



**BURSA ULUDAĞ UNIVERSITY**



# **SCHOOL OF FOREIGN LANGUAGES**

## **STUDENT HANDBOOK**

**ENGLISH**

**ENGLISH**



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## A) DEAR STUDENTS,

As ULUDAĞ UNIVERSITY SCHOOL OF FOREIGN LANGUAGES, our philosophy of education is based on the principles of "learning for life" and "lifelong learning". For this purpose, our language programs (English, German, Arabic and French), which are shaped according to the skills (Speaking, Writing, Reading, Listening) and language elements (Vocabulary, Grammar, Pronunciation) specified by the European Language Criteria 'CEFR' (Common European Framework), are taught by academicians who are experts in their fields.



Learning a foreign language requires dedication and effort and is a lifelong process. During the education in the faculty, it is almost impossible for students to keep up with their courses and learn a foreign language in the evenings or at the weekends. Success can only be achieved by devoting a certain amount of time to language learning and focusing on all language skills. It is an undeniable fact that university students begin to work immediately after graduation, and therefore do not have enough time for language learning.

In the global world, being a university student is very different than in the past because access to information has become very easy via the Internet. Approximately 85% of the information sources on the Internet are in English. For this reason, learning a foreign language is the golden key to reach information directly. Scientific events (conferences, seminars, workshops etc.) at universities are often held in a foreign language with participants from different countries. Moreover, the vast majority of university students plan an academic career after their graduate education. However, it is almost impossible to do research in master's and doctorate programs without having a good command of a foreign language. In addition, student exchange programs such as ERASMUS +, SECONDOS and MEVLANA are opportunities for students to go abroad, and this can only be realized through a good language education.

Extracurricular studies and correct guidance are vital for success in language and this can only be done with the help of instructors who are experts in their fields. These academicians can use information technologies effectively and apply the most up-to-date education and training methods. To develop the students' functional language skills and constantly monitor their progress in an intensive learning environment is only possible at universities.

Prof. Dr. İsmail GÜLER  
Director of School of Foreign Languages

## B) 2023-2024 ACADEMIC CALENDAR FOR THE PREPARATORY PROGRAM

REGISTRATION CALENDAR	Start	End	Information
<b>APPLICATIONS FOR EXEMPTION FROM THE COMPULSORY PREPARATORY PROGRAM</b>	28.08.2023	13.10.2023	(1)
<b>APPLICATIONS FOR THE PLACEMENT EXAM FOR THE OPTIONAL PREPARATORY PROGRAM</b>	28.08.2023	08.09.2023	(2,4)
<b>PROFICIENCY EXAM FOR THE COMPULSORY PREPARATORY PROGRAM</b> (1 <sup>ST</sup> SESSION – WRITTEN PART) This exam is compulsory for the students who have registered for the <b>Compulsory Preparatory Program</b> . *** <b>The students who have scored 60% and higher must attend the 2<sup>nd</sup> session of the exam on 14.09.2023.</b>	12.09.2023 (Exam Hour: 10.00)		(2,3,5,6,7)
<b>PLACEMENT EXAM FOR THE OPTIONAL PREPARATORY PROGRAM</b> This exam is compulsory for the students who have registered for the <b>Optional Preparatory Program</b> .	13.09.2023 (Exam Hour: 10.00)		(2,4,7)
<b>PROFICIENCY EXAM FOR THE COMPULSORY PREPARATORY PROGRAM</b> (2 <sup>ND</sup> SESSION – WRITING + SPOKEN PART) *** <b>Only the students who have scored 60% and higher in the first session of the exam held on 12.09.2023 are allowed to take this part of the exam.</b>	14.09.2023 (Exam Hour for the Writing Part: 10:00 Exam Hour for the Spoken Part: 11:30)		(2,3,5,6,7)
<b>ANNOUNCEMENTS OF THE RESULTS OF THE PROFICIENCY EXAM FOR THE COMPULSORY PREPARATORY PROGRAM</b>	18.09.2023		(6)
<b>ORIENTATION WEEK</b>	25.09.2023	29.09.2023	(7)

### Information:

(1) Students who wish to be exempted from the Preparatory Program with their national/international exam results and the diplomas from abroad must apply to BUUSFL

Student Affairs Office in person. Detailed information on valid national and international exams and exemption requirements is available in the Regulation on the following website <https://www.resmigazete.gov.tr/eskiler/2020/08/20200823-3.htm>.

(2) **All students who will attend the (Compulsory or Optional) Preparatory Program** must go to [http://ydyo.uludag.edu.tr/2020\\_2021%20s%C4%B1nav.html](http://ydyo.uludag.edu.tr/2020_2021%20s%C4%B1nav.html) and read the terms and conditions on the link. The students who are subject to the **Compulsory Preparatory Program** do **NOT** need to apply for Exemption. However, the students who wish to attend the **Optional Preparatory Program** **must** apply online in line with the statement below. Foreign students registered for Compulsory Preparatory Program will need a certificate proving their competence in Turkish. On the given dates in the academic calendar, **all foreign students must apply to BUUSFL Student Affairs Office in person with their certificate proving their competence in Turkish** (Tel: 0224 294 26 56).

(3) The students who have registered for the Compulsory Preparatory Program for the first time in the 2023-2024 academic year and the students who completed but failed the Compulsory Preparatory Program in the 2022-23 academic year can take the **Placement/Proficiency Exam for the Compulsory Preparatory Program**.

**The Placement/Proficiency Exam for the Compulsory Preparatory Program in the English, German and French languages** is held in **two sessions**. The **1<sup>st</sup> session of the exam** consists of **multiple-choice questions** at B1+ level and is graded out of 60 points. The students who have scored 60% and higher in the 1<sup>st</sup> session of the exam held are allowed to attend the 2<sup>nd</sup> session of the exam. The students who have failed the 1<sup>st</sup> session of the exam are placed in the appropriate module based on their scores. The **2<sup>nd</sup> session of the exam** consists of the **writing part (essay)** and the **spoken part**. The students who have scored 60 points and higher in the test, writing and spoken parts are exempt from the compulsory preparatory program and can directly start their undergraduate program. Taking the Placement/Proficiency Exam for the Compulsory Preparatory Program is not obligatory, and the students who have not taken this exam are placed in the elementary level of the prep class.

For the students in the **English, German and French preparatory programs**, the exam is conducted at Bursa Uludağ University School of Foreign Languages (on Ali Osman Sönmez Campus), where they will study. ([For the directions to School of Foreign Languages, please go to this link.](#))

(4) The students who wish to attend the Optional Preparatory Program in the English language must read the terms and conditions on the link <http://uludag.edu.tr/ydyo/konu/view?id=10548> and make their applications online. If the number of students applying for the Optional Preparatory Program is above the quota determined by the School of Foreign Languages Administrative Board, the students to be admitted to the program are determined in order of application. The list of students who are entitled to attend the optional preparatory program is

announced on the school website <http://uludag.edu.tr/ydyo> on 09.09.2023. The students who are entitled to attend the optional preparatory program **must** attend the Placement Exam on 13.09.2023. The students who do not take this exam are deemed to have waived the right to attend the Optional Preparatory Program. The students who have scored 60 points or higher in the exam can not attend the program since there is no appropriate module for them. The students who have applied for the program but have not been admitted to the program due to quota restrictions directly continue their studies in the undergraduate programs.

**(5) The students who have not taken the exam on 12.09.2023 are directly enrolled in the preparatory class entry/beginner level.** Class lists and the orientation program are announced on the website <http://uludag.edu.tr/ydyo> on 23.09.2023.

**(6) The students who pass the Proficiency Exam for the Compulsory Preparatory Program can start their departments on the dates specified in the academic calendar.** Their results will be reported to the departments in written form. These students should apply to the Registrar's Office of the undergraduate program they will be studying for course selection procedures. In addition, these students are exempted from the common compulsory Foreign Language I and II courses taught in the first year in line with the grades they have received.

**(7) The orientation program, the meeting links and class lists are announced on the website <http://uludag.edu.tr/ydyo> on 23.09.2023.** In the orientation program, presentations and training sessions are given to introduce the education model of the school, course syllabus, course materials, exams and digital platforms to be used. **For all students, whether they are in the compulsory or optional program, attendance to the (online) orientation program is compulsory.**

### C) 2023-2024 ACADEMIC CALENDAR FOR THE PREPARATORY PROGRAM

FALL SEMESTER	Start	End
<b>FALL SEMESTER (79 WORKING DAYS)</b> There are no classes on 1 <sup>st</sup> January (afternoon) as this day is public holiday.	<b>02.10.2023</b>	<b>19.01.2024</b>
<b>THE EVALUATION WEEK FOR THE LEVEL</b>	20.11.2023	24.11.2023
<b>END-OF-MODULE EXAMS</b>	15.01.2024	19.01.2024
<b>PROFICIENCY EXAM APPLICATIONS FOR REPEAT STUDENTS</b>	02.01.2024	05.01.2024
<b>PROFICIENCY EXAM FOR REPEAT STUDENTS</b>	10.01.2024	
<b>MAKE-UP EXAMS</b> (For the end-of-level exams - fall term)	22.01.2024	
SPRING SEMESTER	Start	End
<b>SPRING SEMESTER (73 WORKING DAYS)</b> On 8-12 <sup>th</sup> April, 23 <sup>rd</sup> April and 1 <sup>st</sup> May, there are no classes as these days are public holidays.	<b>12.02.2024</b>	<b>31.05.2024</b>
<b>THE EVALUATION WEEK FOR THE LEVEL</b>	01.04.2024	05.04.2024
<b>END-OF-MODULE EXAMS</b>	27.05.2024	31.05.2024
<b>MAKE-UP EXAMS</b> (For the end-of-level exams - spring term)	03.06.2024	
<b>PROFICIENCY EXAM (END OF PREP CLASS)</b>	11-12.06.2024	
<b>MAKE-UP EXAM FOR PROFICIENCY</b>	25-26.06.2024	



## **D) FOREIGN LANGUAGE PREPARATORY EDUCATION PREFACE**

### **1. History**

As part of our university, there are 15 Faculties, 2 Schools, 15 Vocational Schools, 1 Conservatory, 4 Institutes, 27 Application and Research Centers, 1 Research Center and 5 departments established under the Rectorate, which aim to raise youths who are highly scientific and rational, democratic, liberal-minded and responsible. In addition, raising individuals who respect the beliefs and values of the society and adopt cultural and historical values with an international perspective is the other principle of the university.

Our school was established on 4.3.2002 under the name of the School of Foreign Languages, upon the decision of the Council of Ministers, under the Rectorate of Bursa Uludağ University. Bursa Uludağ University School of Foreign Languages was established as a four-year department and started the Compulsory Foreign Language Preparatory Program in the 2001-2002 academic year. In the same year, the Department of Foreign Languages, affiliated to the Rectorate, became part of our school. BUUSFL also conducts compulsory foreign language courses (English, French, and German) - stipulated in article 5/1 of the Higher Education Law No. 2547 - in the first year of all faculties, schools and vocational schools. On Ali Osman Sönmez Campus, there are a total of 50 classrooms, a computer lab, and an individual learning center (Self-Access Center), where education is provided in 2 blocks.

### **2. Mission**

As Bursa Uludağ University School of Foreign Languages (BUUSFL), our mission is to use innovative technologies in a student-oriented and communicative environment and to support our students in acquiring foreign language skills, which they will need for their academic studies and future lives. In addition, our institution aims to encourage cooperation between students and instructors in order to raise autonomous students who are aware of the continual nature of language learning.

### **3. Vision**

Our vision as Bursa Uludağ University School of Foreign Languages (BUUSFL) is to provide a perfect environment that allows our students to develop their own learning independently of any language programs. This will help them gain a student-centered, collaborative, and creative approach to learning.

## NON-DISCRIMINATION POLICY

Our school is committed to the principle of equal opportunity and equal treatment in education and employment. BUUSFL respects all individuals without any discrimination of gender, religion, national and ethnic origin, race, color, physical disability, physical appearance, marital or parental status in the administration of its educational, admission and employment

### 4. BUUSFL Action Oriented Education Approach

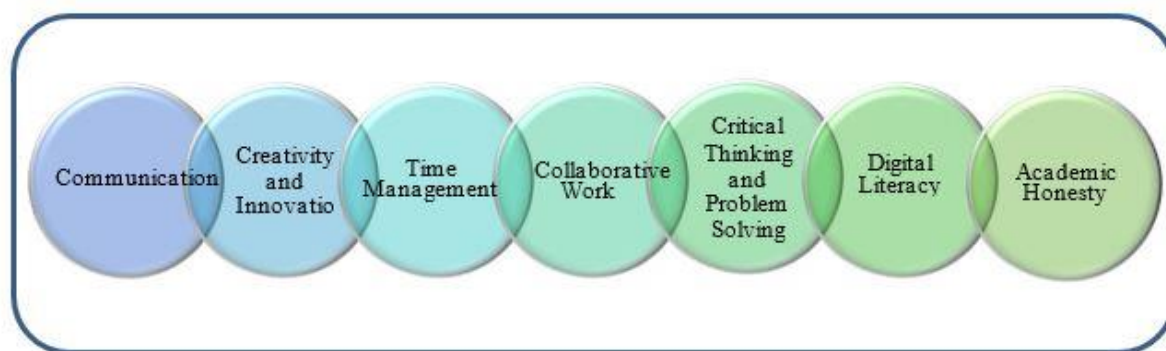
BUUSFL, adopts a student and learning centred-action-oriented foreign language teaching approach rather than a traditional teacher and teaching focused approach as an educational philosophy. This approach aims for the students to interact and communicate in the target language. In the action-oriented approach, seven features are considered as wheels that activate and support each other. The seven features of the action-oriented approach are illustrated in the diagram below.

#### 4.1 Wheels of the BUUSFL Action Oriented Education Approach



Figure 1: 7 Wheels of the BUUSFL Action Oriented Education Approach

In this Program Design Model, which is action oriented, the language learner is the social actor and the language is seen as a means of establishing communication real life. This model gives importance to creating a meaningful relationship between student-student and teacher-student. For this reason, our Program Design Model not only supports students' foreign language learning, but also prepares them for their future undergraduate studies. Therefore, our Student Activities Unit organizes seminars where academicians and experts from different fields are invited to the school. In order for all students to be able to participate in these seminars, the students are free on Wednesday afternoons. Students will improve their language skills through BUUSFL English preparatory education. In this way, students will have the opportunity to succeed in the courses they will take in English in their departments, to conduct research in English in their fields, and to gain effective communication skills in the global world.



**Figure 2: Targeted 21st Century Skills**

## **5. English Preparatory Program Instructional Design Model**

Since its establishment, BUUSFL has been aiming for sustainable foreign language education and training suitable for the needs of the changing age and the new generation. By following up-to-date teaching approaches and methods closely, this program puts emphasis on a constantly developing and dynamic structure. In line with the criteria set in the Common European Framework of Reference for Languages (CEFR), BUUSFL provides foreign language education with the aim of raising autonomous students while taking into account its own institutional conditions.

The purpose of our Preparatory Program Design Model is to teach our students the basic rules of a foreign language and the methods of verbal and written comprehension defined in the CEFR, the ability to follow publications in various fields and the language of communication required in social and academic contexts.

In line with our action-oriented education philosophy and with the 21st-century skills, our Preparatory Program Design Model is based on teaching the four skills (listening, speaking, reading, writing) defined in the CEFR and the elements of the language (vocabulary, grammar, pronunciation and spelling) in an integrated way.

### **5.1 Definition of a Successful Student**

The student who completes the English Preparatory Program at BUUSFL successfully is defined as the one who exchanges information and carries out collaborative tasks, which is essential in an action-oriented approach; has developed general and communicative language competences; and activates appropriate strategies for accomplishing various tasks with some confidence, spontaneity and fluency in terms of General English. Regarding Academic English, a successful student refers to the one who has developed the language skills essential for academic success; connects useful strategies through mediation; co-constructs meaning in interaction; and takes part in tasks which require note-taking, encouraging participation in a debate, developing other people's ideas, and leading a group discussion. The student who is defined as successful in our institution also takes responsibility for his/her own learning and is aware of the fact that language learning is a life-long process which necessitates making use of 21<sup>st</sup> century skills and learning outside the classroom.

## 6. Modular System

Students start the relevant module according to the results of the placement test and the needs analysis that is conducted at the beginning of the Preparatory Program (See Table 1).

Module	Level	Target	Weekly Class Hour	Total
Module I	Level 1 (A2) Level 2 (B1)	English for General Purposes	24	16 weeks
Module II	Level 2 (B1) Level 3 (B1+)	English for General Purposes	24	16 weeks
Module III	Level 3 (B1+) Level 4 (B1+)	English for General Purposes + English for Academic Purposes	24	16 weeks
Module IV	Level 4 (B1+) Level 5 (B2)	English for Academic Purposes	24	16 weeks
Module V	Level 4 (B1+)	English for Academic Purposes	24	7 weeks

**Table 1: BUUSFL Modular System**

These modules are designed as a total of 5 different modules, with two levels in a module in the fall and spring terms and one level in the summer term (See Tables 2, 3 and 4). The modules last 16 weeks in the fall and spring terms, and 7 weeks in the summer term. The student's compulsory attendance is determined on the basis of the module. In each module, 80% attendance is required over the total course hours.

Term/Module	Module I	Module II
<b>Fall Term</b>	Level 1 (A2)	Level 2 (B1)
	Level 2 (B1+)	Level 3 (B1+)

**Table 2: BUUSFL Preparation Program Module Content for the Fall Term**

Students who complete the module at the end of the fall term with at least a 60% success rate move on to the next module in the spring term; those who fail, repeat the same module.

Term/Module	Module II	Module III	Module IV
<b>Spring Term / 1. Quartel</b>	Level 2 (B1)	Level 3 (B1+)	Level 4 (B1+)
<b>Spring Term / 2. Quartel</b>	Level 3 (B1+)	Level 4 (B1+)	Level 5 (B2)

**Table 3: BUUSFL Preparation Program Content for the Spring Term**

Students who must attend Module II in the Spring term cannot sit the Proficiency and its Make-up exam, as they have not completed Level 4. Students who have completed Module II with a 60% success rate can also take Module V in the summer term on a voluntary basis (see Table 4). Students who have attended the compulsory Preparatory Program and failed can continue their education in this program for another year, or they can take the Proficiency Exam conducted for repeat students at the end of the next fall term.

Students' total score is obtained by adding 50 % of the success score of Module III and 50% of the Proficiency or its Make-up Exam score. Students whose scores are 60 or above are considered successful in the Preparatory Program. The calculation of the final score is presented in Section 8.2. Students who fail in Module III can take Module V in the summer term if they prefer. In addition, students who have to attend to the Compulsory Preparatory Program can repeat it for another year, or they can take the Proficiency Exam conducted for repeat students at the end of the following fall term.

The output of Level 5, covered in Module IV, is above the level targeted in the BUUSFL Preparation Program Design Model. For this reason, students who fulfil the 60% success rate in Module IV are considered to have successfully completed the level and program. However, students who fail this module have to sit the Proficiency or its Make-up Exam. Students' total score is obtained by adding 50 % of the success score of Module IV and 50% of the Proficiency or its Make-up Exam score. Students who fail can attend Module V in the summer term if they prefer, or students who have to attend the Compulsory Preparatory Program can take the Preparatory Program for another year and / or they can take the proficiency exam conducted for repeat students at the end of the following fall term.

There is a tuition fee for Module V in the summer term and participation is not compulsory. In cases where there are not enough registrations, Module V is not started and a Proficiency Exam is not held in the summer term. Only Level 4 is offered in Module V.

Term/Module	Module V
Summer Term	Level 4 (B1+)

**Table 4: BUUSFL Preparation Program Module Content for Summer Term**

Students who fail due to absenteeism in the Preparatory Program or repeat Module II but fail cannot attend Module V. Students who continue and fail Module III can take Module V. Students who continue and fail Module IV can take Module V. Students who achieve a 60% success rate in Module V can sit the Proficiency Exam held at the end of the summer term. Students' total score is obtained by adding 50 % of the success score of Module III and 50% of the Proficiency or its Make-up Exam score. Students whose final scores are 60 or above are considered successful in the Preparatory Program.

#### **Level 1: A2**

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g., very basic personal and family information, shopping, local geography, employment).
- Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

#### **Level 2: B1**

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise whilst travelling in an area where the language is spoken.
- Can produce simple connected text on topics which are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

### **Level 3: B1+**

- Can understand the majority of clear standard input on familiar matters related to their interest and most general topics. They understand the majority of recorded materials on current affairs or topics of personal or professional interest.
- Can understand not only simple connected texts on familiar matters but also clear detailed texts on a wide range of subjects
- Can maintain interaction and get across what they want to, in a range of contexts, cope flexibly with problems in everyday life, and exchange quantities of information.
- Can give a viewpoint on a topical issue providing reasons and explanations as well as giving the advantages and disadvantages of various options.
- Can write texts in some detail on a wide range of familiar subjects related to their fields of personal or professional interest.
- Can use a repertoire of structures in familiar contexts, with reasonable accuracy and generally good control.
- Can use a good range of vocabulary for matters connected to their interest and most general topics.

### **Level 4: B1+ (Academic English)**

- Can understand the main points of clear standard speech on familiar matters related to their interest and most general topics.
- Can understand the main points of recorded materials on current affairs or topics of personal or professional interest.
- Can understand not only simple connected texts on familiar matters but also clear detailed texts on a wide range of subjects.
- Can maintain interaction and get across what they want to, in a range of contexts, and exchange quantities of information.
- Can give a viewpoint on a topical issue providing reasons and explanations as well as giving the advantages and disadvantages of various options.
- Can present simple and clear descriptions on a wide range of subjects related to their fields of interest.
- Can write texts in some detail on a wide range of familiar subjects related to their fields of personal or professional interest.



- Can write different types of essays, passing on information or giving reasons in support of or against a particular point of view, analyzing the causes and effects of a situation or an event.
- Can connect phrases in a simple way to describe experiences and events.
- Can use higher-order thinking skills (HOTS) to develop their understanding of the target language and foster the ability to think more critically about the information presented in the academic environment.
- Can mediate written, visual, and oral materials, concepts, create relationships, resolve conflict, and manage and enhance communication.
- Can use a repertoire of structures in familiar contexts, with reasonable accuracy and generally good control.
- Can use a good range of vocabulary for matters connected to their interest, most general and academic topics.

**Level 5: B2**

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

## 7. The Eligibility Requirements in Modules

In the table below, the transition between modules is shown.

Fall Term	Success Status	Spring Term	Success Status	Result
<b>Module I</b>	Pass	Module III	Pass	Eligible for the Proficiency Exam.
			Fail	Ineligible for the Proficiency Exam. Can take Module V.
<b>Module I</b>	Fail	Module II	Pass	Ineligible for the Proficiency Exam as Module IV hasn't been completed. Can take Module V.
			Fail	Ineligible for the Proficiency Exam. Cannot take Module V.
<b>Module II</b>	Pass	Module IV	Pass	Considered successful without taking the Proficiency Exam.
			Fail	Eligible for the Proficiency Exam.
<b>Module II</b>	Fail	Module III	Pass	Eligible for the Proficiency Exam.
			Fail	Ineligible for the Proficiency Exam. Can take Module V.

**Table 5: The Table for Transitions between modules in the BUUSFL Preparatory Program**

Students who fail the Preparatory Program and decide not to attend the program for another year can take the Proficiency Exam conducted for repeat students at the end of the following fall term.

## 8. The Curriculum for the Preparatory Program

In the BUUSFL Preparatory Program, English for General Purposes and English for Academic Purposes is taught in accordance with the needs of the students and our educational philosophy. English for General Purposes is taught through an integrated skills approach whereas in English for Academic Purposes reading/ writing and listening/ speaking skills are taught separately but linked thematically.

Our curriculum in all modules consists of in-class and extra-curricular tasks. The in-class curriculum is based on textbooks; the extracurricular activities consist of homework tasks. (see Table 6).

Implementation	Implementation Environment	Weighting
<b>Course materials</b>	In-class	80%
<b>Assignments and Portfolios</b>	Out-of-class	18%
<b>Classroom performance</b>	In-class	2%

**Table 6: The Weighting of in-class and extra-curricular tasks for the BUUSFL Preparatory Program**

In the BUUSFL Preparatory Program, three different kinds of portfolio tasks are assigned for each module as extra-curricular activities (see Table 7).

Type of Task	Task (Per Module)	Digital Platform Used
<b>Writing Portfolio</b>	2 Writing assessment task and 10 in-class writing practice tasks	Microsoft Teams
<b>Speaking Portfolio</b>	10 Video tasks/in-class presentation	Microsoft Teams
<b>E- Portfolio</b>	Online Homework Tasks	LMS + Mobile Phone Application

**Table 7: Extracurricular Portfolio Tasks for the BUUSFL Preparatory Program**

Our portfolio tasks are process and product oriented and aim to develop autonomous learning. All our portfolio tasks are assigned, completed, and evaluated on digital platforms. The use of digital media skills is incorporated in the language learning process while students are doing these tasks. Lecturers and students are informed about the digital platforms they will use for their portfolio tasks on an Orientation Day at the beginning of the academic year. In addition, a user manual on how to use digital platforms (Microsoft Teams, LMS and mobile phone applications) can be found on our website. Many textbooks offer online platforms. In case any problems occur with these platforms, publishers are required to provide a contact address (mail and telephone).

## **8.1. Exams**

In our BUUSFL Preparation Design Model, six different types of measurement and evaluation are applied at the beginning of the academic year, throughout the year. These exams are held in one or multiple sessions, written and / or orally. In order to ensure transparency in the exams held at the School of Foreign Languages, audio and / or video recordings can be made, if considered necessary by the School administration.

**8.1.1. Proficiency Exams:** These exams are held at the beginning of the academic year. Students who get a score of 60 or above from this exam and students who have documented their success in equivalent exams specified in our regulation can start their departments. These exams are administered as one or multi-sessions, written and / or orally.

**8.1.2. Placement Exams:** These exams are administered in one session and written form to determine the levels of students who will start the Preparatory Program. If necessary, Exemption Exams can also be used as placement exams.

**8.1.3. Quizzes:** These exams are designed to measure students' short-term achievements. They are administered written or orally in one session.

**8.1.4. Homework and Portfolio Tasks:** In the evaluation of these tasks, a process and product-oriented criterion is applied. Homework and Portfolio tasks are mostly carried out on digital platforms.

**8.1.5. Mid-terms and End of Module Exams:** These exams which are held at the end of each level test all language skills and language elements. These exams are administered in multiple sessions, written and orally.

**8.1.6. Proficiency and its Make-Up Exams:** These are the Preparatory Program completion exams for students who meet the necessary requirements specified in the Preparatory Program Design Model. They are held in multiple sessions, written and orally. Students who take and fail the Proficiency Exam sit its Make-up Exam.

**8.1.7. Proficiency Exam for Repeat Students:** This exam is held at the end of fall semester for repeat student who couldn't meet the requirements specified in the Preparatory Program Design Model in their first year. In this exam, a score of 60 and above irrespective of their performance throughout the year.

## **8.2. Calculating the achievement grade**

The following criteria are applied in all modules specified in the BUUSFL Preparation Program Design Model (see Table 8).

Assessment and Evaluation Tools	Weighting
<b>Quiz</b>	30 %
<b>Homework and Portfolio Tasks</b>	18 %
<b>Mid-term Exams</b>	20 %
<b>End of Module Exams</b>	30 %
<b>Classroom performance</b>	2 %
<b>Total</b>	100 %

**Table 8: Weighting of Measurement and Evaluation Tools**

Students whose success score is 60 or above at the end of the module continue to the next level, while those who fail repeat the same module. The total score in the Preparatory Program is calculated by taking the averages of the students' success scores in the modules and the Proficiency Exam score.

Students whose total score is 60 and above are considered to have successfully completed the Preparatory Program. Students whose total score is less than 60 are entitled to sit the Make-up Exam in accordance with the regulations of our university.

Students who fail the make-up exam can take Module V offered in the summer term or the Proficiency Exam for repeat students at the end of the next fall semester, or they can be exempted from the Preparatory Program by taking an equivalent exam specified in the regulations. Students who successfully complete Module IV do not need to take the Proficiency Exam, and their total score is calculated by taking the average of the success scores of the levels in Module I.

### **8.3. Level Changes**

Level changes can only be made at the beginning of the fall semester with the recommendation of the advisor and the approval of the School Administration in the first two weeks following the start of the courses. Written and / or oral exams are given to students who want to change levels. After the level change, students cannot return to their previous levels. Orientation days are held for the first two days of preparatory education, and students are provided information on textbooks, weekly lesson schedules, exams, educational materials, social facilities, etc. Also, students receive information on the setup and use of online and mobile applications that they will use while learning language. All students who are going to study in the Preparatory Program must attend this orientation. Details of the Orientation Program are announced on [ydyo.uludag.edu.tr](http://ydyo.uludag.edu.tr). Students are not recommended to get textbooks prior to the Orientation Program as there may be changes in classes and levels.

## **9. Duties and Responsibilities of Students**

In the language learning process, it is aimed for our students as a social actor to be able to act in the target language and communicate successfully. Therefore, there are some duties and responsibilities that they have to fulfill.

**9.1.** The weekly distribution of the topics to be covered during the semester for each course will be posted on the A Block Entrance. It is also very important to follow the weekly course schedule on the class noticeboards in order to benefit from the lessons. With the guidance

provided by these schedules, it is of great importance for students to prepare for the lessons beforehand, to actively participate in the lesson and classroom activities, take notes, revise regularly and follow and hand in the assignments on time.

**9.2.** Being exposed to the language out of class as well as in class will contribute greatly to the learning of the language. Watching and listening to foreign movies, series, news, songs, videos, vlogs, etc. and reading newspapers, magazines, graded books, blogs, etc. in the target language will help to improve receptive language skills. Also, keeping a diary in the target language, participating in online forums, speaking to foreigners will undeniably lead to improving your productive language skills. In short, putting what is learned into practice at every opportunity will make language learning long lasting. In order to provide these kinds of opportunities to the students speaking, music, reading clubs are organized at the School of Foreign Languages. To participate in these clubs, students must keep track of the notice boards regularly. It should not be forgotten that language learning is a process, should be patiently tackled, and most importantly, language learners shouldn't be afraid to make mistakes while using the language both in and out of class bearing in mind that everyone is there to learn that language.

**9.3.** Each student has an advisor from whom they can get information about the system and course content. They can reach their advisors during office hours designated at the beginning of the semester. When the students experience problems, they should first share it with their advisors, and if necessary, contact the related units with the guidance of their advisors.

9.4. In order to avoid distraction, mobile phones must be left in the cell phone boxes in classrooms on silent mode. During the lesson, mobile phones, tablets, and other electronic devices can only be used with the permission of the instructor provided that the lesson requires the use of them. In a case of misconduct, the Student Discipline Regulation will be implemented. The Student Discipline Regulation is posted on the A Block Ground Floor notice board.

**9.5.** Students should avoid behaviours that restrict freedom of learning and teaching and that disrupt peace and order in the class.

**9.6.** All students at the School of Foreign Languages must attend classes with their course materials in order to be successful in the language. It is forbidden for students to use non-original materials and materials without a banderole. The Law No. 5846 on Intellectual and Artistic Works, dated 5/12/1951, and additional legislations, prohibit the use of books and CDs without a banderole and other non-original educational materials in the classroom. Students who do not abide this law shall be liable to legal consequences.

**9.7.** Students should not be late to the first lesson for more than ten minutes in the morning. Otherwise, they are not admitted to the class so as not to disrupt the concentration of other students. If an unannounced exam is held during the first lesson, the latecomers can take the exam, but no extra time is given. For other exams, the relevant regulations are taken into account. Students are required to attend all other classes on time. The time tables are announced at the beginning of the semester. The students who take daytime education are required to quickly leave the classrooms at the end of the last lesson so that the evening education classes can start on time.

**9.8.** If the lecturer doesn't attend the class within the first 15 minutes of the course for any reason, the students are obliged to report this situation to the administration.

**9.9.** It is compulsory to attend classes in the Preparatory Program. It is the responsibility of each student to keep track of their attendance. Absenteeism is calculated on an annual basis. At least 80% attendance is required.

**9.10.** Students who fail to meet the compulsory foreign language Preparatory Program attendance requirement are not eligible to take part in the Proficiency and its Make-up Exam and cannot start their own departments / programs. These students repeat the Preparatory Program.

**9.11.** Students who attend the optional foreign language Preparatory Program for one year and fail or do not fulfil the compulsory attendance requirement are not eligible to take part in the Proficiency Exam and are considered to have dropped out. However, these students can start their department / program.



**9.12.** Students in the Preparatory Program who must participate in studying social / cultural / educational events are given permission in accordance with the relevant article in the Bursa Uludağ University Associate and Undergraduate Education Regulation published in the Official Gazette dated 14/9/2011 and numbered 28054. Students must submit a petition to the School of Foreign Languages Student Affairs Office beforehand along with a document from the relevant authority.

**9.13.** Students who cannot take mid-term and end of module exams for a valid reason must report this with a petition within three working days. Make-up for Mid-term and end of module exams are held at the end of each semester for students who cannot take the exams during the semester. The students who will take the exams and the make-up dates are determined by the School Administrative Board. If students miss quizzes, the Proficiency Exam and its Make-up Exams, these exams are not repeated for them.

**9.14.** Students who think that there are errors in the exam scores can apply with a petition within three working days following the announcement of the exam results. Student petitions are examined and finalized by a committee appointed by the School Administrative Board.

**9.15.** Computers in classrooms are for classroom use only and must not be used for extracurricular purposes (USB charging, listening to music, etc.) because devices connected to different voltage applications on computers will be damaged. If the devices in the classrooms are damaged, the damage will be covered by the student. Likewise, littering and damaging property, such as scratching and scribbling on desks in classrooms is accepted as an offence and those responsible are punished as required by the disciplinary regulations.

**9.16.** During the exam, students must comply with the instructions of the proctor, and they must avoid actions that could harm the integrity of the exam. Names of those who disrupt the exam, cheat, or attempt to cheat, are recorded officially by the proctors and their exams are considered invalid. Proctors do not have to warn students in such cases. Disciplinary investigation is carried out in accordance with the decrees of the Higher Education Institutions Student Disciplinary Regulations and the exam score is determined as zero for these students.

**9.17.** The use of other people's statements, inventions or thoughts in one's works as their own is called plagiarism. Assignments, exercises, projects, extracurricular tasks etc. at the Preparatory Program must be done by the student himself or herself. If this is the case, action is taken in accordance with the decrees of the Higher Education Institutions Student Disciplinary Regulations.

**9.18.** Students must have their student IDs with them at all times. Pedestrian entrance to our campus is made with student ID cards through the turnstiles at the front door. In addition, student IDs are requested by the proctors' in exams.

**9.19.** Smoking is banned in non-smoking zones in the school building and in the school yard.

## **10. Why Should I Learn English?**

Mainly English is used for communication in the globalizing world. International conferences, fairs, exhibitions, business meetings are also held in English. English has become indispensable in advancing in your career in addition to your professional qualifications, if you have a sufficient level of language in English, you have the opportunity to consider options such as working in multinational companies or abroad.

It is necessary to know English to understand the most up-to-date academic journals, studies and publications. Most of the information available on the Internet is in English.

English is also the language of art, culture and entertainment. Therefore, it is necessary to know English in order to easily follow books, series, and movies published in this language.

English is a bridge to improve your vision, recognize and understand different cultures better.

Many departments at our university send students abroad within the framework of the Erasmus Program. In this program, students who are going to go abroad are expected to know a foreign language.

### **10.1. What is the Erasmus Learning Mobility Program?**

Students enrolled in a higher education institution complete part of their education in other higher education institutions abroad. These institutions are determined which by inter-institutional agreements. The duration of the program can be between 3 to 12 months, which can be completed in the same academic year, this is valid for associate, undergraduate and post-graduate levels (M.A. and PhD).

Students who study in the first year of associate and graduate programs and in the Preparatory Program cannot benefit from this program. Students in graduate programs can apply in their first year to participate in the Erasmus program in the second year.

### **10.2. What is the Erasmus+ Program?**

The Erasmus+ Program is a new program that has been put into practice in place of the Lifelong Learning and Youth Programs implemented by the European Union between 2007 and 2013. It relies heavily on group projects, but also includes individual projects.

#### **10.2.1. What are the aims of the Erasmus+ Program? Why is the program named Erasmus?**

The Erasmus+ Program, implemented between 2014 and 2020, aims to equip with to new skills, develop students' personal skills and increase employment opportunities regardless of their age and educational background. The Erasmus+ Program covers the fields of education, youth and sports. The main reason for giving the Erasmus + Program this name is to benefit from the public recognition and its strong identification with education abroad and cooperation with Europe.

#### **10.2.2. What areas does the Erasmus + Program support?**

- Education,
- Education / Teaching
- Training
- Professional development
- Non-formal learning-based youth activities
- Volunteer work

In the field of higher education, beneficiaries of this Program will have the opportunity to study and teach in higher education institutions within the European borders or anywhere in the world. For detailed information, please see the Erasmus + Program Guide.

<http://intoffice.uludag.edu.tr/dosyalar/Erasmus%2B/Erasmus%2B%20bilgirenkli.pdf>

### **10.3. The Secondos Exchange Program**

The Secondos Program is the first pilot project realized between the University of Austria Innsbruck and our university. The officials of the University of Innsbruck, who came to visit our university on September 19, 2011, have signed the Secondos contract with our university, which would last for five years.

University students of Turkish origin in Austria will study at our university for one or two semesters in order to familiarize themselves with Turkish culture, lifestyle and education system and strengthen the relations between the two countries in the future. At the same time, graduate students from our university can continue their education in an equivalent program at the University of Innsbruck.

For detailed information on exchange programs, please visit <http://intoffice.uludag.edu.tr/>

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For detailed information on exchange programs, please visit <http://intoffice.uludag.edu.tr/>

## **11. Why is studying English at the Preparatory Program Advantageous?**

Studying English at the Preparatory Program is advantageous due to the reasons listed below:

- A one - year intensive program is offered. Both Turkish and foreign lecturers teach at our school.
- Our lecturers continue master's and doctorate programs for their academic and professional development and successfully represent our institution in national and international projects, presentations and conferences. This program is carried out by expert lecturers with very good language competence.
- Carefully selected, updated and effective course materials, extracurricular tasks and guidance are provided.
- Students who have similar language and educational backgrounds have the opportunity to study together.
- All language skills (speaking, writing, reading, and listening) are taught in an integrated way.

## **12. Extracurricular Activities and Seminars Organized for Students**

As the School of Foreign Languages, we give importance to creating different learning environments both in and out of class. For this reason, we offer events such as English Clubs, Quiz Competitions which are organized by using various interactive and online applications (kahoot etc.) and also English presentation competitions to enable the students to have fun while learning.

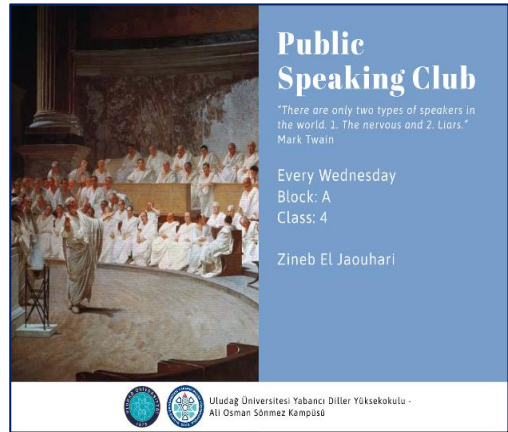
### **12.1. English Clubs**

You can improve your language skills by taking part in communicative activities in an informal setting in various English clubs run by our lecturers. The clubs last four weeks and students have the opportunity to join a different club each term and benefit from all clubs throughout the year.



**12.1.1. In the Speaking Club,** you have the opportunity to use English outside the class in task-oriented activities that require communicating and collaborating with other students. You can do this by preparing and presenting posters, giving information on a specific subject and sharing your experiences.

**12.1.2. In the Film Club,** you can improve your listening and speaking skills through interesting audio-visual materials chosen by our students and lecturers.



**12.1.3. The Reading Club** is where you can practice speaking English with other students through the materials you read, and this enables you to acquire the habit of reading books in a foreign language.



## 12.2. English Quiz Competitions

English Quiz Competitions are realized through various digital applications. By joining the competition with their friends in a team, our students can test their knowledge in a fun and exciting environment.



## 12.3 The English Presentation Competition

**The English Presentation Competition** is another extra-curricular activity that we organize for our students. In this competition students have the opportunity to demonstrate their speaking skills in the foreign language they are learning in front of an audience.



## 12.4. Seminars

**Seminars** are held throughout the year by inviting lecturers from the major faculties of our university to our school. In these seminars, our academicians convey their knowledge and experience to our students about the role of English in academic studies and professional life and answer questions. Seminars on programs such as Erasmus, EVS, AIESEC that our students want to get information on are also held at our school.



## 13. Student Representatives

We care about our students' opinions about the program we implement and the materials we use at our school. A student representative from each class is selected to serve as a bridge between the administration and the students. These students play an active role in understanding the students' problems better by the administration. Student representatives also help our administrators and teachers in announcing extracurricular activities and organizing them when necessary. These student representatives will have the opportunity to develop their own social and communication skills with these tasks.





## **14. Voluntary Student Activities**

Our students can voluntarily participate in various activities organized at our school. After the events, these students are presented with various awards and certificates of participation.

### **14.1. Fete**

At the School of Foreign Languages, a fete is organized in the last weeks of every spring semester. In this event, food and beverage stands are set up and concerts are organized. In addition, the money collected from the sale of food is used to provide grants for students in the following year. At this event, our students can work at the stands, be involved in the organization or just be a participant. Students who want to take an active role in the organization should contact the student activities committee at the beginning of the spring semester.

### **14.2. FLT (Foreign Language Teaching) Conference**

Our students can take an active role in the organization of the FLT (Foreign Language Teaching) Conference held every two years. For this, students should contact the student activities committee at the beginning of the spring semester.

## **15. Grants and Part-Time Work Opportunities**

### **15.1. Grants**

The number of textbooks and / or food grants that our school can offer changes every year. These are given to students who meet certain criteria. bursu belli kriterleri karřılayan öğrencilere verilmektedir.

### **15.2. Part-Time Work Opportunities**

Our institution offers part-time work opportunities to a certain number of students. Students can work in the Self-Access Centre, Technology Committee and Student Activities Committee after class. Students who work in the Self-Access Centre and Technology Committee must have sufficient computer hardware and software knowledge. Interested students can contact the SFL secretary.

## 16. Dining Hall and Library

You can use your student IDs, given to you at registration, at the Dining Hall by loading them from your ATM at the Block-A entrance. You can also borrow books from the Central Library in Görükle Central Campus with the same ID. Students who have not been given a student ID can buy a meal ticket from the Dining Hall.

## 17. School Layout

In the table below, the layout plan of our school is presented:

BLOCK-A	BLOCK-B
Classrooms 1-25 (Ground Floor)	Classrooms 26-50 (Ground Floor)
Student Affairs (Top Floor)	Masjid for Men and Women (Top Floor)
Academic Staff Offices (Top Floor)	Self-Access Centre (Top Floor)
Administrative Staff Offices (Top Floor)	International Exam Center (Top Floor)
Seminar Hall (Top Floor)	

**Tablo 8: BUUSFL Layout**

## 18. Accommodation

Students studying at our school have the opportunity to stay in public and private dormitories. Facilities such as canteens, TV halls, laundries, cleaning and transportation services etc. may differ depending on the choice of dormitory. Students can learn the details of the services and fees of the dormitories they will stay in detail from <https://kygm.gsb.gov.tr/YurtMudurlukleri>.

## 19. International Exam Centre

Our School of Foreign Languages is an authorized TOEFL IBT, TOEFL ITP, TOEIC (English), Test DaF, Wi DaF (German) and TFI (French) center. These internationally valid exams are held at our school regularly. Detailed information is available on our website.



## 20. Foreign Language Courses

Foreign language courses are based on the basic language skills (Speaking, Writing, Reading and Listening) as well as Grammar and Vocabulary determined by the European Language Criteria (CEF) (Common European Framework). These courses are prepared by academicians who are specialized in their field for the students at Uludağ University and employees in different sectors.

### 20.1. General Foreign Language Courses (English, German, French, Arabic)



Our general foreign language courses consist of a total of 6 levels (A1, A2, B1, B2, C1, C2) and each level lasts 3 months (12 weeks -120 hours). The purpose of our B1 and B2 courses is to make them proficient in English and to prepare them for the exchange program they will participate in, inform them about the country they will go to and enable them to deal with the daily situations they will encounter.



Student who successfully complete our B2 level courses receive the ERASMUS +, MEVLANA and SECONDOS Language Level Certificates along with the ULUDAĞ University Certificate. In addition, they do not need to take the Uludağ University ERASMUS +,

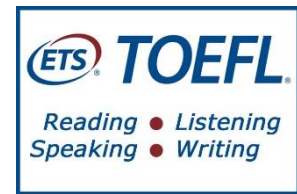
MEVLANA and SECONDOS language exam. The equivalence table and detailed information about the exams and courses are available on our website.

## 20.2. Preparation Courses for National Foreign Language Exams (YDS / e-YDS / YÖKDİL / UÜDS)

This course aims to prepare the students for national foreign language exams. It focuses on vocabulary, different question types, tests, test solving techniques, reading and grammar revision according to exam topics. Only student who have a sufficient level of English at least B1 can attend these courses. Individuals who want to attend these courses must first get a sufficient score from the Placement Test of our institution. Placement Tests are held every day during working hours. Those who have obtained a score of 40 and above from UÜDS / KPDS / ÜDS / YDS in the last five years do not need to take the Placement Test. These individuals must submit a copy of the exam result at the time of application.

## 20.3. Preparation Courses for International Foreign Language Exams (TOEFL IBT / TOEIC / TOEFL ITP / IELTS / TestDaF)

Individuals with a foreign language level of at least B1 can participate in this. Our aim is to bring individuals to the targeted level in order to be successful in the relevant exam.



## **21. Frequently Asked Questions**

### **1) *Where is preparatory education provided at Uludağ University?***

Preparatory education at Uludağ University is provided at Ali Osman Sönmez Campus, which is on New Yalova Road.

### **2) *What are the facilities at the campus?***

At Ali Osman Sönmez Campus, there is a dining hall, a canteen and a self-access center for students. Students can study at the self-access center and they can benefit from the resources there. In addition, wireless Internet access is available for students.

### **3) *Where can I get the coursebooks for the program?***

At the beginning of each semester, publishing companies set up booths in our school building where students can purchase the course books. You can get your books either from the booths here or from the publishing companies.

### **4) *Is attendance compulsory during fall, spring and summer semesters?***

Students have to attend 80% of the classes in each semester.

### **5) *Can I take the English Proficiency Exam at the end of the year if I exceed the absenteeism limit?***

Students who do not meet the eighty-percent attendance requirement cannot take the Proficiency Exam administered at the end of the academic year.

### **6) *Is a make-up exam held for the English Proficiency Exam?***

A make-up exam is not held for students who cannot take the English Proficiency Exam for any reason. This is valid for all the proficiency exams given at the end of the semester. In addition, newly-enrolled students who cannot take the proficiency exam held at the beginning of the fall semester start their preparatory education at the lowest level.

### **7) *Do I have to register for the Preparatory Program after registering for my department?***

Students who are required to study in the compulsory foreign language preparation program and have registered in their department do not need to register again. These students can directly take the Exemption Exam.

Students who are going to study in the optional English preparatory program must apply to the School of Foreign Languages (SFL) with an online petition and take the Exemption Exam.

**8) *Can students get meals at Ali Osman Sönmez Campus?***

There is a dining hall and a canteen on our campus. In addition, there are different types of food found in two shopping centers very close to our school.

**9) *Is there healthcare available to students at Ali Osman Sönmez Campus?***

There is no health personnel on our campus. However, in emergency cases, 112 emergency calls are made. Students coming from outside of Bursa benefit from health services by registering to physicians at Mediko Social Facility in Görükle or by applying to the emergency department at our university hospital.

**10) *How can I learn my absenteeism?***

It is actually the student's own responsibility to keep track of his/her absenteeism. However, student attendance is also announced on our website at the end of each semester.

**11) *Are there any other exams conducted by the School of Foreign Languages?***

At our school, the Erasmus Exam is held twice each academic term and the Proficiency Exam is held twice a year.

**12) *Under what conditions can I apply to the Student Affairs Office?***

- To get a student certificate.
- To get a Preparatory Program completion certificate.
- To receive and hand in the form that is used as a petition of objection to the exam results.
- To submit a petition for a make-up exam or for private matters.
- To submit a medical record.

**13) *What are the catering services?***

Students who are studying at our school can benefit from the catering services at the dining hall at Ali Osman Sönmez Campus. Our students have the opportunity to have healthy meals determined and supervised by the Directorate of Nutrition and dietitians between 11.30-13.00 and 16.30-18.00 on weekdays. Students pay a reasonable fee for these meals, which consist of

3-4 dishes. The rest of the cost is covered by our university. It is possible for students to get further discounts by getting a weekly meal card.

Ali Osman Sönmez Campus, on which our school building is situated, also has a canteen where students can obtain foods and drinks. In addition, students can benefit from the catering available in the shopping centers very close to our school building.

**14) *What are the accommodation options?***

Students studying at the School of Foreign Languages have the opportunity to stay in public and private dormitories. The facilities offered and the fees charged at these dormitories vary.

**15) *Why is compulsory attendance important?***

The Preparatory Program is an intensive language learning program. Because learning objectives of each lesson are built upon one another, attendance is of utmost importance.

**16) *Am I still considered absent if I cannot attend classes although I have a medical report?***

Yes, even if you have a medical report, you are considered absent during the time you are not able to attend the classes.

**17) *Is attendance taken in the first weeks of each semester and in case of whole-class absenteeism?***

Yes, attendance is taken every week in these situations.

**18) *Where can I apply for lost items?***

You can apply to the Secretary of the School of Foreign Languages.

**19) *Is there Internet access on the campus?***

Both Eduroam and wireless Internet connection are available in the School of Foreign Languages. The information required to connect to the Internet with Eduroam can be found at <http://www.uludag.edu.tr/eduroam>.

The Wi-fi password of our school is provided during the Orientation Day that takes place at the beginning of the Preparatory Program.

## 20) *How can I get to the campus?*

Bursa Uludağ University School of Foreign Languages is located on Ali Osman Sönmez Campus. You can take all public buses going to Bursa Intercity Terminal in order to get to school. You can also get to school by taking the Ovaakça, Demirtaş, and Alaşar minibuses that depart from Kent Meydanı. You can use bus number 93 as a means of transport if you want to get here from the main campus of Uludağ University. The campus is opposite TOFAŞ (Turkish Automobile Factory Inc.)

## 21) *Does the School of Foreign Languages provide grants?*

Book and/or meal grants are offered to students who meet certain criteria. The number of students who might benefit from this opportunity varies each year depending on our financial resources.

## 22. Important Contact Details

University Units	Bursa Area Code : (+90) (224)
Operator	294 00 00 (Görükle)
Head of University Library	294 04 60
Registrar's Office	294 06 29
Head of Health, Culture and Sports	294 01 50
Section of Security	294 05 50
School of Foreign Languages (SFL)	294 26 56 – 261 52 05 / Fax : 261 52 06
SFL E-mail	<a href="mailto:ydyo@uludag.edu.tr">ydyo@uludag.edu.tr</a>
SFL Twitter	<a href="https://twitter.com/UludagYdyo">https://twitter.com/UludagYdyo</a>
SFL Facebook	<a href="https://www.facebook.com/YabancıDillerYüksekokulu">https://www.facebook.com/YabancıDillerYüksekokulu</a>



# BURSA ULUDAĞ UNIVERSITY

## SCHOOL OF FOREIGN LANGUAGES

### LANGUAGE COURSES

English, German, French, Arabic

#### Certificate Programs

A1, A2, B1, B2  
Erasmus+  
Mevlana/Secondos  
Speaking Club  
Akademic Writing

#### Preparation Courses

YDS/YÖKDİL TESTDAF  
TOEFL/ TOEIC TOEFL

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