves the right to place any Repeat Group student to a different group depending on their level of English.

### FIRST SEMESTER

- For the first semester, students of the Department of Basic English are placed in different groups according to the score they have achieved on the Placement Exam.
- Students attending the Department of Basic English for the second year are generally placed in the Repeat Group and complete their education in this group.
- Students from all groups, except the Repeat Group, may be transferred to another group during the semester according to their grades. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
Week 2	Average of 2 PQs	90 and above ( <i>optional</i> )	Higher group
		54 and below ( <i>mandatory</i> )	Lower group

- Beginner, Elementary and Pre-Intermediate** group students may be transferred to one of these three groups at other periods during the semester according to their grades. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
Mid-Term 01	Exam grade	85 and above ( <i>optional</i> )	Higher group
		54 and below ( <i>mandatory</i> )	Lower group
Mid-Term 02	Only under special conditions		Higher group
			Lower group

- At the end of the first semester, students who have failed to achieve the required grade average may take the Achievement Exam. Detailed information can be found under *Achievement Criteria* on the the Student's Page.)

### SECOND SEMESTER

- Students are placed in groups according to their first semester grade averages.
- Pre-Intermediate, Lower-Intermediate and Intermediate** group students may be transferred to another group according to their grades during the semester. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
Mid-Term 04	Exam grade	85 and above ( <i>optional</i> )	Higher group
		54 and below ( <i>mandatory</i> )	Lower group
Mid-Term 05	Only under special conditions		Higher group
			Lower group

## ATTENDANCE

- Attendance is obligatory at the Department of Basic English.
- The instructors record attendance every class hour, and those who do not attend are marked absent for the hour they are not present in class. The instructor submits these attendance records online on a regular basis.
- Every student is responsible for keeping and checking his/her own attendance records with the official records posted on the the Student's Page.

The absenteeism limit per semester (without a medical report / official permission) for each group is as below:

First Semester Groups	Absenteeism Limit	Second Semester Groups	Absenteeism Limit
Upper-Intermediate	30 hours	Advanced	30 hours
Intermediate	40 hours	Upper-Intermediate	30 hours
Pre-Intermediate	40 hours	Intermediate	40 hours
Elementary	50 hours	Lower-Intermediate	50 hours
Beginner	50 hours	Pre-Intermediate	50 hours
Repeat	30 hours	Repeat	30 hours

### Some important points about attendance:

- Applications for permissions of absence for METU sports team activities and student club activities should be made with the related documents at the Assistant Chairperson's office on the ground floor of B Building. Such permissions will be granted if approved by the Administration.
- In case of special situations, the request for permissions of absence should be made with the related documents at the Assistant Chairperson's office on the ground floor of B Building. Permission will be granted if found suitable.
- Students may attend talks, conferences, meetings and other extra activities on campus during class hours; however, they will be marked absent during those hours.
- Those who have exceeded the absenteeism limits are not entitled to attend classes, and they lose their university student status at the end of the semester.
- Those who have exceeded the absenteeism limit do not have the right to take the English Proficiency Exam in June or attend Summer School. They may, however, take the English Proficiency Exam in September in the following years (the number of which is decided by the Senate) provided that they register on time.

## MEDICAL REPORTS

Students who are not feeling well should directly consult the METU Medical Center.

(They must state that they are students at the Department of Basic English and also indicate their class number.)

### Some Important Points about Medical Reports

- Only medical reports issued by the METU Medical Center, and hospitals and health institutions recognized by the Social Security Institute are valid.
- Medical Reports not from the METU Medical Center must be presented to and recorded by the METU Medical Center **within 5 days** of the last day of the report. (*Reports recorded by the METU Medical Center are sent to the Department of Basic English within 10-15 days and can be accessed online by instructors and students. Students are responsible for the follow up of their reports.*)
- Hourly reports issued by dentists to document dental treatments are accepted.
- **Students who have medical reports must request to have their medical reports made invalid at the Assistant Chairperson's office if they attend classes or take the Mid-Term exams during the hours covered by the report. Otherwise, disciplinary action will be taken.**

## STUDENT LEAVE OF ABSENCE

- Students may also apply for a leave of absence in the first or second semester, in case of convincingly documented health problems or financial difficulties, which need to be approved by the SFL Administrative Board (*These students reserve the right to continue their education the following year.*)
- Academic failure is not a valid cause to take a leave of absence.

## MID-TERM EXAMS

Mid-Terms are administered three times a semester.

The dates of the Mid-Term exams are announced on the Academic Calendar and programs.

Mid-Terms consist of listening comprehension, writing, reading comprehension, vocabulary and grammar components.

- No classes are held on the day of the Mid-Term and the day following the Mid-Term.
- After being evaluated by the instructors, the Mid-Terms are shown to the students. Students examine their papers during class hours, sign and return them. The signed Mid-Term papers are archived. Any issues regarding the Mid-Term can be discussed and resolved with the instructor. Any objections regarding the exam should be made in writing **within ten days** following the exam date.
- Those students who cannot provide the Department of Basic English administration with a medical report issued or approved by the METU Health Center or any other officially documented excuse to account for their absence on a Mid-Term day get a **“0” (zero)** on that Mid-Term exam.

### Make-Up Exams

- Those who have a valid excuse are entitled to take a **make-up exam** on a later date to be announced by the administration. (*The student will be excused from class during the make-up exam hours.*)
- There is no make-up for a make-up exam.

## PERFORMANCE GRADE

This grade is made up of the following items:

- Pop-quizzes: Pop-quizzes are unannounced exams whose dates, contents and duration are not announced beforehand.
- Instructor’s Grade: The Instructor’s Grade is given by the instructor three times each semester. Some of the items this grade can be given from are
  - Written assignments,
  - Research/criticism assignments,
  - In-class performance, etc.

The instructor submits this grade online for the access of students on a regular basis.

## ANNOUNCED QUIZZES

The dates, contents and duration of these quizzes are announced in the programs. Announced quizzes cannot be longer than one class hour.

### Important points about Pop-quizzes and Announced quizzes

- Quizzes are only given to students who are present in that particular class hour.
- Students who arrive late to class CANNOT take the Quiz.
- Students who have a medical report or permission from the Administration will be excused.
- There are no make-up exams for Quizzes.

## SPEAKING ASSESSMENT

Speaking assessment grades are given twice each semester by the instructor. Speaking is evaluated four times in an academic year. These evaluations include:

- in-class activities,
- a short individual presentation,
- in-class group presentation, and
- an exam.

### Some important points about speaking evaluations

- Students who have a medical report or permission from the Administration will be excused.
- There is no make-up exam for the speaking evaluations.

## GENERAL RULES ABOUT EXAMS

- No luggage can be taken to the exam building or exam halls.
- Mobile phones or tablets cannot be taken to the exam halls. Should the exam proctor see the need, s/he can collect such devices prior to the exam for that duration.
- Instructors cannot be asked to give any explanations of or discuss the questions during an exam.
- The instructor proctoring an examination has the right to check the students’ ID cards, make or change seating arrangements, give instructions or warnings to ensure that the exam is administered properly. The instructor is entitled to *annul an exam paper, deduct any grade* that she/he deems appropriate and/or start *disciplinary action* if a student fails to comply with the rules and instructions or refuses to co-operate fully.

- Such activities as obtaining exam questions illegally, cheating, attempting to cheat, helping other students or getting help during an exam will result in *disciplinary action*.
- In any such case, it is up to the instructor to give an initial warning. S/he may decide to take away the paper, *give the student a zero, deduct any grade* deemed appropriate and/or start *disciplinary action*.

### ACHIEVEMENT

To successfully complete the program at the Department of Basic English, students are required to **attend classes without exceeding the absenteeism limit and have a certain Yearly Achievement Grade. (YAG)**

### YEARLY ACHIEVEMENT GRADE:

<b>First Semester:</b> Mid-Terms Performance Grade Announced Quizzes Speaking Assessment	25% 10% 5% 5%	<i>Rounding off:</i> Exam grades are always rounded off to the nearest whole number. <i>Example: 75.50 → 76    75.49 → 75</i> Averages and percentages are expressed in terms of the thousandths and then they are rounded off to the hundredths. <i>Example: 26.835 → 26.84    26.834 → 26.83</i> 4.366 → 4.37    4.364 → 4.36
<b>Second Semester:</b> Mid-Terms Performance Grade Announced Quizzes Speaking Assessment	35% 10% 5% 5%	
<b>TOTAL:</b>	<b>100%</b>	

Various outcomes at the end of the year according to the Yearly Achievement Grade are as follows:

### PRE-INTERMEDIATE, LOWER-INTERMEDIATE, INTERMEDIATE, UPPER- INTERMEDIATE & ADVANCED GROUPS:

YEARLY ACHIEVEMENT GRADE	JUNE EPE		SUMMER SCHOOL + EPE		SEPTEMBER EPE	RIGHT TO ATTEND DBE THE FOLLOWING YEAR
64.50 - 100	CAN TAKE THE EXAM	Pass*	CANNOT ATTEND or TAKE THE EXAM		CANNOT TAKE THE EXAM	NO
		Fail	CAN ATTEND & TAKE THE EXAM	Pass* Fail	CANNOT TAKE THE EXAM CAN TAKE THE EXAM	IF FAILED, YES
49.50 - 64.49	CANNOT TAKE THE EXAM		CAN ATTEND & TAKE THE EXAM	Pass* Fail	CANNOT TAKE THE EXAM CAN TAKE THE EXAM	IF FAILED, YES
				CANNOT ATTEND or TAKE THE EXAM		CAN TAKE THE EXAM
0** - 49.49	CANNOT TAKE THE EXAM		CANNOT ATTEND or TAKE THE EXAM		CAN TAKE THE EXAM	NO

\* Students who have passed the June EPE can register to the summer school classes of their departments.

\*\*If students with a Yearly Achievement Grade of 49.49 or below fail the English Proficiency Exam in September, they are dismissed from the university but have a right to take the September EPE in the following years (the number of which is decided by the Senate) provided that they register on time.

### REPEAT GROUP:

YEARLY ACHIEVEMENT GRADE	JUNE EPE		SUMMER SCHOOL + EPE		SEPTEMBER EPE	RIGHT TO ATTEND DBE THE FOLLOWING YEAR
64.50 - 100	CAN TAKE THE EXAM	Pass*	CANNOT ATTEND or TAKE THE EXAM		CANNOT TAKE THE EXAM	NO
		Fail	CAN ATTEND & TAKE THE EXAM	Pass* Fail	CANNOT TAKE THE EXAM CAN TAKE THE EXAM	NO
49.50 - 64.49	CANNOT TAKE THE EXAM		CAN ATTEND & TAKE THE EXAM	Pass* Fail	CANNOT TAKE THE EXAM CAN TAKE THE EXAM	NO
				CANNOT ATTEND or TAKE THE EXAM		CAN TAKE THE EXAM
0 - 49.49	CANNOT TAKE THE EXAM		CANNOT ATTEND or TAKE THE EXAM		CAN TAKE THE EXAM	NO

\* Students who have passed the June EPE can register to the summer school classes of their departments.

If Students attending their second year at the Department of Basic English do not get the required grade from the September English Proficiency Exam, they are dismissed from the university but have a right to take the September EPE in the following years (the number of which is decided by the Senate) provided that they register on time.

## ENGLISH PROFICIENCY EXAM

An English Proficiency Exam is given at the Department of Basic English in June, September, and at the end of Summer School. This exam is prepared and administered by the School of Foreign Languages to determine whether the student's English proficiency has reached a level that will enable him/her to follow courses offered at the departments.

Students who get a minimum grade of **59.50** (**69.50** for *FLE* students and **64.50** for *SUNY* students) on this exam pass the Department of Basic English program and have the right to register for classes in their own departments.

The pre-requisites to be eligible for this exam and the passing grades of this exam are given in the "Passing / Failing" section of this document, and all the details including information on equivalent exams (TOEFL, IELTS) are available on the EPE website and in the EPE booklet on sale in the METU bookstore.

\*[www.metu.edu.tr/home/www93/prf/anasayfa.htm](http://www.metu.edu.tr/home/www93/prf/anasayfa.htm) and [www.oidb.metu.edu.tr/ingilizceyeterlik/iysdh.html](http://www.oidb.metu.edu.tr/ingilizceyeterlik/iysdh.html)

## SUMMER SCHOOL

Summer School starts after the English Proficiency Exam in June on the date announced in the METU Academic Calendar.

- Students who have a Yearly Achievement Grade between **64.49** and **49.50**, or those who have taken but failed this exam are entitled to attend Summer School.
- It is not mandatory to attend Summer School. However, only those students who have registered for and attended at least 90% of the Summer School classes can take the English Proficiency Exam after Summer School.

## THE STUDENT'S PAGE

Students can check their grades and absenteeism records, read the announcements, learn about the rules and regulations, follow the world news in English and reach other websites on this site located at the following address:

<http://www.dbe.metu.edu.tr/student/>

## SELF-ACCESS CENTER

The Self-Access Center in D Building has a collection of *books, dictionaries, encyclopedias, video/audio material* and *exams given in past years*. Students can use this center in their spare time. Much of the material is also available on the website:

<http://www.sac.metu.edu.tr>

**TUTORING** (*This program may or may not be available depending on the number of students and instructors*).

Students may ask the Tutors questions related to the course subject matter every weekday at pre-determined hours.

The appointments can be made online through the address announced on the student page.

## INSTRUCTOR'S ABSENCE

- The administration will try to assign a substitute instructor if an instructor is absent. If this is not possible, the students will split into groups of 2-3 according to the split-list made by their instructor at the beginning of the semester and go to other classrooms.
- Attendance will be taken by the instructor concerned. Students must attend the same class the whole time their instructor is absent.
- Students are required to inform the administration if a substitute instructor is not assigned and the class is not told to split.

## FÜGEN ÜNAL BOOK FUND

- This is a fund which aims to lend textbooks to a limited number of students who need financial support.
- Students who would like to borrow books from the Book Fund should notify their class instructors during the first week of school.
- Those students whose applications are approved by the administration are provided with textbooks.
- Repeat students do not receive books from the fund.

## IMPORTANT ISSUES OF CONDUCT

- Students must always keep in mind that they should treat their instructors and fellow students with respect.
- Students must carry their Student ID cards and Dormitory ID cards on them at all times.
- The buildings and the environment should be kept clean, and school property should not be damaged. Students are required to pay for any such damage.
- It is strictly forbidden to smoke inside the buildings, to use mobile phones during class or exams, to collect money from other students, to sell food, drinks, clothes or books, to put up posters or give out pamphlets without permission, to enter teachers' or workers' rooms or empty classrooms without permission, or to lend their ID cards to anyone else. Any breach of these rules may result in serious disciplinary action, including expulsion from the university.
- Disturbing the peace or behaving in an inappropriate manner in a class means preventing the lesson from being conducted, in which case the student may be dismissed from class and be subject to disciplinary action.