



**SİVAS
BİLİM VE TEKNOLOJİ
ÜNİVERSİTESİ**

STUDENT HANDBOOK

SIVAS UNIVERSITY OF SCIENCE AND TECHNOLOGY
2025-2026 ACADEMIC YEAR SCHOOL OF FOREIGN LANGUAGES





“We take strength from civilization, knowledge and science and walk accordingly.”

Mustafa Kemal Atatürk

CONTENT

SİVAS UNIVERSITY of SCIENCE AND TECHNOLOGY SCHOOL OF FOREIGN LANGUAGES MANAGEMENT.....	4
PREFACE.....	5
ACADEMIC CALENDAR 2025-2026 EDUCATIONAL YEAR.....	6
1-ABOUT THE SCHOOL OF FOREIGN LANGUAGES	7
1-1 The History	7
1.2- The Mission	7
1.3- The Vision.....	7
1.4- The Objectives.....	7
1.5- The Roadmap.....	8
1.6- Organization Chart.....	8
2-LIFE ON CAMPUS.....	9
3- Introducing the preparatory class	9
3.1- Compulsory Preparatory Class Education.....	9
3.2- Optional Preparatory Class Education	10
4- THE PREPARATORY MODEL	10
4.1-Beginning.....	10
4.2- Exams	11
4.3- Preparation System.....	12
4.4- Operation and Level Completion	12
4.6- Distribution of Levels.....	13
5. COMPULSORY ATTENDANCE.....	13
5.1- Absenteeism	13
5.2-Excuses	13
6. ISSUES that STUDENTS SHOULD PAY ATTENTION SS	14
7-STUDENTS' RIGHTS	14
7.1- Right to Receive Information	14
7.2- The Right to Education in Equal Conditions	15
7.3- The Right to Object to the Exam Grade	15
7.5- Right to Representation	15
7.6- Right to Make Complaints, Requests and Suggestions	15
7.7- Right to Petition	15
8. FAILURE IN PREP CLASS AND CLASS REPETITION	15
8.1 Those who Completed the 1 st Year at SFL.....	15
8.2 Those who Completed the 2 nd Year at SFL.....	16
9. STUDENT INFORMATION SYSTEM.....	16
10. IMPORTANT CONTACT INFORMATION	16

Director:



Lecturer Ekrem ERÖZ

Assistant Director:



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SFL Secretary:



Tahsin ÖZCAN

PREFACE

Dear Students,

Welcome to Sivas University of Science and Technology School of Foreign Languages Preparatory Class.

I congratulate you all for your success in getting Sivas University of Science and Technology. You will take the first step of your academic life in higher education at the School of Foreign Languages. Your studies at this stage will both prepare you for your academic program and contribute to your graduation as a qualified individual who can adapt to the global world.

Our School of Foreign Languages offers world-class language education to students with expert lecturers, contemporary teaching methods, and innovative and developing technology-compatible course materials. Your success here depends, to a large extent, on the planned and determined work you will show.

This booklet contains all the rules and information you will need to know during the foreign language preparatory education.

I wish you all a successful academic year.



*Lecturer Ekrem ERÖZ
Director of the School of Foreign Languages*

ACADEMIC CALENDAR 2025-2026 EDUCATIONAL YEAR

	ACTIVITY	START	END
FALL SEMESTER	English Preparation Class Proficiency Exam for Transfer Students	19.08.2025	22.08.2025
	Announcement of the List of Students Exempt from the English Preparation Class for Horizontal Transfer Students	25.08.2025	
	English Proficiency Exam for Students Who Have Recently Enrolled and Those Who Failed in the Previous Academic Year	08.09.2025	12.09.2025
	Announcement of the List of Students Exempt from the Mandatory English Preparatory Class	15.09.2025	
	English Placement Exam for Preparatory Class Students	17.09.2025	
	Announcement of Preparatory Class Students' Levels and Groups	19.09.2025	
	Preparatory Class First Term	22.09.2025	07.11.2025
	Preparatory Class First-Term Final Exam	10.11.2025	15.11.2025
	Announcement of Final Exam	17.11.2025	
	Mid-Term Break	17.11.2025	21.11.2025
	Preparatory Class Second Term	24.11.2025	09.01.2026
	Preparatory Class Second-Term Final Exam	12.01.2026	17.01.2026
	Announcement of Final Exam	19.01.2026	
	Mid-Semester Break	19.01.2026	01.02.2026
SPRING SEMESTER	Preparatory Class Third Term	02.02.2026	19.03.2026
	Preparatory Class Third-Term Final Exam	23.03.2026	28.03.2026
	Announcement of Final Exam	30.03.2026	
	Mid-Term Break	30.03.2026	03.04.2026
	Preparatory Class Fourth Term	06.04.2026	22.05.2026
	Eid	27.05.2026	30.05.2026
	Preparatory Class Fourth-Term Final Exam	01.06.2026	06.06.2026
	Announcement of Final Exam	08.06.2026	
	Summer Vacation	08.06.2026	05.07.2026
SUMMER SEMESTER	Preparatory Class Summer Session	06.07.2026	14.08.2026
	Preparatory Class Summer Session Final Exam	17.08.2026	21.08.2026
	Announcement of Final Exam	21.08.2026	

1-1 The History

Sivas University of Science and Technology (SBTU) School of Foreign Languages was established in 2018 with the other faculties of the university following the relevant law. Since its establishment, versatile technical and project studies related to academic, administrative and physical structuring were completed quickly, and the School of Foreign Languages started education-teaching activities in the 2022-2023 academic year. The aim of the School of Foreign Languages is to ensure that our students have foreign language proficiency at a level that addresses their needs in academic, social and professional fields. In our school, education is given within the framework of a contemporary language education approach based on communication, learning, and process-oriented. Our school provides services in the field of Basic English Education. In addition to the Basic English education given to the students enrolled in the undergraduate and graduate programs of our university in the preparatory class, compulsory English foreign language courses in the undergraduate programs of our university are provided by the School of Foreign Languages.

1.2- The Mission

To provide distinguished language skills to our students who will have a voice in our country in the future, to raise our students as individuals with competitive power both nationally and internationally, and to educate students who can use every language skill at the target level.

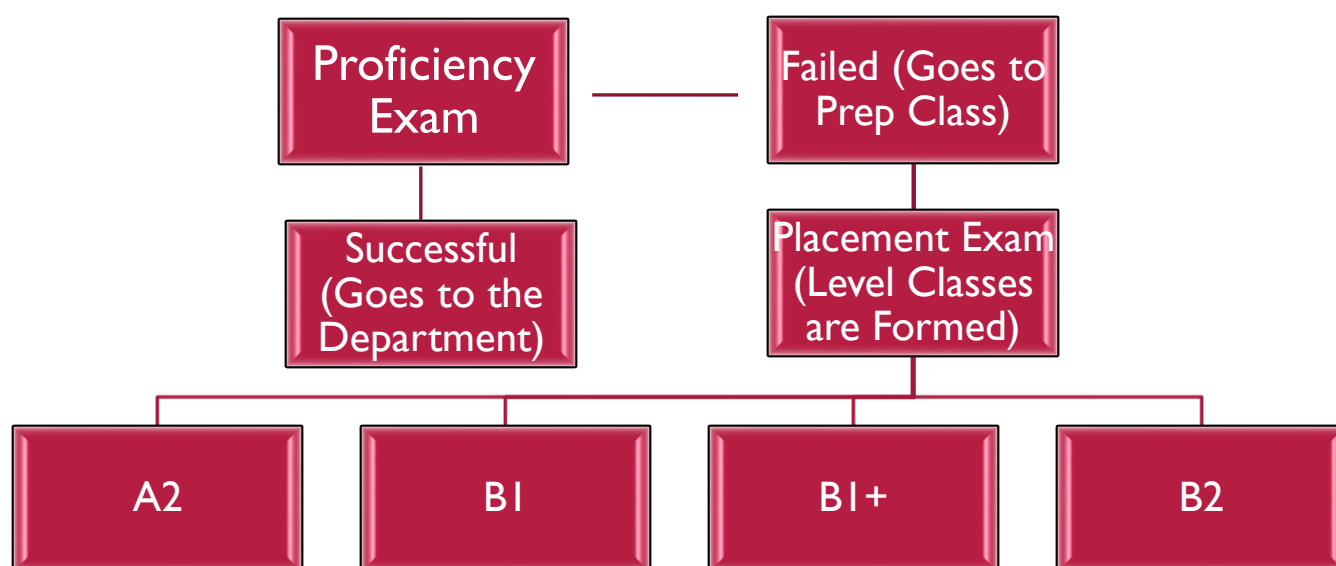
1.3- The Vision

To educate students who are contemporary, creative, original, innovative, and entrepreneurial with scientific equipment and qualifications in the light of Atatürk's principles. Another important vision that we adopt as the School of Foreign Languages of our university is to provide language education at international standards and to contribute to the active use of our student's language skills, especially in the fields of science and technology and defence. In this way, the horizons of our students will develop, and our students will be able to establish international relations, following the developments in their fields closely, and increase quality.

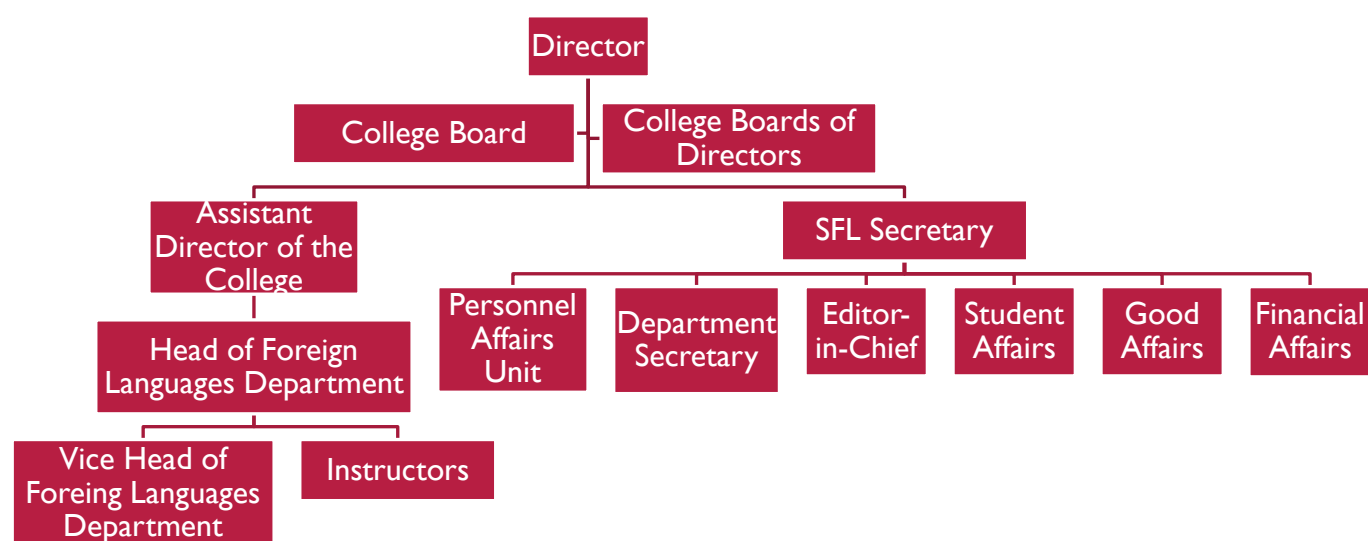
1.4- The Objectives

- To ensure your continuous development by the levelling-up model,
- To reveal your true potential in level classes,
- To consider not only the exam but also your in-process performance of you with the In-level evaluation method,
- To aim to improve four basic language skills with the education model and language teaching methods we have adopted,
- To centre upon your weaknesses when you need to repeat the same level,
- To offer opportunities to improve your digital literacy with its technology-supported classroom and education model,
- To help you expand your social environment and increase your self-confidence by developing an open and respectful attitude to different cultures,
- To aim to improve your skills in the 21st century is the understanding we offer.

1.5- The Roadmap



1.6- Organization Chart



2-LIFE ON CAMPUS

The School of Foreign Languages, where you will follow your courses during this academic year, offers a calm and peaceful environment approximately 5 km away from the city centre. Transportation to the campus can be provided by municipal buses.

Our University, where you can spend time in your extra time from the lessons, offers services such as a library, conference hall, green areas, as well as a shopping centre, food areas, shopping, cinema, Go-Kart, playgrounds located right next to our university campus in your recreational activities. Within the framework of the protocol we signed with the Sivas Provincial Directorate of Youth and Sports, our students can benefit from Taha Akgül Indoor Sports Hall and Olympic Swimming Pool, which are located right next to our campus. Sivas 4 Eylül Stadium, right next to our university, creates an event alternative for our students on match days. İstasyon and Atatürk Streets, where the heart of social life beats in Sivas, are between 5-10 minutes away from our campus area by bus. The streets mentioned above have many facilities such as cinemas, cafes, restaurants, and shopping points.



At the same time, there is a cafeteria for lunch on the campus and a canteen on the basement floor of our building where you can meet your food and beverage needs.

Click to Watch Our Campus Video or Scan the Barcode!



3- INTRODUCING THE PREPARATORY CLASS

3.1- Compulsory Preparatory Class Education

The education period in compulsory preparatory education is a maximum of 2 (two) years as specified in Article 44 of Law Number 2547. Students who have enrolled in the programs, except those who are successful in the foreign language proficiency exam and those who are exempt from preparatory education, are obliged to continue their foreign language preparatory education. A student who cannot complete the preparatory education within one academic year can take the foreign language proficiency exam to be held before the fall semester of the next academic year. If he is successful in this exam, he is going to be exempt from the preparatory program. If he fails, he continues his preparatory education at the level he failed. On the other hand, if the student takes the placement test to be held before the fall semester of the next academic year, he/she will be placed in the relevant level according to the result of the exam. On the other hand, if the student applies with documents proving that he/she has the specified score in the international foreign language exams accepted by the University, they will be deemed to have successfully completed the preparatory program with the decision to be made by the Board of Directors of the School of Foreign Languages.



3.2- Optional Preparatory Class Education

Students who are placed in a program that provides Turkish education at the university and who have a final registration for optional foreign language preparatory education can apply to the academic unit they are enrolled in.



In foreign language preparatory education, the education period is arranged yearly on a semester basis (it can be withdrawn from the preparatory education at the end of the fall semester), and the education period is one total education year. If the number of participants in optional foreign language preparatory education is above the quotas determined for that year, the students who will be taken to the foreign language preparatory education in the relevant departments are determined by the Board of Directors of Foreign Languages, based on the ÖSYM exam scores.

Students who would like to study optional preparatory education are placed in the relevant levels according to their scores by participating in the Placement Exam held at the beginning of the academic year. Students who want to study optional preparatory education do not have to take the Proficiency Exam. Optional foreign language preparatory education is not repeated. The student who is enrolled in optional foreign language preparatory education can leave the preparatory education with a petition until the end of the course selection period, those who exceed this period cannot leave the preparatory education and take courses from their programs. Those who complete or fail the optional preparatory education continue their further education in the program they are placed in.

4- THE PREPARATORY MODEL

4.1-Beginning

In our university, compulsory education is applied in the departments which have 100% English education, and Optional English Preparatory Class Education is applied in other departments. (From the 2023-2024 Academic Year, English Preparatory education will be mandatory for our Master's and Doctoral students.) Our candidate students, who are subject to Compulsory Preparatory Class Education, are exempt from English preparatory education if they are successful in taking the preparatory Proficiency Exam at the beginning of each fall semester. Candidate students who fail the Proficiency Exam have to take English preparatory education.

In addition, students who want to start their associate, undergraduate, or graduate education who are enrolled in the University for the first time;

- a) For an associate degree; those who have studied and completed in secondary education institutions of a country where English is spoken as a first tongue in the last three years or below,
- b) For undergraduates; those who have studied and completed secondary education institutions or associate degree programs in a country where English is spoken as a first tongue in the last three years or below,
- c) For graduates; Those who have studied and completed in Undergraduate or Graduate institutions in a country where English is spoken as a first tongue in the last three years or above are considered exempt from Foreign Language Preparatory Education.

For undergraduate students;

Students are exempt from preparatory education if they have a successful grade which is certified in one of these national or internationally accepted exams of Cambridge English Proficiency (CPE): C Level, Cambridge Advanced English (CAE): C Level, Test of English as a Foreign Language (TOEFL IBT): 72, or Pearson Test of English (PTE ACADEMY): 55.

For graduate students;

- a) If they have received at least 70 points from the central foreign language exams held by ÖSYM (YDS/YÖKDİL) or exams whose equivalence is accepted by the Council of Higher Education,
- b) Or if the student has a national or internationally accepted exam grade and is certified in one of these exams, Cambridge English Proficiency (CPE): Level C, Cambridge Advanced English (CAE): C Level, Test of English as a Foreign Language (TOEFL IBT): 72, or Pearson Test of English (PTE ACADEMIC): 55.

Students must apply to the School Directorate with a petition containing the necessary documents to benefit from these exemption conditions.

4.2- Exams

4.2.1- Proficiency Exam



A student who scores 50 points or above from the exam of the first stage can take the exam of the next stage, but a student who scores below 50 points cannot enter the other stages of the exam and must take the Placement Exam.

In order to be considered successful in the Proficiency Exam, the overall grade point average mark must be 60. The effect of each stage on the overall evaluation is 1/4.

4.2.2- Placement Test

It is an exam to determine the levels of students who are not successful in the Proficiency Exam. The purpose of the Placement Exam is to accurately determine the current English knowledge of our students who will start to study in preparatory classes and to ensure that they start studying at the appropriate level. The grade taken from this exam will not participate in any average during the year and will not affect the student's success in this sense. For this reason, to determine the real language level of the students correctly, it is important for them to complete the exam alone without any help and to be placed in the right class.

4.2.3- Exemption Exams for Compulsory Foreign Language Courses

Students who enrol in associate degree programs at the university for the first time or would like to start their undergraduate education by passing the Proficiency Exam, or successfully graduate from the final course of the preparatory education can take the exemption exam of the compulsory foreign language courses which will be held at the beginning of the fall semester or on the date specified in the academic calendar. Students who score at least 60 out of 100 points in this exam are exempt from the compulsory foreign language courses. The grade letter of compulsory foreign language courses is determined according to the provisions of Article 36 of the SBTU Associate and Undergraduate Education-Teaching and Examination Regulation.

[https://kms.kaysis.gov.tr/\(X\(1\)S\(5vpfotuqpoi3qals42nwlyjo\)\)/Home/Kurum/68373721](https://kms.kaysis.gov.tr/(X(1)S(5vpfotuqpoi3qals42nwlyjo))/Home/Kurum/68373721)

4.2.4- Quizzes

These exams are planned for a short time in accordance with the curriculum of the level at which the students are studied. These exams are applied in a single session and in written form.

4.2.5- Homework

A process and product-oriented evaluation criterion is applied in the evaluation of these studies. Homework work is mainly carried out in a digital environment.

4.3- Preparation System

LEVELS			
A2	B1	B1+	B2
Elementary	Pre – Intermediate	Intermediate	Upper-Intermediate
<ul style="list-style-type: none">• 40%In-Period Evaluation• %60 End of Term	<ul style="list-style-type: none">• 40%In-Period Evaluation• %60 End of Term	<ul style="list-style-type: none">• 40%In-Period Evaluation• %60 End of Term	<ul style="list-style-type: none">• 40%In-Period Evaluation• %60 End of Term
In-Term Evaluation 4 Criteria	In-Term Evaluation 4 Criteria	In-Term Evaluation 4 Criteria	In-Term Evaluation 4 Criteria

4.4- Operation and Level Completion

- English preparatory education at our university consists of 'Main Course' courses in which four different components (speaking, listening, reading, and writing) are integrated under a single course. The attendance requirement for the Main Course course is 80%. To pass to the next level, the student must complete this level successfully. In case a student fails, the student must get to the current level again in the next quarter. In order to be considered successful, a student must have attended at least 80% of the courses the student has taken, in addition, the completion score of the level exams and the exam performance grade must be at least 60 points out of 100.

- The final score of a candidate student is calculated by taking the averages of the **in-core performance (40%)** and **final (60%)** scores. The candidate student's visa score consists of **quizzes (15%)**, **writing assignments (10%)**, **video homework/presentation (10%)**, and **online homework (5%)**. The final grade consists of **Listening (25%)**, **Reading (25%)**, **Writing (25%)** and **Speaking (25%)** exams that will be taken at the end of the seven-week course education. 60% of the average of the final exams determined by percentiles affects the student's final level completion score.

- The course completion exam consists of four stages. These exams include writing, reading, listening, and speaking skills. To continue the next stages from the first stage, the students must get a minimum score of 50 out of 100 from each stage. If the student does not get 50 points, the student will not be able to participate in the other stages of exams.

4.6- Distribution of Levels

Level Numbers	Week Number	Elementary	Pre – Intermediate	Intermediate	Upper-Intermediate
Level	Level Week Number	Language Level	Language Level	Language Level	Language Level
Level I	7	Elementary	Pre – Intermediate	Intermediate	Upper-Intermediate
Level II	7	Pre – Intermediate	Intermediate	Upper-Intermediate	
Level III	7	Intermediate	Upper-Intermediate		
Level IV	7	Upper-Intermediate			

5. COMPULSORY ATTENDANCE

5.1- Absenteeism

The student is obliged to continue at least 80% of the total course hours of the level he takes. If the student does not meet the attendance requirement, the student is considered unsuccessful from the level program the student has taken and must repeat the same level. In Foreign Language Preparatory Education, the list of students who exceed the absenteeism limit is announced by the Foreign Languages School Directorate within the seventh week. For the first year of registration, students who have fulfilled the attendance requirement in Foreign Language Preparatory Education but have failed can take the Proficiency Exam to be held at the beginning of the fall semester. There is no obligation to attend the elective courses added for students who finish the courses early. The total of the sanitary permits taken by a student cannot exceed 10% of the course hours he took in the relevant course, (excluding the delegation reports) they are calculated and reduced from the attendance requirement.

5.2-Excuses

The make-up exam for the level completion exams is held on the dates specified by the School Board of Foreign Languages. Students who cannot take the level completion exams according to Article 6 of the Sivas University of Science and Technology Right and Valid Excuses Directive, to the provisions mentioned in the "Permission" section of the SBTU Associate and Undergraduate Education-Teaching and Examination Regulation, show their status and apply in writing to the SFL Directorate within 7 (seven) days following the period of the official health report. An excuse exam is organized by the School of Directors of the School of Foreign Languages for students whose excuse is valid, the place and time of which is determined by the relevant unit. Excuses that are not reported during this period are not considered. Make-Up exams are only applied for level completion final exams. There is no excuse for exams for informed or unannounced quizzes, Placement, and Proficiency Exams.

6. ISSUES THAT STUDENTS SHOULD PAY ATTENTION SS

- Students must adhere to the course schedule.
- Students are prohibited from using mobile phones and similar devices during the lesson without the permission of the lecturer.
- Students should first meet with the advisor instructor in case of any problems. The students should apply to the level coordinator or student affairs under the guidance of the advisor lecturer.
- Students cannot attempt to restrict the freedom of learning or teaching, they cannot disrupt peace and order in the classroom.
- Students are required to bring all necessary course materials to the course.
- Students are prohibited from signing someone else's place.
- Students have to enter the campus with their student IDs and have their IDs with them while they are at the school.
- Students cannot give their student IDs to others for their use in any way.
- Students are obliged to have their student ID with them in all exams and to show them if the lecturers want. All kinds of classroom and out-of-class work that students have done about language learning throughout their education should belong to them.
- Students should be in careful relations with all lecturers and other students within the framework of respect rules.
- Students should keep the SFL building, and its surroundings clean and use the fixtures belonging to the SFL carefully. The damage is compensated by the student.
- Students cannot come to the class under the influence of alcohol or prohibited substances, they cannot consume these substances within the boundaries of the school and cannot gamble.
- Students cannot attack lecturers verbally or physically and other students.
- Students cannot smoke in closed areas within the building and in non-smoking areas of the campus.
- Students cannot keep and use dangerous substances (firearms, knives, etc.) with them.
- Posters, etc. by students cannot be hung within the borders of the SFL building or distributed in any way without permission.
- Students cannot enter classes and laboratories with any food and beverage except water.

7-STUDENTS' RIGHTS

What are your rights?

7.1- Right to Receive Information

One of your most basic rights is that as a student, you have the right to receive information about matters that interest you. You have the right to be aware of your exam grade, to see your exam paper, to be aware of the exam samples and evaluation criteria, and to learn your absence number. Your exam papers are delivered to you by the advisor teacher who entered your course and your exam result is released. Examples of Proficiency and Placement Exams are available on our site. It is your responsibility to monitor your attendance, but your advisor can also inform you of your monthly absence if you request it.

7.2- The Right to Education in Equal Conditions

All of our staff are at the same distance from every student taught in our school. Regardless of language, religion, race, gender, or past experiences, each student undergoes a standardized education with other students who teach at the same level as him, takes an exam under the same conditions, and is evaluated under the same conditions. None of our apps contain privileges for the person, class, or specific group.

7.3- The Right to Object to the Exam Grade

If you think that there is an error regarding your exam grade, the objection to the exam results is made to the SFL Directorate with a petition within three days after the announcement of the grades. The objection is forwarded to the exam commission that takes the exam by the SFL Directorate. If an error is detected as a result of the examination to be made by the exam commission, the necessary correction is made in the exam grade.

7.4- Right to Protection of Personal Information

Your information such as exam grade, and absenteeism time is within the scope of personal information and is not shared with others unless you want to.

7.5- Right to Representation

You have the right to be represented through the student representative during the decision-making process in our school.

7-6- Right to Make Complaints, Requests and Suggestions

You can submit all kinds of complaints, requests, and suggestions through the Information or RIMER systems on our university's website.

7.7- Right to Petition

When you have a problem at school, you have the right to petition the department secretariat to solve the problem in official ways.

8. FAILURE IN PREP CLASS AND CLASS REPETITION

8.1 Those who Completed the 1st Year at SFL

The options offered for our students who have completed 1 year of compulsory education in the preparatory school and have failed are as follows;

- 1) Taking the proficiency exam to be held at the beginning of the next semester and if he is successful, he can transfer to the department.
- 2) Applying to take one of the exams whose equivalence is accepted and specified in our directive and to pass to the department by getting a valid score,
- 3) Taking the preparatory education for another year,
- 4) If our students who study in optional preparation classes fail, they can start education in the departments they registered for at the end of the year.

8.2 Those who Completed the 2nd Year at SFL

The options offered for our students who have completed 2 years of compulsory education in the preparatory school and have failed are as follows;

1) Students who have received two consecutive education in Foreign Language Preparatory Education and are unsuccessfully dismissed can enter YS by taking advantage of the 3 (three) exam rights they will use in 3 (three) years.

2) They can apply to take one of the exams whose equivalence is accepted and specified in our directive and to pass to the department by getting a valid score,

3) They can apply to be placed in the Turkish of the same department at another university through ÖSYM.

9. STUDENT INFORMATION SYSTEM

UIMS (University Information Management System) is an information processing system where university students can follow and query all the details of curricula such as absenteeism, exam grades, and registered courses. School of Foreign Languages students can follow the exam results and absences by logging in with their student numbers and password through this system. Students are responsible for checking their exam results and success status through UIMS. Students are not informed about the results announced through the system.

10. IMPORTANT CONTACT INFORMATION

- *The following units can be reached on 0346 217 00 00.*

Unit	Contact Number
Higher Education Secretary	0346 217 0471-0472
Student Affairs Unit	0346 217 0471-0472
Preparatory Unit	0346 217 0473-0476
Web Site	www.ydyo.sivas.edu.tr
E-Mail	yabancidiller@sivas.edu.tr

Sivas Bilim ve Teknik Üniversitesi
Yabancı Diller Yüksekokulu
Gültepe Mahallesi Mecnun Otyakmaz Caddesi No:1
Merkez/Sivas



