

SSUA

SCHOOL of FOREIGN LANGUAGES



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ENGLISH PREPARATORY PROGRAM

2025-2026

(ENGLISH)



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Dear Students,

First of all, welcome to the ASBU family. As the academic and administrative staff of the School of Foreign Languages, we are doing our best to support your efforts in adding value to your life and to help you get one step closer to your dreams.

This guide includes the rules of the ASBU School of Foreign Languages English Preparatory Program, important points to know before classes start, during the program, and at its completion, the books to be used, the program itself, the Self-Access Center, and the assessment and evaluation criteria that students need to be informed about. It is the students' own responsibility to know what is shared in this guide.

GENERAL INFORMATION AND IMPORTANT REMINDERS

- ❖ Students are expected to behave appropriately both in and outside the classroom as ASBU students, to know and follow the rules and guidelines, to attend exams properly, to complete their own assignments on time, and to participate actively and regularly in classes.
- ❖ Students are expected to be mindful of the language they use, the words they choose, and the way they address and express themselves when communicating in writing or verbally with instructors, any academic or administrative staff working under ASBU, or other students.
- ❖ Students are expected to treat all university staff with respect, as befits a university student.
- ❖ Students must communicate appropriately with instructors. When necessary, communication should be established through the official channel—email—and during working hours. It is strongly requested that students do not send messages to instructors at inappropriate hours via WhatsApp, Instagram, or other social media accounts.
- ❖ Students are required to attend all announced exams at the specified date, time, and platform, and must have their ID and other necessary documents with them. Students are responsible for knowing and following the rules stated in the exam guidelines announced verbally and/or in writing.

CONTACT INFORMATION

The School of Foreign Languages English Preparatory Program website should be checked regularly for updates about regulations, academic calendars, rules to follow, and other topics students need to know. All the details students need to know are included in this guide and/or on our website.

Questions or topics not covered in these resources can be learned by contacting class representatives and/or by sending an email to ydyo@asbu.edu.tr.



Website link: <https://ydyo.asbu.edu.tr/>

If you want to make an official request, you can apply in person to the relevant unit within ASBU SFL or send an email. Before writing your email, please read the sample email and instructions on page 24 of this guide. When contacting school official email addresses or faculty/administrative staff, you **must** use your ASBU student email address. Emails sent from personal email addresses will not be answered (because the sender's identity cannot be verified, personal information cannot be shared via unverifiable email accounts).

Depending on your request, you can send an email to ydyo@asbu.edu.tr, cdu@asbu.edu.tr or testing@asbu.edu.tr (for example, send to testing@asbu.edu.tr for an exam re-evaluation request). You can also find academic or administrative staff email addresses in the Academic or Administrative Staff section of the ASBU School of Foreign Languages website if you want to contact a specific staff member.

If you want information about a specific administrative issue not covered in this guide, you can email ydyo@asbu.edu.tr.

For any exam-related matters, you can email testing@asbu.edu.tr.

Additionally, you can stay updated with instant announcements and information by following our official Instagram and Twitter accounts:

❖ **Official Instagram account:** asbu_ydy

❖ **Official Twitter account:** @AsbuYdyo

❖ **Self-Access Center – Official Instagram account:** asbusac



ASBU STUDENT EMAIL ACCOUNT

Students must use their ASBU student email address for any communication regarding ASBU SFL or the University. All ASBU students are given email accounts, which they can find through the Student Information System.

You can log in to the Student Information System at <https://obs.asbu.edu.tr> and find your student number at the top right. After logging in, you can see your email address in the system.

You can get your email password at <https://asbusifre.asbu.edu.tr>.

If you experience issues with password operations, you can get support by emailing bid@asbu.edu.tr.

ONLINE PLATFORMS & COURSES

MOODLE

SOCIAL SCIENCES UNIVERSITY OF ANKARA uses Moodle as its online platform. You can also download the mobile app and access it via the following link:

<https://moodle.asbu.edu.tr/login/index.php>

Students will be able to track their attendance and grades through Moodle. To have an active Moodle account and to be assigned to the correct class, students must log in to Moodle at least once at the beginning of the academic year using their ASBU email address. Students who are not assigned to a class in Moodle will not appear on attendance lists and will be marked absent, leading to failure due to absenteeism. Therefore, students who are unable to log in to Moodle should inform the SFL Deputy Director.

For more information about Moodle, you can watch the following video:

<https://www.youtube.com/watch?v=ZtbD-klTYEo>



LEVELS

The ASBU School of Foreign Languages English Preparatory Program consists of four levels: Elementary, Pre-Intermediate, Intermediate, and Upper-Intermediate (Upper-Intermediate Extended). Levels are determined based on the result of the English Placement Exam held at the beginning of the academic year. Students who do not take the Placement Exam are automatically placed in the Elementary level.

At the start of the academic year, if students believe they have been placed in the wrong level within the first two weeks, they must first inform their Class Advisor. With the Advisor's recommendation, the SFL administration may conduct an additional evaluation and decide on a level change. No additional evaluation is conducted for students requesting to move to a lower level. Students who want to move to a higher level must get their Advisor's approval and submit a formal request. Requests submitted after the first week will not be processed.

If a student starts at the Elementary level and does not repeat a level, they will reach B1+/B2 level by the end of the academic year. See the scenarios on page 22 for level progression examples.

REQUEST FOR COURSE/LEVEL CHANGE

If a student believes that their current level is too high or too low, they may request a level change during the **first week** of classes at the start of the academic year by submitting a petition to the ASBU SFL Department of Foreign Languages.

While evaluating the student's request, the Department may consider one or more of the following criteria:

- ❖ Consultation with the instructor(s) teaching the course during the period when the petition is submitted.
- ❖ Administering an additional exam (time and location will be announced via students' ASBU email accounts; if students miss this exam, no make-up will be provided).
- ❖ Reviewing previous English Proficiency Exam (EPE) results (if taken).
- ❖ Reviewing previous grades (for students continuing from the previous year).
- ❖ Reviewing previous attendance records (for students continuing from the previous year).

Based on these criteria, the Department of Foreign Languages will decide whether the student will change levels and, if so, which level they will be placed in. The result will be sent to the student's ASBU email address.

REPEATING A COURSE/LEVEL

If a student fails a level once, they will repeat that level for a second time. For students who fail, a new class is not created (except for Elementary); they will continue in the same class with other students.

However, if they fail the same level a second time (making it a third attempt), a separate class may be created exclusively for repeat students, following a different book. If there are not enough students to open a separate class, students may be allowed to move to the next level with the decision of the Department of Foreign Languages.

Students in their second academic year who are repeating the preparatory program must meet the same requirements as all other students to pass levels (such as achieving the passing grade).

ENGLISH PLACEMENT EXAM

The English Placement Exam consists of 90 multiple-choice questions that progress from the easiest to the most difficult. The total exam time is 50 minutes.

Students scoring 26 or below out of 90 are placed in **Elementary** level.

Those scoring between 27 and 42 are placed in **Pre-Intermediate**.



Those scoring between 43 and 59 are placed in **Intermediate**.

Those scoring 60 and above are placed in **Upper-Intermediate**.

Students who did not take the Placement Exam at the beginning of the academic year are automatically placed in **Elementary**.

Score Conversion:

90-point scale	100-point scale
Elementary	0 – 26 → 0 – 28.8
Pre-Intermediate	27 – 42 → 28.9 – 46.6
Intermediate	43 – 59 → 46.7 – 65.5
Upper-Intermediate	60 – 90 → 65.6 – 100

Table 2: Scores on the 90-point scale

Table 3: Scores converted to the 100-point scale

COURSE CODES

Course codes indicate which period or level the student is in during the academic year. For example:

- **25ELE1.4:** “ELE” indicates Elementary level, “1” shows the Module (1st Module, first module of Fall semester), and “4” represents the student’s class.
- **25PIN3.1:** “PIN” indicates Pre-Intermediate level, “3” is the Module (3rd Module in an academic year; first module of the Spring semester), and “1” is the class.

Course Codes:

Code	Level
ELE	Elementary Level
PIN	Pre-Intermediate Level
INT	Intermediate Level
UPP	8-week Upper-Intermediate Level
UPP-EXT	16-week Upper-Intermediate Level (<i>EXT = Extended</i>)

Table 4: Course Codes

MODULES

At the end of each module, all classes are dissolved and new classes are formed for the next module. There are no "success" classes; all classes are created to be homogeneous based on average grades.

- **Module 1:** First module of the Fall Semester
- **Module 2:** Second module of the Fall Semester
- **Module 3:** First module of the Spring Semester (third module in the academic year)
- **Module 4:** Second module of the Spring Semester (fourth module in the academic year)

Table 5: Module Descriptions

CLASS HOURS AND WEEKLY SCHEDULE

Elementary, Pre-Intermediate, Intermediate, and 8-week Upper-Intermediate levels have classes at different times during the day.

When one level is completed, the next level may be scheduled at a different time of day. For example, Elementary might be in the morning in Module 1 but move to the afternoon in the next module—or remain in the morning. Pre-Intermediate might switch from afternoon to morning. The time slots for each level in a module are decided based on instructors’ schedules and logistical possibilities.

Classes at the same level are scheduled in the same time slots.



In the 2023–2024 Academic Year, all classes at all levels are taught in 50-minute sessions. Class hours are as follows:

Table 6: 8-week Schedule for Elementary and Pre-Intermediate Levels

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st Class	08:10 – 09:00	08:10 – 09:00	08:10 – 09:00	08:10 – 09:00	08:10 – 09:00
2nd Class	09:10 – 10:00	09:10 – 10:00	09:10 – 10:00	09:10 – 10:00	09:10 – 10:00
3rd Class	10:10 – 11:00	10:10 – 11:00	10:10 – 11:00	10:10 – 11:00	10:10 – 11:00
4th Class	11:10 – 12:00	11:10 – 12:00	11:10 – 12:00	11:10 – 12:00	11:10 – 12:00
LUNCH BREAK					
1st Class	13:00 – 13:50	13:00 – 13:50	13:00 – 13:50	13:00 – 13:50	13:15 – 13:50
2nd Class	14:00 – 14:50	14:00 – 14:50	14:00 – 14:50	14:00 – 14:50	14:00 – 14:50
3rd Class	15:00 – 15:50	15:00 – 15:50	15:00 – 15:50	15:00 – 15:50	15:00 – 15:50
4th Class	16:00 – 16:50	16:00 – 16:50	16:00 – 16:50	16:00 – 16:50	16:00 – 16:50

Table 6.1: 8-week Schedule for Intermediate Level

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st Class	08:10 – 09:00	08:10 – 09:00	08:10 – 09:00	08:10 – 09:00	08:10 – 09:00
2nd Class	09:10 – 10:00	09:10 – 10:00	09:10 – 10:00	09:10 – 10:00	09:10 – 10:00
3rd Class	10:10 – 11:00	10:10 – 11:00	10:10 – 11:00	10:10 – 11:00	10:10 – 11:00
4th Class	11:10 – 12:00	11:10 – 12:00	11:10 – 12:00	11:10 – 12:00	11:10 – 12:00

Table 7: 16-week Schedule for Upper-Intermediate (Extended) Level

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st Class	13:00 – 13:50	13:00 – 13:50	13:00 – 13:50		
2nd Class	14:00 – 14:50	14:00 – 14:50	14:00 – 14:50		
3rd Class	15:00 – 15:50	15:00 – 15:50	15:00 – 15:50		
4th Class	16:00 – 16:50	16:00 – 16:50	16:00 – 16:50		

(Classes for this level are scheduled for four hours on Monday, Tuesday, and Wednesday.)

CLASS ATTENDANCE

Students are required to attend **85% of face-to-face classes**. Tables 8 and 9 show the absence limits for each course/level. The internal absence limit per course is 15%, and students must not exceed this limit. If a student exceeds the 15% limit, they will automatically fail the course regardless of academic performance and must repeat it.



Absences are calculated weekly as 20 hours for ELE, PIN, and INT groups, and 12 hours for the UPP-EXT level.

- Repeat students do not have an attendance requirement to take the Proficiency Exam, but if they continue attending the Preparatory Program, they must submit assignments and take exams to pass the level.
- Attendance hours are calculated separately for each course, and hours cannot be carried over between modules.
- Medical reports cannot be used to reduce absences. Medical reports must be submitted to the Department of Foreign Languages within **3 working days** for a missed quiz to be valid or to get an extension on in-class activities. See page 9 for details on Materials and Assignments and page 16 for Make-up Exams.
- Students should **never** request that the Department of Foreign Languages or School of Foreign Languages management delete hours/days of absence under any circumstances. Such requests are not legal; a student cannot be marked present when they were not there. To be considered on official leave, the University's administration must send formal documentation showing the student was representing the university.

BEING LATE TO CLASS

Students are required to arrive on time and remain in class until the end of the lesson.

Attendance is recorded and tracked in Moodle.

If a student arrives late, they will still be admitted to class. However, if they are more than **10 minutes late** (except for the first class of the day), they will be marked absent for that class.

Students are expected **not** to make a habit of arriving late or leaving before class ends, as this disrupts the class. Instructors will warn students who do this regularly and report them to the Department of Foreign Languages.

Students are responsible for tracking their own attendance hours together with the Department of Foreign Languages.

LEVEL / COURSE ATTENDANCE LIMITS

LEVEL / COURSE	Weeks	Total Class Hours	Minimum Required Attendance	Maximum Allowed Absence
Elementary (ELE)	8	160 (20*8)	136	24
Pre-Intermediate (PIN)	8	160 (20*8)	136	24
Intermediate (INT)	8	160 (20*8)	136	24
Upper-Intermediate 8-week (UPP)	8	160 (20*8)	136	24
Upper-Intermediate 16-week (UPP-EXT)	16	192 (12*16)	163	29

Table 8: Attendance Limits for All Levels

- **ELEMENTARY (ELE):** If a student has 25 or more hours of absence, they fail the level due to absenteeism and must repeat it.
- **PRE-INTERMEDIATE (PIN):** If a student has 25 or more hours of absence, they fail the level due to absenteeism and must repeat it.
- **INTERMEDIATE (INT):** If a student has 25 or more hours of absence, they fail the level due to absenteeism and must repeat it.
- **UPPER-INTERMEDIATE (8 weeks):** If a student has 25 or more hours of absence, they fail the level due to absenteeism and must repeat it.



- **UPPER-INTERMEDIATE (16 weeks):** If a student has 30 or more hours of absence, they fail the level due to absenteeism and must repeat it.

Table 9: Attendance Limits for All Levels



CURRICULUM, MATERIALS & BOOKS

In the Elementary, Pre-Intermediate, Intermediate, and 8-week Upper-Intermediate levels, classes are held face-to-face for 5 days a week, 4 hours per day, totaling **20 hours per week**. In the Upper-Intermediate (Extended) level, classes are held 3 days a week, 4 hours per day, totaling **12 hours per week**.

BOOKS

The books used are from the **MacMillan Language Hub Series**. Each level's book also includes online components.

Students must obtain the original copies of the books and online resources for their level, as online assignments will also be given from these materials. Students at the Elementary level will start with the **A2 book**. The **A1 book** is not used.



MATERIALS & ASSIGNMENTS

Supplementary materials prepared to support the education in the English Preparatory Program are shared with students via **Moodle**. This allows students to access and review these materials whenever they want. These resources can only be accessed using **...@student.asbu.edu.tr** student email accounts—not personal email addresses. To access the files, students must switch accounts on the screen requesting access and activate their ASBU student email address.

The **online content** of the MacMillan Language Hub Series is included in assessments under the name **“online assignments.”** At the start of each module, detailed information about these assignments is shared with students on Moodle. Students must register with the provided class codes and complete the assignments within the given time frame.



Students who receive official permission from the university rectorate to represent the university in sports or similar activities, as well as those who submit and have medical reports approved, are granted an **additional 3-day extension** to submit their assignments.

Students who miss writing and speaking assignments—which are part of continuous assessment—due to health reasons or university-authorized activities have the right to make up these assignments. To benefit from this, students must submit the relevant documents (report, permission letter, etc.) to the School of Foreign Languages Directorate via **ydyo@asbu.edu.tr** within **3 working days**.

ASSESSMENT & EVALUATION

At SOCIAL SCIENCES UNIVERSITY OF ANKARA, in-level assessment is conducted in two ways:

1 Exams

- a. Quizzes
- b. End-of-Course Test (ECT)

2 Continuous Assessment

- a. Assignments (Writing assignments, Speaking assignments, Online assignments, etc.)
- b. Instructor Evaluation

To be eligible to take the **End-of-Course Test (ECT)**, students must achieve **at least 60 out of 100** in the combined total of quizzes, assignments, and instructor evaluation. If the total score is **59.5 or below**, students cannot take the ECT and automatically fail the level.

Breakdown of weights for ECT eligibility:

PERCENTAGE CONTENT

50%	Assignments, In-Class Activities, Online Content, and Instructor Evaluation
50%	Quizzes

Table 11: Weights for Eligibility to Take the End-of-Course Test

Note: There is no End-of-Course Test for Upper-Intermediate levels.

✓ To pass the level (except Upper-Intermediate), students must achieve 75 out of 100 in all evaluation components.

Breakdown for passing levels (excluding Upper-Intermediate 8- and 16-week):

PERCENTAGE CONTENT

10%	Assignments, In-Class Activities
40%	Quizzes
50%	End-of-Course Test (ECT)
100%	Total: Course/Level Success

Table 12: Evaluation Criteria for Each Level (except 8- and 16-week Upper-Intermediate)

EXAMS

ELEMENTARY, PRE-INTERMEDIATE & INTERMEDIATE LEVELS

Quizzes (2) End-of-Course Test (ECT)

Quiz 1	Reading, Vocabulary & Writing
Quiz 2	Listening, Grammar & Speaking
ECT	Reading, Vocabulary, Writing, Listening, Grammar & Speaking



8-WEEK UPPER-INTERMEDIATE LEVEL

Quizzes (2) End-of-Course Test (ECT)

Quiz 1	Reading, Vocabulary & Writing
Quiz 2	Listening, Grammar & Speaking
ECT	Not Applicable

16-WEEK UPPER-INTERMEDIATE LEVEL

Quizzes (4) End-of-Course Test (ECT)

Quiz 1	Reading, Vocabulary & Writing
Quiz 2	Listening, Grammar & Speaking
Quiz 3	Reading, Vocabulary & Writing
Quiz 4	Listening, Grammar & Speaking
ECT	Not Applicable

Table 13: Content of Quizzes and End-of-Course Tests by Level

Important:

Students who miss a quiz on its scheduled day and time **cannot take a make-up**.

Students officially representing SOCIAL SCIENCES UNIVERSITY OF ANKARA in sports competitions or similar events, or those with valid medical reports submitted to the Department of Foreign Languages, are considered "excused."

For these students, the score of the other quiz within the same course will be used as the score for the missed quiz.

Students not officially authorized by the Rectorate cannot benefit from this policy.

DETAILS OF CONTINUOUS ASSESSMENT FOR ALL LEVELS

LEVEL	WRITING (60 pts)	SPEAKING (20 pts)	ONLINE ASSIGNMENT (10 pts)	INSTRUCTOR EVALUATION (10 pts)
ELEMENTARY	In-class Activity 1: 30 pts	In-class Activity 1: 20 pts	10 pts	10 pts
	In-class Activity 2: 30 pts			
PRE-INTERMEDIATE	In-class Activity 1: 30 pts	In-class Activity 1: 20 pts	10 pts	10 pts
	In-class Activity 2: 30 pts			
INTERMEDIATE	In-class Activity 1: 30 pts	In-class Activity 1: 20 pts	10 pts	10 pts
	In-class Activity 2: 30 pts			



LEVEL	WRITING (60 pts)	SPEAKING (20 pts)	ONLINE ASSIGNMENT (10 pts)	INSTRUCTOR EVALUATION (10 pts)
UPPER-INTERMEDIATE (8 WEEKS)	In-class Activity 1: 30 pts In-class Activity 2: 30 pts	In-class Activity 1: 20 pts	10 pts	10 pts
UPPER-INTERMEDIATE (16 WEEKS)	MODULE 1 In-class Activity 1: 15 pts In-class Activity 2: 15 pts MODULE 2 In-class Activity 1: 10 pts In-class Activity 2: 10 pts In-class Activity 5: 15 pts In-class Activity 6: 15 pts	MODULE 1 In-class Activity 1: 20 pts MODULE 2 In-class Activity 1: 20 pts	10 pts	10 pts

Table 14: Continuous Assessment Components by Level

EXAM RE-EVALUATION

Students may appeal their exam results within **three working days** following the announcement of grades by submitting the petition available on the School of Foreign Languages main webpage. Appeals submitted after this **3-day period** will **not** be processed.

If a student wishes to appeal the **End-of-Course Test (ECT)** or **English Proficiency Exam (EPE)**, they must use the petition templates available in the **Student** section of the ASBU SFL website. No other formats or informal messages will be accepted.

The completed petition must be sent within the legal timeframe to **testingunit@asbu.edu.tr**.

Petitions sent to other units, delivered in person, or sent without the required scanned signature will **not** be accepted.

After submitting the official appeal, the necessary evaluation will be completed, and results will be sent to the student's **ASBU email address** within **three working days** following the closure of the appeal process.

Important: Once the re-evaluation decision has been communicated by the Assessment and Evaluation Unit, the result is **final**. There is no possibility of requesting another review of the exam paper.



You can access the petition templates in both Turkish and English via these links:

- **Exam Re-Evaluation Form (English):**
<https://drive.google.com/file/d/1e30MHWq4bv9EgyH8K1wBye8vUVuHOleE/view?usp=sharing>
- **Exam Re-Evaluation Form (Turkish):**
<https://drive.google.com/file/d/1gafeLheOLUPG1W2X9rDsArxivNOEPX-P/view?usp=sharing>

MAKE-UP EXAM

There are **no make-up exams** for the English Placement Exam, Quizzes, or the English Proficiency Exam.

If a student misses a quiz due to a medical issue documented with an official report submitted to the Department of Foreign Languages, the **score of the other quiz** taken in the same course will be used for the missed quiz.

Make-up exams are only held for End-of-Course Tests (ECT).

To take a make-up ECT, students must submit their **make-up exam petition** within **3 working days** following the end date on their medical report to the Department of Foreign Languages.

If the medical report is accepted, the student will be allowed to take the make-up exam **within 3 working days** after submitting the report.

ENGLISH PROFICIENCY EXAM

ASBU students must be exempt from the Preparatory Program to enroll in their academic departments. To be exempt, they must either:

- Take the ASBU English Proficiency Exam (EPE) and score **75 or above** for departments offering education in English, or **70 or above** for other departments, **or**
- Provide proof of an equivalent exam result as listed in the FAQs on the School of Foreign Languages website.

All students enrolled in the ASBU SFL English Preparatory Program may take the English Proficiency (Exemption) Exam if they meet the conditions shown in **Tables 15 and 16**.

Students **repeating** the Preparatory Program in their **second year** may take the English Proficiency Exam **without conditions**.

Eligibility requirements for Elementary and Pre-Intermediate students:

Students in these levels must achieve at least **60 out of 100** in their level to take the EPE.

PERCENTAGE CONTENT

10%	Assignments, Instructor Evaluation
40%	Quiz Average
50%	End-of-Course Test
100%	Total Required Score

*Students must score at least **60 out of 100** overall to be eligible for the EPE.*

Table 15: Requirements to Take the English Proficiency Exam (Excluding Upper-Intermediate Levels)



✓ **Eligibility requirements for Upper-Intermediate (8- and 16-week) students:**

Students in these levels must achieve at least **60 out of 100** in their level to take the EPE.

PERCENTAGE CONTENT

50% Assignments, Instructor Evaluation

50% Quiz Average

100% Total Required Score

*Students must score at least **60 out of 100** overall to be eligible for the EPE.*

Table 16: Requirements for Upper-Intermediate Levels to Take the English Proficiency Exam

✓ Normally, the English Proficiency Exam is offered **three times per academic year:**

- At the **beginning** of the academic year
- At the **end** of the Fall Semester
- At the **end** of the Spring Semester

Students must achieve **75** in the EPE to be exempt if their department's education is in English, or **70** if it is in Turkish.

Detailed information can also be found in the **FAQs** section of the SFL website.

ENGLISH PROFICIENCY (EXEMPTION) EXAM CONTENT

SECTION DETAILS		NUMBER OF QUESTIONS LEVEL	
Reading	3 texts of 350–400 words each	30 total questions	B1+/B2
	1 text of ~1500 words (provided separately)		
	TOTAL: 4 reading passages		
	6/7/8 questions per passage		
Listening	3 audio recordings	30 total questions	B1+/B2
	1 audio recording for note-taking		
	TOTAL: 4 listening passages		
	6/7/8 questions per passage		
Writing	1 Response Task (150–200 words)	-	B1+/B2
	1 Composition (250–300 words)		
Speaking	Face-to-face interview (two candidates at a time)	-	B1+/B2
	2 questions in Part 1		
	1 question in Part 2		

*Each section of the English Proficiency Exam contributes **25%** to the total score.*

Table 17: ASBU SFL English Proficiency Exam Content

✓ You can access a sample English Proficiency Exam via this link and on the SFL website:

[Sample EPE Link](#)

SELF-ACCESS CENTER

The **ASBU SFL Self-Access Center (SAC)** is a learning space established to support students' language learning outside of class.

The center offers individual and group study areas, as well as resources for different language skills such as listening, speaking, reading, and writing. It also organizes 50-minute activities and sessions that students can attend regularly.

Many of these services are delivered by foreign instructors, experienced Turkish instructors, and trained student moderators. Certain clubs and conversation events are run by authorized student moderators to encourage peer learning.



Open **weekdays from 08:00 to 17:00**, the center offers the following activities:

- Conversation Club
- Listening Practice Activity
- Reading Practice Activity
- Pronunciation Practice Activity
- Writing Feedback Session (with Instructor Moderator)
- Academic Reading Activity
- TED Talks Session
- Film Club
- Debate Club
- Taboo Club
- Game Club (Scrabble, Vampires & Villagers, Two Truths and a Lie)
- Text-to-Talk Activity
- Listen and Speak Activity (Connect and Converse)
- Speak Fearlessly Activity
- ChitChat Activity
- Notetaking Workshop
- Presentations on Language Learning Strategies

These activities not only help students improve weaker skills in listening, writing, speaking, and reading, but also provide opportunities for **regular and enjoyable practice** outside the classroom.





Activities are planned for specific levels. Each week, the SAC program is published, and students can register for events online according to the skills they want to improve.

Bonus Points:

- Students in Elementary, Pre-Intermediate, Intermediate, and Upper-Intermediate (8-week) levels can earn **3 extra points** if they attend **12 activities** by the end of the program.
- Students in the 16-week Upper-Intermediate program can earn **3 extra points** if they attend **24 activities** by the end of the program.

Active participation in the Self-Access Center and regular attendance at its events will help students become more independent learners and support their **lifelong learning skills**.

For more information:

- SAC FAQ: <https://ydyo.asbu.edu.tr/tr/sss-bagimsiz-ogrenme-merkezi-sac>
-  Quick Links:
 - Weekly Program & Reservation: <https://sac.asbu.edu.tr/>
 -  FAQ: <https://ydyo.asbu.edu.tr/tr/sss-bagimsiz-ogrenme-merkezi-sac>
 -  Contact: sac@asbu.edu.tr
 -  Instagram: @asbusac

OTHER TOPICS

❖ Our students can receive psychological support at the **Clinical Research and Application Center**, and they can also schedule appointments with the **University Doctor** for outpatient medical care.

❖ Students **repeating** the English Preparatory Program are **exempt from the attendance requirement**. They may choose to continue attending classes in the **3rd and 4th semesters** during their second year, or they can prepare for the English Proficiency Exam independently. However, students in their **first or second academic year** who do **not** wish to continue attending the program must **inform the ASBU SFL Department of Foreign Languages** at the beginning of the first or second semester **within the first two weeks** by submitting a petition.



This notification can be sent by email to **ydyo@asbu.edu.tr** during the first two weeks and then the **original signed petition** must be delivered in person or by mail.

❖ For each module, a class representative is selected from among the students by the class advisor, and this representative is invited to a WhatsApp group by the Assistant Director of the School of Foreign Languages. Announcements are also shared with students through this channel, and students' complaints or requests can also be received via this channel.

❖ Students must bring valid **student ID cards** and any **required documents** to exams. They must be present at the **announced time and place** as posted on Moodle or the school website. Students are responsible for learning the **exam rules, procedures to follow during the exam**, and **other related details** as shared in Moodle and/or on the school website—and for following these rules during the exam.



SSUA SFL LEVEL SCENARIOS

		FALL	SPRING		
		MODULE 1	MODULE 2	MODULE 3	MODULE 4
		ELEMENTARY	PRE-INT	INTERMEDIATE	UPPINT(8)
		ELEMENTARY	ELEMENTARY	PRE-INT	INTERMEDIATE
PLACEMENT EXAM	PROFICIENCY EXAM	ELEMENTARY	ELEMENTARY	PRE-INT	PRE-INT
		ELEMENTARY	ELEMENTARY	ELEMENTARY	PRE-INT
		PRE-INT	INTERMEDIATE	UPPINT(16)	
		PRE-INT	PRE-INT	INTERMEDIATE	UPPINT(8)
		PRE-INT	PRE-INT	INTERMEDIATE	INTERMEDIATE
		PRE-INT	PRE-INT	PRE-INT	INTERMEDIATE
		PRE-INT	PRE-INT	PRE-INT	INTERMEDIATE

EMAIL EXAMPLE

(Be sure to also read the example in the English version of the guide.)

- **SUBJECT:** Write a short phrase summarizing the topic of your email as clearly and briefly as possible (e.g., "About the EPE Exam" or "Regarding My 2nd Writing Assignment").
- **SALUTATION:** "Dear Sir/Madam" or "Dear [Name],"
- **INTRODUCTION:** Briefly introduce yourself (include your **name, surname, student number, and department**).
- **BODY:** Clearly explain why you are writing and what you are requesting.
- **CLOSING:** Politely thank the reader and mention you look forward to a prompt response.

Use expressions like:

- "Kind regards,"
- "Best regards,"
- "Sincerely,"

And **always** include your **full name, student number, and phone number** at the end.

Important:

Always send your emails from your **ASBU student email address**.



SOCIAL SCIENCES UNIVERSITY OF ANKARA School of Foreign Languages 2025-2026 Academic Year Foreign Language Preparatory Program Academic Calendar

FALL SEMESTER

Date	Time	Event
08 September 2025 Monday	10:00	Placement Exam (Arabic & English & Japanese & Russian)
09 September 2025 Tuesday		Announcement of Placement Exam Results (Arabic & English & Japanese & Russian)
10 September 2025 Wednesday	10:00	Proficiency Exam Reading/Writing/Listening Sections (English)
11 September 2025 Thursday	10:00	Proficiency Exam Speaking Section (English)
11 September 2025 Thursday	10:00	Proficiency Exam (Reading/Listening/Writing/Speaking Arabic & Japanese & Russian)
15 September 2025 Monday		Announcement of Proficiency Exam Results (Arabic & English & Japanese & Russian)
15-19 September 2025		Tuition fee payments for repeating students or those actively enrolled in other universities
22 September 2025 Monday		Orientation Program for Preparatory Class Students
22 September – 12 November 2025		1st Module Course Period (8 weeks)
13-14 November 2025 17 November 2025 Monday	10:00	End-of-Module Exam 1 (English)
24 November 2025 – 14 January 2026		Announcement of End-of-Module Exam 1 Results (English)
15-16 January 2026	10:00	2nd Module Course Period (8 weeks)
15-16 January 2026 16 January 2026 Friday	10:00	End-of-Module Exam 2 (English)
19 January 2026 Monday	10:00	End-of-Module Exam (Arabic & Japanese & Russian)
16 January 2026 Friday		Announcement of End-of-Module Exam 2 Results (Arabic & English & Japanese & Russian)
22 January 2026 Thursday		Deadline for students dismissed from the program to apply for external university exemption exam
23 January 2026 Friday	10:00	Proficiency Exam Reading/Writing/Listening Sections (English)
23 January 2026 Friday	10:00	Proficiency Exam Speaking Section (English)
26 January 2026 Monday	10:00	Proficiency Exam (Reading/Listening/Writing/Speaking Arabic & Japanese & Russian)
02-06 February 2026		Announcement of Proficiency Exam Results (Arabic & English & Japanese & Russian)
		Mid-term Break



SPRING SEMESTER

Date	Time	Event
02-13 February 2026		Tuition fee payments for repeating students or those actively enrolled in other universities
09 February – 01 April 2026		3rd Module Course Period (8 weeks)
02-03 April 2026	10:00	End-of-Module Exam 3 (English)
06 April 2026 Monday		Announcement of End-of-Module Exam 3 Results (English)
13 April – 10 June 2026		4th Module Course Period (9 weeks)
11-12 June 2026	10:00	End-of-Module Exam 4 (English)
12 June 2026 Friday	10:00	End-of-Module Exam (Arabic & Japanese & Russian)
15 June 2026 Monday		Announcement of End-of-Module Exam 4 Results (Arabic & English & Japanese & Russian)
18 June 2026 Thursday	10:00	Proficiency Exam Reading/Writing/Listening Sections (English)
19 June 2026 Friday	10:00	Proficiency Exam Speaking Section (English)
19 June 2026 Friday	10:00	Proficiency Exam (Reading/Listening/Writing/Speaking Arabic & Japanese & Russian)