

**STUDENT'S HANDBOOK**  
**(2025-2026)**



**SOFL**

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**ISTANBUL KENT UNIVERSITY**  
**School of Foreign Languages**

# DO YOU HAVE A QUESTION?

## 1. Attendance s Medical Reports

- *What is the attendance limit?*
- *Does a medical report clear my absence?*
- *In which cases are medical reports valid?*
- *Where should I submit my medical report?*

## 2. Exams s Passing Grades

- *What score do I need to pass the module?*
- *Can I take the MET even if my In-Module Score is low?*
- *What happens if I fail the module?*
- *Is there a make-up exam for the Preparatory Program Proficiency (KELT) exam?*

## 3. Exemption s Levels

- *How can I be exempted from the Preparatory Class?*
- *Can I retake the Placement Test?*
- *What levels are there?*
- *Will I study in PreFaculty?*

## 5. Communication s Support

- *Where can I get support if I struggle with lessons?*
- *Who should I contact if I have an issue with scholarships or payments?*
- *How can I object to my exam result?*

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# 1. ABOUT US

**Our Mission** Our program is committed to empowering all students to become globally competent, critical thinkers through quality-assured, inclusive foreign language instruction. We foster a multicultural, sustainable learning environment that cultivates innovation, adaptability, and academic excellence.

**Our Vision** To be globally recognized in foreign language education, cultivating a generation of innovative, critical thinkers who are empowered to shape a sustainable and interconnected world.

## Our Values

- Student-Centered Excellence
  - Multiculturalism (or Multicultural)
  - Innovation and Adaptability
  - Critical Thinking and Problem-Solving
  - Inclusivity and Diversity
  - Quality Assurance and Accountability
  - Sustainability
  - Transparency
  - Collaboration
  - Lifelong Learning
  - Respect
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## 2. ACADEMIC STRUCTURE & OPERATIONS

**Modular System** The curriculum of the English Preparatory Program consists of 4 modules, each lasting **8 weeks**.

**Levels** The program includes four main levels: Beginner (A1), Elementary (A2), Intermediate (B1), and Upper-Intermediate (B2) . Students are placed into the appropriate level based on the results of the placement test.

- **Important:** Students can take the Placement Test only **once**.

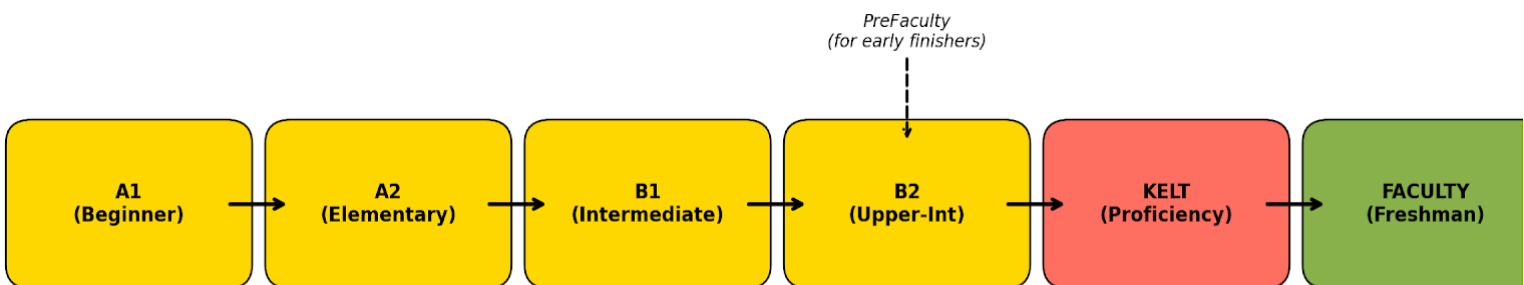
**Misplacement Evaluation:** During the first week of the module, students are observed and evaluated by their Class Advisor. If it is determined that a placement test result is inaccurate and a student has been placed in the wrong level, the student will be given a misplacement exam in the second week of the module to ensure their level is correctly identified.

### Weekly Schedule & Hours

In each module, a total of **24 hours** of lessons are held weekly.

**PreFaculty** Students who successfully complete the B2 level before the Spring semester participate in PreFaculty modules, which focus on Academic English and Occupational English relevant to their departments .

### Level Progression Path



### 3. ASSESSMENT & EVALUATION SYSTEM

Your success grade in a module is determined by the weighted average of continuous assessment and exams.

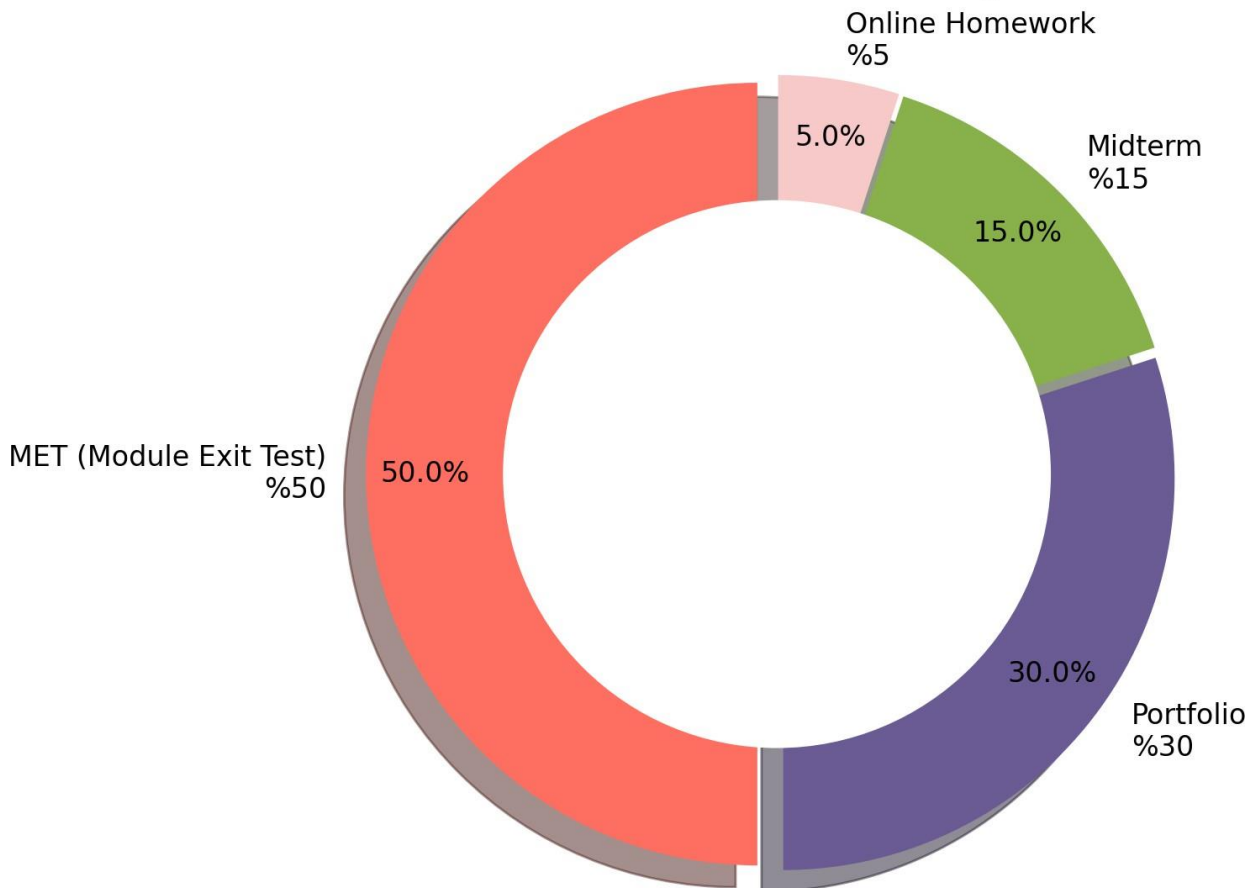
#### Grading Weights:

1. **Module Exit Test (MET):** %50
2. **Portfolio:** %30 (Writing, Speaking tasks, etc.)
3. **Midterm Exam:** %15
4. **Online Homework:** %5

#### Success s Passing Criteria:

- **MET Eligibility:** To be eligible to take the Module Exit Test (MET), a student's total In-Module Score (Portfolio + Midterm + Homework) must be **over 50 points**. Students with an In-Module score below 50 cannot take the MET and must repeat the level.
- **Module Passing Grade:** Your total success score at the end of the module (In-Module 50% + MET 50%) must be **60 or higher**.
- **Failure:** Students who do not meet the in-module requirements or whose total grade is below 60 will repeat their current level.

#### Module Assessment Weights



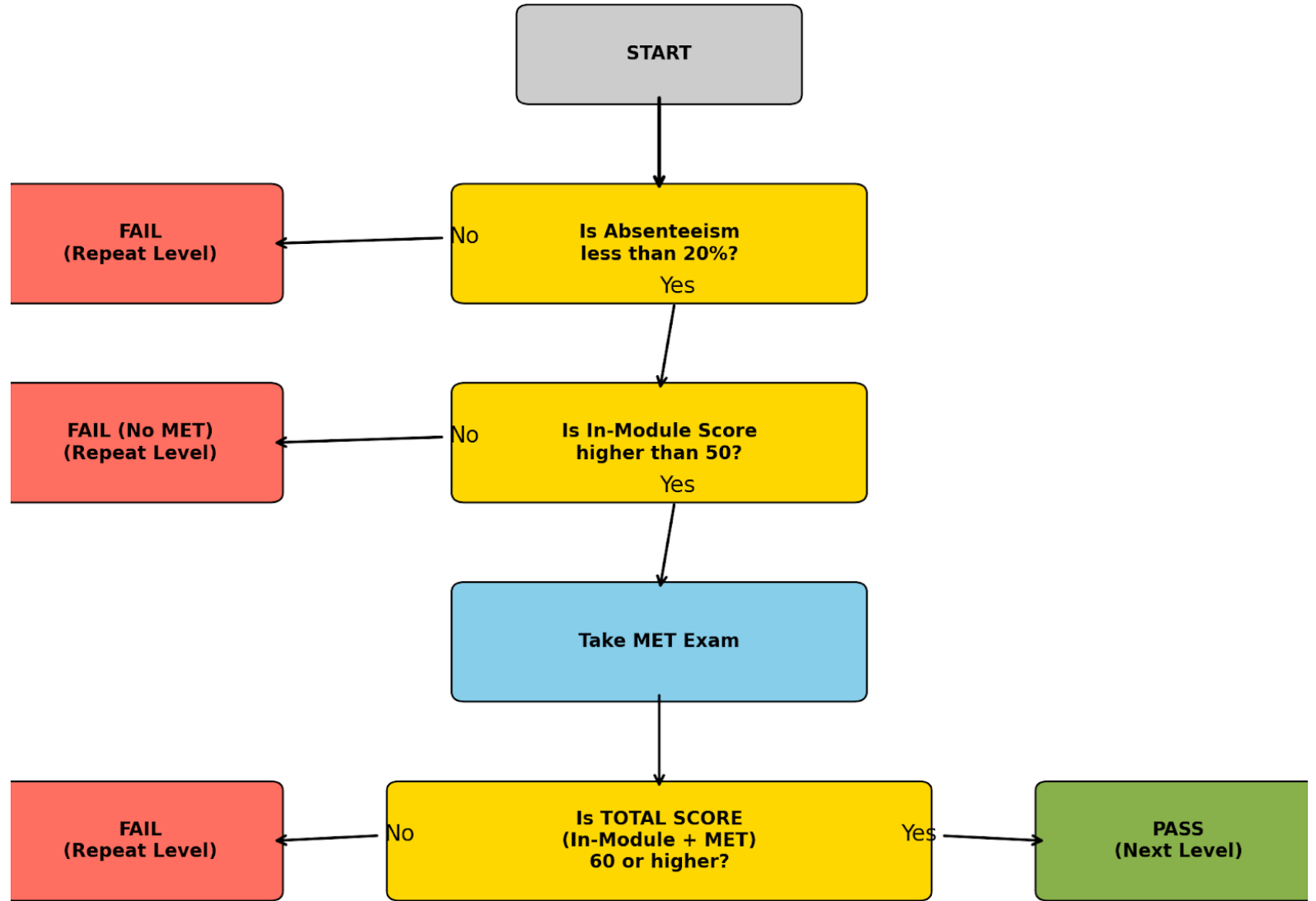
## 4. ATTENDANCE & EXCUSES

**Attendance Limit** Attending **80%** of the total class hours in each module is mandatory. Students who exceed the absenteeism limit (20% of total hours) will fail the module and are not eligible to take the MET exam.

### Medical Reports s Procedures

- **Absence is Not cleared:** Medical reports do not clear your absence record or mark you as "present".
- **Exam Excuses:** Medical reports are accepted **only** as a valid excuse for missing the **Midterm Exam** and the **Module Exit Test (MET)**. They apply to Quizzes or Portfolio tasks.
- **Submission Method:** Reports must be submitted **by hand** via a petition to the **Secretary's Office on the Ground Floor of J Block** within the legal submission period following the exam date.
- Students arriving within the first 10 minutes after the start of the class may enter the classroom. However, students arriving after 10 minutes will be admitted to the class but will be marked absent.
- **IMPORTANT:** Students arriving within the first 15 minutes after the exam has started will be admitted to the exam but will not be given extra time. Students arriving after the 15th minute will not be admitted to the exam.
  - This is a strict rule. No exceptions will be made. It is the student's responsibility to comply with this rule.

## Pass/Fail Decision Flowchart



## 5. EXEMPTION & PROFICIENCY (KELT)

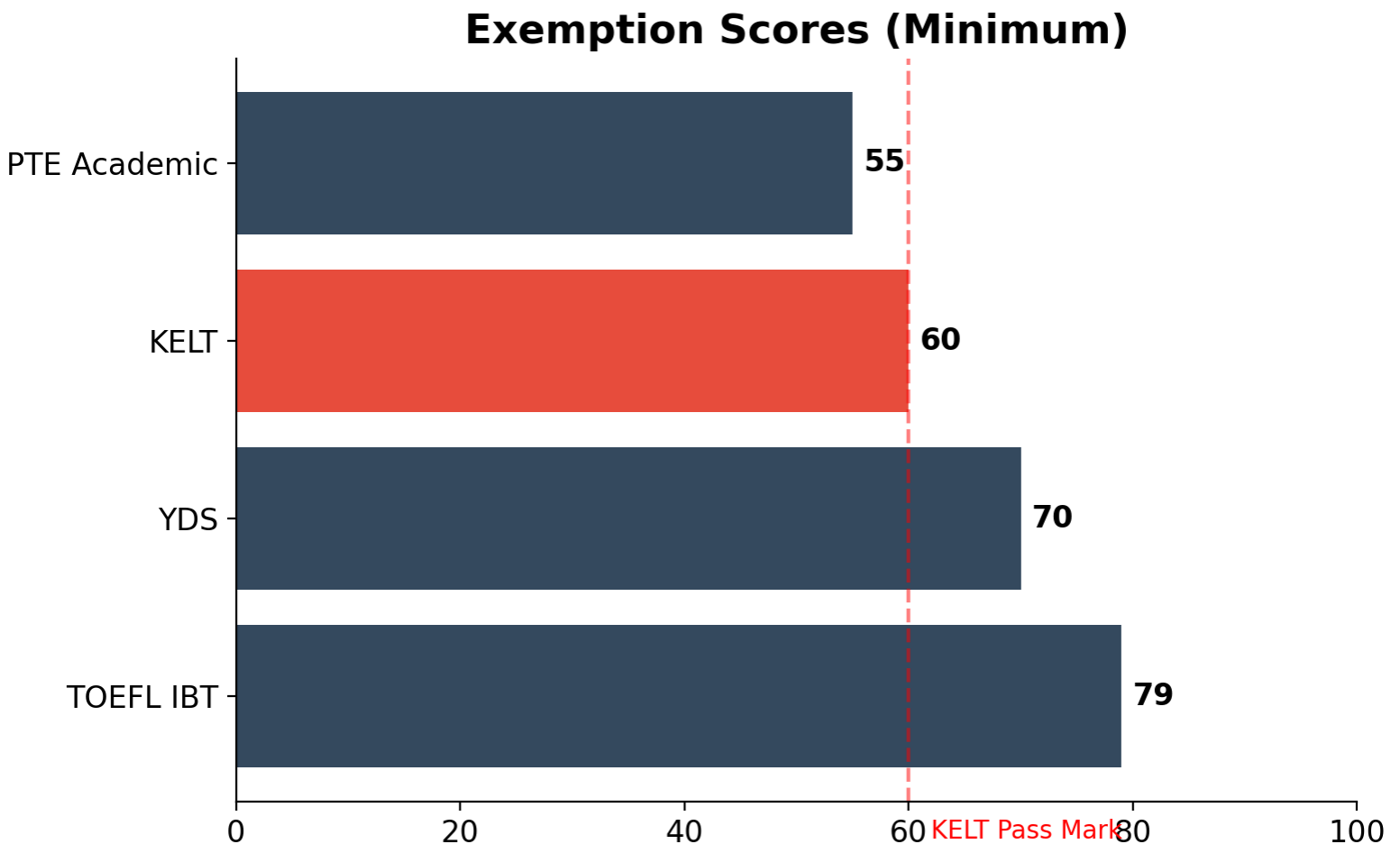
To be exempted from the Preparatory Program or to graduate from it, students must complete the B2 level and score at least **60** on the **KELT (Kent English Language Test)**.

[Click here to learn about KELT dates and access sample exams.](#)

**Accepted Equivalent External Exams:** Students who submit a valid score from the following exams are exempt from the Preparatory Program:

- YDS: 70
- TOEFL IBT: 79
- PTE Academic: 55
- Oxford Test of English: B2

**Make-up for Proficiency** There is no make-up exam for the English Preparatory Program proficiency test. Students must successfully pass one of the 3 KELT (Proficiency) exams administered throughout the year.



## 6. MATERIALS & PLATFORMS

- **Course Books:** The program utilizes the *Wide Angle* and *Q Skills for Success* series by Oxford University Press. Books are obtained as a set at the beginning of the academic year.
  - **Digital Platforms:** You must log in to digital platforms (such as Oxford Learn) using the access codes provided with your books to complete homework and external studies. Additionally, **Microsoft Teams** and **OiS** will be actively used for course tracking and announcements.
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## 7. STUDENT SUPPORT UNITS

**Language Support Center** You can benefit from our center, which provides individual guidance to students wishing to improve their language skills, organizes curriculum-aligned activities, and offers a supportive study environment .

**Oxford Test Center** Our university is an authorized Oxford Test Center. If you wish, you can take the internationally recognized *Oxford Test of English* exam right here on our campus.

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## 8. DISCIPLINARY GUIDELINES & PRINCIPLES

- **Academic Integrity:** Cheating on exams or assignments, plagiarism (using someone else's work without citation), or the unauthorized use of Artificial Intelligence (AI) tools is strictly prohibited and will result in disciplinary action.
  - **Conduct:** Being respectful towards classmates, instructors, and administrative staff is essential.
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## 6. COMMUNICATION

You may contact the relevant departments for your issues and questions:

**Issue Resolution and Feedback:** If you experience any issues, you should follow the correct communication steps by sharing your concerns sequentially with your Class Advisor, the Program Coordinator (J201), the Vice Director, and the Director. You can submit your complaints via a formal petition to the SOFL Secretary's Office. Additionally, you can digitally report your complaints, suggestions, and requests by scanning the 'I have an idea!' QR codes available on every floor of J Block.

- **Preparatory School Issues:** [ydyo@kent.edu.tr](mailto:ydyo@kent.edu.tr)
- **Registrar's Office (Documents, Registration):** [ogrenciisleri@kent.edu.tr](mailto:ogrenciisleri@kent.edu.tr)
- **Financial Affairs (Scholarships, Payments):** [maliisler@kent.edu.tr](mailto:maliisler@kent.edu.tr)
- **Office Hours:** You can ask your questions one-on-one by following your instructors' weekly office hours.