

Dear Students,

This document has been prepared to inform you about the Spring 2 semester in which we will continue our education through hybrid education.

As a college, we assume that all the information contained in this document has been read and understood by our students. Questions about the topics explicitly answered in this document during the semester, especially via social media, will not be answered by both management and consultant lecturers.

We would like to remind you that mistakes made without taking this document into consideration will be the responsibility of our students.

1. What are the dates of Spring-2 semester?

Spring-2 semester is between 02 May 2023 – 16 June 2023 (7 Weeks). The CPT-4 exam will be held on June 21-22-23, 2023.

2. How will the hybrid education model be implemented?

Hybrid education model is the education model that our students can take online or in the classroom by coming to campus. Your supervisor will teach in the classroom as if you were continuing online education, and students will be able to follow these lessons face-to-face in the classroom environment if they wish.

3. How can I access lesson plans?

Lesson plans for the Spring-2 semester are available on our website, and can also be viewed from the Distance Education Course Contents tab on our students' personal UBYs pages. Lesson plans give you information about the objectives of the lesson, the material to be processed, the exam dates, the contents of the writing and speaking assignments.

4. What is an exempt student? Who can be exempt? How do I become exempt?

Students with 2021 admission may be exempt from in-course grades. Students who want to be exempt must submit a petition to the directorate by 05.05.2023 at the latest.

5. As an exempt student, am I required to turn in assignments, take exams, complete LMS exercises, and track course registrations?

If you were exempted for the Spring 2 semester at the beginning of the semester, you are only required to take the CPT-4 exam at the end of the semester.

6. I am not an exempt student. Do I have to attend?

Attendance is not compulsory for any student. However, since 5% of the CPG grade comes from UBS distance education course contents, these courses must be monitored and the materials must be downloaded.

7. I am not an exempt student. Do I have to watch the live lecture recordings uploaded to UBYS?

Yes, even if you participate in live classes, you need to watch the live course recordings available at UBYS. In addition, in order to avoid problems in the course attendance report, looking at all the resources installed in the UBYS system will prevent you from having problems at the end of the semester.

8. How do I turn in Writing and Speaking assignments?

Your supervisor will upload your Writing and Speaking assignment topics and the necessary information to the UBYS system. You will upload your homework to the system by using the UBYS system. The point to keep in mind is that there may be technical glitches in the system from time to time and therefore homework uploads should not be left to the last day. In case of unresolved technical failure, assignments will be received via email (ikc email) or Google Classroom.

9. I sent my writing and speaking assignments to my supervisor via the chat application, is there any validity?

If you send an assignment to the supervisor via chat applications, your assignment will be invalid.

10. What are the deadlines for writing and speaking assignments (uploading to UBYS)?

Writing Assignments:

WRT Portfolio 1: 5/12/2023

WRT Portfolio 2: 5/18/2023

WRT Portfolio 3: 02.06. 2023

Speaking Assignments:

CMB Task 1: 25.05.2023

CMB Task 2: 09.06.2023

Assignments submitted to the supervisor by any means after these dates are invalid and the assignment will be deemed undelivered.

11. In my speaking assignments, my supervisor gave me a low grade for reading, what should I do?

Speaking assignments are assignments that you are expected to give a presentation and therefore should not read. It is possible and expected that your supervisor will give you a low grade for reading. Therefore, we recommend that you do not read your speaking assignments and make presentations as required by the assignment.

12. I am an Intermediate Repeat student. What do I do about my LMS code?

If you are a repeat student, your supervisor will send you your LMS repeat code at the latest 2. Will post the week. The important point here is **that if you are a repeat, you should register again with a new email to the LMS**. Your consultant will announce in the coming weeks which unit you are responsible for. If you're not a repeat student, you can log in with your original book code and existing email. Only students with the original book can receive an LMS Repeat code.

13. What should I do if I have an LMS problem?

First, it is your responsibility to register for your LMS class with the class code your supervisor gave you and perform the exercises on time. In particular, students who have not yet enrolled in their class before the deadline for calculating grades and/or have completed the exercises are responsible for their own responsibilities and are responsible for any problems they may experience in this regard. That's why we recommend that you both register for class on time and do the exercises. Your supervisor will periodically share your LMS progress with you in live lessons. Again, you can find our LMS Frequently Asked Questions document in the announcements section of our website. Read this document carefully.

If you still have technical problems, you can reach the following katipcelebi@eltturkey.com address by e-mail.

**When you request technical support, please include information such as school, campus, class, branch, username, password and the characteristics of the device you are using (mobile, desktop, etc.) and which IOS or Android system and version you are using. Thus, your problem will be solved faster.*

14. How and when will the quiz be administered?

Spring 2 Quiz exam online 5. The week will be held. Day and time announcement 4. The week is done through the website.

15. When will the CPT – 4 exam be held?

The CPT – 4 exam will be held online on 21-22-23 June. Students who get 65 points or more from the CPT-4 exam are entitled to transfer to their faculties.

16. What is the requirement to take the CPT-4 exam?

Students who score 60 points or more in the in-course exams (Quiz 25%, Writing Portfolio 25%, Speaking Tasks 25%, CPG 25%) and who do not miss the CPT-4 exam in the Spring 2 semester can participate in the exam.

17. I did well in CPT. Is there anything I need to do?

Our students who are successful in CPT exams do not need to do anything. After the CPT-5 exam, these students will be graduated from the preparatory program. They can start their faculty at the beginning of the year next year.

18. What should I do if I have technical problems during the exams?

Students who have technical problems in the exams must first document their technical problems by taking a screenshot and send them to their supervisors via e-mail. Complaints and requests made to the school's social media accounts will not be considered.

19. When and how will the CPT – 5 exam be held?

The CPT-5 exam will be held online from July 31 to August 4.

20. What is the requirement to take the CPT-5 exam?

There are no prerequisites for taking the CPT-5 exam. All our students can take the exam (without being required to successfully complete the Intermediate course).

21. What happens if I fail the CPT-5 exam?

If you fail the CPT-5 exam, you will first take the Placement Test at the beginning of the 2023-2024 academic year. If you score 65 or more in this exam, you are eligible to take the CPT-1 exam. If you are successful, you will continue your education at your faculty. If you fail, you will continue with the Intermediate rate. If you get less than 65 points from the Placement Exam, you will work to obtain the CPT exam right starting from the level you are placed in. Students who do not take the Placement Exam are placed in the Elementary level in the new academic year. That's why it's important to take the Placement Test.

NOTE: The Course Curriculum containing all information about the courses will be announced at the ydy.ikcu.edu.tr address.