

ANKARA MEDIPOL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES

STUDENT HANDBOOK

PREPARATORY PROGRAM • 2026-27



Contents

Contents	1
Welcome.....	4
Our Approach	4
1. Your Programme.....	4
1.1. Levels	4
1.2. Tracks and Dates.....	4
1.3. Shifts	4
1.4. Weekly Schedule — Elementary.....	5
1.5. Weekly Schedule — Starter	5
1.6. Academic Calendar	5
2. Attendance	6
2.1. Classroom Rules.....	6
3. Your Materials	6
3.1. Curriculum Overview	6
3.2. Coursebooks	6
3.3. Skills Books and Packs.....	7
3.4. Materials by Track	7
3.5. Online Platforms	8
3.6. Official Communication	8
4. Your Tasks	9
4.1. Writing Portfolio	9
4.2. Speaking Performance Assessment (SPA)	10
4.3. Pop Quiz.....	10
4.4. Ungraded Writing and Vispeech	10
5. How You Are Graded	10
5.1. Your Track Average.....	10
5.2. Online Assignments — 20%.....	10
5.3. Process-Based Evaluation — 40%.....	11
5.4. Track Assessment Test (TAT) — 40%	11
5.5. How Each Track Contributes to Your Final Average	12
5.6. Exemption and Proficiency Exams	13
5.7. Repeat Students	13
6. Exams.....	14
6.1. Exam Rules.....	14
6.2. How Your Exam Is Graded	14
6.3. Results	15
6.4. Appeals	15

7. Academic Integrity and the Use of AI	15
7.1. Plagiarism	15
7.2. Cheating.....	15
7.3. Turnitin	15
7.4. Consequences of Violations.....	15
8. What To Do If.....	16
Appendix — Writing Error Correction Codes.....	17

Welcome

Welcome to the English Preparatory Program at Ankara Medipol University. This handbook sets out how your year will work: the structure of the programme, the materials you will use, the tasks you will complete, and exactly how you will be assessed. Keep it somewhere you can find it — most of the questions that come up during the year are answered here.

Ankara Medipol University offers a wide range of departments, from gastronomy and nursing to medicine, dentistry, psychology and engineering. The aim of the School of Foreign Languages is to prepare you for your departmental studies by giving you a strong foundation in English.

Our Approach

We take a student-centred approach that recognises the individuality of each learner. We place great emphasis on critical thinking, problem-solving and a deep understanding of the subject matter, and we encourage active engagement and collaborative learning so that you become an independent learner.

1. Your Programme

1.1. Levels

The programme runs at two entry levels. Both follow the same four-track structure across the year.

LEVEL	ROUTE THROUGH THE YEAR
Starter	Begins at Track 1 (Starter and Elementary combined) before progressing through the full four-track sequence. Starters carry a heavier weekly load: 5 lessons a day, 6 days a week.
Elementary	Begins at Elementary level and follows the same four-track pacing structure across the year, Monday to Friday.

1.2. Tracks and Dates

The academic year is divided into four tracks. The tracks are not of equal length.

TRACK	LENGTH	DATES
Track 1	8 weeks	14 September – 4 November
Track 2	7 weeks	9 November – 25 December
Track 3	9 weeks	25 January – 26 March
Track 4	10 weeks	5 April – 9 June

1.3. Shifts

Lessons are held in two shifts, Morning and Afternoon. If you are in the Morning shift in one track, you move to the Afternoon shift in the next, and vice versa. Class lists are published on the SoFL website before each track begins.

1.4. Weekly Schedule — Elementary

Monday to Thursday

LESSONS	MORNING	AFTERNOON
1 & 2	09:00 – 10:20	13:15 – 14:35
3	10:35 – 11:20	14:50 – 15:35
4 & 5	11:35 – 12:55	15:50 – 17:10

Friday

LESSONS	MORNING	AFTERNOON
1 & 2	09:00 – 10:20	13:15 – 14:35
3 & 4	10:35 – 11:55	14:50 – 16:10

1.5. Weekly Schedule — Starter

Monday to Friday

LESSONS	MORNING	AFTERNOON
1 & 2	09:00 – 10:20	13:15 – 14:35
3	10:35 – 11:20	14:50 – 15:35
4 & 5	11:35 – 12:55	15:50 – 17:10

Saturday

LESSONS	MORNING
1 & 2	09:00 – 10:20
3	10:35 – 11:20
4 & 5	11:35 – 12:55

1.6. Academic Calendar

All term dates, holidays and key deadlines — including appeal deadlines — are published on the SoFL website.

2. Attendance

The 20% rule

You may miss up to 20% of your lessons. If you exceed this limit, you fail the programme automatically, regardless of your grades.

- Attendance matters because speaking and writing tasks take place during lesson hours, and your performance is assessed in every lesson. Missing class lowers your performance grade directly.
- Health reports are not accepted as valid excuses for absenteeism.
- Lateness counts as absenteeism. Arrive on time.
- If you are a repeat student, attendance is not compulsory for you. See Section 5.7.
- Keep your own record of your absence hours. Your instructor will share your total with you individually on Teams at the end of each track, but you are responsible for tracking it as you go.

2.1. Classroom Rules

- Show respect to your instructors and classmates and listen without interrupting.
- Use English as much as possible, inside and outside the classroom.
- Take an active part in all activities, discussions and group work.
- Bring your coursebooks, notebook and other required materials to every lesson.
- Keep mobile phones and other devices switched off or silent. They may be used only with your instructor's permission and for learning purposes.
- Avoid disruptive behavior such as chatting in Turkish, eating during class, or disturbing your classmates.
- Keep the classroom clean. Food and drinks other than water are not allowed in classrooms.

3. Your Materials

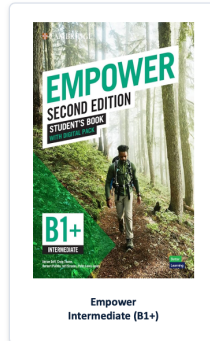
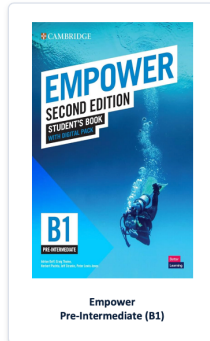
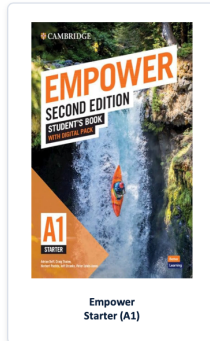
3.1. Curriculum Overview

The curriculum covers the four language skills alongside grammar and vocabulary and is aligned with the needs of your future department. Listening develops comprehension, note-taking and inference through authentic recordings, dialogues and lectures. Speaking develops fluency, pronunciation, vocabulary and accuracy through role-plays, discussions, presentations and debates. Reading develops skimming, scanning and analysis across articles, essays, short stories and academic texts. Writing develops organization, appropriate vocabulary and grammatical control through paragraph and essay work.

3.2. Coursebooks

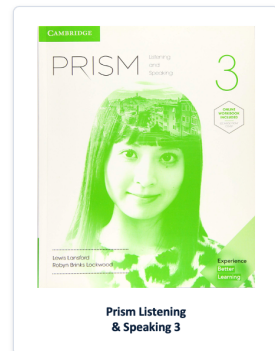
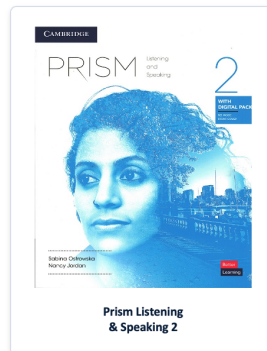
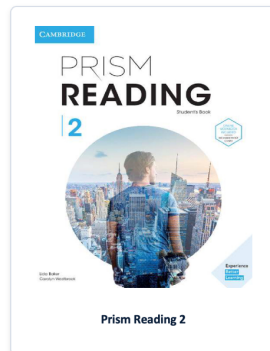
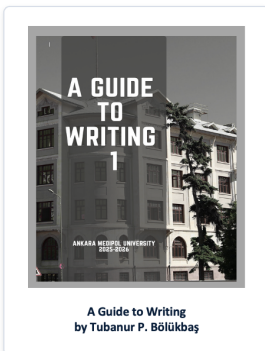
LEVEL	COURSEBOOKS
Starter	Empower Starter (A1), Empower Elementary (A2), Empower Pre-Intermediate (B1), Empower Intermediate (B1+), Academic Skills Pack

LEVEL	COURSEBOOKS
Elementary	Empower Elementary (A2), Empower Pre-Intermediate (B1), Empower Intermediate (B1+), Academic Skills Pack



3.3. Skills Books and Packs

MATERIAL	USE
A Guide to Writing (Tubanur P. Bölükbaş)	Core writing reference, used alongside the Writing Packs.
Prism Reading 2	Academic reading skills.
Prism Listening & Speaking 2	Academic listening and speaking skills.
Prism Listening & Speaking 3	Academic listening and speaking skills, upper tracks.



All coursebooks belong to Cambridge University Press & Assessment.

3.4. Materials by Track

	TRACK 1	TRACK 2	TRACK 3	TRACK 4
Coursebook	Empower Starter / Elementary	Empower Pre-Intermediate	Empower Intermediate	Empower Intermediate
Reading	—	—	Prism Reading 2	Prism Reading 2
Listening & Speaking	—	—	Prism L&S 2	Prism L&S 3

	TRACK 1	TRACK 2	TRACK 3	TRACK 4
Writing	Writing Pack (Sentence & Paragraph)	Writing Pack (Paragraph)	Writing Pack (Essay)	Writing Pack (Essay)

Your instructor will send you the Writing Pack for each week on Teams.

3.5. Online Platforms

PLATFORM	WHAT IT IS FOR	ADDRESS
Rootangle	Online reading assignments. You read texts, answer questions and complete follow-up tasks at your own pace, while the platform tracks your progress.	medipol.rootangle.com
Cambridge One	Cambridge's digital learning platform, linked to your coursebook. Interactive practice in grammar, vocabulary, reading, listening and writing, with instant feedback and progress reports.	cambridgeone.org/login
Microsoft Teams	Task files, Writing Packs, Vispeech uploads, and communication with your instructor.	—
MEBİS	Where your grades are announced.	—
University e-mail	The SoFL's official channel of communication. Announcements and official notices are sent here.	—

3.6. Official Communication

Official announcements, appeal results and other notices from the School of Foreign Languages are sent to your university e-mail address.

Check your e-mail regularly

E-mail is the official means of communication between the SoFL and its students. You are responsible for checking your university e-mail and TEAMS account regularly and for keeping up with the information sent to you.

- Make sure you can log in to your university e-mail account, TEAMS account and your MEBİS account at all times.
- Your scores will be on their MEBİS account, so it is crucial that you do not have any problems with your accounts.
- Check the announcements on our website:
<https://www.ankamedipol.edu.tr/akademik/yuksekokullar/yabanci-diller-yuksekokulu>
- If you cannot access either account, contact your instructor straight away.

4. Your Tasks

Each track contains the following tasks.

GRADED TASKS	UNGRADED TASKS
Writing Portfolio (×2)	Ungraded Writing (×2, mostly)
Speaking Performance Assessment — SPA (×2)	Vispeech (×2, mostly)
Pop Quiz (×2 administered, 1 counted)	—

4.1. Writing Portfolio

Both drafts are written in class, on the task sheets provided. No other paper may be used. You will be told the dates verbally and on Teams, and different topics are set for each shift.

Conditions for both drafts

- No phones and no digital dictionaries.
- You may look up a maximum of 2 words.
- You may use the class computer or a hard-copy dictionary, but only under your instructor's supervision.

The process

#	STAGE	WHAT HAPPENS
1	Preparation and outline	You receive the prompt, brainstorm ideas and create an outline. The outline is your roadmap.
2	Outline feedback	Your instructor checks content, organization and clarity, and guides you to refine your ideas before you draft.
3	First draft	You write the first version in class, under the conditions above.
4	Written feedback	Your instructor marks content, organization, grammar, vocabulary and mechanics using the error correction codes in the Appendix. The codes mark the error — you make the correction.
5	Second (final) draft	You revise and edit in class, addressing the feedback you received.
6	Grading	Your final draft is graded against the rubric for that task.
7	Conferencing	Your instructor addresses common errors with the whole class and holds a short individual conference with you if you have persistent difficulties.

You receive feedback on your first draft within three days, and your second draft is marked within three days.

The first draft is not optional

If you do not submit a first draft, every criterion on your final draft is scored from the Partial Agreement columns of the rubric.

4.2. Speaking Performance Assessment (SPA)

Two per track, each usually covering three lesson hours at a predetermined time. A task meeting is held a week beforehand so that the instructions are clear. You record your own speech and submit the recording to your instructor, who uploads it to the school's official archive. This protects you: if you appeal your grade, the original recording can be re-assessed.

4.3. Pop Quiz

Two pop quizzes are administered in each track, and together they are worth 10% of your track average. Quiz dates are not announced in advance. Both are taken, but only your higher score is recorded.

4.4. Ungraded Writing and Vispeech

These tasks are not graded. You receive feedback only, and your instructor records whether the task was completed. For Vispeech, you record a video of the required length and upload it to Teams; the pacing tells you when each task is assigned and when it is due. Completing these tasks may feed into your Teacher Assessment points.

5. How You Are Graded

5.1. Your Track Average

Each track average is made up of three components. The structure is identical in all four tracks.

COMPONENT	WEIGHT	WHAT IT COVERS
Online Assignments	20%	Rootangle, Vispeech, Cambridge One, Teacher Assessment
Process-Based Evaluation	40%	Pop Quiz, Writing Portfolio, Speaking Performance Assessment
Track Assessment Test (TAT)	40%	Main paper, writing exam, speaking exam

5.2. Online Assignments — 20%

COMPONENT	WEIGHT IN ONE TRACK
Rootangle	5%
Vispeech	5%
Cambridge One assignments	5%

COMPONENT	WEIGHT IN ONE TRACK
Teacher Assessment	5%

Teacher Assessment is based on your in-class participation. It is recorded at Week 4 and Week 8 by both of your shift teachers, and the two scores are averaged.

In-class participation criteria

SCORE	THE STUDENT
100	Attends nearly every class. Participates in classes voluntarily. Initiates, maintains and expands speaking activities. Communicates only in English during classes. Takes part in in-class speaking and writing activities.
70	Responds when the instructor asks a question. Answers and communicates when other students ask questions. Occasionally asks questions about the course content and activities without disturbing the flow of the lesson.
30	Gives short answers only when asked a question by the teacher or classmates. Does not participate much in class activities or plays with their phone. Hinders the class and other students from learning by frequently using Turkish or distracting others.
0	Almost never attends classes. Gives short and limited answers even when asked directly. Hesitates to communicate in English and prefers not to speak at all.

100 = meets the expectation · 70 = participates but is expected to do better · 30 = participates less than expected

5.3. Process-Based Evaluation — 40%

COMPONENT	SHARE OF TRACK	TASKS PER TRACK
Pop Quiz	10%	2 administered, 1 counted
Writing Portfolio	15%	2 writing tasks
Speaking Performance Assessment	15%	2 SPA tasks

5.4. Track Assessment Test (TAT) — 40%

TAT 1 and TAT 2

PART	WEIGHT	NOTES
Main paper	60%	Multiple-choice: listening, reading, use of English, vocabulary
Writing	20%	Written in the same session as the main paper
Speaking	20%	Separate session, assessed by a jury of two interlocutors

TAT 3 and TAT 4

PART	WEIGHT	NOTES
Main paper	40%	Multiple-choice: listening, reading, use of English, vocabulary
Writing	30%	Written in the same session as the main paper
Speaking	30%	Separate session, assessed by a jury of two interlocutors

The main paper

The main paper is divided into four sections. Tracks 1 and 2 contain 60 multiple-choice questions in total; Tracks 3 and 4 contain 80.

SECTION	DESCRIPTION
Listening	Two listening tasks — conversations or lectures, with comprehension questions. In Tracks 3 and 4 there is also a note-taking listening part.
Reading	Three passages with questions on main ideas, supporting details, vocabulary in context and inference.
Use of English	Grammar and sentence structure: you select the most appropriate form to complete each item.
Vocabulary	Understanding and accurate use of English vocabulary.

The writing exam

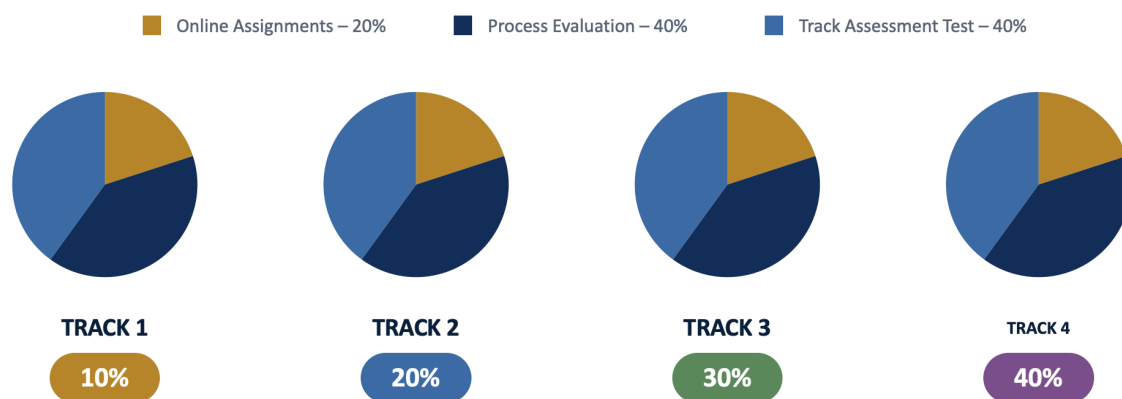
You are given two or three prompts and choose one. You are expected to follow the conventions of the genre being tested — paragraph or essay — and are assessed against the exam rubric for that genre.

The speaking exam

You introduce yourself briefly. The interlocutor then asks a question or shows a picture related to the topic. You have one minute to prepare and are expected to speak for the time specified in the rubric. Follow-up questions may be asked to explore your ideas further.

5.5. How Each Track Contributes to Your Final Average

Each track counts for more as the year progresses: Track 1 contributes 10%, Track 2 contributes 20%, Track 3 contributes 30%, and Track 4 contributes 40%. Within every track the split is always 20% Online Assignments, 40% Process-Based Evaluation and 40% Track Assessment Test.



5.6. Exemption and Proficiency Exams

Exemption Exam

After the second track, if you have accumulated enough points across the first two tracks, you may take the Exemption Exam. A score of 70 or higher allows you to complete the preparatory programme without finishing all four tracks.

Proficiency Exam

The Proficiency Exam is held in September, before the new academic year begins. It is open to newly registered students and to students who did not pass in the previous year. A score of 70 or higher exempts you from the preparatory programme. The exam has three components — a multiple-choice paper, a writing exam and a speaking exam — and the first session lasts approximately two hours.

SECTION	DESCRIPTION
Listening	One note-taking listening and two while-listening tasks; around 20 questions.
Reading	Three or four passages; around 20 questions.
Use of English	Around 20 questions on grammar, vocabulary and sentence structure.
Vocabulary	Around 20 questions.
Writing	You write an essay on a given topic, following standard essay structure.
Speaking	You are given two questions and choose one. One minute to prepare with note paper; two minutes to speak. Follow-up questions may be asked.

A sample exam is published at:

ydyo.ankaramedipol.edu.tr — İngilizce Muafiyet Sınav Örneği

5.7. Repeat Students

If you are repeating the preparatory programme, your year works differently. You are not required to attend lessons, complete assignments or take part in in-class tasks. Your final average is based entirely on the Track Assessment Tests.

Your year at a glance

As a repeat student, you are responsible only for the four Track Assessment Tests. Attendance is not compulsory, and the 20% absenteeism rule does not apply to you.

How your final average is calculated

EXAM	WEIGHT IN FINAL AVERAGE
TAT 1	10%
TAT 2	20%
TAT 3	30%
TAT 4	40%

Online Assignments and Process-Based Evaluation (Sections 5.2 and 5.3) do not apply to you and do not count towards your average.

Exemption Exam

You may also take the Exemption Exam in January. A score of 70 or higher exempts you from the preparatory programme.

6. Exams

6.1. Exam Rules

Before the exam	Arrive at least 10 minutes before the start time. Show your ID to the invigilator and sign the attendance sheet. Complete the answer sheet. Switch off your mobile phone and hand it to the invigilator.
During the exam	Cheating is strictly prohibited; any student caught cheating may receive zero. Ballpoint pens must not be used.
After the exam	Wait for the invigilator's confirmation before leaving the classroom.

6.2. How Your Exam Is Graded

- Multiple-choice paper — marked by optical mark reader. Do not fold your answer sheet.
- Writing exam — graded by two instructors who do not teach you, so no instructor marks their own students. Each assesses your paper against the exam rubric, and your final grade is the average of the two scores. If the two grades differ by 15 points or more, the paper is re-evaluated; if the discrepancy persists, a third instructor evaluates it and the final grade is determined on the basis of all three evaluations.
- Speaking exam — assessed by two interlocutors sitting as a jury. Each grades you blind against the exam rubric, and your final grade is the average of the two scores.

6.3. Results

Grades are announced on MEBİS. Check your MEBİS account to see them.

6.4. Appeals

If you believe there is a problem with your result, first speak to your instructor. Then complete the appeal form on the SoFL website to request a re-check.

The coordinators review the relevant exam or section and make any necessary changes. The result is then communicated to you and your instructor by e-mail. Deadlines for submitting appeals are set in the academic calendar. For speaking tasks and SPAs, the archived recording is the basis for any re-evaluation.

7. Academic Integrity and the Use of AI

Academic integrity is a fundamental principle of the English Preparatory Program. You are expected to produce original work that reflects your own knowledge, skills and effort. Any attempt to gain an unfair academic advantage — including plagiarism and the unauthorised use of Artificial Intelligence (AI) tools — is a violation of academic integrity.

7.1. Plagiarism

- Plagiarism means using someone else's ideas, sentences or written work without proper acknowledgement. Copying from the internet, from a classmate, or from an AI tool and presenting it as your own is plagiarism.
- Using AI systems — for example ChatGPT, QuillBot or Grammarly Premium — to produce, paraphrase or translate written work and submitting it as your own is classified as plagiarism.
- Relying on AI to complete speaking, writing or other tasks assigned for individual evaluation is a form of cheating.

7.2. Cheating

- Cheating means attempting to gain an unfair advantage in any exam, quiz or assignment: copying from others, using unauthorised materials, receiving outside help, or attempting to mislead your instructor.
- Any student caught cheating receives zero (0) for the exam or assignment in question.
- The case is reported to the School of Foreign Languages Administration and may lead to a disciplinary investigation under university regulations.

7.3. Turnitin

All written work — paragraphs, essays, reports and similar — is checked through Turnitin, which evaluates both similarity to external sources and the likelihood of AI-generated content. A high similarity or AI score may indicate academic dishonesty and is referred for further review by your instructor and the administration.

7.4. Consequences of Violations

- Work identified as plagiarised or AI-generated automatically receives zero (0) points.

- The case is reported to the School of Foreign Languages Administration and may initiate a disciplinary investigation.
- Possible disciplinary outcomes include a written warning, suspension from classes, or expulsion from the preparatory programme or the university in severe or repeated cases.

Where the line sits on AI

Acceptable: practice, self-study and idea generation outside graded work — brainstorming vocabulary, or checking grammar for your own improvement.

Not acceptable: copying AI-generated sentences, paragraphs or essays into graded assignments or exams. Never for graded work.

If you are unsure whether a particular use is acceptable, ask your instructor before you submit.

8. What To Do If...

SITUATION	WHAT TO DO
You are absent on a task day	Contact your instructor as soon as possible. Missed in-class tasks cannot be rescheduled at your convenience — task hours are set by the administration.
You want to know your absence hours	Keep your own record. Your instructor shares your total with you individually on Teams at the end of each track.
You miss an exam	Inform your instructor and the administration immediately.
You disagree with a grade	Speak to your instructor first, then submit the appeal form on the SoFL website before the deadline set in the academic calendar.
You do not understand the marks on your first draft	Check the error correction codes in the Appendix, then ask your instructor during conferencing.
You do not know how a task will be assessed	Ask your instructor. The rubric for each task is explained before the task is set.
You cannot access Rootangle or Cambridge One	Contact your instructor.
You want to know your class or shift for the next track	Class lists are published on the SoFL website before each track begins.
You cannot access your university e-mail or MEBİS	Contact your instructor straight away. You are expected to have access to both accounts at all times.

Appendix — Writing Error Correction Codes

Your instructor uses these codes when marking your first draft. The code shows you what kind of error you have made and where — it does not correct the error for you. Working out the correction yourself, and applying it in your second draft, is part of the task.

CODE	ERROR TYPE	WHAT IT MEANS
WO	Word Order	The words in the sentence are in the wrong order.
Gr	Grammar	A grammatical structure is used incorrectly.
T	Verb Tense	The wrong tense has been used.
MW	Missing Word	A necessary word has been left out.
WW	Wrong Word	The word chosen does not fit the meaning.
EW	Extra Word	An unnecessary word has been added.
P	Punctuation	Punctuation is missing or incorrect.
S	Spelling	The word is misspelled.
A	Article	A / an / the is missing, unnecessary or wrong.
C	Capitalisation	A capital letter is missing or wrongly used.
Pr	Preposition	The wrong preposition has been used, or one is missing.
F/Inf	Formal / Informal	The register does not match the task.
M/?	Not Clear	The meaning cannot be understood.