



TED UNIVERSITY

English Language School
Student Handbook
2025-2026

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MESSAGE FROM THE DIRECTOR



Dear Students,

Welcome to the English Language School! It is a great pleasure to have you as part of our academic community. Whether you are beginning your language learning journey or continuing to build on your existing skills, you are now part of a vibrant environment that values communication, cultural understanding, and lifelong learning.

Our mission is to help you develop not only your language proficiency but also the confidence and critical thinking skills needed to succeed in both academic and professional settings. Language learning is more than mastering grammar and vocabulary—it is about connecting with others, embracing diversity, and opening new doors to the world.

At our school, you will find a dedicated team of instructors and staff committed to supporting your progress. We encourage you to make the most of every opportunity—participate actively in your classes, join clubs, and engage in activities designed to enhance your learning experience.

Remember, language learning requires patience, consistency, and curiosity. Every step you take brings you closer to achieving your goals. We are here to guide, support, and celebrate your growth along the way.

On behalf of the entire English Language School, I wish you a productive, inspiring, and successful academic year.

Müge Ayşe GENCER
Director of the English Language School

1. TEDU English Language School (ELS)

TED University is an English medium university, so the English Language School (ELS) at TED University aims at providing quality language education and to equip students with necessary academic skills in order for them to be able to pursue their studies in the departments.

The mission of English Language School is

- to provide high quality language instruction,
- to equip students with necessary skills for undergraduate studies and future professional lives,
- to help students develop critical, reflective and creative thinking skills,
- to guide students to become independent individuals.

The educational principles of TEDU English Language School are

- to make learning meaningful,
- to ensure the active participation of students,
- to create a positive learning environment,
- to apply different learning styles,
- to emphasize independent learning,
- to provide students with continuous feedback.

A TEDU student

- is a responsible world citizen,
- aims to make positive changes in society,
- is culturally-aware,
- listens and respects others' opinions,
- is well-equipped with the 21st century skills,
(good communication skills, collaborative, digitally literate, and critical thinker ...)
- voices their opinions confidently.

1.1. ELS Structure

The English Language School has 2 programs: English Preparatory Program, offering English language courses (ENG 080, 081, 082, 083, 084, and 085), and First-Year English Program (FYEP) providing courses (ENG 101, 102, 111, 112, 204, 303) in the departments.

The ELS has a directorate that manages all academic and administrative affairs. The directorate consists of a director and two assistant directors, one in charge of academic affairs and the other is responsible for administrative affairs. There are also other units such as Curriculum, Material Development, Testing and Assessment, Professional Development, Accreditation and Quality, Educational Technologies, and Level Heads to ensure the quality of education at ELS.

The Administrative Office oversees all administrative processes of the ELS and communicates with relevant individuals, units, and faculties. It also coordinates with students, academic and administrative staff, as well as internal and external stakeholders of the university.



1.2. Education System at ELS

The English Preparatory Program at the English Language School runs on a modular-based system which encourages student motivation and enables students to fully acquire the necessary skills. The program comprises of 4 levels: Elementary, Pre-Intermediate, Intermediate, and Upper-Intermediate.

At the end of each module, students are required to get 60 points out of 100. If they are successful, they pass on to the next level. Since the program is modular, a student who is not able to complete a module successfully will have to repeat it.

Upper-Intermediate level students who collect 60 points during the module take the EPE. If 40 % of the score collected during their Upper-Intermediate study and 60 % of their EPE score sum up to 65 or higher, they can start their studies in the departments the following term. For English Language Teaching and English Language and Literature departments, the expected minimum score is 75.

You can see sample EPE questions on the website of the ELS.

<https://els.tedu.edu.tr/en/english-proficiency-exam-epe>

1.2.1. Modules (Levels)

The total number of instruction per week is different depending on the specified level.

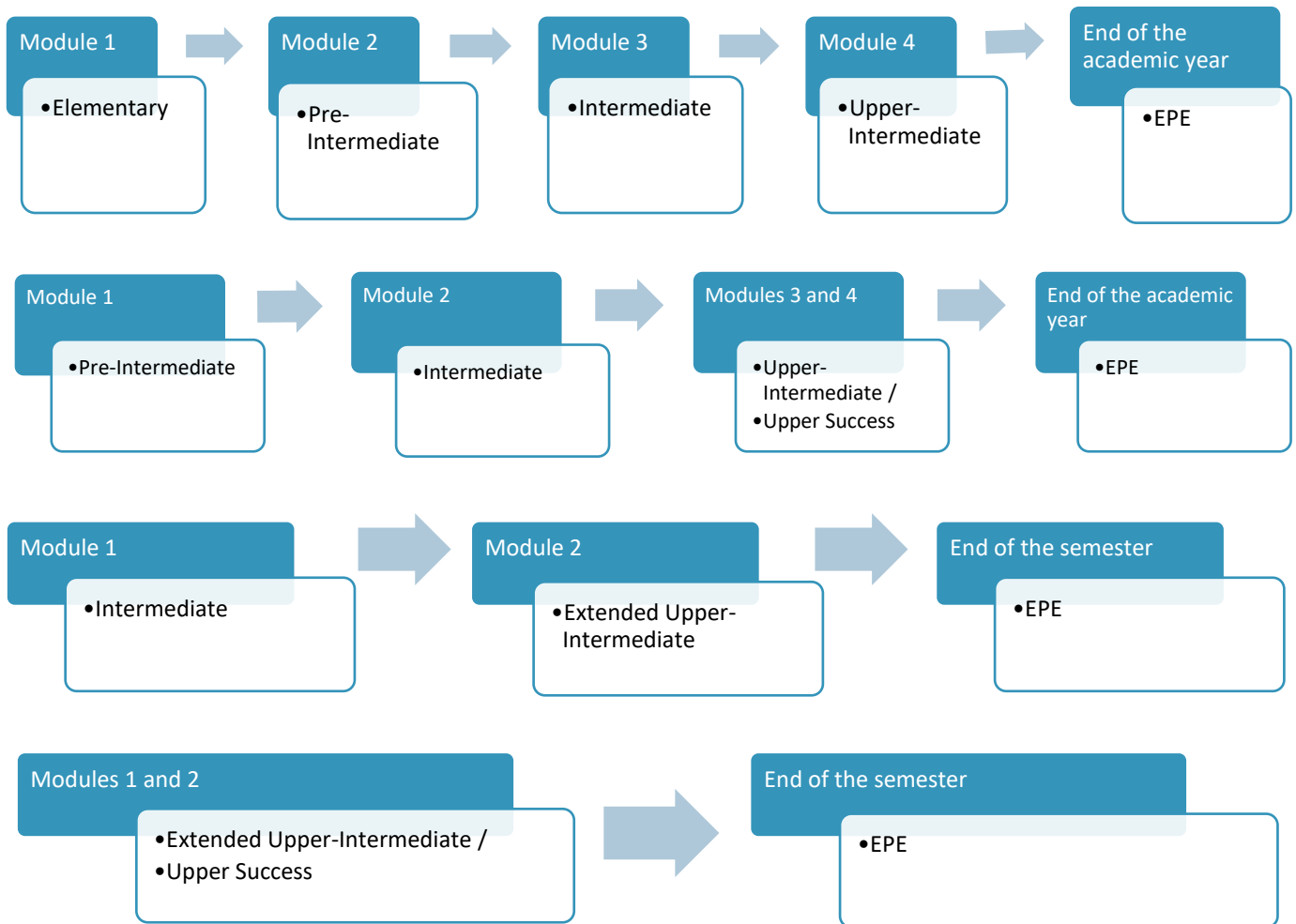
- ✓ Elementary: 25 hours of instruction per week (8 weeks) (CEFR: A1-A2)
- ✓ Pre-Intermediate: 25 hours of instruction per week (8 weeks) (CEFR: A2+ B1)
- ✓ Intermediate: 25 hours of instruction per week (8 weeks) (CEFR: B1 B1+)
- ✓ Upper-Intermediate (Short): 25 hours of instruction per week (8 weeks) (CEFR: B2)*
- ✓ Extended Upper-Intermediate: 15 hours of instruction per week (15 weeks) (CEFR: B2)
- ✓ Upper-Intermediate Success: 15 hours of instruction per week (15 weeks) (CEFR: B2)

*This year Upper-Intermediate (Short) classes are taught 28 Hours as part of a piloting project.

1.2.2. Eligibility to Pass onto a New Module

Since the program is modular, a student who meets the requirements (85% attendance and 60% success overall) can pass onto the next module. If the necessary requirements are not met, the student has to repeat the same module/level.

Sample Student Progression



Students who are able to complete their education at ELS Preparatory Program can

- understand and take notes by differentiating the main idea and details of lectures, texts and speeches while listening,
- ask and answer questions by considering the lectures, texts and speeches that they listen,
- read the texts and summarize the important main ideas,
- summarize the reading and the listening texts by their own words,
- express themselves in written and spoken forms by using wide range of vocabulary and grammar points,
- make speeches concerning academic content and communicative purposes.

Students who take the EPE in January and fail are placed in the Upper-Success level and continue their studies at ELS for two modules (16 weeks). During this period, they revise all

four skills as well as grammar and vocabulary at B1+ and B2 levels. Attendance is mandatory and a prerequisite for eligibility to take the EPE again.

1.2.3. Duration of Study at English Preparatory Program

In accordance with the Undergraduate Education Regulations dated April 16, 2012, the duration of study in the English Preparatory School is one academic year. According to the same regulations, the maximum time a student can study in an English Preparatory School is two academic years.

1.2.4. Exemption from Preparatory Program

The medium of instruction at TED University is English. Therefore, all TED University undergraduate students are required to take the TED University English Proficiency Exam (EPE). Students who pass the exam can start their faculty. Students who do not meet the English proficiency standards register at the English Language School. TED University English Proficiency Exam (EPE) is held three times a year:

- The first is at the beginning of the Fall Semester (only students who are entitled to study at Upper-Intermediate Level by the placement, who have failed in the EPE in the previous academic year and who studied /or will study at Upper-Intermediate level can take this exam),
- The second is at the end of the Second Module (only students who have successfully completed Upper-Intermediate level can take this exam),
- The third is at the end of the Fourth Module (only students who have successfully completed Upper-Intermediate level can take this exam).

Students cannot take any EPL and EPE make-up exams.

Students who are successful in this exam are exempted from the English Preparatory Program. Newly registered students who do not take EPL or pass EPE at the beginning of the academic year study English at the Preparatory Program for minimum one term and maximum two years. National and international (external) exams are accepted to be exempted from TED University English Language School and the minimum scores approved by the Senate are listed below. Students who meet the requirements at the specified level begin their education in undergraduate programs.

- ✓ TEDU EPE – TEDU English Proficiency Exam
- ✓ TOEFL IBT – Internet based TOEFL
- ✓ PTE (Academic) – Pearson Test of English
- ✓ CAE – Certificate in Advanced English
- ✓ CPE – Certificate of Proficiency in English

EXTERNAL EXAMS	DETAILS
TEDU EPE	<p><u>Undergraduate Studies: 65</u> (English Language Teaching & English Language and Literature Departments: 75)</p> <p><u>Graduate Studies: 70</u> (English Language Teaching & English Language and Literature Departments: 85)</p>
TOEFL IBT*	<p><u>Undergraduate Studies:</u> 79 (Writing score min. 20) – Before January 21, 2026 4 (Writing score min. 4) – On or after January 21, 2026</p> <p>(English Language Teaching/ English Language and Literature) 84 (Writing score min. 20) – Before January 21, 2026 4.5 (Writing score at least 4) – On or after January 21, 2026</p> <p><u>Graduate studies</u> 79 (Writing min. 20) - Before January 21, 2026 4 (Writing score min. 4) – On or after January 21, 2026</p> <p>(English Language Teaching Graduate Program Thesis-based or Non-Thesis) 102 (Writing min. 20) – Before January 21, 2026 5 (Writing score min. 4) – On or after January 21, 2026</p>
PTE Academic	<p><u>Undergraduate studies: 55</u> (English Language Teaching & English Language and Literature Departments: 65)</p> <p><u>Graduate studies: 60</u> (English Language Teaching & English Language and Literature Departments: 81)</p>
UCLES	<p><u>Undergraduate Studies: CAE: C, CPE: C</u></p> <p><u>Graduate Studies : CAE: C, CPE: C</u> (CPE:B English Language Teaching)</p>

YDS, e-YDS	<u>Undergraduate Studies: 80</u> English Language Teaching & English Language and Literature Departments: 85 <u>Graduate studies: 80</u> English Language Teaching & English Language and Literature Departments: 85 Engineering students: 75
YÖKDİL	<u>YÖKDİL is accepted only in graduate applications.</u> Graduate Studies: 80 English Language Teaching & English Language and Literature Graduate students: 85 Engineering Graduate students: 75

For further details please check the link below:

<https://els.tedu.edu.tr/en/equivalencies>

- TEDU EPE scores are valid for two years.
- Home Edition and My Best Score are not accepted (TOEFL IBT).
- The validity of standardized tests and certificates cannot exceed the maximum period of time determined by the institution administering them.

2. Rules and Regulations

2.1. Attendance

Every student at ELS must attend 85% of the classes during a module. If students exceed the limit, they become ineligible to take the final exam.

2.2. Medical Reports

TEDU ELS students are excused from the classes they miss due to health issues (up to a maximum of 5% of the total course hours) only if they submit medical reports issued by a university, state, or private hospital. For health conditions requiring 1–10 days of absence, a medical report issued by a single physician from any public, private, or university hospital is accepted. For absences of 11 days or more, only a medical board report issued by the relevant hospital is accepted*. Individual or unique cases are discussed by ELS Administrative Board**. Medical reports must be submitted in person to the ELS Administrative Office within 3 working days following the report's end date. If the medical reports are accepted, the hours/ days of

absence are disregarded and make-up exam can be given for quizzes, midterms and final exams. There are no make-up for English Placement Exam (EPL) and English Proficiency Exam (EPE), and online components.

** TED UNIVERSITY MEDICAL REPORT IMPLEMENTATION PRINCIPLES FOR STUDENTS KYS-YN-43 Rev: 2 / 03.10.2024 Page: 1 / 2 Article 3*

*** TED UNIVERSITY MEDICAL REPORT IMPLEMENTATION PRINCIPLES FOR STUDENTS KYS-YN-43 Rev: 2 / 03.10.2024 Page: 1 / 2 Article 4/a*

4. Regarding the acceptance of medical reports as valid excuses for absences and missed exams, the procedures outlined below shall be followed:

a) For students of the English Language School (ELS), the principles determined by the ELS Directorate shall be applied.

2.3. Punctuality

Students are expected to be in class at the start of every lesson. If students enter the classroom later than their instructor, they are marked absent, but can still attend classes. Students are obliged to follow their own absenteeism on Learning Management System (LMS).

It is students' responsibility to keep record of their own attendance and cross-check them with the official record posted on LMS, so they are responsible for checking whether the record is accurate. Those who exceed the absenteeism limit can still attend the lessons; however, they are not allowed to take the final exam conducted in their levels.

Absenteeism limits may change each module due to national/religious holidays etc.

2.4. Absenteeism due to Participation in National or International Events

Students can participate in national or international competitions or events on behalf of the university or the country with the approval of the ELS Directorate. These students are exempt from absenteeism during the dates of the event and are eligible to take make-up exams of quizzes, midterms and final exams. There is no make-up for English Placement Exam (EPL) and English Proficiency Exam (EPE).

3. The Components of Education Program at ELS

3.1. Books And Educational Materials

TEDU ELS curriculum is based on Global Scale of English (GSE). All resources used in our school are chosen considering level appropriate objectives based on GSE. In order to meet the objectives and provide our students with quality education, a variety of both online and print

resources are used. Students are informed about the course books at the beginning of each module and are expected to attend classes with all the necessary resources. In accordance with the law of intellectual property numbered 5846, students must use original copies of all books. Photocopies and / or counterfeit copies are not allowed.

3.2. Assessment and Evaluation during a Module

In order for a student to be considered successful at the relevant level, the total score of the components must be at least 60%. Students' performance during the module is assessed as follows:

Module (Level)	What	Amount	Weighting
Elementary	Midterm Exam	1	35%
	Quiz	2	5% (total)
	Online Homework		5%
	Final Exam	1	55%
			100
Pre-Intermediate	Midterm Exam	1	35%
	Quiz	2	5% (total)
	Online Homework		5%
	Final Exam	1	55%
			100
Intermediate	Midterm Exam	1	35%
	Quiz	2	5% (total)
	Online Homework		5%
	Final Exam	1	55%

			100
Extended Upper-Intermediate (15 weeks)	Midterm Exam	1	35%
	Quiz	2	5% (total)
	Online Homework		5%
	Final Exam	1	55%
			100
Short Upper- Intermediate (8 weeks)	Midterm Exam	1	35%
	Quiz	2	5% (total)
	Online Homework		5%
	Final Exam	1	55%
			100

The dates and the weeks of the exams are available on the Academic Calendar announced at the beginning of each module and the academic year.

<https://www.tedu.edu.tr/en/academic-calendar>

4. Student Support

4.1. Office Hours

The instructors announce their office hours to the students at the beginning of each module. Students are expected to make use of their instructors' office hours in order to be able to see how they progress and to get guidance when needed. If students feel the need to ask their questions, they are encouraged to meet with their instructors during their office hours. Making appointments in advance is highly recommended.

4.2. Outside Class Support

Students are encouraged to do outside class work in addition to their classroom studies. The English Language School provides extra support such as video discussion sessions at the Speaking Center, online materials, useful links (websites for all skills as well as language use), literary texts (short stories, graded readers), handouts (supplementary materials to support class work), and reference materials.

Students who wish to work with a tutor one-on-one, they are expected to make appointments online in advance. All rules and procedures are shared on LMS.

4.3. Student Evaluation of the Program

The quality of teaching and the quality of the program are of utmost importance at the ELS. In order to maintain certain standards and to improve the program, students are asked to evaluate the education they receive and to voice their comments concerning the learning environment. This is done through student evaluation questionnaire, which is conducted at the end of each module. Questions focus on teaching, materials used, assessment, and administrative issues etc.

4.4. Student Representation

To ensure that students can fully exploit the program, “student representation” system is used at the ELS. A student from each section is chosen by classmates at each level. They come together with the level heads and one of the assistant directors at least twice or more when needed throughout a module. They also function as the point of contact and discuss problems in the meetings. They also inform their classmates regarding the announcements, issues and solutions shared with them.

4.5. Student Grievance

If students have complaints regarding academic or non-academic matters, they can submit a petition directly to the ELS Administrative Office by filling out a form from the office. Alternatively, students who wish to apply through the Directorate of Correspondence (YİM) should use the petition template below to submit their request to YİM. YİM forwards the petitions to the relevant academic or administrative units.

https://www.tedu.edu.tr/sites/default/files/inline-files/petition-template_0.pdf (English)

<https://www.tedu.edu.tr/sites/default/files/inline-files/dilekce-ornegi.pdf> (Turkish)

Once the petition is written, it is sent to the ELS Administrative Office or the related academic or administrative department to be followed. Once it is discussed and evaluated or solved, the result is shared with the student.

4.6. Objection to Exam Results

Students may object to the evaluation of their grades—including midterms, quizzes, the final exams, and EPE—within three (3) working days following the announcement of the results. Objections must be submitted in writing to the ELS Administrative Office (B543). In line with the TED University ELS Examination Regulations, such requests may involve not only objections to material errors but also the full re-evaluation of the exam paper.

Once the exam is re-marked, the student is invited to a feedback meeting upon request, and the written feedback is shared with the student. Unless the student specifically asks for detailed feedback, the final decision regarding the objection is communicated in written form within seven (7) working days.

FREQUENTLY ASKED QUESTIONS

1. Is it compulsory to take the Placement Test?

Yes. The test is accepted as a proof of language competence. Therefore, all students who have enrolled are required to take the test. If students don't take the Placement Test, they start at Elementary level.

2. Is it possible to take the Placement Test on a later date?

The Placement Test can only be conducted on the date announced in the academic calendar. Therefore, it is not possible to take it on a later date. There is no make-up for the Placement Test.

3. Is it possible to be exempted from the Preparatory Programme depending on my Placement Test score?

Students whose level is determined as Upper-intermediate in the Placement Test are entitled to sit for EPE. If they score 65 (75 for ELT & ELL Depts.) or above in EPE, they will be eligible to start their department. On the other hand, if they score below 65 (75 for ELT & ELL Depts.), they need to attend Preparatory Programme according to their Placement Test score.

4. May I complete my studies at Preparatory Programme at the end of Fall Term and start my department?

If you have successfully fulfilled the requirements at Upper-Intermediate levels, you are entitled to sit for EPE conducted at the end of Fall Term. If you achieve the required score in EPE, then you will be eligible to start your department.

5. What happens if I fail EPE?

If you fail EPE even though you have successfully completed the language level required, you will be placed in Upper Success classes in order to study for the next EPE.

6. How long does the Preparatory Programme last?

The programme normally lasts one academic year (Fall and Spring Terms). However, students who reach the required level earlier may complete it in one term. The students are entitled to complete Preparatory Programme in four academic terms (2 years maximum).

7. Can I move to a higher level during the term?

No. Level changes can only occur between modules, based on performance and grades.

8. What is the attendance requirement?

Students must attend at least 85% of their classes in each module to be eligible for module assessments and the End-of-Module exams.

9. Can I get a document showing my current level or attendance?

Yes. You can request it from the ELS Office by email or in person.

10. Can I take a leave of absence (registration freeze) during the Preparatory Programme?

Yes, but only with an approved petition and valid reason (such as health problems etc.), in line with university regulations.

11. What should I do if I miss a quiz or exam?

Students who miss an assessment due to a valid excuse (e.g., illness with a medical report) must inform the ELS Office within three days. Make-up exams are only given for approved cases.

12. What if I have a documented learning difficulty or disorder?

Students with special needs can request academic accommodations if they submit their report (if any) and petition at the beginning of the course.