



GIRNE AMERICAN UNIVERSITY

THE FOUNDATION ENGLISH SCHOOL

**2011 - 2012
ACADEMIC YEAR**

Dear Students,

Welcome to the Foundation English School (FES) of Girne American University (GAU).

I am pleased that you are part of our university as Foundation English students and wish you all a very successful academic year 2011-2012.

Our university, as the first university on the island, has always made every effort to ensure an education that is both accessible and excellent. Much importance is attached to the FES, and your well being in this environment. Located in the hi-tech Millennium Building, the FES is dedicated to providing language education using high quality teaching materials and currently practiced approaches, methods and techniques in foreign language teaching and learning. In addition, GAU's Canterbury Campus, England offers excellent opportunities to our students to study English.

This booklet aims to provide academic and technical information concerning the FES. Our main aim in teaching English is to bring our students' knowledge and skills in English to a satisfactory level, thus enabling them to follow their faculty courses and to interact with their fellow students of different cultural backgrounds.

Within this framework, our approach to teaching and learning a foreign language is student-centred and communicative. In designing our syllabuses at different levels, we follow the guidelines provided by the Common European Framework of Reference for Languages, and aim at bringing our students to B1/B2 level. In line with this, the FES is currently involved in the process of acquiring international accreditation for its programmes through EAQUALS (European Association of Quality Language Services), the leading quality assessor for language programmes in Europe.

This realistic objective can be reached by studying systematically with motivation and cooperation. We are all conscious of the importance attached to communication in today's world. We should therefore be able to communicate effectively in a foreign language as well as in our mother tongue. Such an attitude to language learning will undoubtedly contribute to both individual and national development.

Regular class participation, quality dialogue, and careful compliance with deadlines for course assignments positively affect examination results. The more a language is spoken, the more it becomes a living entity and is thus produced naturally and with spontaneity. Therefore, having understood the foundation of the language, it is your duty to attempt to make it part of your life.

If you need more information about the FES, please do not hesitate to contact your instructors or coordinators.

I wish you a beneficial and successful academic year.

Prof. Dr. Sabri KOÇ
FES Director

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1. REGISTRATION

The medium of instruction at GAU is English. An Entrance Placement test is administered before the academic year starts in order to determine the students' level of English. The students who score 60 marks or above (80 for ELT and graduate programmes) on the proficiency exam are qualified to attend courses in their departments. Those who score less than 60 are asked to attend the appropriate FES level. The registration procedure is carried out by the Registration Office and FES.

2. ACADEMIC CALENDAR

FES is a 28-week programme consisting of 2 semesters (14 weeks each), and if necessary, a 7-week summer programme.

2.1 First Semester

19-30 September 2011	: Entrance Exam and Registration
3 October 2011	: Classes start
6-9 November 2011	: Kurban Bairam (Eid)
15 November 2011	: TRNC Republic Day
24-25 November 2011	: Mid-term Exam
1 January 2012	: New Year
16-17 January 2012	: Final Exam
20 January 2012	: Proficiency Exam
30 January 2011	: Final Exam and Proficiency Exam Results

2.2 Second Semester

6-10 February 2012	: Registration
13 February 2012	: Classes Start
27-28 March 2012	: Mid-term Exam
23 April 2012	: National Independence Day
1 May 2012	: Labour Day
7-11 May 2012	: Spring Festival
19 May 2012	: Youth Day
24-25 May 2012	: Final Exam
29 May 2012	: Final Exam Results
31 May 2012	: Proficiency Exam
7 June 2012	: Proficiency Exam Results

2.3 Summer Programme

11-13 June 2012	: Registration
14 June 2012	: Classes start
20 July 2012	: TRNC Independence Day
1 August 2012	: Turkish Community Resistance Day
6-7 August 2012	: Proficiency Exam
10 August 2012	: Proficiency Exam Results

3. EVALUATION OF ACADEMIC PERFORMANCE

3.1 Assessment of Students' Semester Achievement

There is a mid-term and a final exam in both fall and spring semesters. Marks are also awarded for class participation, homework and portfolio tasks to give a final score for each semester, calculated out of a possible 100%.

Students who obtain 60% or above are allowed to move up to the next level. Those who obtain less than 60% are asked to repeat their level.

Students staying for the summer programme take the Proficiency exam at the end of the 7-week period.

3.2 End of Year Assessment

- a) The proficiency exam assesses student's ability to study their chosen subject in the faculty. The exam includes the four skill areas of listening, speaking, writing and reading, each skill area being equally weighted. Additional marks may be obtained as continuous assessment marks achieved during the students studies.
- b) The Proficiency exam pass marks vary according to the course they intend to study in the faculty.
 - MA programme 80%
 - ELT, English Translation and English Literature programmes 80%
 - Most undergraduate programmes 60%
 - Programmes taught mainly in Turkish 50% (Radio TV Cinema, Journalism and Broadcasting, Public Relations)
- c) A Proficiency exam is given at the end of the fall semester to the students whose Final exam results indicate that they have a reasonable chance of achieving the appropriate grades to move to the faculty. Students who do not sit or do not pass the Proficiency exam at the end of the fall semester will remain in the FES for the remainder of the programme.
- d) A Supplementary Proficiency exam is given at the end of the spring semester to students whose final exam results indicate that they may be ready to enter the faculty. A fee will be charged for the administration of this exam. It is not compulsory to take the exam at this time.
- e) All students may sit the proficiency exam at the end of the summer semester unless barred from doing so for disciplinary or other reasons. Students who pass the Proficiency exam are entitled to enter the faculty at the start of the new academic year. Students who do not sit or do not pass the Proficiency exam have the right to take it again in September.

4. ATTENDANCE

85% attendance is essential in each semester during the academic year.

5. CLASS PARTICIPATION, HOMEWORK AND PORTFOLIO

- a) Class participation, homework and portfolio points are given by the class instructor/s.
- b) The following conditions are taken into consideration in assessing each student's class performance and homework:
 - Manners in class
 - Participation in the lesson
 - Homework preparation, presentation and punctuality in completion
 - Coming to class on time
 - Coming to class with necessary materials (books, notebooks, pencils, etc.)
 - Portfolio tasks may be given on a pop quiz basis

Portfolio

The portfolio is a part of the GAU FES continuous assessment system. Every student has the chance to gain 15 points each semester by successfully completing a portfolio which comprises of field trips, film quizzes or reviews, presentations, pop-quizzes, weekly journals and English for Specific Purpose courses (ESP).

During each semester, every class is assigned a portfolio teacher and that teacher is responsible for following the students' progress, checking their journals, accompanying them on trips, and guiding them when they prepare for their presentations. At the end of each task / quiz / review, students will be given a grade. At the end of each semester the teacher gives a final portfolio grade (%15) and quizzes (%20), which will be added to their mid-term (%30) and final (%35).

6. EXAMINATIONS

6.1 Mid-Terms and Finals

- a) There is one mid-term and one final exam every 14-week period.
- b) Mid-terms and finals consist of such components as reading comprehension, writing, listening and speaking. These exams serve as preparation for the Proficiency exam.
- c) The exam duration is approximately 2 hours.
- d) There are no classes on exam days.
- e) The exact place, time and format of the exams are announced on the FES web site in advance to the students.

- f) After the mid-term exam, papers are graded, and given back to the students. They are examined and discussed in class with the teacher in *the exam review hour*. Papers are then signed by the students and given back to the teachers. No objection will be considered after the exam review hour.
- g) All exam papers are at least double-marked.
- h) All exam results of the FES will be announced on the FES web site, in the Exam Results section only to which each student has private access.

6.2 The Proficiency Exam

The English Proficiency Exam is given at the end of each semester as described in paragraph 3.2

- a) This exam is given to test whether the student has acquired enough English to follow university courses taught in English.
- b) Students, who get a **minimum** grade required on this exam, pass the FES and have the right to register in their own departments.
- c) The date, place and time of the English Proficiency Exam are announced in advance on the students' bulletin board.
- d) Students passing the English Proficiency Exam have the pass recorded on their transcripts and are given a GAU FES Proficiency Certificate stating that they have passed.

Note: Objection(s) to final or English proficiency exam results may be done within 3 weekdays after the exam results are announced. The assigned commission will examine the paper(s) again. The decision of the commission is final.

6.3 The IELTS Exam

- a) This is an internationally recognized exam administered by the British Council.
- b) Students who have participated in the IELTS course for 1 semester will be entitled to enter the IELTS exam with support from FES.
- c) The dates of this exam will be announced in collaboration with the British Council.
- d) The location of the exam will be designated by the British Council. FES will make all registration and transport arrangements.
- e) The IELTS exam fee will be paid by the student.
- f) An IELTS score of 5 or above is considered as a pass on the FES proficiency exam. An IELTS score of 6 or above is required for ELT, Translation and English Literature or postgraduate students.

7. FES STAFF AND ADMINISTRATION

7.1 Staff

Classes have different instructors each semester. Each class instructor is ready to talk to individual students at a time convenient for both parties. Parents and sponsors are encouraged to follow the progress of students. They can ring and speak to the teacher concerned or speak face-to-face by appointment.

7.2 Administration

Prof. Dr. Sabri Koç	: Director of the FES
Dr. Özlem Zabitgil	: Vice Director
Dilhan Döşenci	: Coordinator
Özkay Aylin	: Coordinator
Emine Hasşen	: Coordinator
Polat Tanoğlu	: Coordinator
Burhan Gürtunca	: Assistant Coordinator

7.3 Testing Office

The FES Testing office is responsible for the preparation and administration of all exams given throughout the year.

7.4 Class Instructors

Students who have personal, academic or administrative problems should first talk to their class instructor, who will then refer the students to the appropriate coordinator.

8. DISCIPLINE

All GAU disciplinary procedures apply to the FES.

9. SPECIAL WARNINGS

- a) Special warnings, rules and regulations which students must obey are on the panel board that are located in every classroom.
- b) Students must carry a valid identification card at all times. They must show them whenever they are asked. Students are required to show their identification cards at the beginning of all examinations.
- c) Any belongings should not be left unattended in classrooms.
- d) Care should be taken to keep the university buildings, furniture and the surrounding areas clean and tidy. Students are required to pay for any damage done.

- e) Any absence for medical reasons of 3 days or longer is to be supported by a medical report, which is to be given to the students class teacher at the earliest opportunity

Important Note: Instructors have the authority to take the disciplinary action if a student disrupts the class.

10. BOOKS

GAU FES students will be given a set of books and materials which they will be using throughout their studies in the Foundation English School. At each level students use different books which were tested beforehand and were chosen after a detailed selection procedure.

Book fees are determined at the start of each academic year depending on the student's level and the number of books given.

11. RESOURCES

Self-study resources are available for FES students. Students should be prepared to do a minimum of 2 hours extra study each day. Teachers will advise students on how to study effectively.

The Resource Room is used as a reference library by the teachers who can access a wide range of ELT reference books and other materials. In addition to this, the Resource Room is also used by the FES teachers to conduct one-to-one meetings with students or to provide extra lessons. A lecturer is assigned as the manager of the Resource Room by the FES administration.



IWB Lessons (Interactive White Board Lessons)

Each week English Foundation School students attend 2 to 4 hours of the lessons that are specifically designed for IWB. Unlike the classic method utilising books and note taking, these lessons include interactive activities, exercises and drills. The purpose of these lessons is to enable the students to improve their English by engaging in a more kinaesthetic learning environment.

12. SCHOLARSHIPS

GAU awards scholarships to the students who have achieved exceptionally high grades in the Proficiency Exam.

13. INTERNATIONAL ACCREDITATION

The Foundation English School is in process of acquiring accreditation through EAQUALS, which is one of the leading quality assessors of English language programmes in Europe.

Please visit the website: www.eaquals.org

14. STUDENT COUNSELLING

The GAU Foundation English School offers counselling services to our students to help them overcome problems negatively affecting their academic performance. The counselling service is made up of class teachers, the student counsellor and coordinators.

In the Foundation English School, every class is assigned to a class teacher. Our students are free to share their problems in regard to their academic performance with their class teacher. The class teacher, if they think necessary, can recommend the student to the student counsellors Seydan Sonya and Gözay Behlül.

It is possible for our students to see the student counsellor directly by appointment. In some cases, the student counsellor informs the coordinators of the situation. Also, when necessary, the counsellor refers the student to the Psychological Counselling and Guidance Centre in GAU.

Our students most frequently require support of the counselling services for the following issues;

- Adaptation to university life
- Culture shock
- Intra-class relations
- Motivation and success
- Effective techniques for learning and studying English
- Exam anxiety
- Effective time management

15. STUDENT CLUBS

Drama Club

The GAU Foundation English School offers its students the opportunity to express themselves and to use their English and perform it on stage. They also learn some basic stagecraft and are introduced to plays and playwrights. Club members meet at least once a week, practise mini sketches, activities and plays and at the end of the academic year they perform an English language play on stage.

Students can follow the activities and the updates via the websites.

<http://dramagau.blogspot.com/>



English Speaking Club

The English Speaking Club allows Foundation English School students to develop their conversation and debating skills. Topics will be relevant to club members' interests and teachers and other leaders will provide feedback. Presentations and debates are a good way of developing important English language skills.



Reading Club

GAU FES Reading Club will offer its members the opportunity to practice, develop and strengthen their reading and general comprehension skills. Each semester, the club organises a reading competition and the winners will be awarded prizes. At the end of each term participants will receive a "Reading Certificate".



Film Club

The Film Club gives students the chance to learn English while watching movies! Students who join will be asked to complete a film review each week. The Film Club is designed to improve English listening, reading and writing skills. All films will be shown in English.



Students can follow the activities and the updates via the Film Club Blog.

<http://fesfilmclub.blogspot.com/>

16. FOUNDATION ENGLISH SCHOOL WEB SITE

The web site is very important for FES students. It is used to give students information on upcoming events, exam preparation and results, contacting teachers and finding resources. The web site also gives information about FES clubs and ELT lessons, and links to a range of English language learning websites.

We strongly recommend that all FES students use our web site on a daily basis.

Please visit the web site: <http://foundation.gau.edu.tr>

17. GAU, UK CANTERBURY CAMPUS

Girne American University Canterbury (GAUC) is an independent institution of American-style higher education. GAUC's comprehensive attitude to learning encourages scholarships, community service and integration in today's interdependent international society. With our study abroad programme you will have the opportunity to expand your knowledge and understanding.

For those students with insufficient command of English we offer English Language study at different levels in our English Preparatory programme. Employing the latest technological innovations of the highest standard to aid your learning, Girne American University Canterbury is a student led institution, ensuring that every student's needs are catered for.

For more information please visit: <http://www.gauc.org.uk>