ACIBADEM UNIVERSITY

ACIBADEM MEHMET ALİ AYDINLAR UNIVERSITY

ACADEMIC ENGLISH PROGRAM

Student Handbook

2026-2027

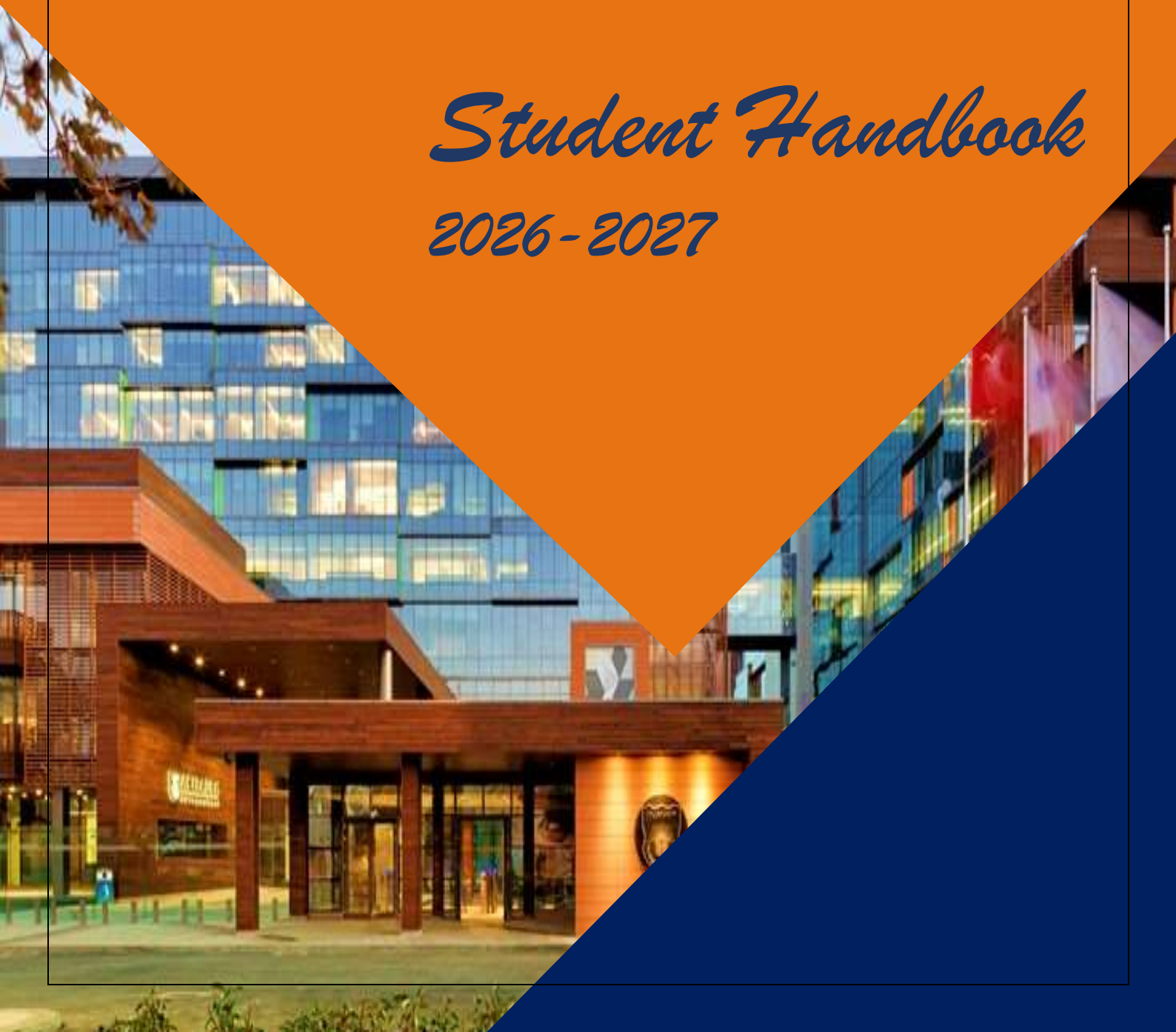


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1. WELCOME MESSAGE

Dear Students,
Welcome to the Academic English Program (AEP) at Acıbadem Mehmet Ali Aydınlar University!

As you begin your academic journey with us, you are taking an important step toward becoming a globally competent professional in your chosen field. Whether you are studying Medicine, Pharmacy, Health Sciences, Engineering, or Social Sciences, your English language proficiency will be a vital tool for accessing knowledge, communicating with colleagues worldwide, and contributing to the international academic community.

The AEP is here to support your growth, not only as language learners but also as critical thinkers, confident communicators, and ethical professionals. Through interactive classes, meaningful assignments, and collaborative projects, we aim to make your learning experience both challenging and rewarding.

We encourage you to take an active role in your learning, ask questions, seek help when needed, and engage fully with your instructors and peers. Your success is our priority, and we are committed to providing you with the resources, guidance, and support you need to excel.
We look forward to working with you throughout this academic year!



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*This handbook is reviewed annually and is effective for the 2026-2027 academic year.

2. ABOUT THE ACADEMIC ENGLISH PROGRAM

The Academic English Program (AEP) operates under the Acıbadem University Language School, which consists of two main units: the English Preparatory Program and the Academic English Program. While the Preparatory Program focuses on helping students meet the English proficiency requirement for their departments, the AEP provides ongoing academic language and communication support throughout students' undergraduate studies.

The AEP serves as a core academic support unit of Acıbadem University, designed to enhance students' English language proficiency for academic and professional success.

What We Do

- Teach academic and professional English across all faculties
- Develop critical thinking and communication skills essential for your discipline
- Prepare you for international academic engagement through research, writing, and presentation training
- Support your professional growth by teaching field-specific terminology and communication strategies

Who We Serve

The AEP serves undergraduate students from:

- School of Medicine (English-Medium Instruction)
- Faculty of Pharmacy (English-Medium Instruction)
- Faculty of Engineering (English-Medium Instruction)
- Faculty of Health Sciences (Turkish-Medium Instruction)
    - Nutrition (Double track- TMI & EMI)
    - Nursing (Double track- TMI & EMI)
- Faculty of Humanities and Social Sciences (Turkish-Medium Instruction)

  Psychology (Double track- TMI & EMI)
- Health Management Department (Turkish-Medium Instruction with intensive English)

3. AEP MISSION, VISION, AND EDUCATIONAL PHILOSOPHY

Our Mission
To empower students with advanced academic, professional, and communicative English skills essential for success in their disciplines, while cultivating critical thinking, intercultural awareness, ethical responsibility, and lifelong learning.

Our Vision
To be recognized nationally and internationally as a center of excellence in academic English instruction, professional communication, and language education research.

Our Core Values
- Academic Integrity and Fairness – Honesty, transparency, and equality in all academic practices
- Professional and Universal Ethics – Respect, empathy, and ethical conduct
- Respect for Diversity – Valuing multicultural perspectives and inclusivity
- Curiosity and Lifelong Learning – Encouraging exploration and continuous growth
- Collaboration and Learner Autonomy – Fostering teamwork and responsibility for learning

Our Teaching Philosophy
We believe learning is an interactive process shaped by collaboration, reflection, and real-world engagement. You are not passive recipients of knowledge but active participants in your own learning journey.

Our approach emphasizes:
- Active learning through discussions, projects, and problem-solving
- Real-world relevance by connecting language to your future profession
- Collaborative learning through group work and peer interaction
- Continuous feedback to support your growth
- Student well-being and inclusive practices

4. YOUR ENGLISH COURSES

The AEP offers different courses depending on your faculty and program. All courses are aligned with the Common European Framework of Reference for Languages (CEFR).

4.1 Medical English (MED 133-134, MED 233-234*, ELMP Electives)
For: School of Medicine students
Target Level: B2-C1
Duration: One semester (Phase I)

What You'll Learn:
- Medical and science terminology
- Academic research writing (citations, synthesis, ethics essays)
- Critical thinking and argumentation
- Case discussions and presentations
- Professional communication (CVs, abstracts, conferences)
- Work shadowing and real-world application

*__Special Note:__ Starting in 2025-2026, Year 2 courses (MED 233-234) were converted to elective courses under the ELMP code, including:
- ELMP 203: Professional Voice in Medicine
- ELMP 205: Advanced Skills in Academic Writing
- ELMP 209: Medicine-focused English Skills Development

4.2 English for Academic Purposes (EAP)
For: First-year students in English-medium faculties (Pharmacy, Biomedical and Computer Engineering, Nursing, Nutrition, Psychology, Molecular Biology and Genetics)
Target Level: B2-C1
Duration: 2 semesters

What You'll Learn:
- Academic writing and research techniques
- Critical reading and analysis
- Effective presentations and communication
- Using scholarly sources with integrity
- Discipline-specific vocabulary and discourse

Class Activities:
- Group discussions and debates
- Problem-solving tasks
- Reading and evaluating academic texts
- Planning and delivering presentations
- Collaborative projects

4.3 General English (ING 101 to 302)
For: Students in Turkish-medium programs (Nursing, Physiotherapy, Nutrition, Psychology, Sociology)
Target Level: B1
Duration: Three years (6 semesters, 5 hours/week)

What You'll Learn:
- General English proficiency (reading, writing, listening, speaking)
- Vocabulary development
- Practical communication skills
- Introduction to Academic English

Course Structure:
- 1st Year: ING 101-102 (5 hours/week, 3 credits)
- 2nd Year: ING 201-202 (5 hours/week, 3 credits)
- 3rd Year: ING 301-302 (5 hours/week, 3.5 credits)

4.4 English for Specific Purposes (ESP)
For: Final-year students in Turkish-medium departments
Target Level: B1
Duration: 2 semesters
Focus: Field-specific English

What You'll Learn:
- Professional terminology for your field
- Reading and discussing academic journals
- Presentation skills for professional contexts
- Communication scenarios relevant to your career

4.5 English for Health Management (EHM 101-402)
For: Health Management Department students
Target Level: B2
Duration: Four years (8 semesters, total 1,176 hours)

Course Structure:
- 1st Year: EHM 101-102 (15 hours/week, 9 credits)
- 2nd Year: EHM 201-202 (12 hours/week, 9 credits)
- 3rd Year: EHM 301-302 (9 hours/week, 8 credits)
- 4th Year: EHM 401-402 (6 hours/week, 6 credits)

What You'll Learn:
- Comprehensive English Proficiency
- Professional communication in health management contexts
- Academic English for research and presentations
- Business English for healthcare settings

5. LEARNING EXPECTATIONS AND OUTCOMES

<u>What We Expect from You</u>:

***In Class:**
- Attend regularly – You must attend at least 70% of classes to be eligible for the final assessment
- Participate actively – Engage in discussions, ask questions, contribute to group work
- Come prepared – Complete assigned readings and homework before class
- Use English – English is the medium of communication in all AEP classes
- Respect others – Show respect for your instructors and classmates
- Be punctual – Arrive on time and stay for the entire class

****Outside Class:**
- Complete assignments on time
- Study regularly and review material
- Seek help when you don't understand something
- Take responsibility for your own learning
- Practice English through reading, listening, and speaking

<u>What You Can Expect from Us</u>:

- Clear learning objectives and course plans
- Engaging, interactive lessons
- Fair and transparent assessment
- Timely feedback on your work
- Academic support and guidance
- Respect for your individual learning needs
- A safe and inclusive learning environment

6. ASSESSMENT AND GRADING

Assessment in the AEP is designed to measure your progress and support your learning through both ongoing activities and formal exams.

Types of Assessments
***Formative Assessment (Ongoing)**
- Weekly tasks and homework

- In-class activities and quizzes
- Participation in discussions
- Draft submissions with feedback

Purpose: To help you identify strengths and areas for improvement

****Summative Assessment (Formal Evaluation)**
- Midterm exams
- Final exams
- Written reports and essays
- Oral presentations
- Project-based assignments

Purpose: To evaluate your overall achievement

Assessment Components

The weight of each component varies by course, but typically includes:

Component	**Typical Weight**
Participation & Attendance	5-10%
Quizzes & Homework	10-20%
Midterm Exam(s)	20-30%
Projects/Presentations	20-30%
Final Exam	40-50%

*Check your course syllabus for specific weights

Grading Scale

Grades follow the university's standard letter scale:

Letter	**Grade**	**GPA Points**	**Status**
AA	90-100	4.0	Excellent
BA	85-89	3.5	Very Good
BB	80-84	3.0	Good
CB	70-79	2.5	Above Average
CC	60-69	2.0	Average
DC	55-59	1.5	Below Average
DD	50-54	1.0	Conditional Pass
FF	0-49	0.0	Failed
FG	0	0	Failed/Not attended the final exam
NA	Not attended		Failed

Minimum Requirements:
- You must maintain a GPA of 2.5 or higher to progress
(Students whose GPA from departmental courses falls below 2.0 are placed on academic probation and are not allowed to register for courses.)
- You must attend at least 70% of classes to take the final exam (YÖK's requirement)
- Passing grade for most courses is DD (50%) or above
- For Medical English courses, the passing grade is CC (60%) or above

Make-Up Exams
Make-up exams may be granted for:
- Documented medical reasons (medical report required)
- Official university activities
- Family emergencies (documentation required)

How to Request:
1. Obtain official documentation
2. Submit a petition through your Faculty's Student Affairs Office
3. Petition must be approved before the make-up exam date
4. Contact your instructor after approval

Viewing Your Grades
- Grades are posted on the **OBS** (Student Information System)
- You can access OBS at: https://obs.acibadem.edu.tr
- If you have questions about your grade, speak with your instructor during office hours

7. ACADEMIC INTEGRITY AND ETHICS

Academic integrity is the foundation of your education and professional development. At Acıbadem University, we hold the highest standards of honesty and ethical behavior.

7.1 What is Academic Integrity?
Academic integrity means:
- Doing your own work
- Giving credit to others' ideas and words
- Being honest in all academic activities
- Following the rules and guidelines
- Taking responsibility for your learning

Forms of Academic Dishonesty
The following behaviors are strictly prohibited and will result in disciplinary action:

Plagiarism
- Copying text from sources without citation
- Using someone else's ideas without acknowledgment
- Submitting work done by someone else
- Paraphrasing without proper attribution

Cheating on Exams
- Looking at another student's exam
- Using unauthorized materials during exams
- Receiving or giving answers during exams
- Using electronic devices to access information

Fabrication
- Making up data or sources
- Falsifying research results
- Inventing citations

Unauthorized Collaboration
- Working together on assignments meant to be individual
- Sharing answers or solutions
- Dividing group work without all members contributing

7.2 Consequences of Academic Dishonesty
Violations of academic integrity may result in:
- Zero grade on the assignment or exam
- Failing grade in the course
- Referral to the Faculty Disciplinary Committee
- Notation on academic record
- Possible suspension or expulsion

7.3 How to Avoid Plagiarism
- Always cite your sources using the required citation style (APA, MLA, etc.)
- Use quotation marks when using exact words from a source
- Paraphrase properly – don't just change a few words
- Keep track of your sources while researching
- When in doubt, cite it!
- Ask your instructor if you're unsure how to cite something

7.4 Using AI and Technology Ethically
- AI tools (ChatGPT, translation software, etc.) may be used only if explicitly permitted by your instructor
- If allowed, you must disclose your use of AI tools
- You are responsible for the accuracy and quality of AI-generated content
- Using AI to complete assignments without disclosure is considered plagiarism

Copyright and Fair Use
- You may use copyrighted materials for educational purposes under fair use guidelines
- Maximum 10% of any work for non-commercial educational use
- Always provide proper citation
- Comply with Turkish Copyright Law No. 5846

7.5 Declaration of AI Use

!!! Please refer to the Guide on Using Artificial Intelligence (AI) for Assignments and submit the completed Declaration Form along with your assignment. The form is available on Moodle and attached to this handbook (Appendix 1).

8. ATTENDANCE AND PARTICIPATION

Attendance Policy
Minimum Requirement: You must attend at least 70% of all classes to be eligible to take the final exam.

How Attendance is Recorded
- **Face-to-face classes**: Sign the attendance sheet at the beginning of class.
- **Online classes (Zoom):** Attendance is recorded automatically when you join.

What Counts as Absence?
- Not attending class
- Arriving more than 15 minutes late
- Leaving more than 15 minutes early
- Being present but not participating (being on your phone, sleeping, etc.)

Excused Absences
Absences may be excused for:
- Medical reasons (medical report required)
- Official university activities (documentation required)
- Family emergencies (documentation required)

How to Report:
1. Obtain official documentation
2. Submit to your instructor and the Faculty Student Affairs Office
3. Must be submitted within 3 working days of absence

Consequences of Poor Attendance
- Below 70% attendance: You cannot take the final exam and will receive an **FF** grade
- 70-79% attendance: You may take the final exam, but attendance points will be reduced
- 80% and above: Full attendance credit

Participation Policy
Active participation is essential for language learning and is part of your grade.
Participation includes:
- Contributing to class discussions
- Asking and answering questions
- Completing in-class activities
- Working effectively in groups
- Being engaged and attentive

Good Participation:

✅ Sharing ideas and opinions
✅ Asking clarifying questions
✅ Responding to classmates respectfully
✅ Taking notes during lessons
✅ Completing pair and group work actively

Poor Participation:

❌ Being on your phone
❌ Talking to classmates off-topic
❌ Sleeping in class
❌ Not bringing required materials
❌ Refusing to participate in activities

9. STUDENT RIGHTS AND RESPONSIBILITIES

Your Rights
As a student in the AEP, you have the right to:

- Quality instruction that meets international standards
- Fair and transparent assessment
- Timely feedback on your work
- Access to course materials and resources
- Academic support and guidance
- Respectful treatment from instructors and staff
- A safe and inclusive learning environment
- Office hours with your instructors (minimum 2 hours/week)
- Clear information about course requirements and expectations
- Privacy of your academic records

Your Responsibilities
As a student in the AEP, you are responsible for:

- Attending classes regularly (minimum 70%)
- Completing assignments on time
- Preparing for classes by doing readings and homework
- Participating actively in all class activities
- Behaving respectfully toward instructors and peers
- Using English in class
- Following academic integrity guidelines
- Meeting deadlines for assignments and projects
- Checking your university email regularly
- Accessing OBS for grades and announcements
- Seeking help when you need it
- Taking responsibility for your own learning

Classroom Conduct
To maintain a positive learning environment, you must:
- **Be punctual**_ arrive on time, and stay for the entire class
- **Be prepared**_ bring required materials (textbook, notebook, pen, laptop if needed)
- **Be respectful**_ use appropriate language and behavior
- Turn off or silence mobile phones
- No eating in class (water is allowed)
- Listen actively when others are speaking
- Follow instructor directions

Use of Electronic Devices
- Laptops/tablets may be used for note-taking and class activities only
- Mobile phones must be silent and put away unless instructed otherwise
- Unauthorized recording of classes is prohibited
- Using devices for non-academic purposes during class is not allowed

10. ACADEMIC SUPPORT AND RESOURCES

10.1 Office Hours

All instructors hold a minimum 2 office hours per week for individual student support.

What are office hours?

- Dedicated time for you to meet with your instructor
- One-on-one academic support
- Opportunity to ask questions and get feedback

When should you go to the office hours?

- When you don't understand something from class
- To review feedback on assignments
- To discuss your progress in the course
- To get advice on improving your skills
- Before exams to clarify material

How to make the most of office hours:

- Prepare specific questions
- Bring your work/assignments
- Be on time
- Be respectful of time limits

***Check your course syllabus or Moodle for your instructor's office hours and location.**

10.2 Moodle (Learning Management System)

All AEP courses use Moodle for:

- Course materials and readings
- Assignment submissions
- Quizzes and practice exercises
- Announcements and updates
- Discussion forums
- Grades and feedback

***Access Moodle at**:
https://yetkim.acibadem.edu.tr/idp/profile/SAML2/Redirect/SSO?execution=e1s2

Tips for using Moodle:

- Check regularly for updates
- Enable email notifications
- Download materials ahead of time
- Submit assignments before the deadline
- Review feedback on graded work

10.3 OBS (Student Information System)

OBS is your portal for:

- Course registration

- Viewing official grades
- Checking attendance records
- Accessing academic calendar
- Viewing course schedules
Access OBS at: https://obs.acibadem.edu.tr

10.4 Library Resources
The Acıbadem University Library provides:
- Academic journals and databases
- English language learning resources
- Study spaces
- Computer access
***Library website:** https://library.acibadem.edu.tr/

10.5 Online Resources
- OBS: https://obs.acibadem.edu.tr
- Moodle: https://yetkim.acibadem.edu.tr/idp/profile/SAML2/Redirect/SSO?execution=e1s2
- University Website: https://www.acibadem.edu.tr
- Bademnet: https://bademnet.acibadem.edu.tr/

10.6 Additional Support

Language Learning Resources
- Online platforms (MyLab Pearson for Medical students)
- English language apps and websites
- Practice materials on Moodle

Student Counseling Services
- Academic advising
- Personal counseling
- Support for learning differences
Contact: Semra.Erol@acibadem.edu.tr
Tel: 0216 500 4269

10.7 Sport Center
"*It is necessary to give importance to physical development as well as intellectual development, and especially to elevate the national character to the high levels inspired by our deep-rooted history*." Mustafa Kemal Atatürk

Mail: spormerkezi@acibadem.edu.tr
Tel: 0216 500 42 84

11. COMMUNICATION AND CONTACT INFORMATION

How to Contact Us:
#AEP Director
Dr. Nafiye Çiğdem Aktekin
Email: Nafiye.Aktekin@acibadem.edu.tr
Tel: 0216 500 4380
Office: B Block Ground Floor

##Your Course Instructor
- Contact information is on your course syllabus
- Office hours listed on syllabus and Moodle
- Response time: within 48 hours (excluding weekends)

###AEP Administrative Office
- For general inquiries and administrative matters
- Office hours: Monday-Friday, 9:00-17:00
- Location: B Block Ground Floor

Language School Assistant:
Esra Şimşeker
Email: eng_academic@acibadem.edu.tr
Tel: 0216 500 4326

Communication Guidelines

Email Etiquette
When emailing your instructor:
✅ Use your university email address
✅ Write a clear subject line (e.g., "Question about Assignment 2 - ENG 105")
✅ Use a professional greeting (e.g., "Dear Dr. Aktekin")
✅ Be clear and concise
✅ Use proper grammar and spelling
✅ Include your full name and course code
✅ Allow 48 hours for response (longer on weekends)

❌ Don't use informal language or slang
❌ Don't write in all caps
❌ Don't expect immediate responses

🔑Please send emails at reasonable hours — your instructors are usually asleep around 2 a.m.

In-Person Communication
- Be respectful and professional
- Schedule an appointment for longer discussions
- Come to office hours prepared
- Bring relevant materials (assignments, syllabus, etc.)

Emergency Contact
For urgent academic matters outside office hours:
- Contact your Faculty Student Affairs Office, or
- Email: eng_academic@acibadem.edu.tr

12. IMPORTANT POLICIES

12.1 Equality and Non-Discrimination

Acıbadem University is committed to providing an inclusive environment free from discrimination.

- All students have equal access to education regardless of gender, nationality, religion, disability, or personal characteristics
- Discrimination, harassment, or bullying will not be tolerated
- Report any concerns to your instructor, AEP Director, or Student Affairs

12.2 Student Data Privacy

- Your personal information and grades are confidential
- Data is protected according to Turkish data privacy laws
- Grades and personal information are never shared publicly
- Access your information through OBS

12.3 Recording and Archiving of Presentations

All presentations delivered in our department are recorded and archived as part of examination records. Students are informed as required under the Personal Data Protection Law (KVKK), including that the recordings are archived and that their confidentiality is protected.

Legal Basis

- Higher Education Law No. 2547 and the Acıbadem Mehmet Ali Aydınlar University Associate and Undergraduate Education and Examination Regulation issued under it (Official Gazette: 20.09.2026, No. 33376), Article 32/14: The archiving and retention of examination documents from the date of the examination are carried out in accordance with the University's relevant regulations.
- Acıbadem Mehmet Ali Aydınlar University English Preparatory Program and English Courses Education and Examination Directive (Senate Decision: 29.06.2021, No. 2021/26): Project presentations prepared individually and/or in groups are among the assessment components. Recordings of graded presentations therefore constitute examination records.
- Law No. 6698 on the Protection of Personal Data (KVKK):
  - Article 4: Recordings are processed lawfully and fairly, for specified, explicit and legitimate purposes, in a manner that is relevant, limited and proportionate to those purposes, and are kept only for as long as necessary.
  - Article 5(2)(ç) and (e): Presentation recordings are processed without requiring your explicit consent, as this is necessary for the University to fulfil its legal obligation to retain examination records and for the establishment, exercise or protection of your rights, such as grade appeals.
  - Article 10 and the Communiqué on Procedures and Principles for Fulfilling the Obligation to Inform (Official Gazette: 10.03.2018, No. 30356): Before recording, you are informed of the data controller, the purpose and legal basis of processing, any transfers, and your rights.
  - Article 12: The necessary technical and administrative measures are taken to prevent unlawful processing of, and unauthorised access to, the recordings.
  - Article 7 and the Regulation on the Erasure, Destruction or Anonymisation of Personal Data (Official Gazette: 28.10.2017, No. 30224): Recordings whose retention period has expired are erased or destroyed.

What You Should Know About Your Recordings

- **Purpose:** Presentation recordings are used solely for assessment, the review of grade appeals, and inspections required by law.
- **Notification:** Your instructor will inform you before your presentation is recorded.
- **Access:** Only authorised instructors, the AEP Directorate and, where necessary, the relevant academic boards may access the recordings. Recordings are not shared with third parties, are not made public, and are not used for any other purpose, such as teaching materials, promotion or research, without your explicit consent.
- **Security:** Recordings are stored on the University's access-controlled systems.
- **Retention Period:** Recordings are kept for the period set out in the University's regulations and its Personal Data Retention and Destruction Policy, after which they are erased or destroyed.
- **Your Rights:** Under Article 11 of the KVKK, you have the right to learn whether your personal data is being processed, to request information, and to request correction or erasure, among other rights. You may submit requests through the University's KVKK application channels.
- **Reminder:** Students may not record their own or their classmates' presentations without permission (see Section 9, Use of Electronic Devices).

12.4 Classroom Language Policy

- English is the official language of all AEP classes
- Using English in class helps you learn faster
- Turkish may be used only for emergencies or administrative clarifications

12.5 Assignment Submission

Deadlines:
- All assignments must be submitted by the stated deadline
- Late submissions may not be accepted or may receive grade penalties
- Check your syllabus for specific late policies

Format:
- Follow formatting guidelines in the assignment instructions
- Submit through Moodle unless otherwise instructed
- Keep a copy of all submitted work

Extensions:
- Must be requested before the deadline
- Require valid documentation (medical report, etc.)
- Not guaranteed – instructor's discretion

12.6 Exam Policies

Before Exams:
- Bring your student ID card
- Arrive at least 10 minutes early
- Bring only authorized materials (if allowed)

During Exams:
- No talking
- No mobile phones or electronic devices
- No sharing materials

- Follow all proctor instructions
- Remain seated until time is called

After Exams:
- Exams are reviewed in class or during office hours
- Grade appeals must be made within 1 week of grade posting
- Speak with your instructor first

12.7 Medical and Emergency Situations

Medical Absences:
- Obtain a medical report from a licensed healthcare provider
- Submit to Student Affairs within 3 working days
- Email your instructor to inform them

Family Emergencies:
- Contact your Faculty Student Affairs Office immediately
- Provide documentation when possible
- Instructors will work with you on missed work

Mental Health Support:
- Counseling services available
- Contact Student Affairs for referrals
- Your well-being is important to us

12.8 Student Feedback

Your feedback helps us improve!

Course Evaluations:
- Completed online at the end of each semester
- Anonymous and confidential
- Used to improve courses and teaching
- Your participation is important

Informal Feedback:
- Share concerns or suggestions with your instructor
- Office hours are a good time to provide feedback
- Contact the AEP Director for program-level feedback

13. FREQUENTLY ASKED QUESTIONS

General Questions

Q1: What if I don't understand something in class?
A: Ask questions immediately! Instructors encourage questions. You can also visit office hours for one-on-one help.
Q2: Can I change sections?
A: Section changes are handled by Student Affairs and require approval. Contact your Faculty office.
Q3: What textbook do I need?

A: Check your course syllabus. Some courses provide digital materials; others require purchasing a textbook.

Q4: Where do I buy the required textbook?
A: Publisher contact information is on your syllabus. Some digital materials are provided through Moodle.

Attendance Questions
Q5: What if I'm sick and miss class?
A: Get a medical report, submit it to Student Affairs within 3 days, and email your instructor. Check Moodle for missed materials.
Q6: Can I make up missed classes?
A: You cannot attend another section without permission. Get notes from classmates and see your instructor during office hours.
Q7: What happens if I fall below 70% attendance?
A: You will not be eligible to take the final exam and will receive an FF grade.

Assessment Questions
Q8: How do I check my grades?
A: Grades are posted on OBS. Check Moodle for assignment feedback.
Q9: Can I submit an assignment late?
A: Check your syllabus for the late policy. Contact your instructor BEFORE the deadline if you need an extension.
Q10: What if I miss an exam?
A: You must have documented reasons (medical, official university activity) and obtain permission for a make-up exam through your Faculty.
Q11: How do I appeal a grade?
A: First, discuss with your instructor during office hours within 1 week of grade posting. If unresolved, contact the AEP Director.

Academic Integrity Questions
Q12: Can I use a translation tool?
A: Only if your instructor explicitly permits it. Always disclose use of AI or translation tools.
Q13: Can I work with classmates on homework?
A: Only if the assignment specifies group work. Individual assignments must be completed alone.
Q14: What is a proper citation?
A: Include the author's name, year, and source information for any idea or quote that isn't your own. Your instructor will teach the required citation style.
Q15: What if I accidentally plagiarize?
A: Plagiarism is serious even if unintentional. Learn proper citation and paraphrasing. When in doubt, cite it!

Technology Questions
Q16: I'm having trouble with Moodle. Who can help?
A: Contact IT support or your instructor. Make sure you've logged in with your university credentials.
Q17: Can I record the class?
A: Not without explicit instructor permission. Unauthorized recording violates privacy policies.
Q18: What if my internet connection fails during an online class?

A: Reconnect as soon as possible. Email your instructor immediately to explain the situation.

Course-Specific Questions

Q19: Can I take Medical English if I'm not a Medicine student?
A: No, courses are designed specifically for each faculty. You must take the English course assigned to your program.
Q20: What CEFR level should I be?
A: This depends on your program. EMI students should reach B2-C1. TMI students should reach B1.
Q21: Will I have online or face-to-face classes?
A: Check your course schedule. Some courses are hybrid (partly online, partly face-to-face).

CONTACT DIRECTORY

University Contacts

Student Affairs:
Email: ogrenci.isleri@acibadem.edu.tr
Tel: 0216 500 4244/4246

Library:
Email: kutuphane.banko@acibadem.edu.tr
Tel: 0216 500 4461

IT Support (Help Desk):
Tel: 0216 500 4430

Student Counseling:
Email**:** Semra.Erol@acibadem.edu.tr
Tel: 0216 500 4269

International Student Office:
Email: international.admissions@acibadem.edu.tr
Tel. 0216 500 3644

Security:
Tel. 0216 500 4440

About the University:
Address: Kerem Aydınlar Kampüsü, Kayışdağı cad. No:32 Ataşehir/İstanbul
Tel: 0216 500 44 44
Email: info@acibadem.edu.tr
WhatsApp Contact Line: +90 533 625 70 70

NOTES AND REMINDERS

Use this space for important information from your instructors:

*My Instructor's Office Hours:
_____

*My Instructor's Email:
_____

*Important Deadlines:
-
-
-

*Exam Dates:
-
-
-
-

*Notes:

FINAL THOUGHTS
Your success in the Academic English Program depends on:

- ☑ Regular attendance and active participation
- ☑ Completing assignments on time
- ☑ Seeking help when you need it
- ☑ Taking responsibility for your learning
- ☑ Maintaining academic integrity
- ☑ Communicating professionally
- ☑ Staying organized and meeting deadlines

Remember: Your instructors are here to help you succeed!
Don't hesitate to ask questions, attend office hours, and use available resources.
We wish you a successful and rewarding academic year!

APPENDICES

1. **AI Declaration Form**
2. **2026-2027 Academic Calendar**

*This handbook is effective for the 2026-2027 academic year and is subject to annual review and revision by the AEP Directorate.
*Last updated: September 2026