



İSTANBUL  
**KENT**  
**ÜNİVERSİTESİ**

*Geleceğin Bu Kent'te*

**SCHOOL OF FOREIGN  
LANGUAGES**

English Preparatory Program

# Student Handbook

What – How – Where – When





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# KEPP

Istanbul Kent University  
English Preparatory Program

[Click for 2024-2025 Academic  
Calendar](#)





“The great aim of education is not  
knowledge but action.”

—Herbert Spencer



01

# About

Mission, vision, values

# Who are we?

## 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.



## Vision

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

# Values

- Student-Centered Excellence
- Multicultural
- Innovation and Adaptability
- Critical Thinking and Problem-Solving
- Inclusivity and Diversity
- Quality Assurance and Accountability
- Sustainability
- Transparency
- Collaboration
- Lifelong Learning
- Respect







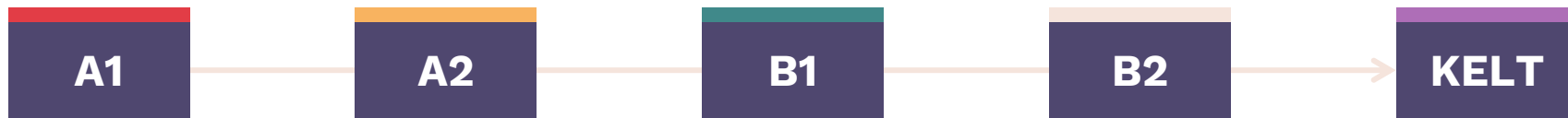
02

# Academic Information

Levels, modules, assessment

# To Finish the Program, You Need to Give KELT

(KENT English Language Test)



Only the Students who have successfully passed B2 Level can take KELT exam.

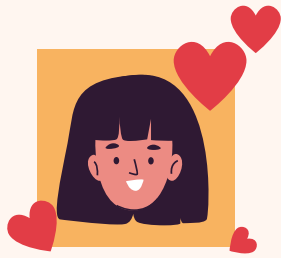


**If**

You cannot go to your department after passing KELT, our school offers PreFaculty Program:

- 14 or 8 weeks,
- Academic English,
- Occupational English,





“Develop a passion for learning.  
If you do, you will never cease  
to grow.”

— Anthony J. D’Angelo



# Levels

**A1**

**Can**

understand and use familiar everyday expressions

**A2**

**Can**

understand sentences and frequently used expressions related to areas of most immediate relevance

**Can**

understand the main points of clear standard input on familiar matters regularly encountered

**B1**

**Can**

understand the main ideas of complex text on both concrete and abstract topics, including technical discussions

**B2**



# Materials & Platforms

- You are going to use your **student email (Outlook)**, **Microsoft Teams**, and **OneDrive** when necessary.

## Wide Angle

Main course book  
across all levels.

## Q Skills for Success

Only in B1 and B2  
levels.

## Readers

Story books to  
enhance your English.

## Extra Materials

Provided by your  
instructors.

# Modular System



## Modules

The curriculum of English Preparatory Program consists of 4 modules, each lasting at least 7 weeks.



## Lesson Schedule

In each module, 4 hours of lectures are held every day, 20 hours per week.

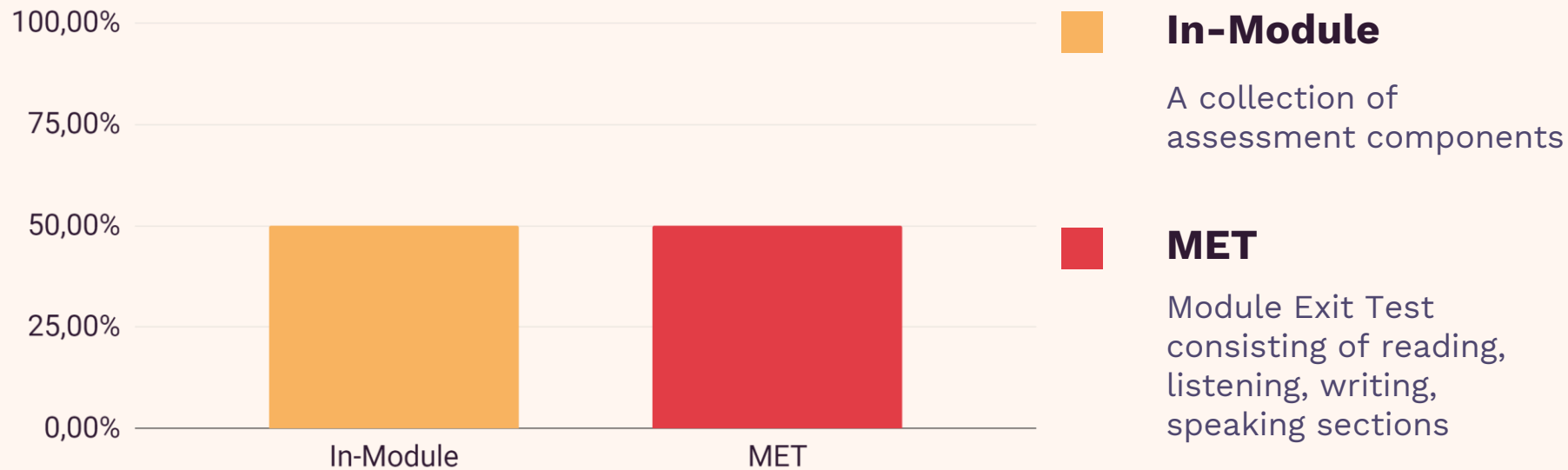


## Progress

Students must complete a module to move onto the next Level.

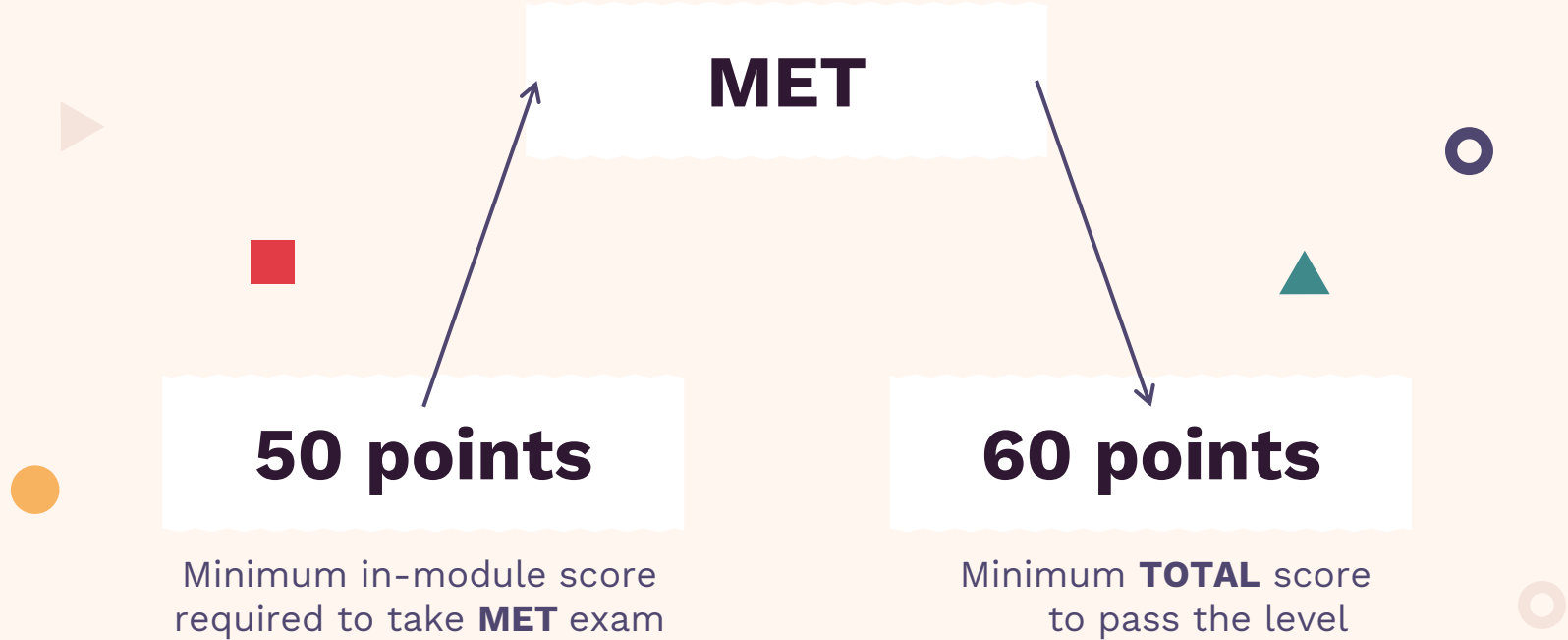
# How a Module Total Score is Calculated

In-Module assessment and MET exam make up 100% of the total score in a module.





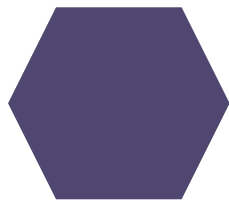
# How to Complete a Module



$$\text{TOTAL SCORE} = \text{In-Module (50\%)} + \text{MET (50\%)}$$

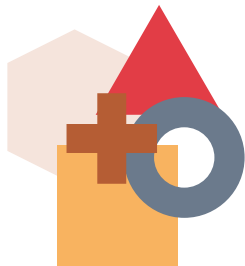
# In-Module Assessment Components

Every week, you will do some tasks for your In-Module score  
The percentage each component makes up is given



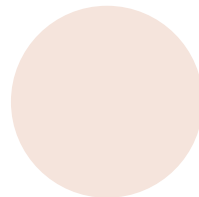
**Online Homework**

10%



**Module Tasks**

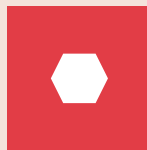
60%



**Midterm**

30%

# All Levels



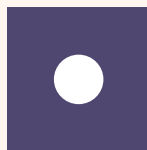
## Online Homework

Using the code in your book, Wide Angle, you will complete the online exercises



## Module Tasks

Speaking & Writing tasks will be completed in each module.



## Midterm

4 parts:

- a) Reading
- b) Use of English (-B2 Level)
- c) Listening (+Note-taking in B1 & B2)
- d) Writing

# Attendance

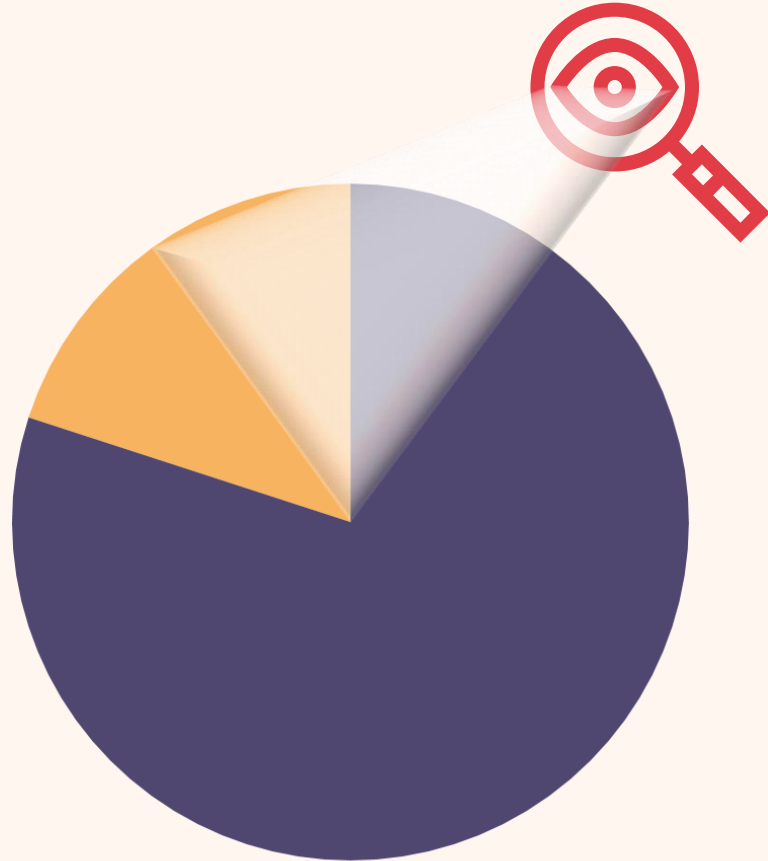
## ■ 80%

You **must attend 80%** of your classes in each module.

## ■ 20%

The class hours you can miss. Medical reports are not accepted.

Medical reports are accepted **only** for **MidTerm** and **MET** exams!



# YOU THINK YOUR EXAM SCORE IS NOT CORRECT?

Send an email to [ydyo@kent.edu.tr](mailto:ydyo@kent.edu.tr) after filling **the form (Click)**



# YOU MISSED AN IMPORTANT EXAM?

Send an email to [ydyo@kent.edu.tr](mailto:ydyo@kent.edu.tr) after filling **the form (Click)**



# **A1** LEVEL – MODULE TASKS

## **Process Writing 1**

Descriptive Paragraph  
of 80-120 words.

1

## **Process Writing 2**

Descriptive Paragraph  
of 80-120 words.

2

3

## **Book Summary Presentation**

Make a summary of  
the book you read in  
class.

4

## **Listening Comprehension with Oral Response**

Listen & Respond.





“Language is a process of free creation; its laws and principles are fixed, but the manner in which the principles of generation are used is free and infinitely varied.”

—Noam Chomsky

# A2 LEVEL – MODULE WRITING TASKS

1

## Process Writing 1

Write an opinion paragraph of 150-200 words, then rewrite it based on feedback.

2

## Read & Answer

Read a story and answer multiple choice questions, one requiring a paragraph response of 100-150 words.

3

## Process Writing 2

Write a Reason Paragraph of 150-200 words.





# A2 LEVEL – MODULE SPEAKING TASKS

Deliver a presentation about a chosen figure/person.

**Oral Presentation**

1

Work in pairs to create an interview based on a character.

**Interview (Role-Play)**

2

Listen in the first part; Discuss in the second part.

**Listen & Discuss**

3





“Learning never exhausts  
the mind.”

— Leonardo da Vinci

# **B1** LEVEL – MODULE WRITING TASKS

2

## **Body Paragraph Writing**

Write two body paragraphs based on the introduction and conclusion

1

## **Summary Writing**

Write a summary based on the given story.

3

## **Full Essay Writing**

Write a draft of an opinion essay of around 300 words, then rewrite it based on feedback



# **B1** LEVEL – MODULE SPEAKING TASKS

1

## **Audio Discussion**

Discuss according to the roles assigned by the instructor.

2

## **Oral Presentation**

Deliver a presentation about one topic from list.

3

## **Role-play**

Perform a talk show in class.



# B2 LEVEL – MODULE WRITING TASKS

Write an argumentative essay of minimum 300 words.

**Argumentative Essay**

1

Write an opinion essay of minimum 300 words.

**Opinion Essay**

2

Read a book, then write a summary.

**Book Summary**

3



# **B2 LEVEL – MODULE SPEAKING TASKS**

2

## **Audio Debate**

Form two teams, brainstorm, and debate.

1

## **Poster Presentation**

Deliver an informative presentation with a poster for 8-10 minutes.

3

## **Book Summary Presentation**

Prepare a presentation based on the argumentative essay in your writing task.





# Office Hours

Instructors will be ready for 2 hours a week for you to ask your questions. Contact them about their schedule.

“Someone who claims  
to know everything  
cannot learn anything  
new.”

— Epictetus





03

# Disciplinary Guidelines

Code of conduct, actions, integrity





# Disciplinary Actions



## Values

You are expected to be respectful towards your classmates, peers, and the personnel.



## Integrity

Cheating, plagiarism are strictly forbidden in our school and will be punished harshly.



## Diversity

Bullying, racism, or any other disrespectful behaviour is against our values.

# What is Expected from you



## Honesty

Avoid cheating or using AI in the tasks or exams.



## Feedback

Ask your instructors about English and follow their advice.



## Organization

Stick to your lesson and assignment schedule.



## Endeavor

Grow both academically and personally.



# Communication

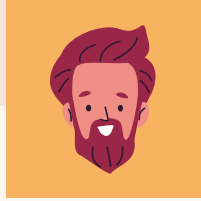
You are required to use **e-mail** while contacting your instructors if you need to ask questions.

Using **social media** or **whatsapp** to message your instructors is not acceptable.



“The roots of education are bitter, but the fruit is sweet.”

— Aristotle



**04**

# Student Services

Facilities, extracurricular activities, grievances



# Facilities

## Library

Use here to study quietly.

## Gym

Open to students.

Taksim

Taksim

Kağıthane

## Outdoor Field

Play ball sports here.



# Health

You can find the medical ward at H block for light injuries.

**Also**, you can consult the university's psychological counselor.





# Extra Curricular Activities

Each module, you will be shared a schedule for events that you can participate in.

# You Have an Idea?



If you have any suggestion,  
request, or complaint,  
please share it with us!

**[Click here to fill the  
official form.](#)**

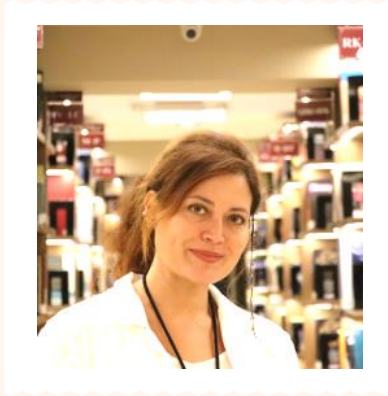


# Staff members



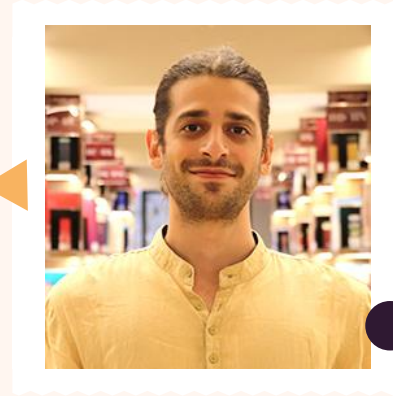
**PhD. Deniz Karaca**

Director



**Güller Pınar Bilgin**

Deputy Director



**Furkan Yiğit Tornacı**

English Preparatory  
Program Coordinator



“Education is the key to unlock  
the golden door of freedom.”

— George Washington Carver

# Good Luck!



## Important Contacts:

You can get support for **tuition fee, payment** and **scholarship** issues by contacting **Financial Affairs**:

**[maliisler@kent.edu.tr](mailto:maliisler@kent.edu.tr)**

You can discuss issues related to the **student system** with the **Registrar's Office**:

**[ogrenciisleri@kent.edu.tr](mailto:ogrenciisleri@kent.edu.tr)**

To report a **problem, complaint** or **support request** regarding **English Preparatory School**:

**[ydyo@kent.edu.tr](mailto:ydyo@kent.edu.tr)**