



**ATILIM UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**  
**THE DEPARTMENT OF BASIC ENGLISH**  
**2024 – 2025**  
**STUDENT'S BOOKLET**



The true mentor in life is science.  
M. K. Atatürk

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**Warning:** This booklet has been prepared as error-free as possible. However, there may be some changes in the rules with the decisions of Atılım University Senate and the School of Foreign Languages Administrative Board. In such cases, those decisions will prevail.

## **PREFACE**

*Dear Students,*

*In today's world, "English" is the common language for communication. We strive to teach you English in the best way possible. In this way, we aim to train you to become qualified individuals that can compete in an international environment.*

*The Department of Basic English aims to form the basis to make you ready for such an international environment while enabling you to read, write, and briefly communicate about social and professional topics freely. Our carefully designed program and skilled instructors are available to provide you with any support you may need while trying to achieve this aim.*

*What is expected from you is to take benefit of the opportunities you are provided with by being hard-working young individuals starting from reading this booklet carefully to learn about the details of our language teaching program*

*Welcome to The School of Foreign Languages, The Department of Basic English and we wish you all a very successful academic year.*

**The Department of Basic English**

## ***A. ENGLISH TEACHING PROGRAMME OF THE DEPARTMENT OF BASIC ENGLISH***

The medium of instruction at Atılım University is English. It is our objective that students will be able to follow their courses in English in their faculty departments without having any difficulty. The objective of the English teaching program is to enable our student's competence in the English language to be sufficient for the desired level required by our faculties. Those whose competence level in the English language is not sufficient are given language education at the Department of Basic English for one academic year. Those who are not successful at the end of an academic year must attend the foreign language teaching program for one more year at most.

The students who complete their language education successfully will reach a level in which they will be able to

- read and speak about social and professional topics
- understand what they read or hear and make a summary
- correspond in English on various topics

Students who have the right to register at Atılım University are given a language exam on a day specified in the academic calendar. Students who score 60 points or more in this exam (for English Language and Literature and Translation and Interpreting departments 65 points or more) are considered successful and are entitled to continue their undergraduate program. Students who fail the same exam take the D, C, B and A levels according to the grade they get in the exam and start their education in the Department of Basic English.

The academic year calendar is arranged by the school administration. Course hours vary according to the requirements of the programs.

## ***B. EDUCATION AND TEACHING AT THE DEPARTMENT OF BASIC ENGLISH***

At the Department of Basic English, a modular system is in effect. The Language Programme consists of four terms, each continuing for 8-10 weeks. These are the D, C, B and A Levels respectively.

### **Level D Students**

Level D students are those who have a low level of English. After completing D, C, B, and A levels, they take the Proficiency exam (APEX) at the end of the year. A grade of 65/100 is required to pass the D level.

### **Level C Students**

The students who are placed at Level C through the Placement Test at the beginning of the academic year receive instruction at C, B, and A levels. This lasts 8-10 weeks for each module. A grade of 60/100 is required to pass the level.

Level C students who complete the third module successfully take the Proficiency Exam to be given in June, after completing the Support Programme (Prefac support programme) in the last term, that is the 4<sup>th</sup> term. This period is subject to the rules of the Prefac support programme (see Section F).

### **Level B Students**

The students who are placed at Level B through the Placement Test start their English education at Level B by being exempted from levels D and C. These students are given English education in modules B and A, lasting 8 weeks for each module. A grade of 60/100 is required to pass the level. Level B students who have completed level A successfully can take the Proficiency Exam to be given in January or February, whereas the students who fail the proficiency exam attend the Prefac support programme (Support Programme) until the Proficiency Exam (APEX) given at the end of the year (3<sup>rd</sup> and 4<sup>th</sup> terms). This period is subject to the rules of Prefac (See section F).

### **Level A Students**

Students who are not successful in the APEX held at the beginning of the academic year and are placed at A level are exempted from D, C and B levels and their English education will continue at A level. In this module, students receive instruction for 8 weeks. After the end of the course, students who successfully complete this level are given a Support Programme (Prefac) until the proficiency exam held in the middle of the academic year. A grade of 60/100 is required to pass the level. Students who are successful in the proficiency exam held in the middle of the academic year are transferred to their departments, while students who fail continue to the Prefac program until the proficiency exam which is given at the end of the year (3<sup>rd</sup> and 4<sup>th</sup> term). This period is subject to Prefac rules (See Section F).

## **Calculation of the End of Term Achievement Scores**

The distribution of the sub scores for D, C, and B levels on all assigned work is as follows:

Midterms	70%
In-class Writing Tasks	10%
Quizzes	10%
Homework	10%

Of all assigned work, the students whose total average is 60 (except for D level) are eligible to pass to the next level. A grade of 65/100 is required to pass the D level. In each module, the students whose absenteeism exceeds 20% are not allowed to take the midterms, and their grades are considered invalid. **For absenteeism, no medical report including suspension due to any disciplinary violation is accepted.** Those who have failed their module because of low absenteeism repeat the same level.

### **Exemption from the proficiency exam for the students who have a high average**

Starting from the term they started at the Department of Basic English until the term when they are qualified to take the proficiency exam, students who get an overall achievement score of 75 and above in all previous terms (provided that a module overall achievement score is at least 70 points), including the quarter in which they passed the A level (for students starting at C level, the Prefac overall achievement score is also included in the calculation) do not take the proficiency exam and graduate with a general achievement score. Students who obtain this right and want to take the proficiency exam are given the right to take the exam, but in this case, the proficiency exam result is valid.

**Please click the link below for detailed information (Turkish).**

<https://www.atilim.edu.tr/tr/sfl/page/3460/yonergeler>

### ***C. ATTENDANCE REQUIREMENT***

Students in the Department of Basic English are required to attend classes with a minimum attendance rate of 80%. If they bring a death report in the death of their first-degree relatives, they will be taken on leave for a maximum of 3 days from the date of the death report. Students who do not fulfil the attendance requirement for whatever reason, including suspension with a disciplinary penalty, cannot take the midterm exams and the grades for that semester are not calculated. In terms of absenteeism, any medical report,

including the committee report, is not accepted as a just and valid excuse and does not eliminate the absence and its consequences.

#### **D. COURSE EVALUATION (D, C, and B Levels)**

##### **1. Midterm exams**

- a) Each academic year consists of 4 (four) quarters and in each quarter, 2 (two) midterm exams are given.
- b) Midterm exams last between 120 to 140 minutes.
- c) Classes will be conducted on the day of the midterm exam.
- d) Midterm exams may consist of questions assessing listening comprehension, speaking, reading comprehension, use of English, vocabulary, and writing.
- e) Midterm exams are assessed out of 100 points. The grades are finalized after adding the speaking exam grades out of 20 points to the overall score.
- f) Midterm exam dates are announced on our website before each quarter. The location, duration and content of the exams are communicated through the Moodle system and e-mail. It is the student's responsibility to keep track of these announcements.
- g) If the students who cannot take a midterm exam for a valid reason submit their report or other relevant documents taken from either official health institutions or private hospitals to The Department of Basic English within 3 working days following the end of their excuse period, a make-up exam will be scheduled only for the midterm exams. A make-up exam is not offered for the Proficiency Exam. If students take any exam during the period they are considered excused due to a medical report, and the grades they receive will be considered invalid.
- h) The students can apply to the Department of Basic English in writing (through objections form Moodle) **within 3 working days after the exam results are announced** and lodge formal appeals for clerical errors **only** in their midterm and proficiency exam writing section results. Upon appeal, the Department of Basic English, following the review process, will rectify any clerical errors identified, and the results of the review will be communicated to the student. Since quizzes, portfolio assignments, and in-class homework are within the scope of in-class activities, any appeals should be directed to the respective course instructor.
- i) Midterm exams have a weighting of 70% on the student's overall grade.

## **Speaking Exams**

Speaking skill is assessed separately within each midterm exam. Speaking exams carries a weight of 20 points and the scores taken are added to the first and second midterm exam scores. The score of the first speaking exam is added to the score of midterms 1 and the score of the second speaking exam is added to the score of midterms 2.

## **2. In-class Writing Tasks:**

### **In-class Writing Tasks in D Level:**

Level D students attend writing, reading, Creative Writing, and Project courses in addition to their main courses. The sum of the points they get from the tasks given in these courses contributes 10% to the passing grade. There are no make-up opportunities for in-class writing assignments, and only the students who are present in the class at that moment can earn points from these assignments. Regardless of the reason, any student who is not present in class at that specific time on that day will receive a score of '0' for the in-class writing assignment.

### **In-class Writing Tasks in C and B Levels:**

Level C and B students attend Reading classes, and Creative Writing Courses, in addition to their main courses. The sum of the points they get from the tasks given in these courses contributes 10% to, the passing grade. There are no make-up opportunities for in-class writing assignments, and only the students present in the class at that moment can earn points from these assignments. Regardless of the reason, any student who is not present in class at that specific time on that day will receive a score of '0' for the in-class writing assignment.

## **3. Quizzes (Short exams)**

Quizzes are weekly short exams scheduled in advance to be administered on specified dates and times. There are 4 quizzes in each quarter. These exams, which are given throughout the year, last 25-30 minutes and are designed to assess the learning of topics covered in class and to prepare students for the midterm exams. There is no makeup for quizzes and quizzes are only given to the students who are present in class at quiz time and date. Regardless of the reason, any student who is not present in class at that specific time on that day will receive a score of '0' for the quiz. Once the quiz has begun, no students are admitted to the classroom or allowed to take the quiz. Quizzes account for 10% of the student's overall grade.



#### 4. Homework

In the Department of Basic English, students are provided with a comprehensive approach to learning that involves daily and weekly homework, both online and written. The homework serves as a critical part of the course evaluation, carrying a 10% weighting. Besides, in-class assignments are equally essential, accounting for 2.5 points towards the overall achievement score. Similarly, students can earn a total of 7.5 points from online workbook of our coursebook (Cambridge One assignments).

#### ***E. LEVEL A PROGRAMME AND EVALUATION***

Students receive points from homework, presentations, quizzes, and midterm exams. The courses and their point distribution are given in the table below.

Midterms	70%
In-class Presentations	10%
Quizzes	14%
Homework	6%

#### ***F. PREFAC (SUPPORT) PROGRAMME AND EVALUATION***

Support programme (Prefac support programme) is offered to students who have successfully completed four (D, C, B and A) levels and are eligible to take the proficiency exam but fail the proficiency exam, or students who have successfully completed the A level but still have time until the next proficiency exam date. It is obligatory for this group of students to take the midterm exams and complete the assignments and projects assigned. Students who are enrolled in the support program are entitled to take the Proficiency Exams conducted at the beginning of the academic year and in the middle of the academic year. The 80% attendance requirement also applies to this level. Therefore, students who exceed the 20% absence limit will not be allowed to take the midterm exams, but they will retain their eligibility to take the proficiency exams. Students earn points for homework, presentations, quizzes and midterm exams. Courses and point distributions are given in the table below.

Midterms	70%
In-class Presentations	10%

Quizzes	16%
Homework	4%

30% of the general achievement score of the student in the Prefac programme is combined with the 70% of their Proficiency Exam score, which is awarded upon completion of the Prefac programme. In other words, their Proficiency Exam score is calculated by adding 70% of the grade taken from the Proficiency Exam to the 30% of the general achievement score they earned during Prefac support programme. The students of English Language and Literature, and Translation and Interpretation Departments are expected to get 65 points to be eligible to take their departmental courses. The students of other departments will be eligible to take their departmental courses if they get 60 from APEX (our English proficiency exam).

### **G. CLUBS**

Clubs can be opened for the participation of B and C Level students (Opening the clubs is at the sole discretion of the Department of Basic English management. The Department of Basic English management may decide not to open the clubs by evaluating the administrative conditions). Students attend club classes for 2 hours a week (in the afternoon after class hours) and prepare a club output as a result of their club activities. They can receive up to a maximum of 2.5 bonus points for this output. This bonus point is added to the students' end-of-term achievement score. To have their club assignments assessed in club courses, students must have participated for a minimum of 10 hours of the total hours allotted for the club. The selected club outputs will be published on the website of the Department of Basic English, [www.juventude.life](http://www.juventude.life).

### **H. SECOND YEAR AND PREFAC SUPPORT PROGRAMME STUDENTS**

The students who have not been successful in their levels and the Proficiency Exams in their first year are allowed to attend classes for one additional academic year to complete their courses and pass the Proficiency Exam (APEX). Students in this situation start the second year in the level they were unsuccessful in the previous quarter, or if they were successful in their last quarter, they will proceed into the next level in their new quarter. If second-year students have fulfilled all level requirements but were unsuccessful in the proficiency exam, they are enrolled in the Prefac support programme and they take the proficiency exam in January or February. Students taking the Prefac support programme in the second year are subjected to Prefac support programme rules (See Section F).

## I. ENGLISH PROFICIENCY EXAM (APEX)

Atılım University Proficiency Exams (APEX) are given at the beginning, in the middle, and at the end of each academic year. Successful completion of A level is mandatory to be eligible for taking the proficiency exam. The passing grade in the Proficiency Exam is 65 for the Departments of *English Language and Literature*, and *Translation and Interpretation*, and 60 for the other departments.

### 11. Conditions of Exemption from the Proficiency Exam

The students below are exempted from the Foreign Language Placement Exam and Proficiency Exam:

- a. Those who studied and completed their secondary education at secondary schools where English (the medium of education) is spoken as the native language in a country, whose citizens also attend that school, no more than 4 years prior to registering at Atılım University.
- b. Those who have obtained qualifying scores in the National and International Language Exams that have been approved by the Senate.
- c. Those who completed English Preparatory School program at a university where English is the medium of instruction for either some or all the courses.

The National and International Exams approved:

EXAM	Dept. of Eng. Lang. & Lit. Dept. of Trans. And Interpret.	Other English Medium Departments
ATILIM PROFICIENCY (APEX)	65	60
TOEFL IBT (Home Edition is not accepted)	79 With a minimum subscore of 20 from writing	75 With a minimum subscore of 20 from writing
PTE (Academic)	65	60
Cambridge C2 Proficiency	C	C
Cambridge C1 Advanced	B	C

- Home edition of all the exams is not accepted (**Date of Senate Decision: 10.1.2023**)

### 12. Announcement of the Exam Results

The official announcement of exam results is made through the announcements section on the website <https://www.atilim.edu.tr/tr/dbe> and through the Moodle platform ([moodle.atilim.edu.tr](https://moodle.atilim.edu.tr)) with exclusive access to students.

### **I3. Excuses**

If the students who cannot take the midterm exams due to a valid excuse submit their report or other documents taken from an official health institution to the Department of Basic English **within 3 working days** following the announcement of midterm exam results. Upon review and approval of the submitted documents, a make-up midterm exam will be scheduled. No make-up exam will be scheduled for the Proficiency Exam. Exams taken by students during their medical leave, when they are considered exempt, will be deemed invalid. No make-up exam will be offered for quizzes.

### **J. SUMMER SCHOOL**

As per the regulations of Atılım University Summer School, The Department of Basic English can offer a 6–8-week summer teaching program to students who were unsuccessful in the Proficiency Exam or were unable to complete any of the 4 terms during the academic year. Participation in this program is at the student's discretion. The summer teaching program is paid, and like other students enrolled in this program, scholarship students are also required to pay this fee determined by the Board of Trustees.

Of the students who attend the summer teaching program, those who are successful in the level they have repeated are entitled to study in the next module in the following academic year. The students who have successfully completed the A level but were unsuccessful in the previous Proficiency Exam and have attended the summer teaching program are entitled to take the Proficiency Exam at the end of this program. The students who are successful in this exam are entitled to attend their undergraduate or graduate programs. The students who have failed in the Summer School Proficiency Exam or who are not enrolled in the summer school reserve their right to take the Proficiency Exam given at the beginning of the following academic year.

**Scholarship students** who were unsuccessful in the English Proficiency Exam at the end of the academic year can attend the Summer School by paying the tuition fee and if they are successful in the English Proficiency Exam (APEX) administered at the end of the summer school term, their scholarship continues.

## ***K. LEVELS AND COURSE MATERIALS***

In the 2024-2025 academic year, Atılım University Digital Language Learning Set will contain the following books and platforms:

### **D Level**

Empower A2 (SB + WB) + Cambridge One

Graded Readers

Material Pack

### **C Level**

Empower B1 (SB + WB) + Cambridge One

Graded readers

Material Pack

### **B Level**

Empower B1+ + (SB + WB) + Cambridge One

Graded Readers

Material Pack

### **A Level**

Prism 2 Reading

Prism 2 Listening & Speaking

Destinations B2

Material Pack

### **PREFAC (Support) Level**

Prism 2 Reading

Prism 2 Listening & Speaking

Destinations B2

Material Pack

## ***L. STUDENT DEVELOPMENT AND COUNSELLING CENTRE***

Atılım University Student Development and Counselling Centre was established to assist our students in realizing their potential in the fields of psychological, educational, and social development, and to provide consultancy services on the road to success in their education.

The mission of the Student Development and Counselling Centre is to equip Atılım University students with the skills, strategies, and behaviours necessary to participate in society as self-confident, independent individuals who can express their thoughts and are open to continuous learning.

During university life, students need to develop different skills in different periods to be successful both academically and socially. Adapting to the incoming university environment is a difficult process in itself. Atılım University Student Development and Counselling Centre has a role in facilitating this process by supporting students by strengthening their self-knowledge and coping skills in the face of difficulties they face.

At the Student Development and Counselling Centre, **confidentiality** is the most important of our working principles. Unless explicit permission is granted by the individual, any personal information or conversations shared with our centre will remain private and will not be disclosed to any other parties. In cases where the interviewee or any other individual may be at risk of harm or danger to their life, appropriate authorities may be contacted. However, every effort will be made to obtain consent from the interviewee before disclosing any information to another party. For this purpose, we carry out our work in cooperation with the support units in our centre and different academic units, when necessary, by applying the principles and techniques of psychological help.

Our centre provides individual counselling and group counselling generally focusing on the following themes:

**Student Counselling Themes:** Learning skills, communication skills, problem-solving, disciplinary issues, adaptation problems, stress, and coping mechanisms, difficulties in adapting to university life, anxiety, exam anxiety, relationship difficulties, depression, anger management, issues related to self-esteem, difficulties in time management, difficulty in studying efficiently, difficulties in concentration, loss, and grief, family conflicts, fears and phobias.

**Group Counselling Themes:** Academic success, self-recognition, adaptation to university life.

To schedule an interview with us, you may either visit our offices located on the 6th floor of the School of Foreign Languages (in offices 612, 613, and 614) between 9:00-17:30 on weekdays or submit a request via email to [ogdm@atilim.edu.tr](mailto:ogdm@atilim.edu.tr). In the 2024-2025 academic year, interviews will be conducted face-to-face or via Zoom, depending on demand.

## ***M . STUDENT DISCIPLINARY PRINCIPLES AND RULES***

Item 54 of the Law of Higher Education, Number 2547:

### **Investigation, Authorisation, and Punishment**

- a) The students who, inside or outside the higher education institutions, act against the title, honour, and glory of being a student of higher education, those who directly or indirectly limit the freedom of learning and teaching, those who break the institution's tranquillity, peace and work order, those who join in such actions like a boycott, occupation or hindrance, or those who encourage or provoke these events, those who assault or show disrespect to the members of higher education or their honour and dignity, and those who are involved in anarchic or ideological incidents are given the punishment of warning, reprimand, and dismissal from a higher education institution.
- b) The Faculty Dean or the Principal concerned is authorised to investigate, directly give the required punishment, or send the case to the discipline committee due to the crimes committed by the students inside or outside the institution.
- c) The disciplinary investigation is initiated immediately after the incident has been heard and is concluded within 15 days at the latest. The student who is subject to investigation is entitled to plead for him/herself orally or in writing. The student who does not plead is considered to have forfeited his/her right.
- d) The student is informed about the disciplinary punishments in writing. The student, the institution supplying the scholarship or credit and the higher education institution are informed about the situation. An objection against the decision of dismissal from the higher education institution can be made to the University Board of Directors within fifteen days. The penalties are recorded and filed in the student's academic records
- e) As per this clause, if necessary, the student can receive notification through a public announcement at their affiliated educational institution during the procedure. .
- f) The decision of dismissal from the higher education institution is declared to all higher education institutions, the Board of Higher Education, security offices and the relevant recruiting office. Students who have been dismissed from a higher education institution are not eligible for admission to any other higher education institution.

**The regulations that students must comply with**

- a) The students are expected to come to class on time. The instructor does not have the authority to allow a latecomer to come in or to let the students leave the class early. In the attendance chart, students are marked as "ABSENT" if they do not attend or leave the class.
- b) The students are required to obtain and keep the necessary materials and the other

stationery with them.

- c) All the students are obliged to participate in the educational and teaching activities and to do any kind of assignments given by the instructor.
- d) During the lesson or break time, the students must act appropriately to the rules of respect and courtesy in their relationships with the instructors and other students and refrain from engaging in activity that may disrupt the peace.
- e) It is strictly prohibited to eat/drink, chew gum, or be busy with prayer beads or **mobile phones** during the lesson.
- f) Keeping the places we live in clean and well-cared is a sign of being civilized. It is obligatory for the students to care about keeping the building clean both inside and outside, not damaging the desks and chairs, and using the materials in the individual studyareas carefully. Failure to comply may result in disciplinary action.
- g) The Department of Basic English regards any attempt of cheating during the exams as a very serious crime. Instances of non-compliance will result in a grade of "0" for the exam and immediate initiation of a disciplinary investigation.
- h) The students must keep their identity cards with them all the time and show them when required.
- i) To prevent the risk of loss, students are advised against leaving their personal belongings unattended in the classrooms.
- j) The students cannot collect money or sell anything for any reason.
- k) Unauthorized entry into the rooms of instructors, staff members, or unoccupied rooms is prohibited for students. Permission must be obtained before entering such areas.
- l) Prior permission must be obtained before posting any flyers or delivering any notifications in any form. Unauthorized posting or delivery is prohibited.
- m) The students are obliged to stay updated with the announcements posted on Moodle, DBE website and emails.
- n) It is obligatory to speak English during the lessons.
- o) Driving in a manner that may put others' lives at risk or disturb the campus peace is strictly prohibited.

In Article C Item 7 of the Discipline Regulation of Higher Education Institutions, among the actions and situations which require reprimand, the act of "disturbing some work such as a lesson, seminar, practice and laboratory" is mentioned.



In our school, it has been approved that for the acts which require reprimand, some sanctions will be applied gradually, and to deal with disruptions in work environments such as lessons, seminars, practice and laboratories, the first step involves the instructor sending out disruptive students from the area to maintain order. Additionally, their absence will be duly recorded. In case of repetition of these acts, disciplinary punishments like reprimand and suspension will be imposed.

#### ***N. THE DEPARTMENT OF BASIC ENGLISH PLAGIARISM POLICY***

**Plagiarism** is using someone's ideas or work without mentioning the real source. Any attempt to violate the ethical rules can result in not grading of the assignment based on the following rules.

The following actions are considered as plagiarism:

- using the exact sentences from sources (internet and/or printed) without reference,
- paraphrasing the original source without appropriate reference.

#### **Suspicious Online Assignments with 0% similarity / any AI match on Turnitin**

If there is 0% match but it is obvious that the work has not been done by the student supported by:

- structures, vocabulary and/or sentences above the level,
- obvious style and level difference from the quiz/midterm writing performance or any AI match percentage.

In this situation, student's work is graded from the "Partial agreement" part of the rating scale.

#### **Online Submissions with 25% and above similarity match on Turnitin**

If the similarity level is higher than 25%, ***the assignment is graded as "0" if the conditions below are met:***

- If the submission has sentences\* taken from another source in blocks or individually.
- If the submission has 5 and above sentences taken from another source.

**Important Notice:** If the similarity level is higher than 25%, **but if both conditions are**

#### **Online Submissions with 24% and below similarity match on Turnitin**

**not met, the assignment is graded according to the rules below.**

**Level 1:** The student has used the given prompt as it is in the given task. This is not accepted as plagiarism.

**Level 2:** The student's work shows similarity with common knowledge obviously such

as 'The sun rises in the east' written in level appropriate or inappropriate sentences.

In this case, the number of exactly similar sentences should be considered. If there are 2 and fewer sentences matching with some other sources **in separate parts of the submission, it is ignored.** If these sentences are consecutive, 2 pts are deducted from the total. If there are more than 2 sentences, level 3 terms are followed.

**Level 3:** The student has used exact sentences from another student's work or any other source in more than 2 instances individually or as a block. This shows the negligence of the student about the integrity of their work, so it is plagiarism. **If there are less than 5 sentences matching, 1 pt is deducted from the total score for each sentence matching (up to 4 points). If the number of sentences matching is 5 and above, the assignment is graded as "0".**

**\*Sentence:** a sentence taken from an original source without reference is considered as a sentence even if some words in it are changed in such a way that the main structure and meaning of it remain intact.

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## ***O. HIGH HONOR AND HONOR STUDENTS' CRITERIA***

Like their counterparts in faculty departments, students of the Department of Basic English are eligible to be recognized as high honour and honour students in both fall and spring semesters. However, there are certain conditions and criteria that need to be met for the selection process.

### **Prerequisites:**

1. Not have been involved in any disciplinary offenses.
2. The APEX exam held in September and at the end of the Summer School is excluded from this assessment.

### **Criteria for students to pass with an APEX score:**

- \* Students who receive an APEX score between 80-84: Honor student
- \* Students who receive an APEX score 85 and above: High Honor students

### **Criteria for students to pass with an average grade of 75 and above:**

- \* Students who receive an average grade between 85-89: Honor student
- \* Students who receive an average grade of 90 and above: High Honor student