



**ENGLISH
PREPARATORY
PROGRAMME**

**STUDENT'S BOOKLET
2019-2020**





Dear Student,

*Welcome to the Izmir University of Economics
Preparatory Programme.*

We are excited that you are joining us, and we know that you are excited to be here. You are starting a wonderful, new journey in your life, and we are here to help you start on the right foot. University is an amazing time. While you are here, you will have memorable experiences, make life-long friends, and gain life-long knowledge and skills. As you take your first steps down this path by learning English, we are here with you. Our highly professional, internationally experienced teachers and staff are here to help you gain your new language and the abilities to succeed in school and life. Right now, the road may seem long, but I encourage you to stay focused on your goals and let us support you and guide you as you make this journey.

Asst. Prof. Dr. Donald F. Staub

Director of the School of Foreign Languages

ADMINISTRATIVE STRUCTURE



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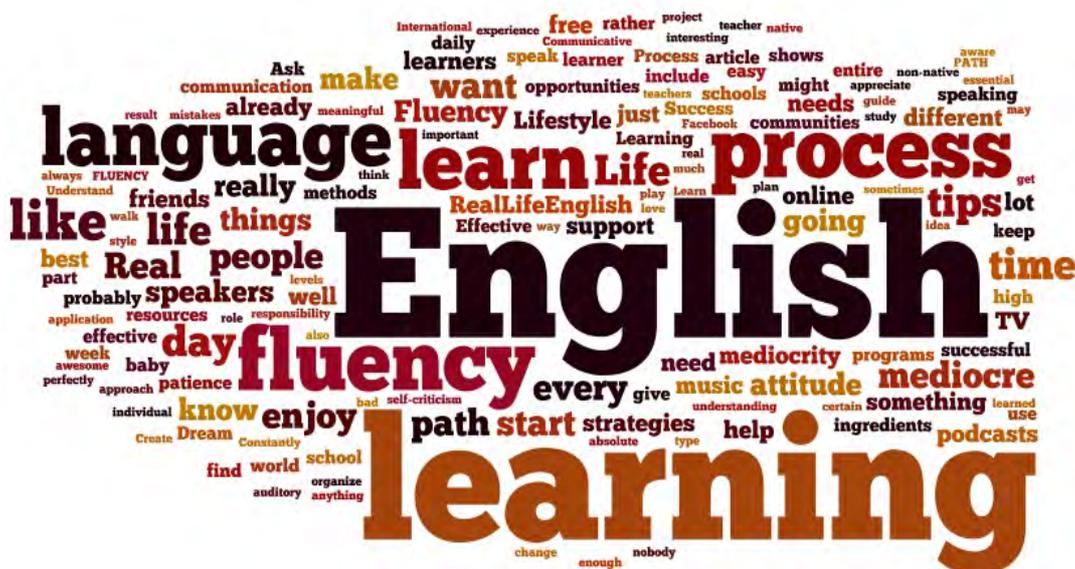
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For issues related to **absenteeism, medical reports and the education system**, please contact the Director, the Assistant Director, the Program Head or secretaries.

ENGLISH PREPARATORY PROGRAMME

Students admitted to the associate (vocational school), undergraduate or graduate programmes at Izmir University of Economics who have limited English language proficiency must attend the English Preparatory Programme before they begin their studies in their chosen departments in order to improve their language skills. The main objective of the English Preparatory Programme is to fully equip students with the language skills necessary not only to complete an academic course of study but to function well in a professional and social context. The overall aim of the English Preparatory Programme is to improve students' language skills and to provide them with reading and communication skills – both written and spoken – which will consequently contribute to their overall academic success as they begin their studies at our university. The English Preparatory Programme supports students and helps them to be efficient, motivated and autonomous learners.



In this programme, education is conducted using a modular system. Within an academic year, there are 4 modules, which are each 8 weeks long (see 2019-2020 modular calendar on page 36).

Why the Modular System?

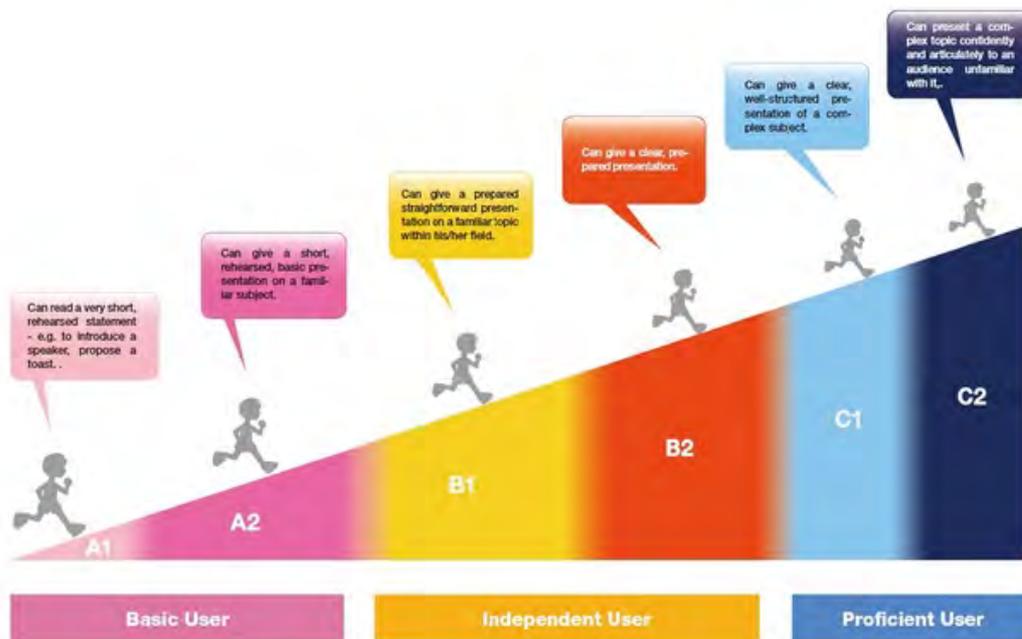
The modular system is versatile and adapts easily to change. Every module is self-contained and made up of an organised mode of instruction within a systematic framework. The system allows students to progress at their own pace and receive immediate feedback. The aim of the system is to provide the student with the necessary language skills to achieve the module objectives and move on to a higher level. The system not only accommodates students who need more time to consolidate their learning but also gives quick learners the opportunity to progress at a faster pace.

FOREIGN LANGUAGE PROFICIENCY AT IZMIR UNIVERSITY OF ECONOMICS

IUE is an English medium university. All new students will be expected to prove they have a sufficiently high level of English to enable them to follow lessons in their chosen departments. As such, students can either take the university's proficiency exam or present the university with certificates of English proficiency which are recognized by the Higher Education Council (YÖK). For more information on this topic, please visit the School of Foreign Languages website: <http://sfl.ieu.edu.tr>

Students who do not satisfy the above criteria must attend the English Preparatory Programme in the School of Foreign Languages at IUE.

LEVELS IN THE ENGLISH PREPARATORY PROGRAMME



The levels of students in the Preparatory Programme are determined by the Placement Exam. Students who score below 69.50 are placed into the Prep. Programme according to their score. Those who score 69.50 and above can then take the Proficiency in English Exam (PIE). Students who get 64.50 and above in the PIE do not have to study in the Prep. Programme and can begin studying in their faculties. Students who score below 64.50 in the PIE begin their studies in the preparatory programme.

ACADEMIC PROGRAMMES AND OBJECTIVES



The Preparatory Programme consists of the following levels:

- Elementary (A)
- Pre-Intermediate (B)
- Intermediate (C)
- Upper Intermediate (D)
- Pre-Faculty (PF)

In the first module, students are placed in one of these three levels according to their exam results: Elementary (A), Pre-Intermediate (B) and Intermediate (C).

Students in all levels of the Preparatory Programme study language use, reading, writing, listening and note-taking and speaking in order to develop their language skills.

Objectives (based on Common European Framework of Reference for Languages “CEFR”) are set by the Curriculum and Materials Development Unit taking into consideration the needs of the students in each level.

Students’ awareness of these objectives will help them to understand what is expected of them and thereby foster effective learning. In the modular system, it is only possible for students to advance when they have reached the required level of proficiency. The focus of teaching and testing are on the expected outcomes for each level.

LEVEL A: Those who start the Prep Programme in Elementary (A) level continue with Pre-Intermediate (B), Intermediate (C) and Upper-Intermediate (D) levels. Students who start at Elementary level (A) may take the PIE at the end of module 4 on the condition that they complete all modules successfully.	
Aims	
READING	By the end of this level, students can understand short, simple texts on familiar matters. They can achieve general understanding and comprehend details at a basic level.
LISTENING	By the end of this level, students can follow speech that is slow and carefully articulated with long pauses for them to assimilate meaning. They can understand listening texts with the highest frequency vocabulary related to areas of most immediate personal relevance.
WRITING	By the end of this level, students can give information in writing about matters of personal relevance (e.g. likes and dislikes, family, pets) using simple words, expressions and basic linking devices (and, but, or). They can ask for and pass on personal details in written form.
SPEAKING	By the end of this level, students can produce simple mainly isolated phrases about people and places. Students can interact in a simple way but communication is totally dependent on repetition at a slower rate of speech, rephrasing and repair.

LEVEL B: Those who start the Prep Programme in Pre-Intermediate (B) level continue with Intermediate (C) and Upper-Intermediate (D) levels provided that they are successful in each of the module. Students who start at Pre-Intermediate (B) level may finish the programme at the end of module 3. However, during the fourth module they may attend the Pre-Faculty (PF) programme, if they wish to do so. These students can take the PIE given at the end of module 4.

Aims	
READING	By the end of this level, students can understand short, simple texts on familiar matters of a concrete type, which consist of high frequency every day or job-related language.
LISTENING	By the end of this level, students can understand enough to be able to meet needs of a concrete type provided speech is clearly and slowly articulated.
WRITING	By the end of this level, students can write a series of simple phrases and sentences linked with simple connectors like "and", "but", and "because". Students can write short, comprehensible texts on familiar topics, connected with frequent linking devices.
SPEAKING	By the end of this level, students can give a simple description or presentation of people, living or working conditions, daily routines, likes/ dislikes etc. as a short series of simple phrases and sentences linked into a list. They can manage simple, routine exchanges without undue effort; can ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations. They can play a supportive role in interaction, provided that other participants speak slowly.

LEVEL C: Those who start the Prep Programme in Intermediate (C) level continue with Upper-Intermediate (D) level provided that they are successful in each of the modules. Students who start at Intermediate (C) level may take the PIE in January on condition that they successfully complete all modules. Those who score 64.50 and above are entitled to start their studies in their departments/programmes.

Aims	
READING	By the end of this level, students can read straightforward factual texts on subjects related to their field and interests with a satisfactory level of comprehension.
LISTENING	By the end of this level, students can understand straightforward factual information about common everyday or job-related topics, identifying both general messages and specific details, provided speech is clearly articulated in generally familiar accents.
WRITING	By the end of this level, students can write straightforward connected texts on a range of familiar subjects within their field of interest, by linking series of shorter discrete elements into a linear sequence.
SPEAKING	By the end of this level, students can reasonably fluently sustain a straightforward description of one of a variety of subjects within their field of interest. They can enter unprepared into conversation of familiar topics, express personal opinions and exchange information on topics that are familiar or pertinent to everyday life.

LEVEL D: Those who successfully complete Intermediate (C) level continue with Upper-Intermediate (D) level. They may take the PIE in January. If they score 64.50 and above, they are entitled to begin their studies in their departments/programmes.

Aims	
READING	By the end of this level, students can read with a large degree of independence, adapting style and speed of reading to different texts and purposes, and using appropriate reference sources selectively.
LISTENING	By the end of this level, students can understand the main ideas of propositionally and linguistically complex speech on both concrete and abstract topics delivered in standard speech, including technical discussions in his/her field of specialization. They can follow extended speech and complex lines of argument provided the topic is reasonably familiar, and the direction of the talk is sign-posted by explicit markers.
WRITING	By the end this level, students can write clear, detailed texts on a variety of subjects related to his/her field of interest, synthesizing and evaluating information and arguments from a number of sources.
SPEAKING	By the end of this level, students can give clear, detailed descriptions and presentations on a wide range of subjects related to their field of interest, expanding and supporting ideas with subsidiary points and relevant examples. They can interact with a degree of fluency and spontaneity that makes regular interaction with speakers of the target language quite possible without imposing strain on either party. They can further develop other people's ideas, pose questions that invite reactions from different perspectives and propose a solution or next steps.

PRE-FACULTY PROGRAMME: Pre-Faculty is an optional programme designed for students who have successfully completed Upper-Intermediate (D) level, but have either not yet taken PIE or have failed the PIE Exam. The Pre-faculty program is designed to give students the opportunity to both deepen their knowledge of academic English and develop the necessary skills for academic study.

Aims	
By the end of Pre-faculty program, students can develop the skills necessary for academic study in English through the development of abilities to read and listen to academic discourse, think critically about the content and write or discuss topics according to the requirements of their departments. The following are the main objectives of the programme.	
<ol style="list-style-type: none"> 1. Improve reading skills and comprehension 2. Develop academic vocabulary 3. Improve essay writing through the development of planning, structure and editing 4. Improve academic communication and listening 5. Do research, using the library and internet and referencing sources 6. Use graphs and tables to support ideas 7. Make presentations 8. Engage in debates and discussions on a variety of academic topics 	

WEEKLY CLASS HOURS AND ABSENTEEISM LIMITS ACCORDING TO LEVELS

Attendance is compulsory for students attending the English Preparatory Programme and students at all levels are expected to adhere to these limits. It is expected that students will use these hours in the event of serious health problems or emergencies. Students who are absent for no valid reason may be unable to compensate for missed class hours, which may bring about failure. Students who exceed the absenteeism limit are not qualified to take the Gateway Exam, and thus must repeat the same module.

Students who have not completed in-class Assessment tasks due to serious health issues (operation, accident, etc.) must have an official medical report which must be submitted to the School of Foreign Languages. This regulation is ONLY valid for students who have not completed their in-class Assessments and does not apply to absenteeism. Regular, uninterrupted attendance throughout the eight-week modules is recommended.

For all levels there is: **30** contact hours, **24** hours absenteeism limit.

The timetables will be one of the following based on the level:

HOURS	Monday	Tuesday	Wednesday	Thursday	Friday
08:45-09:30	1 st hour				
09:45-10:30	2 nd hour				
10:45-11:30	3 rd hour				
11:45-12:30	4 th hour				
12:30-13:30	LUNCH BREAK				
13:30-14:15	5 th hour				
14:30-15:15	6 th hour				

HOURS	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-09:45	1 st hour				
10:00-10:45	2 nd hour				
11:00-11:45	3 rd hour				
12:00-12:45	4 th hour				
12:45-13:45	LUNCH BREAK				
13:45-14:30	5 th hour				
14:45-15:30	6 th hour				

The Pre-Faculty programme consists of **12** contact hours. 10 hours will be spent in class and 2 hours will be carried out online through the Blackboard Collaborate platform. These 2 hours will count towards attendance. The absenteeism limit is **12** hours.

HOURS	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-09:45	1 st hour		1 st hour	1 st hour	1 st hour
10:00-10:45	2 nd hour		2 nd hour	2 nd hour	2 nd hour
11:00-11:45	3 rd hour		3 rd hour		
12:00-12:45	4 th hour		4 th hour		

ASSESSMENT OF ACADEMIC STUDIES IN THE PREPARATORY PROGRAMME

IN-MODULE ASSESSMENT PRINCIPLES

Our notion of language learning in the modular system is not based on exams but on the learning process. For this reason, in each module the students' development is monitored and constructive feedback is given throughout the 8 weeks.



The requirement for success in a module is two-fold:

1. In-Module Assessments (A01, A02, A03, A04, A05, A06, A07, A08):

While learning a language, it is very important for the students to evaluate their progress and to be informed about their development in order to continue their learning process successfully. For this reason, throughout each module, students complete six in-class assessments. Two of these in-class assessments evaluate the students' productive skills (speaking and writing), and four of them assess students' use of language, vocabulary, reading and listening skills. In-class assessments are conducted under the supervision of instructors in the classroom. The feedback received from the instructors after these assessments informs students about the extent to which they have achieved the module objectives.

In addition to these six in-class assessments, there is an assessment that students must complete digitally during the module and a Classroom Performance Grade covering the entire module. Classroom Performance Grade (CPG) is the grade given to students by each of their instructors. Students' classroom performance is evaluated based on four categories, which are Use of Target Language, Participation, Classroom Behaviour, and Homework.

Students in levels A, B and C must get a total of at least 59.50 from the in-module assessments in order to take the module exit exam (Gateway Exam). In order for D level students to enter the PIE, they must score at least 64.50 from their in-class assessments.

Assessment components and the individual percentages for each one are as follows:

A01: Use of English-Reading-Vocabulary	10%
A02: Listening-Reading-Vocabulary	10%
A03: Use of English-Vocabulary	10%
A04: Writing	20%
A05: Speaking	15%
A06: Listening-Reading-Use of English-Vocabulary	15%
A07: Digital Assessment	10%
A08: Classroom Performance Grade	10%
Total:	100%

Sample Calculation	A01	A02	A03	A04	A05	A06	A07	A08
Score	70	80	50	65	75	60	85	70
Percentage	10%	10%	10%	20%	15%	15%	%10	%10
Grade	7,00	8,00	5,00	13,00	11,25	9,00	8,50	7,00
Total Score	68,75							

Instructors meet students 2 hours a week outside class hours to support their language learning and to offer them guidance on how to study. Office hours are conducted in classrooms. Attendance is not taken during office hours.



2. Attendance:

The second pre-requisite for successfully entering the Gateway Exam is adherence to the absenteeism limits. Absenteeism limit for each level for each 8-week module is 24 hours.

Students who have not exceeded the absenteeism limit of their current level and have obtained enough points from their in-class assessments are entitled to take the Gateway Exam given at the end of the module.

Students at all levels are expected to adhere to these limits. It is expected that students will use these hours in the event of serious health problems or emergencies. Students who miss classes may be unable to compensate for missed class hours, which may bring about failure. Students who exceed the absenteeism limit are not qualified to take the Gateway Exam, and thus must repeat the same level. In addition, students who exceed the absenteeism limit may lose their scholarship for one semester.

Students who have not completed in-class Assessment tasks due to serious health issues (operation, accident, etc.) must have an official medical report which must be submitted to the School of Foreign Languages. This regulation is ONLY valid for students who have not completed their in-class assessments and does NOT apply to absenteeism. Regular, uninterrupted attendance throughout the eight-week modules is highly recommended.

END OF MODULE ASSESSMENT PRINCIPLES

The Gateway examinations are tests designed to assess the English language competence of students who have successfully completed the necessary in-module requirements at their respective level. The aim of these examinations is to determine whether the students' proficiency in English is at a suitable level to enable them to progress and be able to participate fully at the next level. Thus, the Gateway exams assess whether the student has met the pre-determined objectives of the level in reading, writing, listening/note-taking, speaking and language use. Students who show the necessary competence in these areas are deemed to be ready to advance to the next level.

Gateway exams are given at the end of each 8-week module. The written part of the exam is conducted in two sessions:

Part I:

LEVEL A	Listening + Language Use + Reading (80 minutes)	09:30-10:50
LEVEL B	Listening + Language Use + Reading (90 minutes)	09:30-11:00
LEVEL C	Listening + Language Use + Reading (100 minutes)	09:30-11:10

BREAK

Part II:

LEVEL A	Writing (35 minutes)	11:30-12:05
LEVEL B	Writing (45 minutes)	11:30-12:15
LEVEL C	Writing (50 minutes)	11:30-12:20

For the speaking part of the exam, each student is given an appointment which is announced prior to the exam on <http://sfl.ieu.edu.tr>.

Further information regarding the in-module assessments and Gateway Exams can be found in the content areas of your Blackboard courses. In order to access these, one must be either a member of staff or student in the SFL.

Students who score at least 59.50 in the Gateway exam progress to the next level. Students who cannot take the Gateway exam or score less than 59.50 on the exam repeat the same level with different course materials.

Gateway Exams do not have a make-up option. Medical reports are not accepted.

Students in the Upper-Intermediate level (D) do not take the Gateway exam. Provided that they score a total of at least 64.50 (64.50/100) in continuous in-module assessments and do not exceed the absenteeism limit, they qualify to sit the Proficiency in English exam at the end of the second or fourth module.

Below are two examples that students at Level A might follow in the Prep Programme.

SUCCESSFUL	Module 1	Module 2	Module 3	Module 4	➔ Proficiency in English Exam (PIE)
	A (Starter)	B (Starter)	C (Starter)	D (Starter)	

In this case, a student who starts in (A) level and successfully completes each module may take the Proficiency in English Exam (PIE) at the end of the fourth module.

UNSUCCESSFUL	Module 1	Module 2	Module 3	Module 4	➔ End of Academic Year PIE
	A (Starter)	A (Runner)	A (Chaser)	A (Catcher)	

On the other hand, if a student starts at level (A) and repeats the level 3 times he will not qualify to take the Proficiency in English Exam (PIE) before August since he will not have completed level D which is a pre-requisite for entrance to the PIE. However, s/he can still attend the Summer Support Programme and take the proficiency given at the end of it.

However, if a student starts at Level A, and only repeats one level once, he is still entitled to take the PIE exam at the end of the second semester if he scores above 70 in the C Level Gateway exam.

The terms in the table which appear in brackets show the status of the repeat students as follows:

Starter: students taking the level for the first time

Runner: students taking the level for the second time

Chaser: students taking the level for the third time

Catcher: students taking the level for the fourth and final time

PRE-FACULTY PROGRAMME ASSESSMENT PRINCIPLES

Each module has 12 hours of lessons each week (9am – 1pm), and focuses on the skills of reading, writing, listening, speaking (10 hours) and grammar (2 hours). 10 hours are spent in class and 2 hours are carried out online through the Blackboard Collaborate platform. These 2 hours count towards attendance. Moreover, students spend a minimum of 4 hours in the Activity Centre for Teachers and Students (ACTS) throughout the module to consolidate the skills they have been learning.

Course Requirements

Successful completion of the course requires the following components.

- regular attendance (12 hours absenteeism over the 8 weeks of the module)
- completion of the requirements of the modular assessments

Assessment

Assessments are carried out as follows:

A01 – Reading and Listening Test	10%
A02 – Writing an academic paper	20%
A03 – Giving an oral presentation	20%
A04 – Online quiz	20%
A05 – Attending department classes	10%
A06 – Homework submission	20%

Pre-faculty program does not have a module-exit exam.

The passing mark is 70%. Students who receive this are entitled to sit the English 101 exemption examination and if they pass, they will not be required to complete this course.

PROFICIENCY IN ENGLISH EXAM (PIE)



The passing grade of the English Proficiency Exam is 64.50 for the Undergraduate and Associate students, and 70 for the Graduate students. Please check the academic calendar on <https://www.ieu.edu.tr/en/akademik-takvim> for dates of the 2019-2020 PIE exams. In order for any student studying in the English Preparatory Program to enter each PIE during and/or at the end of that academic year, the student must successfully complete Level D. However, students who have started the Preparatory Program at level A but have failed maximum once at any level in the academic year may take the PIE exam given at the end of the fourth module only if they score 70 and above from level C Gateway exam.

Students who cannot reach or successfully complete level D and students who start at A level and fail once and receive a grade below 70 in the Level C Gateway exam cannot enter the PIE given in that academic year. These students can only enter the PIE given at the end of the Summer School Program (if they choose to participate) and/or the PIE given at the end of the year.

The students who start the academic year at level C (in module 1) and are successful in level D (in module 2) are eligible to take the PIE given at the end of the first semester. Students who are successful in this PIE continue their studies in their departments in the second semester.

Students who are not successful in the PIE given at the end of the first semester can attend the Pre-Faculty Program in the second semester if they wish. These students take the PIE held in June.

Regardless of the reason for failure, all students, including the ones who defer their registration, have the right to take the Proficiency in English Exam at the end of the year. However, students who do not renew their registration cannot take this exam.

PIE Written Exam:

The written component of the exam is held in three sessions. All the answers in Session II and Session III sessions are coded on the optical form. Therefore, candidates are asked to bring a fine lead pencil and an eraser.

SESSION I: INTEGRATED WRITING

09:30-10:50

This part of the exam is **80** minutes long. **(30 points)**

PART A: Reading and note-taking

PART B: Listening and note-taking

PART C: Writing an essay (275 – 400 words)

BREAK: 25 minutes

SESSION II: LISTENING AND READING

11:15-13:00

This part of the exam is **105** minutes long and there are two sections: Listening and Reading.

Listening (15 items, 15 points, 35 minutes)

PART 1: Matching (with one extra option) (5 items)

PART 2: Multiple Choice (4 options) (5 items)

PART 3: Multiple Choice (4 options) (5 items)

Each text is listened to twice.

Reading (30 items, 30 points, 70 minutes)

PART 1: Matching	(2 extra options)	(6 items)
PART 2: Insertion	(2 extra options)	(5 items)
PART 3: Multiple Choice	(4 options)	(8 items)
PART 4: Multiple Choice	(4 options)	(11 items)

BREAK: 60 minutes

SESSION III: USE OF ENGLISH

14:00-15:00

This part of the exam is 60 minutes long.

(25 items, 25 points)

PART 1: Two Cloze Tests	(with 4 options)	(10 items)
PART 2: Vocabulary	(with 4 options)	(5 items)
PART 3: Word Formation	(with 4 options)	(5 items)
PART 4: Sentence Transformation	(with 4 options)	(5 items)

Wrong answers do not cancel out correct answers.

The written component of the PIE exam accounts for 80% of the total PIE grade.

PIE Speaking Exam:

The speaking component of the PIE Exam is conducted on the day after the written part is given and candidates are informed of their appointments in advance on <http://sfl.ieu.edu.tr>.

The speaking exam is a 10-minute structured interview between an interlocutor and a candidate, and the sessions are video-recorded.

The speaking component of the PIE exam accounts for 20% of the total PIE grade.

The speaking exam is composed of the following parts:

PART 1: Question and answer

PART 2: Role-play

PART 3: Decision-making

PART 4: Extended Individual long turn

Students who score at least 64.50 (80% of the written component and 20% of the speaking component) are qualified to begin their faculties.

Further information regarding the Proficiency in English (PIE) Exam can be found on <http://sfl.ieu.edu.tr>.

Exam Rules:



- It is MANDATORY for students to bring a valid picture ID with them (student ID or any form of identification card). Students without a valid ID will not be able to take the exam.
- Students are asked to bring a fine lead pencil and an eraser since optic forms will be used in the exam. Exchange of pencils and/or erasers during the exam will be regarded as an attempt to copy.
- No one else, besides the students and the staff on duty, will be allowed in the rooms or halls where the exam is taking place.
- Students are asked to check the lists that show their names and exam rooms before the exam. Therefore, in order to do this, students should arrive at school at least 30 minutes before the exam begins.
- Electronic equipment (smart phones, smart watches, AirPods, EarBuds, etc.) should be turned off and kept out of reach during the exam.
- Mobile phones cannot be used even to check the time. Trying to use mobile phones will be considered as an attempt to copy.
- Students will not be able to leave the room during the first 30 minutes and the last 15 minutes of the exam.
- Students will not be able to leave the room to go to the bathroom or for any other reason during the exam.
- Students are allowed to bring water with them if they wish.
- Talking/asking questions during the exam is prohibited and will be regarded as an attempt to copy.

STUDENT APPEAL PROCEDURES

All students have the right to appeal against their grades in the Gateway and PIE examinations. These appeals must be submitted within three workdays of the official grades announcement. On receiving these appeals, the Testing Unit checks the exam results. If a mistake in the calculation of points is found, the necessary amendments are made. Students can then contact the SFL secretariat to find out about the results of the appeal.

SCHOLARSHIP

Scholarship students are advised to follow the rules regarding scholarship procedures from the following website: (<http://oim.ieu.edu.tr/tr/lisans-ve-onlisans-burslari>).

SUMMER SUPPORT PROGRAMME

The Summer Support Programme can be attended by students from any level. Provided that students complete the programme, they can enter the summer school proficiency exam. The absenteeism limit is 12 hours. Students who exceed this limit will be unable to take the PIE exam at the end of the programme. Students pay extra tuition to enroll in this programme.

SUCCESS CRITERIA FOR THE DIFFERENT PROGRAMS



A) ENGLISH MEDIUM DEPARTMENTS

Students enrolled at English medium departments must pass the preparatory programme in order to be entitled to move on to their freshman year.

B) OPTIONAL PREPARATORY PROGRAM

The medium of instruction in some of the departments is Turkish and these departments offer optional preparatory program. If students decide to study in the preparatory program, they can do so by applying to the Student Affairs within the specified quotas. The criteria for being successful in the program are the same as those for students in English medium departments. If the students pass, they are entitled to take courses given in English; if not, they can continue their education in their departments without being able to take courses in English. Or, if they wish, they can repeat the preparatory year.

ACADEMIC AND ADMINISTRATIVE SERVICES PROVIDED BY THE UNIVERSITY

Student Information System (OASIS)

Oasis is an information system for Izmir University of Economics English Preparatory Programme students where they can follow their attendance, absence and exam results. Information on how to register to this system is given below:



OASIS Account Activation Process

In order to activate OASIS account, student identification number and e-mail address given by the Student Affairs Directorate during school registration is necessary.

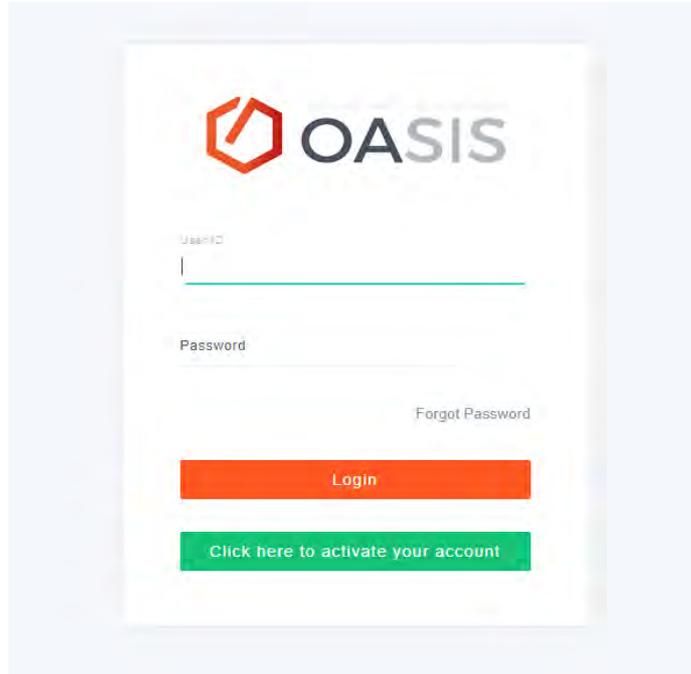
Getting a password and security settings for OASIS will be done one time and that password will be used from then on. The permanent password set for OASIS will be used for logging into both OASIS and Blackboard Learning Management System. You can find the instructions below.

Step by Step OASIS Account Activation

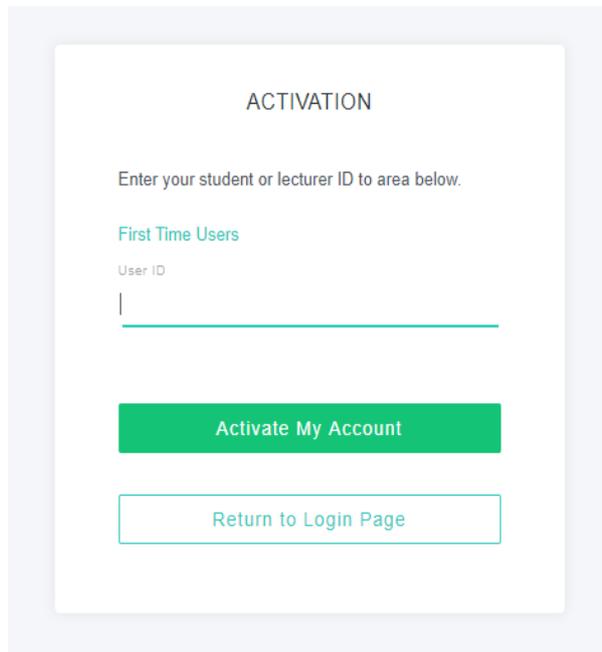
- 1 – Account Activation and Login
- 2 – Create PIN Code
- 3 – Change Password
- 4 – Choose Login Image

1 - Activation

- Click on the following link <https://oasis.izmirekonomi.edu.tr/oasis> .
- Choose "Click here to activate your account" link which is on the left side of the main page.



- Under "Account Activation", please enter your student identification number in "User ID" part which was given to you at registration by Student Affairs and click on "Activate My Account" button.



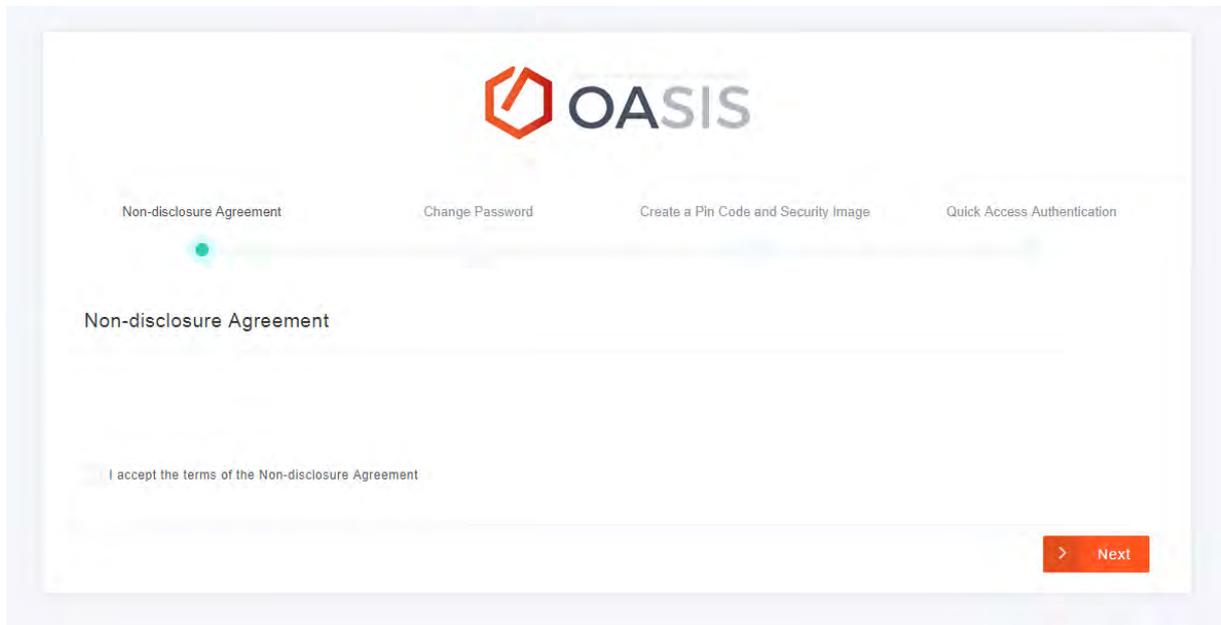
A temporary "OASIS" password will be sent to your EkolD e-mail address which is std.izmirekonomi.edu.tr.

Your GSM number (e.g. 5XX XXX 12 34) that you listed on registration forms will pop up, and when you click on the number, the password for your activation will be sent to that GSM number. In this way, password for your activation is sent both to your e-mail address and to GSM number.

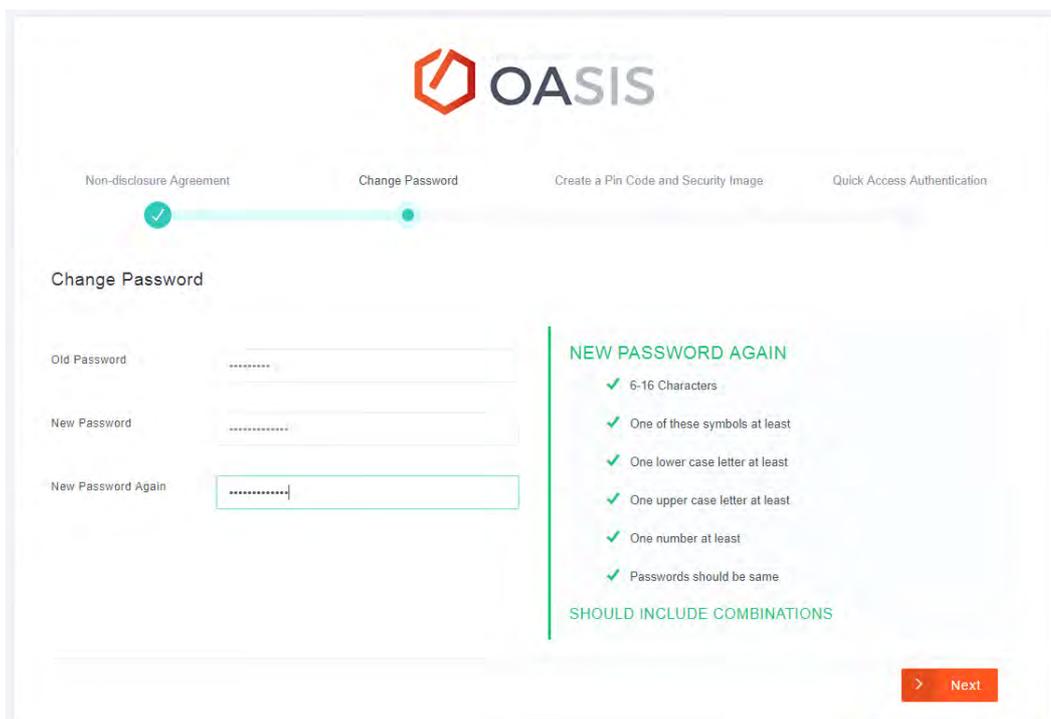
You will see the following statement on screen "Your account password has been set and a message containing instructions has been sent to your email address on record. Please check your inbox".

(In order to see your e-mail account and access your temporary OASIS password, please go to webmail.ieu.edu.tr address. Click on the student webmail. Enter your name and password given to you by Student Affairs at registration and click on login.)

- Read “Non-disclosure Agreement” and then click on “I accept the terms of the Non-disclosure Agreement” box, and then click on “Next”.



- Get your temporary password from your e-mail and write it into the “Old Password” field.
- **Create a password with at least one lower case letter, one capital letter, one number, and one symbol with a length of 6-16 characters** and write it into the “New Password” and “New Password Again” fields. After this procedure click the “Next” button on the right.



- Create a four-digit PIN code NOT starting with 0 and write it in the “New PIN” and “New PIN Again” fields. Select a security image from the “Security Image” list and click “Next”.

OASIS

Non-disclosure Agreement Change Password Create a Pin Code and Security Image Quick Access Authentication

Change Pin Code and Security Image

New Pin: [.....]

New Pin Again: [.....]

Security Image: [synth]

NEW PIN AGAIN

- ✓ Should include 4 numbers
- ✓ Should not start with 0
- ✓ Pins should be same

SHOULD INCLUDE COMBINATIONS

Next

- Write your GSM number without the 0 at the beginning into the “Phone Number” field, your @std.izmirekonomi.edu.tr extended email address into the “E-mail” field, and click “Send Verification”. Copy the received 6-character long confirmation code from your phone into the “Confirmation Code” field and click “Complete”.

OASIS

Non-disclosure Agreement Change Password Create a Pin Code and Security Image Quick Access Authentication

Change Quick Access Information

NOTE: This information will help remind you of your password when you forget your password.

Phone Number: 5553963053 Send a Verification

Confirmation Code: K458J1j Submit

E-mail: @ieu.edu.tr

PHONE:

- ✓ Must be 10 numbers
- ✓ Should not start with 0

E-MAIL:

- ✓ Accepted Format

SHOULD INCLUDE COMBINATIONS

Complete

You are now logged into OASIS.

2 – Changing your PIN Code

Please click on your name or photo on the right top on OASIS home page and click “Security Settings”.

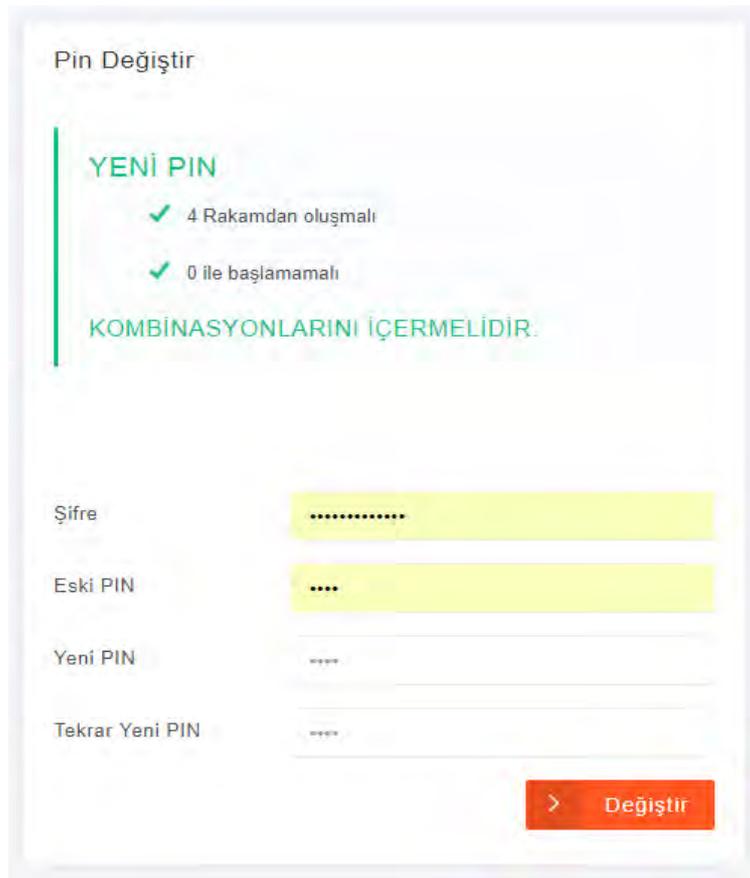
Fill in the fields on the “Change PIN” page with:

Password: The password you created during the activation process

Old PIN: Your 4-digit old PIN code

New PIN: A new 4-digit PIN code

New PIN (repeat): Your new 4-digit PIN code again and click “Change”.



When you are done, a “Your PIN Code Changed” message will show on the green menu, and you will see “Your PIN Code has been set” message.

3 – Changing your Password

Please click on “Security Settings” on OASIS home page and follow the instructions below in order to change your OASIS password:

Old Password: Enter your temporary password sent to your e-mail account

PIN Code: Enter your 4-digit PIN Code you created before

New Password: Enter a new password you created which consists of at least 6 characters which combines numbers and letters

New Password (repeat): Re-enter the new password and click on “Apply” button.

Şifre Değiştir

TEKRAR YENİ ŞİFRE

- ✓ 6-16 Karakter
- ✓ !,(),<>@?&V_ sembollerinden en az birini
- ✓ En az bir küçük harf
- ✓ En az bir büyük harf
- ✓ En az bir 1 Rakam
- ✓ Şifreler aynı olmalı

KOMBİNASYONLARINI İÇERMELİDİR.

Eski Şifre

PIN

Yeni Şifre

Tekrar Yeni Şifre

[> Değiştir](#)

When you are done, a "Password Changed" message will show on the green menu, and you will see "Your password has been set" message.

4 – Choosing a Login Image

Please click on your name or photo on the right top on OASIS home page and click "Security Settings". Fill in the fields on the "Change Security Image" page with:

Password: Enter your new password you identified during activation.

Image: Choose an image by clicking on the cursor downward and click on "Apply" button.

Güvenlik İmaji Değiştir

Şifre

Güvenlik İmaji synth



[> Değiştir](#)

If You Forget Your Password

Users who forget their password may click on “Forgot password” link, and enter their student ID number, the system will direct them to re access their new password and PIN code. If you click the “Send via SMS” button, the system will send your password to your GSM number you entered before at the profile adjustments/personal information screen. If you have not entered this information, your GSM numbers (e.g. 5XX XXX 12 34) that you listed on registration forms will pop up, and when you click on a number, the password for your activation will be sent to that GSM number. In this way, password for your activation is sent both to your e-mail address and to GSM number.

ENTERING THE SYSTEM (OASIS)

Students who received their OASIS passwords after completing system security adjustments, can access the OASIS main page by clicking on <https://oasis.izmirekonmi.edu.tr/oasis/>.

You can mail any concerns on how to use the system to ybs@ieu.edu.tr or ask the OASIS HELP DESK in person.

(Please Note: The IT Directorate HELPDESK can only help you with your e-mail problems. **For any other problems concerning OASIS, please go to the OASIS Help Desk or send an e-mail to ybs@ieu.edu.tr address.)

ANNOUNCEMENTS

English Preparatory Program students can follow all the written announcements (course schedules, exam announcements and lists) made by the School of Foreign Languages electronically. It is the students' responsibility to be informed about all announcements shared on our website and it is assumed that they are read by all students. Announcements regarding the classes are made by instructors orally or put on classroom bulletin board.



Students must also **regularly check their email account** given by the Student Registrar's Office during registration. This email account has an extension of std.ieu.edu.tr and all the academic announcements as well as Blackboard course notifications are sent to IUE student email accounts.

WEBPAGE



Izmir University of Economics English Preparatory Program students can access our web page at <http://sfl.ieu.edu.tr>. They can find links on learning English on our web site.



The students can also follow "[Iue Prep School](#)" on Facebook.

SMART CAMPUS

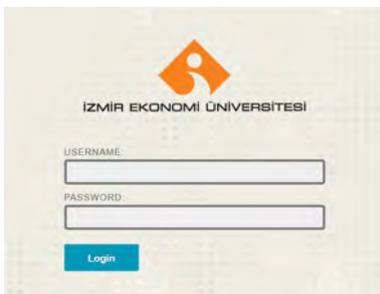
Izmir University of Economics introduced “Smart Campus” system in the 2015-2016 academic year. This system includes Blackboard Learn – Learning Management System, and Panopto Video – Lecture Capture software.



Blackboard Learn is an internet-based learning management system designed to enhance and enrich instructional activities by enabling instructors to manage and create their course materials, assignments and exams. In addition to that, instructors can easily communicate with their students online and manage class discussions and collaborative projects using blogs, discussion boards and forums which are available on Blackboard Learn. Students will be able to access all of these features any time of the day via any medium with internet connection. Blackboard Learn facilitates student learning and enhances their engagement with the course material. It is used institutionally to supplement face-to-face courses, and/or to provide any course content for distance education courses.



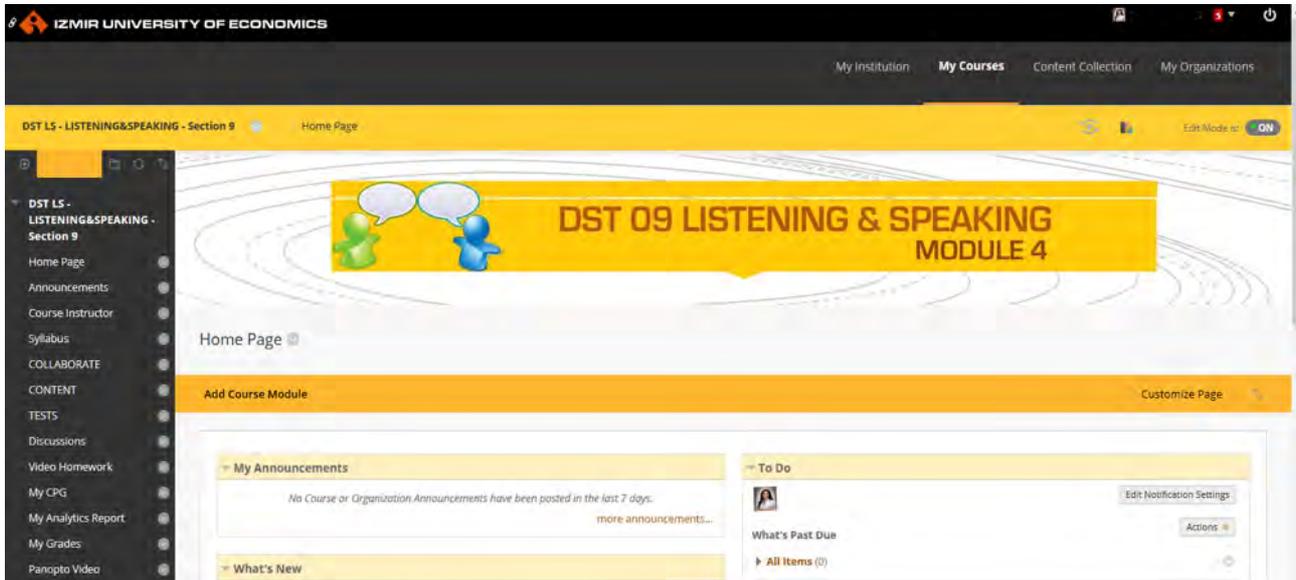
Panopto is another online platform that is used in the IUE Smart Campus. Panopto is a video platform that provides integrated video recording, screencasting, video streaming, and video content management software. Panopto allows instructors to record audio, video and their computer screen (Powerpoint or any software application) directly from their desktop. It also includes a video search engine that makes it possible to search inside videos for words mentioned by the presenter or shown on their slides. With these features, Panopto will enable students to access their class and watch the lesson live via their computer, smart phone or tablet when they are unable to attend classes. When they wish to review those subjects they haven't fully understood in class, they will be able to locate those parts in the recordings using the software's search engine and watch them again. Panopto is integrated with Blackboard to allow for restricted access to only students within the class.



To access Blackboard please go to <https://ieu.blackboard.com/>

You will use your OASIS username and password to log in to Blackboard.

You will see the list of courses you are enrolled in the “My Courses” link and have access to course content, your assignments and the announcements made by your instructors. Please check your Blackboard courses regularly.



For more information on Smart Campus at IUE:

<http://www.ieu.edu.tr/tlc/>



LIBRARY

Our library was established in 2002 in parallel with the establishment of the university in order to support the education and research needs of academic personnel, students and researchers.



In 2004, it united with the British Council Library and was restructured to offer increased English library services in order to reflect the world at-large.

There are internet access ports, computers connected to the internet and catalogue-scanning terminals in the library.

The library collection includes books, periodicals, multimedia, CD-ROM, DVD, music CD, Videotape, audiocassette and online databases. The library also uses the "Yordam2001 Library and Information Management Automation System".

The library's online catalogue allows users to search for and reserve, as well as extend, for and can, reserve texts, as well as extend due dates from anywhere they have internet access. The library utilizes the "Library of Congress Classification System", the world's most recognized academic classification system", to gather publications on the same subjects together.

Working Hours

During the academic year:

Monday to Friday: 08:30 – 22:00

Saturday: 10:00 – 17:00

Sunday: Closed

During semester holidays and summer:

Monday to Friday: 08:30 – 17:45

Saturday & Sunday: Closed

CULTURAL, ARTISTIC AND ATHLETIC ACTIVITIES (STUDENT GUIDANCE SERVICES)

English Preparatory Program students can also actively participate in cultural, artistic and athletic activities organized by student clubs while they learn to improve their language skills. They can apply to the Student and Corporate Activities Directorate to get more information.

Students with physical, hearing, sight, and speech disabilities, as well as students with hyperactivity disorder, dyslexia, epilepsy, and diabetes, etc. can also take advantage of the Disability Support Centre managed under Promotion, Public Relations and Student Activities Directorate.



The Career Guidance Centre helps familiarize students with business life and to establish career consciousness, and provide them with the opportunities to plan their future during their education.

PSYCHOLOGICAL DEVELOPMENT AND COUNSELLING CENTRE (PDCC)



The Psychological Development and Counselling Centre aims to help students who are having difficulties coping life as a university student.

The Psychological Development and Counselling Centre provides support and counselling services to students who are having such problems as adaptation to new environments, exam anxiety, coping with stress, anger management, fears/phobias, depression, relationship problems, lack of self-confidence, and loneliness. Our expert clinical psychologists provide individual counselling sessions with students. All PDCC practices are carried out within the scope of the psychology code of ethics. Our purpose is to provide a sincere, supportive and confidential environment in which our students feel comfortable sharing their problems.

Students take advantage of these services free of charge.

EXTRA-CURRICULAR ACTIVITIES OFFERED BY THE SCHOOL OF FOREIGN LANGUAGES



The **Activity Center for Teachers and Students (ACTS)** aims to maximize student and teacher motivation and satisfaction in the IUE SFL. ACTS does this by designing, organizing and conducting a multitude of extra-curricular activities throughout the academic year.

At the **Bake Sales**, we sell cookies, cakes and other goodies, made by students and teachers. The money is used to finance the different activities we organize during the year.



We also organize **Events** such as Trivia Quizzes, a Theatre sketch performance, an International Food Fest, a Gourmet Team Challenge and a Social Responsibility Project. Whenever you choose to participate in one of these events, you will see it helps you to develop your English in a fun way.



The **PREPARATORY Newsletter** comes out on a monthly basis and is put together by volunteer students from prep. You can get a taste of what they have been doing at:

<https://preparatoryblog.wordpress.com>

If you start the year in C-level and you want to be a newsletter volunteer, come to our room on the first floor in the SFL-building.

International students, Erasmus exchange students and AIESEC-students from different countries will visit classrooms in C- and D-level during the first and third module. If you want to go abroad in the future, this is a great way to make friends and find out a bit more about the countries that they come from.



At the end of every module, we organize a big PREP talks session in the Main Conference Hall. These PREP talks are based on the famous TED Talks, and every single time guests from inside and outside the university are invited to present a topic that is close to their heart. The highest-level students can attend with their class to take notes and enter into an after-presentation Q&A and discussion. It goes without saying that it is 'English only' during these sessions and all our other activities!



ACTS is presently undergoing a change of personnel with the program likely to change. A revised calendar of activities will be available and presented to all interested parties in the near future.

PREMISES



All courses in the Preparatory Programme take place in Block E.

Please note that smoking is strictly prohibited on campus. Smokers are requested to go to the designated outdoor areas for smoking.



COMPLAINT PROCEDURE

3 Steps for Disciplinary Problems – Incident Report Procedure (for Teachers):



1. Verbal Warning – The teacher warns the student and/or tries to resolve the problem with a private conversation.
2. Incident Report to the Assistant Director – The teacher files an Incident Report. The Assistant Director schedules a meeting with the teacher and student and the three together discuss the problem behavior. The goal is for the student to agree to behave more appropriately in the classroom.
3. Incident Report to Director – If the problem continues, the teacher files the Incident Report with the Director, which now includes a record of the meeting with the Assistant Director. The Director takes further action to resolve the problem or refers the issue to the Disciplinary Committee.

3 Steps for General Grievances from Students – Student Complaint Procedure (for Students):

1. The student submits a Student Complaint Form to the Assistant Director.
2. The Assistant Director decides on an appropriate next action, which will likely include a meeting to discuss the problem and work toward a resolution.

If the student is not satisfied with the outcome of step 2, the student re-submits their complaint with the SFL secretaries for the Director's attention.

BEHAVIOUR MANAGEMENT POLICY AND DISCIPLINARY PROCEDURES

Students studying in the English Preparatory Programme are subject to the disciplinary procedures laid down by the University. Students should adopt behaviour befitting their university student status and must follow the rules outlined below:

Students are expected to:

1. Bring the lesson materials regularly
2. Stick to the class hours
3. Submit assignments on time
4. Refrain from disruptive and irrelevant behavior during the lessons (sleeping, playing games, using mobile phones, eating and drinking, wondering around the classroom, making preparations for other lessons, etc.)
5. Set positive and respectful relationships with peers and instructors
6. Not damage school property and materials

According to the code of discipline of the School of Foreign Languages, students who do not adopt the required behaviour are given two written warnings by the instructor and a record of this will appear on their grade cards. In the case of a third warning, students will be subject to the disciplinary procedures specified by the University.

In accordance with the Disciplinary Bylaw for Students of Institutions of Higher Education, students who behave in an undignified manner that cannot be attributed to a respectful student in or out of an institution of higher education; limit the freedom of learning and teaching directly or indirectly; disturb the calm and good working order in the institutions; engage in activities such as boycotting, occupying, obscuring, as well as provoking and encouraging such activities may receive a warning, a reprimand, a suspension from the Institution of Higher Education for a period of one week to one month, or a period of one or two-terms, or even expulsion from the University.

It is highly important that students avoid any behaviour that requires disciplinary investigation. In such cases, the relevant articles of the Disciplinary Bylaw for Students of Institutions of Higher Education will be fulfilled exactly.

DISCIPLINARY BYLAW

SECTION ONE

General Rules

Aim

ARTICLE 1

The purpose of these standing orders is to define the statutes concerning the disciplinary penalties to be given to the students who fail to fulfill the duties that laws, rules and regulations as well as directives impose upon them in or out of an institution of higher education and who disobey the above-mentioned regulations and infringe upon them or behave in an undignified manner that cannot be attributed to a respectful student.

Scope

ARTICLE 2

The disciplinary offenses concerning the students studying in an institution of higher education, disciplinary penalties and those who are entitled to administer the aforesaid penalties, disciplinary committee, disciplinary investigations, objections to the disciplinary penalties as well as the application of these penalties are all defined in above-mentioned standing orders.

Legal Base

ARTICLE 3

Paragraph a/9 of article 54 and 65 of the Higher Education Act numbered 2547 constitutes the legal base of these standing orders.

Definitions

ARTICLE 4

These standing orders define:

Institutions of higher education: Universities, faculties, institutes, vocational schools, conservatoires, vocational high schools and research and application centers.

Students: People who study in an institution of higher education, enrolled in a program such as associates, undergraduates, graduates and for post-graduate studies or in a program for medical specialty or competency in Fine Arts.

Suspension from an institution of higher education: It is forbidden for the student to enter the building, garden, annex, or other facilities of the institution of higher education s/he attends during a given period.

SECTION TWO

Disciplinary Penalties and Offenses

Disciplinary Penalties

ARTICLE 5

a) The disciplinary penalties are as follows:

- a) Warning: The student is informed in writing that he/she is to be more careful about his/her duties and behavior related to his/her studies.
- b) Reprimand: The student is informed in writing that he/she has been considered at fault in relation with his/her duties and behavior in respect to his/her studies.
- c) Suspension from the institution of higher education for a period of 1 week to 1 month: The student is informed in writing that he/she has been suspended from the institution of higher education for a period of 1 week to 1 month and he/she is not to exercise any of his/her rights as a student during this period of time.
- d) Suspension from the institution of higher education for 1 or 2 semesters: The student is informed in writing that he/she has been suspended from the institution of higher education for 1 or 2 semesters and he/she is not to exercise any of his/her rights as a student during this period of time.
- e) Expulsion of a student from the institution of higher education: The student is informed in writing that he/she has been expelled from the institution of higher education and he/she is from then on ineligible to be admitted to any institution of higher education.

Disciplinary Offenses That Warrant a Warning:

ARTICLE 6

The following are circumstances that warrant a warning:

- a) Actions that are not in accordance with that of a good student,
- b) Being rude and disrespectful towards others, yelling at each other, singing, making music and noise disturbingly and not keeping the environment clean,
- c) Not answering the questions of authorized persons in due time without reason,
- d) Occupying the places reserved for the teaching staff or for guests in meetings or ceremonies.

Disciplinary Offenses That Warrant a Reprimand

ARTICLE 7

The following are the circumstances that warrant a reprimand:

- a) Displaying behavior unbecoming of a student in a place of higher education that may result in loss of confidence in the student,
- b) Writing or drawing signs, pictures or such on the walls or furniture in the institutions of higher education,
- c) Not being ready to share the information required by the authorities of the institution of higher education or giving incomplete or false information,
- d) Posting notices at places that are not reserved for this purpose by the authorities of the institution of higher education,
- e) Disturbing the atmosphere of a lesson, a seminar, a workshop, a laboratory, as well as a conference,
- f) Being intoxicated in a lesson, a seminar, a conference or in a workshop in the institution of higher education,
- g) Gambling and letting others gamble,

Disciplinary Offenses That Warrant a Suspension from The Institution of Higher Education for a Period of One Week to One Month

ARTICLE 8

The following are the circumstances that warrant a suspension from the institution of higher education for a period of 1 week to 1 month:

- a) Limiting the freedom of learning and teaching directly or indirectly; disturbing the calm and good working order in the institution of higher education,
- b) Disturbing the calm of a ceremony and violating the rules and program of a ceremonial gathering,
- c) Being politically active in the institution of higher education,
- d) Continuing to occupy places reserved for the teaching staff or for the guests despite a warning,
- e) Hindering disciplinary investigations,
- f) Dispersing handouts and posting banners and posters in an institution of higher education,
- g) Giving a document that the student has been entitled to receive from the institution of higher education to somebody else for personal use or using such a document for his/her own interest,
- h) Vandalism; writing obscenities, or drawing obscene pictures or affixing them on university property, doors, walls or the like,
- i) Destroying, or mutilating or forcibly removing, or defacing any announcements, notices that have been posted with the permission of the University

Disciplinary Offenses That Warrant a Suspension from The Institution of Higher Education for a Period of One or Two–Term Suspension from the University

ARTICLE 9

Offenses that result in one or two-term suspension from the University are as follows:

- a) Threatening the administrative staff or teaching personnel, or insulting or abusing them in speech or writing,
- b) Either as an individual or as a group, verbally assaulting the university administrators or their decisions, publishing against them, provoking other students to do that or attempting to do that,
- c) Attempting to boycott, occupy, prevent the services given at the University, excluding political and ideological purposes,
- d) Engaging in activities that may result in ethnic, racial, or religious polarization,
- e) Raping any of the staff or students at the university,
- f) Drawing or posting any pictures or emblems on school property that are politically or ideologically motivated,
- g) Theft,
- h) Drinking alcohol within the confines of University property,
- i) Provoking students or others to prevent the staff from carrying out their work,
- j) Holding or attending meetings, ceremonies, announcing oneself as the leader of the group or giving a speech illegally at places belonging to the University,
- k) Breaking into or damaging university buildings that have been ruled as off-limits,
- l) Keeping any unauthorized printed matter forbidden by the University, or copying or distributing them to other students,
- m) Cheating or helping other students to cheat during exams, or attempting to do so,

Disciplinary Conduct and Behavior Resulting in Expulsion from the University

ARTICLE 10

The following actions or infractions will result in expulsion from the university;

- a) Making university officials and students at the university leave or to prevent them from performing their duties by using violence or physical threats, or forcing other students to do so,
- b) Disorderly conduct at the institution, participating in actions to slow down people working, boycotting or provoking other people to do so because of their political and ideological views,
- c) Keeping any political fliers, posters, tapes and the like at the University, copying these, and distributing them,
- d) Threatening or forcing either an individual or a group to demonstrate illegally or to participate in such a demonstration or lie, or give false evidence or blame others,
- e) Having membership in an illegal organization, or acting or helping on behalf of these organizations,
- f) Using, or carrying, or being in possession of, or sale of illegal or controlled substances,
- g) Being punished for an offense against the state,
- h) Acting in express violation of "Law no: 6136 regarding firearms, knives, and other weapons or arms" carrying firearms, ammunition, and knives and explosives either to be used in defense or attack, have in possession in the University grounds or be guilty of such crimes,
- i) To establish without permission, either covertly or overtly, an organization or such similar association in the University buildings and annexes,
- j) Cheating in exams by the use of threat, preventing or obstructing the removal of a cheating student(s), out of the classroom, or having a student take an exam in their place, or entering an exam assuming the identity of another student,
- k) Obstructing the work of the disciplinary committee or investigation by using force or threat,
- l) Rape
- m) Aiding or abetting an individual in flight from the police,
- n) Behavior that prevents students from entering classes or exams, obstructing entrances in anyway, removing students from class, or acting in a manner or behavior to instigate students out of the class,
- o) Torturing an individual or a group for whatever reason or having them tortured by others,
- p) Obstructing or preventing flag ceremonies, or displaying deliberate disrespectful behavior during the flag ceremony.

Unforeseen disciplinary infractions

ARTICLE 11

In situations not specified in the above passage, but are similar in nature and intent, similar penalties will be given.

The recurrence of disciplinary infractions

ARTICLE 12

The recurrence of the same infraction will result in receiving a more severe punishment. On the third offence, which may require the same level of punishment but has resulted from a different infraction, the student will get a more severe punishment.

SECTION THREE Implementation and Objection

Announcing the Punishment

ARTICLE 13

The punishment given at the end of the disciplinary investigation is announced in writing by the official in charge of the investigation to the following:

- a) The student who is the subject of the disciplinary investigation
- b) Parents or, in the absence of parents, closest family member indicated by the student
- c) Any public or private institutions or persons providing a scholarship to the student
- d) Higher Education Council
- e) In the case of expulsion from the university, in addition to the above
 1. All higher education institutions
 2. Departments of Security
 3. Local Military Service Offices
 4. Higher Education Council (Directorate of OSYM-Student Selection and Placement Center)

If necessary, the disciplinary penalties can also be announced with a notice in the related higher education institutions or any of their related bodies.

**IUE PREPARATORY PROGRAM
2019-2020 ACADEMIC CALENDAR**

MODULE 1	
23 September 2019	Beginning of Module 01
04 October 2019	Module 01 Assessment A01
14 October 2019	Module 01 Assessment A02
21 October 2019	Module 01 Assessment A03
28 October 2019	Module 01 Assessment A04
28 October 2019	Independence Day (Holiday – half day after 13.00)
29 October 2019	Independence Day (Holiday)
01 November 2019	Module 01 Assessment A05
07 November 2019	Module 01 Assessment A06
15 November 2019	End of Module 01
18-19 November 2019	Module-Exit Exam (GATEWAY EXAM)

MODULE 2	
25 November 2019	Beginning of Module 02
06 December 2019	Module 02 Assessment A01
16 December 2019	Module 02 Assessment A02
23 December 2019	Module 02 Assessment A03
24-25 December 2019	Christmas (Holiday)
30 December 2019	Module 02 Assessment A04
01 January 2020	New Year's Day (Holiday)
03 January 2020	Module 02 Assessment A05
09 January 2020	Module 02 Assessment A06
17 January 2020	End of Module 02
20-21 January 2020	Module-Exit Exam (GATEWAY EXAM)
23-24 January 2020	English Proficiency Exam (PIE)

MODULE 3	
17 February 2020	Beginning of Module 03
28 February 2020	Module 03 Assessment A01
09 March 2020	Module 03 Assessment A02
16 March 2020	Module 03 Assessment A03
23 March 2020	Module 03 Assessment A04
27 March 2020	Module 03 Assessment A05
02 April 2020	Module 03 Assessment A06
10 April 2020	End of Module 03
13-14 April 2020	Module-Exit Exam (GATEWAY EXAM)

MODULE 4	
20 April 2020	Beginning of Module 04
23 April 2020	National Sovereignty and Children's Day (Holiday)
30 April 2020	Module 04 Assessment A01
01 May 2020	Labour Day (Holiday)
11 May 2020	Module 04 Assessment A02
18 May 2020	Module 04 Assessment A03
19 May 2020	Youth and Sports Day (Holiday)
25-26 May 2020	Ramadan Feast (Holiday)
27 May 2020	Module 04 Assessment A04
29 May 2020	Module 04 Assessment A05
04 June 2020	Module 04 Assessment A06
12 June 2020	End of Module 04
15-16 June 2020	Module-Exit Exam (GATEWAY EXAM)
18-19 June 2020	English Proficiency Exam (PIE)

SUMMER SCHOOL	
22-23 June 2020	Preparatory Summer School Registration
29 June 2020	Beginning of Summer School Classes
15 July 2020	Democracy and National Unity Day (Holiday)
24 July 2020	End of Summer School Classes
27-28 July 2020	English Proficiency Exam (PIE)
30 July-03 August 2020 (30 July after 13.00 – holiday)	Feast of Sacrifice (Holiday)
05-06 August 2020	End of Academic Year English Proficiency Exam (PIE)
30 August 2020	Victory Day (Holiday)