



**METU NCC SFL  
ENGLISH PREPARATORY PROGRAM**

**2020-2021  
RULES AND REGULATIONS**

The medium of instruction at METU is English.

An English Proficiency Exam is administered prior to the commencement of the academic year to determine whether the students' proficiency in English is at a level that will enable them to follow and fulfill the requirements of their first-year courses. Those who fail this exam or those who have not taken it must attend the English Preparatory Program. In this program, the courses can be face-to-face, online or hybrid.

**GROUPS**

At the beginning of every academic year, students are placed in the following groups through a Placement Exam.

FALL SEMESTER			SPRING SEMESTER	
Groups	Daily Class Hours		Groups	Daily Class Hours
English Towards Proficiency (ETP)	4			
Intermediate	4	→	Upper-Intermediate	3
Pre-Intermediate	4	→	Intermediate	4
Elementary	4	→	Lower-Intermediate	4
Beginner	5	→	Pre-Intermediate	5

**FIRST SEMESTER:**

- For the first semester, students of the English Preparatory Program are placed in different groups according to the score they have achieved on the English Proficiency Exam and Placement Exam.
- Students from all groups (except for the ETP Group) may be transferred to another group during the semester according to their grades. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
<b>Announced Quizzes (APQs) + Writing Portfolio (WP)</b>	APQ 00* + APQ 01 + WP	<b>90,00</b> and above ( <i>optional</i> )	Higher group
		<b>49,00</b> and below ( <i>mandatory</i> )	Lower group

\* Referred to if necessary

\*\* EPP reserves the right to place the students in the groups which are right for their levels as long as it has the necessary means and resources (number of instructors, number of students, number of classes, class sizes etc.,)

	CRITERIA	GRADE	NEW GROUP
<b>Midterm 01 + Announced Quizzes (AQs)</b>	MT x 0,7 + APQ x 0,3	<b>90,00</b> and above ( <i>Only in exceptional cases</i> )	Higher group
		<b>49,00</b> and below ( <i>mandatory</i> )	Lower group

\* EPP reserves the right to place the students in the groups which are right for their levels as long as it has the necessary means and resources (number of instructors, number of students, number of classes, class sizes etc.,)

- At the end of the first semester, students who have failed to achieve the required grade average may take the Achievement Exam. Detailed information can be found on the last page of the Rules and Regulations handout under Achievement criteria.)

## SECOND SEMESTER:

- Students are placed in groups according to their first semester grade averages.
- Students from all groups may be transferred to another group during the semester according to their grades. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
<b>Midterm 03 + Announced Quizzes (AQs)</b>	MT x 0,7 +	<b>90,00</b> and above ( <i>Only in exceptional cases</i> )	Higher group
	APQ x 0,3	<b>49,00</b> and below ( <i>mandatory</i> )	Lower group

\* EPP reserves the right to place the students in the groups which are right for their levels as long as it has the necessary means and resources (number of instructors, number of students, number of classes, class sizes etc.)

## ATTENDANCE

- Attendance is obligatory at the English Preparatory Program.
- The instructors record attendance every class hour, and those who do not attend are marked absent for the hour they are not present. The attendance records are transferred to the link on the Student's Page regularly.
- Every student is responsible for keeping and checking his/her own attendance records with the official records announced on the [Student's Page](#). (Student's Page will be active as of 19.10-2020)
- Not checking your metumail e-mails, claiming that you do not receive e-mails from the ncc-prep-school list or oduclass are not accepted as valid excuses and do not prevent failure due to absenteeism.

The absenteeism limit for each group is shown below:

First Semester Groups	Absenteeism Limit	Second Semester Groups	Absenteeism Limit
English Towards Proficiency (ETP)	48 hours		
Intermediate	48 hours	Upper-Intermediate	36 hours
Pre-Intermediate	48 hours	Intermediate	48 hours
Elementary	48 hours	Lower-Intermediate	48 hours
Beginner	60 hours	Pre-Intermediate	60 hours

## Important Points:

- Students who are attending social or sports activities approved by the University Administration will not be marked absent and will be exempt from announced quizzes on condition that he/she sends an email to [izdag@metu.edu.tr](mailto:izdag@metu.edu.tr) with the necessary documents attached to inform the SFL administration in time.
- In exceptional cases (e.g. death, marriage, judicial cases etc.), students send an email to [izdag@metu.edu.tr](mailto:izdag@metu.edu.tr) with the necessary documents attached in order to be excused for that period. The student will be excused only if the SFL Administration accepts the student's excuse.
- Students who attend on campus activities which are held during class hours will not be excused from attendance.
- Students who exceed the absenteeism limits shown above are not entitled to attend classes at the English Preparatory Program.
- Students who fail due to absenteeism do not have the right to take the English Proficiency Exam in June, they cannot take the English Proficiency Exam known as October EPE, they cannot attend Summer School, and they cannot study on the English Preparatory Program for the following year.** They may, however, take the English Proficiency Exam in September. (*If they fail this exam, they are entitled to a certain number of September EPEs, the number of which is specified in the English Preparatory Program regulations.*)

**MEDICAL REPORTS:**

- In the case of illness, only medical reports, whether given by METU NCC Health Center, or by another health institution, which have been approved by METU NCC Health Center, are valid. (see <https://ncc.metu.edu.tr/ro/medical-reports-directive>)
- Reports given by another health institution have to be submitted to the METU NCC Health Center within **5 working days** of the last day of the health report. (The student has to write his/her Student ID, Class, and a phone number.) Reports that have been recorded and processed will be accessible by the student online. The student is responsible for checking on the intranet whether the report has been recorded correctly. <https://cet.ncc.metu.edu.tr/>
- **The Midterm and AQ grades of students who take these exams in spite of their medical report will be valid and will not be cancelled.**

**NOTE: As of the 2013-14 Academic Year, medical reports for four or fewer days will not count towards deduction of absenteeism. Such reports will ensure exemption from Announced Quizzes given on the days covered by the medical report or will make the student eligible for a make-up if a MT is given on the days covered by the medical report.**

**The procedures in effect as of the 2013-14 academic year concerning absenteeism and medical reports are outlined below.**

- Students are expected to attend at least 85% of classes at the English Preparatory program. Students who attend less than 85% of the classes fail due to absenteeism, also known as NA. The 15% absenteeism limit is for health matters or any other emergency situation that prevents the student from entering classes. Therefore, medical reports or disciplinary punishment does not exempt the student from having to attend at least 85% of the classes.
- If a student has a medical report covering five days or longer, they must submit the report to the Health Center for approval and submit a petition to the School of Foreign Languages Academic Board so that the absenteeism done during that period is deducted. The Board decides whether the report will be put into effect so as to deduct absenteeism. However, if the total absenteeism in one semester, even if it is covered by a valid medical report, exceeds 25% of the total hours of classes, depending on the health problem the student may be granted leave or dismissed due to absenteeism (NA).
- Students who have a valid medical report are exempt from Pop-Quizzes or announced quizzes given during the period covered by the report. If a Mid-Term coincides with the period covered by the report, the student is entitled to take the make-up. Medical reports are not valid for the English Proficiency Exam.
- Any document stating that a student was at the health center for examination does not count as a medical report. Consequently, it will not be accepted as an excuse for exemption or make-ups.

**YEARLY LEAVE**

- In the Fall or Spring Semester, in cases of serious illnesses, major financial problems, etc. students can apply for a yearly leave on condition that they document their situation by presenting official reports and that the SFL Academic Board Approves. (*These students have the right to study on the EPP in the following academy year.*)
- Yearly leave is not granted in cases of academic failure.

**MID-TERM EXAMS**

Mid-terms are administered two times a semester. The dates of the Mid-terms are notified in the Academic Calendar and syllabus. Mid-terms consist of listening comprehension, writing, reading comprehension, vocabulary and grammar components.

- No classes are held on the day of the Mid-term
- The Mid-terms evaluated by the Instructors are archived after they are shown to students. Students examine their papers during class hours. Any issues regarding the Mid-term can be discussed and resolved with the Instructor. Any objections regarding the exam should be made **within ten days** following the exam date by sending an email to [izdag@metu.edu.tr](mailto:izdag@metu.edu.tr).

- Students who cannot submit a valid medical report approved by the Health Center or any other officially documented excuse to account for their absence on a Mid-term day get a “0” (zero) on that Mid-term exam.

### MAKE-UP EXAMS

- Students who have a valid excuse are entitled to take a **make-up exam** on a later date to be announced by the administration. (*The student will be excused from class during the make-up exam hours*).
- There is no make-up for a make-up exam.

### ANNOUNCED QUIZZES

Announced quizzes are indicated on the program. Their duration is no longer than 50 minutes.

#### Some Important Points About Announced Quizzes:

- Only students who are in class can take the Announced Quiz.
- If a student is late for class, he/she cannot take the quiz.
- If a student has submitted a medical report approved by the Health Center, then the student is considered exempt from that quiz and it is not included in the calculation of the yearly total. However, if a student does not have a valid medical report, they receive "0" (zero) on that quiz.
- There is no make-up for quizzes.

### SPEAKING ASSESSMENT

Speaking assessment grades are given twice each semester by the instructor. The grade is given according to students' performance in certain portfolio activities. These activities are determined according to the students' language level and needs, and are indicated on the program. The students can be evaluated:

- in-class activities,
- an individual short presentation,
- an in-class group presentation,
- an exam/assignment/project

#### Some important points about speaking evaluations

- There is no make-up exam for the speaking evaluations.

### WRITING PORTFOLIO

Writing Portfolio Grade is given twice per semester. The grade is given according to students' performance in certain portfolio activities. These activities are determined according to the students' language level and needs and written work submitted by the student is evaluated. Details about these activities are indicated on the program. There is no make-up for portfolios that are not submitted before the given deadline.

### ONLINE PLATFORMS

Students activities and performance on online platforms are evaluated twice per semester; these activities are determined according to the students' language level and needs and are indicated on the program. There is no make-up for activities that are not completed before the given deadline.

### GENERAL RULES ABOUT EXAMS

#### Face-to-Face Exams

- Big backpacks or luggage are not allowed in exam halls. Students are not allowed to use cell phones, tablets or computers. The proctors can collect such devices before the exam starts.
- Instructors cannot be asked to give any explanations of or discuss the questions during an exam.
- Such activities as obtaining exam questions illegally, cheating, attempting to cheat, helping other students or getting help during an exam will result in *disciplinary action*. In any such case, it is up to the instructor to give an initial warning. S/he may decide to take away the paper, *give the student a zero, deduct any grade* deemed appropriate and/or start *disciplinary action*.
- The instructor proctoring an examination has the right to check the students' ID cards, make or change seating arrangements, give instructions or warnings to ensure that the exam is administered properly. The instructor is entitled to *annul an exam paper, deduct any grade* that she/he deems appropriate and/or start *disciplinary action* if a student fails to comply with the rules and instructions or refuses to co-operate fully.

**Online Exams**

- It is the student's responsibility to attend the exams with the required technical equipment. It is also the student's responsibility to provide a second device (a smart phone / a tablet / a second laptop) for online proctoring purposes in addition to the first device (the computer) that the student will be using to take the exam. Exam procedures will be shared with students before each exam.
- Instructors cannot be asked to give any explanations of or discuss the questions during an exam.
- Such activities as obtaining exam questions illegally, cheating, attempting to cheat, helping other students or getting help during an exam will result in *disciplinary action*. In any such case, it is up to the instructor to give an initial warning. S/he may decide to *give the student a zero, deduct any grade* deemed appropriate and/or start *disciplinary action*.
- The instructor proctoring an examination has the right to check the students' ID cards, make or change seating arrangements, give instructions or warnings to ensure that the exam is administered properly. The instructor is entitled to *annul an exam paper, deduct any grade* that she/he deems appropriate and/or start *disciplinary action* if a student fails to comply with the rules and instructions or refuses to co-operate fully.

**PASS / FAIL**

To successfully complete the program at the English Preparatory Program, students are required **to attend classes without exceeding the absenteeism limit and have a certain Yearly Achievement Grade. (YAG)**

**Yearly Achievement Grade. (YAG)****TABLE FOR BEG-ELEM-PIN-INT GROUPS**

<b><u>Fall Semester:</u></b>	<b>Sts Who Enrolled in 2020</b>	<b>Sts Who Enrolled in 2020 or Before</b>	
Midterms	<b>%20</b>	<b>%20</b>	<i>Rounding Up:</i> Exam grades are rounded up to integers. <i>e.g.:</i> 75,50 → 76      75,49 → 75  When taking the average of exam grades and when taking the percentages, the number is written with 3 decimal places and then is rounded up to 2 decimal places. <i>e.g.:</i> 26,835 → 26,84      26,834 → 26,83 4,366 → 4,37      4,364 → 4,36
Online Platforms	<b>%8</b>	<b>%10*</b>	
Writing Portfolio	<b>%8</b>	<b>%10*</b>	
Announced Quizzes	<b>%5</b>	<b>%5</b>	
Speaking Assessment	<b>%5</b>	<b>%5</b>	
GPC 100**	<b>%4</b>	<b>-</b>	
<b><u>Second Semester:</u></b>			
Midterms	<b>%20</b>	<b>%20</b>	
Online Platforms	<b>%10</b>	<b>%10</b>	
Writing Portfolio	<b>%10</b>	<b>%10</b>	
Announced Quizzes	<b>%5</b>	<b>%5</b>	
Speaking Assessment	<b>%5</b>	<b>%5</b>	
<b>TOTAL</b>	<b>%100</b>	<b>%100</b>	

\*If a repeat student (studying at the English Preparatory Program for a second year) has already taken GPC 100, since they will not be taking the course a second time during the repeat year their Online Platforms and Writing Portfolio grades account for 10% in the Fall Semester.

\*\*International students (except those who are attending ETP classes) do not take GPC100 at Prep School

**Yearly Achievement Grade (YAG)  
TABLE FOR ETP GROUP**

<u>Fall Semester:</u>	Sts Who Enrolled in 2020	Sts Who Enrolled in 2020 or Before	<i>Rounding Up:</i> Exam grades are rounded up to integers. <i>e.g.:</i> 75,50 → 76      75,49 → 75  When taking the average of exam grades and when taking the percentages, the number is written with 3 decimal places and then is rounded up to 2 decimal places. <i>e.g.:</i> 26,835 → 26,84      26,834 → 26,83 4,366 → 4,37      4,364 → 4,36
Midterms	<b>%40</b>	<b>%40</b>	
Online Platforms / Performance	<b>%18</b>	<b>%20*</b>	
Writing Portfolio	<b>%18</b>	<b>%20*</b>	
Announced Quizzes	<b>%20</b>	<b>%20</b>	
GPC 100*	<b>%4</b>	-	
<b>TOTAL</b>	<b>%100</b>	<b>%100</b>	

*\*If a repeat student (studying at the English Preparatory Program for a second year) has already taken GPC 100, since they will not be taking the course a second time during the repeat year their Online Platforms and Writing Portfolio grades account for 10% in the Fall Semester.*

*\*\*International students (except those who are attending ETP classes) do not take GPC100 at Prep School*

Various outcomes at the end of the year according to the Yearly Achievement Grade are as follows:

YEARLY ACHIEVEMENT GRADE	JUNE EPE		SUMMER SCHOOL + AUGUST EPE		SEPTEMBER EPE	RIGHT TO ATTEND EPP THE FOLLOWING YEAR
<b>100 - 64,50</b>	CAN TAKE THE EXAM	Pass*	<b>CANNOT ATTEND or TAKE THE EXAM</b>		<b>CANNOT TAKE THE EXAM</b>	<b>NO</b>
		Fail	CAN ATTEND & TAKE THE EXAM	Pass* Fail	CAN TAKE THE EXAM	IF FAILED, YES <b>(BUT NOT FOR REPEAT STUDENTS)</b>
<b>64,49 - 49,50</b>	<b>CANNOT TAKE THE EXAM</b>		CAN ATTEND & TAKE THE EXAM	Pass Pass	CAN TAKE THE EXAM	IF FAILED, YES <b>(BUT NOT FOR REPEAT STUDENTS)</b>
			<b>CANNOT ATTEND or TAKE THE EXAM</b>		CAN TAKE THE EXAM	IF FAILED, YES <b>(BUT NOT FOR REPEAT STUDENTS)</b>

\* *Students who pass the June EPE can enrol in Summer School courses of their degree programs.*

## ENGLISH PROFICIENCY EXAM (EPE)

The English Proficiency Exam is given by the School of Foreign Languages to determine whether the student's English proficiency has reached a level that will enable them to follow courses offered at the departments. The pre-requisites to be eligible to take the EPEs administered at different times of the year are given on the table above. Students who get a minimum grade of **59.5** (**69.5 for EFL students and 64.5 for SUNY students**) on this exam have the right to register for first year classes

Internationally recognized exams such as PTE, TOEFL and IELTS are also accepted as equivalent exams. Further information regarding required scores for PTE, TOEFL or IELTS exams can be found at the link below:

<https://ncc.metu.edu.tr/sfl/general-information-about-epe/#G>

Those students who have studied for a year but could not be successful on the EPEs they have taken during this period can either study in the EPP again (repeat student), choose to be an ETP student or be "dismissed". More information can be found on this page for those who choose to be "dismissed" (in Turkish):

<https://ncc.metu.edu.tr/tr/sfl/Ekim-1-2020-iys-sonrasi-hazirlik-haklari>

Those who have studied their second year at EPP and failed the September and October EPEs at the end of that year will get the status of a "dismissed" student. After that, they can attend three September EPEs or can hand in PTE/TOEFL/IELTS scores. At the end of these three years, they will lose all EPE rights.

Students who haven't been dismissed due to absenteeism or haven't used yearly leave have the right to take the October EPE. These students should contact the Registrar's Office regarding their rights.

## SUMMER SCHOOL

Summer School starts after the English Proficiency Exam in June on the date announced in the METU Academic Calendar. The tables on the previous pages explain who is entitled to attend summer school. It is not mandatory to attend Summer School. However, only those students who have registered for and attended at least 90% of the Summer School classes can take the English Proficiency Exam after Summer School.

## ENGLISH PREPARATORY PROGRAM (EPP) STUDENTS' PAGE

This is a website for students where they can find attendance records, exam grades, rules and regulations, program specific announcements and other related links. Students can log in to this page using their METU username credentials: <https://ncc.metu.edu.tr/tr/sfl>

(This page will be available as of 19.10.2020)

## ONLINE SELF-ACCESS CENTER (SAC)

Students can find additional and support materials (books, ebooks, dictionaries, encyclopedia, interactive exercises and exams from previous years) to study at the online Self Access Center website: <https://ocw.metu.edu.tr/>

## DISABILITIES & ACCOMMODATIONS

If students require assistance or accommodation due to a medical condition, they should inform the SFL administration by sending an email to [izdag@metu.edu.tr](mailto:izdag@metu.edu.tr) with the relevant explanation and documents so they can be directed to the relevant departments.

## ABSENCE OF INSTRUCTOR

### Face-to-Face Sessions

- In absence of a class instructor a substitute instructor will replace the class teacher, or students in that class will be sent to different classes during that period. Students have to attend those sessions. If students haven't been sent to other classes or cannot attend classes of the substitute teacher, they will need to inform the English Preparatory Program administration (both online and face to face classes).
- Register will be completed by the substitute instructor or the class instructor of the other class the students are sent to.
- In case of absence of an instructor, the students of that class are responsible to bring the issue to the attention of the English Preparatory Program administration.

**Online sessions**

- If an instructor cannot do their classes as planned in the program, they will make up for this class during the same week or the following week if the absence has taken place during the last day of the course week. This information will be communicated with the students as soon as possible.
- When necessary and possible, a substitute instructor will cover for the class teacher's sessions. Students will be informed about this as soon as possible.
- Students are required to attend those classes as they are to their regular classes.

**IMPORTANT ISSUES OF CONDUCT****Face-to-Face Courses**

- Students must always keep in mind that they should treat their instructors and fellow students within the limits of utmost respect.
- Students must carry their Student ID cards and Dormitory ID cards on them at all times.
- The buildings and the environment should be kept clean, and school property should not be damaged. Students are required to pay for any such damage.
- It is strictly forbidden to smoke inside the buildings and smoke-free zones, to use mobile phones during class (in face to face and in online lessons other than educational/class based purposes) or exams, to collect money from other students, to sell food, drinks, clothes or books, to put up posters or give out pamphlets without permission, to enter teachers' or workers' rooms or empty classrooms without permission, or to lend their ID cards to anyone else. Any breach of these rules may result in serious disciplinary action, including expulsion from the university.
- Disturbing the order or behaving in an inappropriate manner during a class session means preventing the lesson from being held as well as limiting and preventing the right to receive education of others, in which case the student may be dismissed from class (and receive "0" from any exams within that class) and subject to disciplinary action. See disciplinary action details: <https://ncc.metu.edu.tr/ro/disciplinary-matters-directive>

**Online Courses:**

- During live synchronous lessons, live images are being sent and received but they are not recorded. It is forbidden to record the lessons, take photographs, snapshots or screencapture. This is to protect the privacy of both our students and instructors. Doing the aforementioned is a violation of the Personal Data Protection Law 6698.
- Copying, downloading, recording and sharing materials related to your lessons and shared by your instructors and the institution with third parties without prior permission or approval is forbidden and doing this is against academic ethics and copyright laws.
- Disturbing the order or behaving in an inappropriate manner during a class session means preventing the lesson from being held as well as limiting and preventing the right to receive education of others, in which case the student may be dismissed from class (and receive "0" from any exams within that class) and subject to disciplinary action.



## Achievement Exam Criteria

### Standard Procedure:

Fall Semester Group	*Total of MT and AQ Averages		Spring Semester Group
BEGINNER	64.50 and above	→	PRE-INTERMEDIATE
ELEMENTARY	64.50 and above	→	LOWER-INTERMEDIATE
PRE-INTERMEDIATE	64.50 and above	→	INTERMEDIATE
INTERMEDIATE	64.50 and above	→	UPPER-INTERMEDIATE
UPPER-INTERMEDIATE	64.50 and above	→	ADVANCED

Fall Semester Group	*Total of MT and AQ Averages		Spring Semester Group
BEGINNER	64.49 and below	→	PRE-INTERMEDIATE
ELEMENTARY	59.49 and below	→	PRE-INTERMEDIATE
PRE-INTERMEDIATE	59.49 and below	→	LOWER-INTERMEDIATE
INTERMEDIATE	59.49 and below	→	INTERMEDIATE
UPPER-INTERMEDIATE	59.49 and below	→	UPPER-INTERMEDIATE

### Students with a High Average:

Fall Semester Group	*Total of MT and APQ Averages	Spring Semester Group	
		<i>If satisfactory</i>	<i>If unsatisfactory</i>
BEGINNER	<b>79.50 and above CAN TAKE THE ACHIEVEMENT EXAM</b>	LOWER-INTERMEDIATE	PRE-INTERMEDIATE
ELEMENTARY		INTERMEDIATE	LOWER-INTERMEDIATE
PRE-INTERMEDIATE		UPPER-INTERMEDIATE	INTERMEDIATE
INTERMEDIATE		ADVANCED (not in NCC)	UPPER-INTERMEDIATE
UPPER-INTERMEDIATE		→	ADVANCED (not in NCC)

### Students with a Low Average:

Fall Semester Group	*Total of MT and APQ Averages	Spring Semester Group	
BEGINNER	64.49 and below	→	PRE-INTERMEDIATE
		<i>If satisfactory</i>	<i>If unsatisfactory</i>
ELEMENTARY	between 59.50 – 64.49	LOWER-INTERMEDIATE	PRE-INTERMEDIATE
PRE-INTERMEDIATE	between 59.50 – 64.49	INTERMEDIATE	LOWER-INTERMEDIATE
INTERMEDIATE	between 59.50 – 64.49	UPPER-INTERMEDIATE	INTERMEDIATE
	<b>CAN TAKE THE ACHIEVEMENT EXAM</b>		

### **How to calculate the total of MT and AQ averages:**

75% of MT Average + 25% of AQ Average = Achievement Grade