

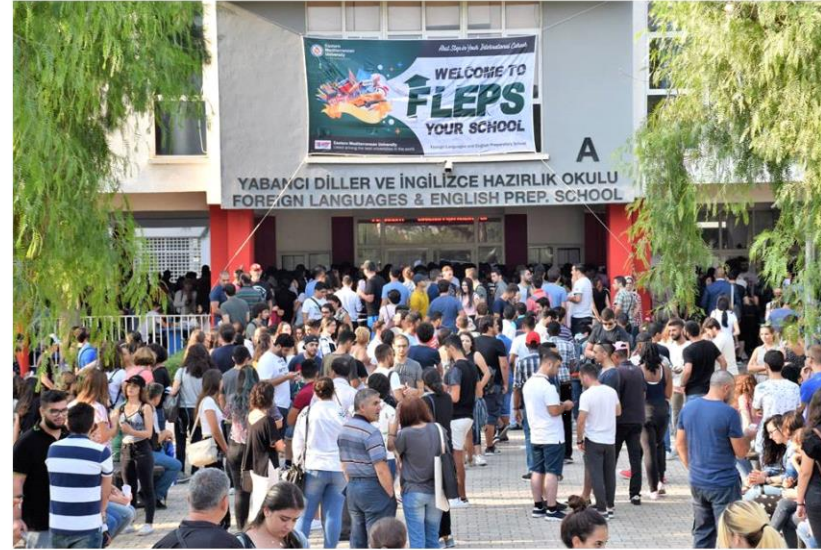
EASTERN MEDITERRANEAN UNIVERSITY ENGLISH PREPARATORY SCHOOL

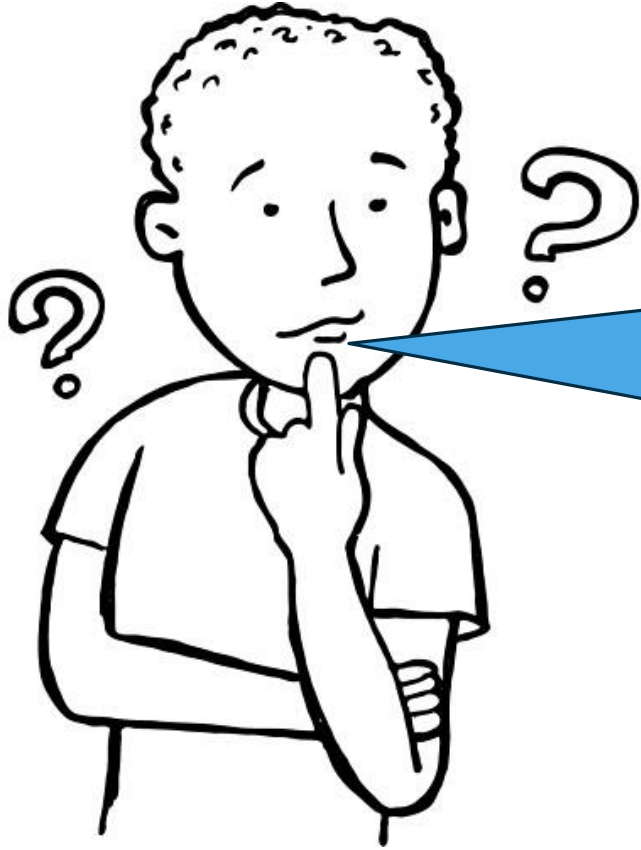
Orientation for EPS Students

2021-2022 SPRING SEMESTER



Welcome to FLEPS, Your School





**Who is who
in this
institution?**



**Eastern
Mediterranean
University**

"Virtue, Knowledge, Advancement"

FLEPS Organizational Chart

Foreign Languages and English Preparatory School



www.emu.edu.tr

**Director
Asst.Prof.Dr.
Ramadan EYYAM**

Asst.Prof.Dr. Nazan DOĞRUER
Assistant Director, Academic Affairs
(FL)

- English Medium Program Courses Unit
- Turkish Medium Program Courses Unit
- Post-graduate Program Courses Unit
- Law Program Courses Unit
- Tourism Courses Unit
- University Elective Courses Unit
- Turkish Language Courses Unit

Sen.Inst. Fikri ALTINTAŞ
Assistant Director, Student and
Administrative Affairs (FL)

- Registration and Exam Administration
Unit
- Institutional Development Unit

- Promotion
Unit
- International
Exam Unit
- Quality
Assurance Unit

School Council

**Curriculum Improvement
Committee**

Asst.Prof.Dr. Yonca AYBAY
Coordinator,
Student Counseling, Development
and Research Center

Asst.Prof.Dr. Aysegül SALLI
Coordinator,
Teacher Training and
Professional Development Unit

Ercan ERCANLAR
Administrator

School Secretaries

Research Assistants

Sen.Inst. Emete MAVİLİ
Assistant Director, Academic Affairs
(EPS)

- Syllabus Unit
- Testing Unit

Sen.Inst. İpek MENEVİŞ
Assistant Director, Student and
Administrative Affairs (EPS)

- Administrative Affairs Unit
- Student Affairs Unit
- Extra Educational Resources and
Activities Unit
- Computer Unit

- CIP
- ECA
- Centers

FL
Foreign
Languages
and
EPS
English
Preparatory
School



www.fleps.emu.edu.tr



The Director of FLEPS:

- **Asst. Prof. Dr. Ramadan EYYAM**



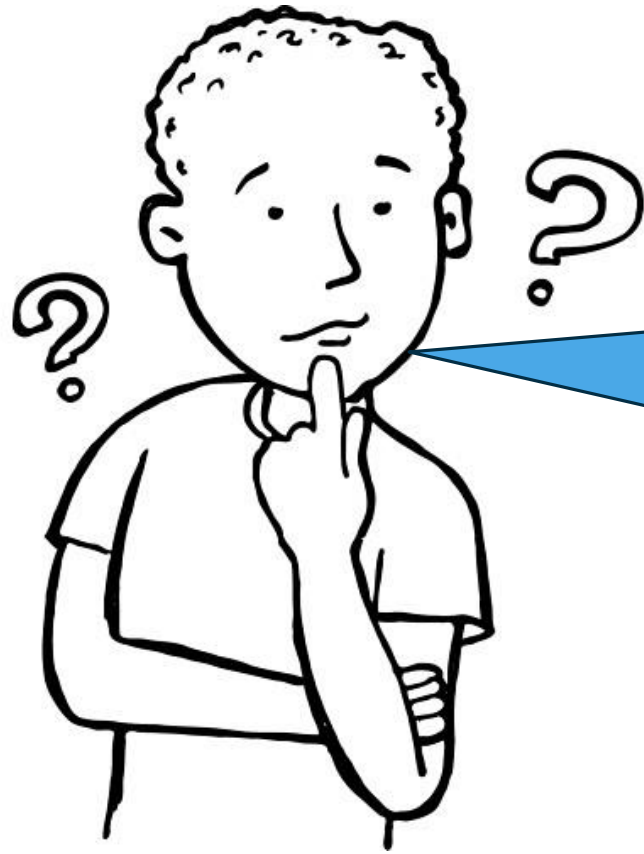
The Assistant Director of Student and Administrative Affairs:

- **Senior Instructor İpek MENEVİŞ**



The Assistant Director of Academic Affairs:

- **Senior Instructor Emete MAVİLİ**



**How can I get
information?**

Student Affairs Team (SAT)

Office no: 224, 2nd Floor

Phone no: 0392 630 1112

Contact on <https://fleps.emu.edu.tr/en>

Şerife Hocanın AŞIKSOY



Damla S. AKTUĞLU



Fayka GÜRESUN



Nalan GÜDER



Student Affairs Secretary

Office no: 223, 2nd Floor
Phone no: 0392 630 2153

Pembe KARA



FLEPS Secretary

(office 212, 2nd Floor)
Phone no: 0392 630 1330

Emine CANNUR



Administrator

Ercan ERCANLAR

Office no: 210, 2nd Floor
Phone no: 0392 630 2188

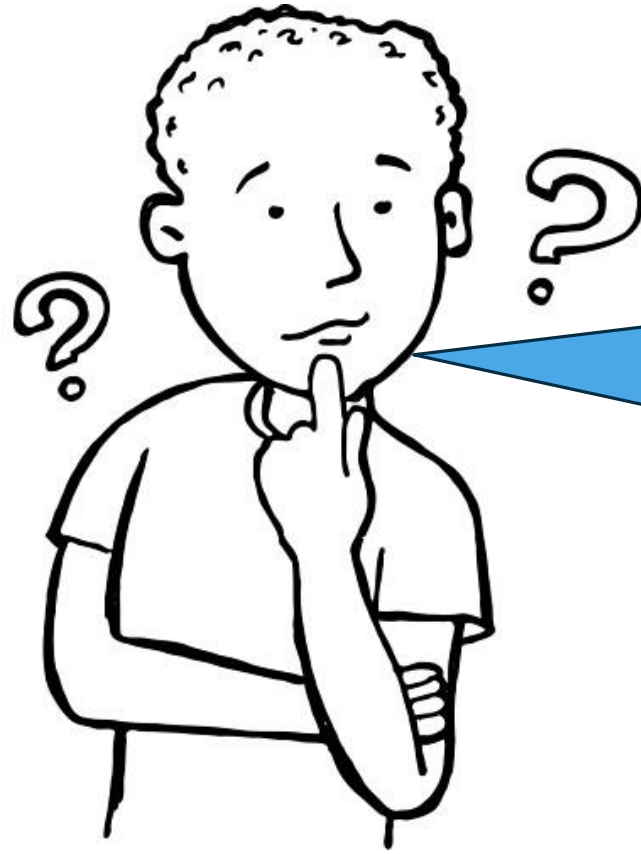


Computer Operator

Zihni SAYGILI

Office no: 1E, 1st Floor
Phone no: 0392 630 2345
zihnisaygili@emu.edu.tr





**What kind of
information can I
get from the SAT
office?**

You can **ask any questions about EPS.**

For example;

registration

attendance
regulations
(absenteeism)

exams

other issues

You can **send a petition for any reasons on our website** (<https://fleps.emu.edu.tr/en>).

For example;

**to object
your exam
results,**

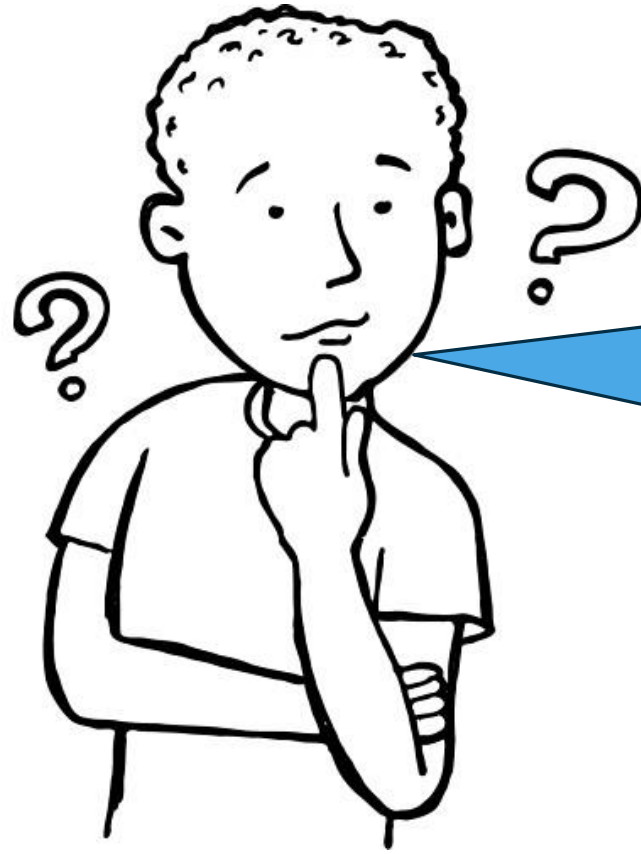
**about
medical
report issues,**

**about
unexpected
problems,**

**about
confidential
issues,**

**about
students,
student/
instructor
disciplinary
issues,**

**about course
syllabus,
assessment,
materials and
resources,**



**What are my
communication
channels at EPS?**

SAT Office (224) / MT Team (SAT)

FLEPS Website (<https://fleps.emu.edu.tr/en>)

Student Portal (<https://stdportal.emu.edu.tr/>)

EMU E-mail account (student no@emu.edu.tr)

Contact Form (<https://fleps.emu.edu.tr/en/contact>)

FLEPS WEBSITE

fleps.emu.edu.tr

announcements

news

**more
information
about EPS**

**EPS
Calendar**

**ask questions/
petitions
(CONTACT
FORM)**



**Is attendance
compulsory?**

There is no absenteeism right at EPS because of the intensive education.

Attendance is compulsory because the loss of each hour affects students' learning.

There is an ABS limit (60 hrs) for this semester.

Attending Classes

Attend your classes on time.

If your teacher cannot come to any lessons, there will be a make-up lesson within one week.

Objections to Exam Results

Exam results are announced within 5 working days on Portal / Moodle / Website

If you would like to object any exam results, you must fill in an online form (<https://fleps.emu.edu.tr/en/contact>) within **3 working days** of the announcement of exam results.

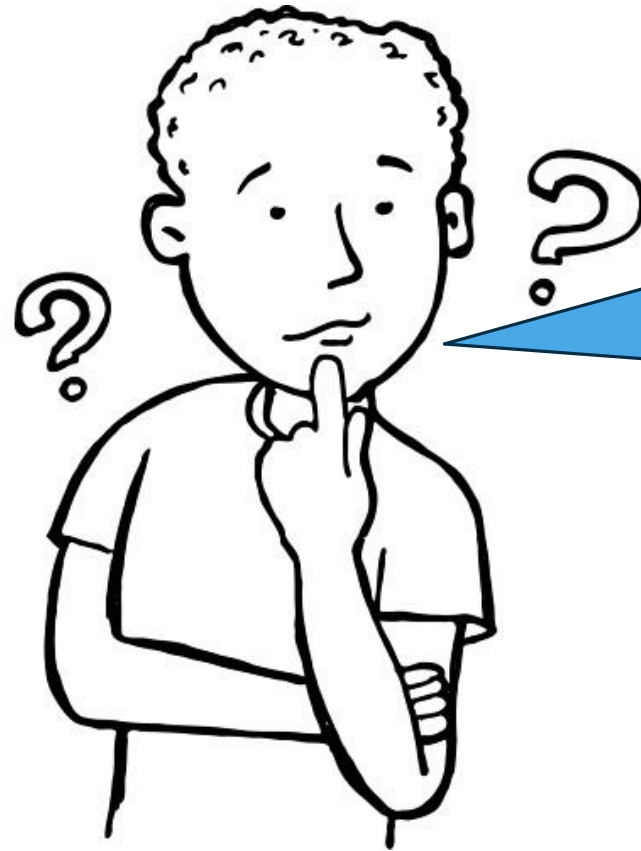
Late applications (after 3 working days) are not taken into consideration by the FLEPS Administration.

Make-up Exams

Students who miss the exam can take its make-up.

They must fill in an online form on <https://fleps.emu.edu.tr/en/contact> and explain their valid reason for missing the exam **after 3 days of the exam.**

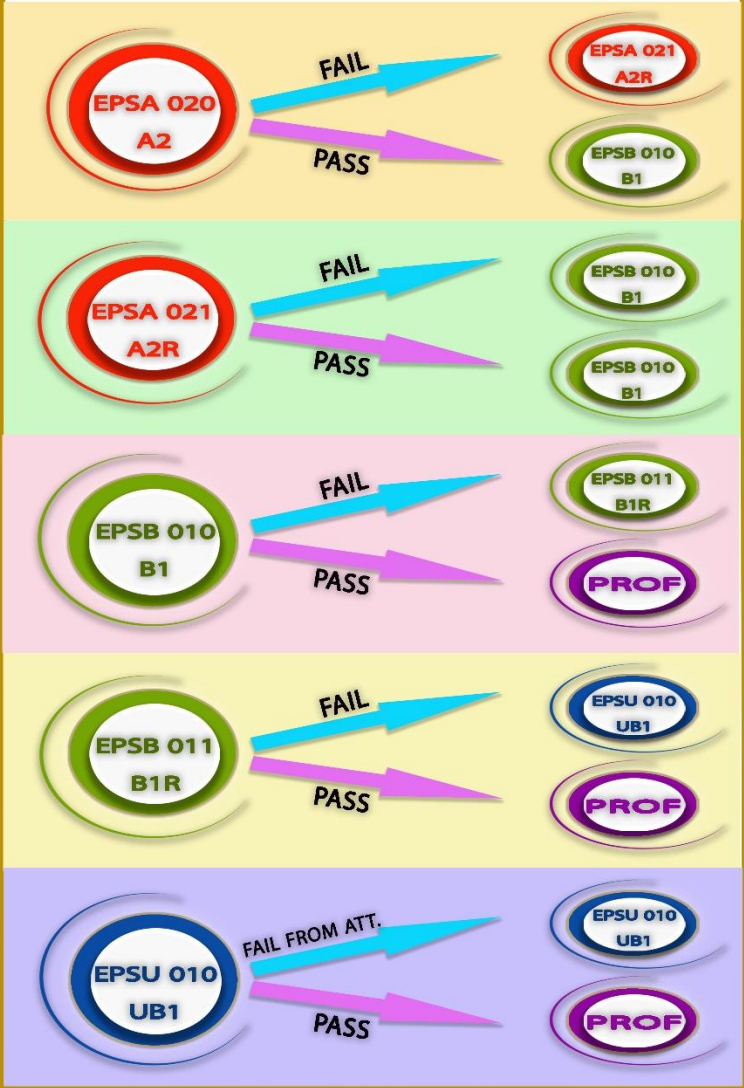
There are no make-ups for continuous assessment and/or in-class activities (portfolio, presentation, online tasks - MEC, etc).



**Can I have information
about the course flow
in EPS?**



EPS FLOW



A student is required to complete B1 level successfully to take the Proficiency Exam.





Eastern
Mediterranean
University

EPS LEVEL FLOW



www.emu.edu.tr

Fall Semester

**EPSA 020
(A1+A2)**

Pass
overall course grade is
60 or above

exceed the ABS limit
or
over course grade is between 0-59
Fail

Spring Semester

**EPSB 010
(B1)**

**EPSA 020
(A2R)**



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Eastern
Mediterranean
University

EPS LEVEL FLOW



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Fall Semester

**EPSA 020
(A2+CIP)**

Pass
overall course grade is
60 or above

exceed the ABS limit
or
over course grade is between 0-59
Fail

Spring Semester

**EPSB 010
(B1)**

**EPSA 021
(A2R)**



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EPS LEVEL FLOW



Fall Semester

**EPSB 010
(B1)**

Spring Semester

**DEPARTMENTAL
COURSES**

**EPSU 010
(UB1)**

**EPSB 011
(B1R)**

**PROFICIENCY
EXAM**

Pass

overall course grade is
60 or above

Pass

Fail

Fail

exceed the ABS limit
or
overall course grade is
between 0-59

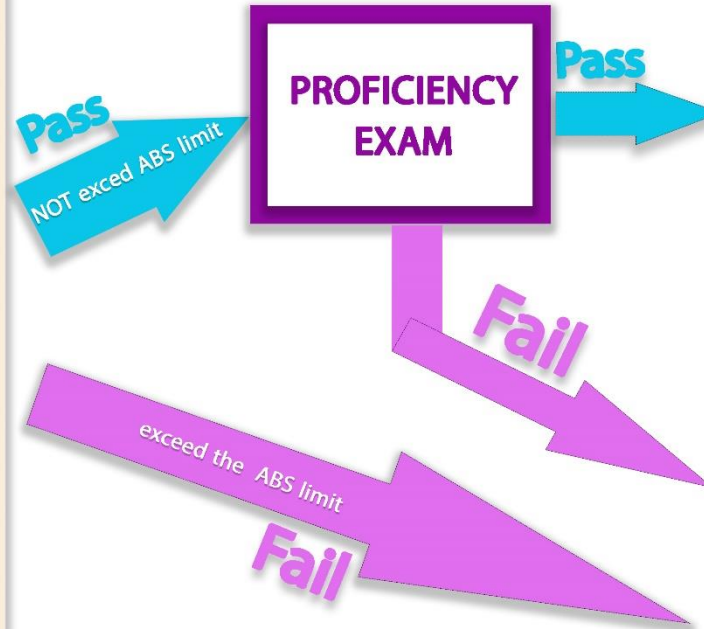




EPS LEVEL FLOW



Fall Semester



Spring Semester





What is **SSSC (Students' Self-Study Centre)** for?

(1st floor, A Building)

Students' Self-Study Center (SSSC)

2021-2022 SPRING SEMESTER

The SSSC helps students improve and develop their English!

In the SSSC students can:

- ▶ **get information and ask for help,**
- ▶ **borrow simplified readers,**
- ▶ **do your classroom projects and homework,**
- ▶ **access online coursebooks,**
- ▶ **practice Listening, Speaking, Reading and Writing skills**



Students' Self-Study Center (SSSC)

2021-2022 SPRING SEMESTER

To Borrow Graded Readers

Students;

- ▶ Choose a book for their level - they can borrow for up to 1 week only (7 days).
- ▶ Take the book to the consultancy desk.
- ▶ Please be reminded that:
 - ▶ If they do not return the book in time, the exam grades will not be announced. 😞
 - ▶ If they lose the book, they will have to buy a new one. 😞
- ▶ They bring their ID card or student ID to borrow anything.

The logo features a large white circle on the left, partially overlapping an orange horizontal rectangle. The text "COUNSELING CENTER" is written in white, bold, uppercase letters on the orange rectangle. The background is a solid blue color with some faint white lines on the right side.

**COUNSELING
CENTER**

STUDENT COUNSELING, DEVELOPMENT AND RESEARCH CENTER



The Coordinator

Asst. Prof. Dr. Yonca AYBAY

Office no: 3E, 3rd Floor

Phone no: 0392 630 2261

Phone no: 0392 630 1296

E-mail: yonca.aybay@emu.edu.tr

PEER COUNSELLORS:

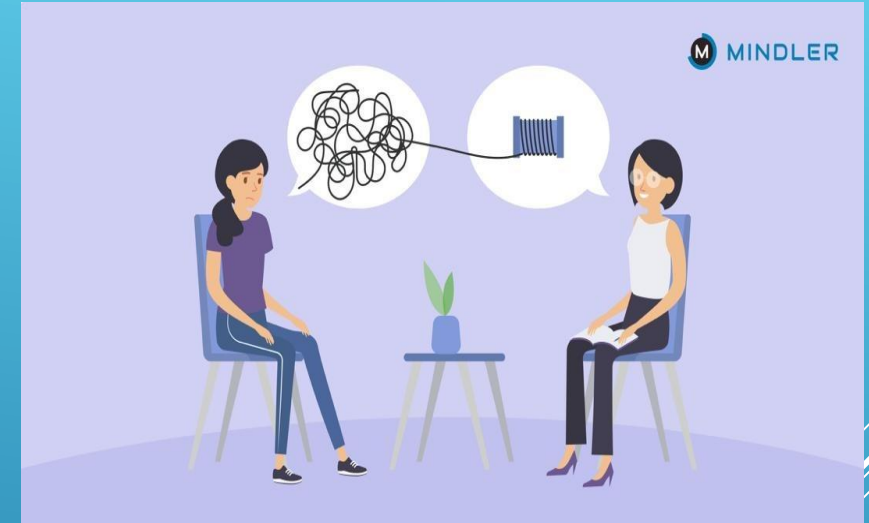
**MELİKA
SAMİN
DANİYAL
TUĞBA**

**Office no: PREP 09, Ground Floor
(Right side of the main door)**

WHAT DO WE OFFER IN THE COUNSELING CENTER?

COUNSELING SERVICES

The Counsellor can assist international students with personal, practical and administrative problems they may experience while studying in EMU English Preparatory School.



ORIENTATION PROGRAM

- ▶ The Counselor provides fresh students with basic
- ▶ information about EMU and IRNC.
- ▶ EMU Orientation
- ▶ Faculty and Department Orientation
- ▶ TRNC Orientation



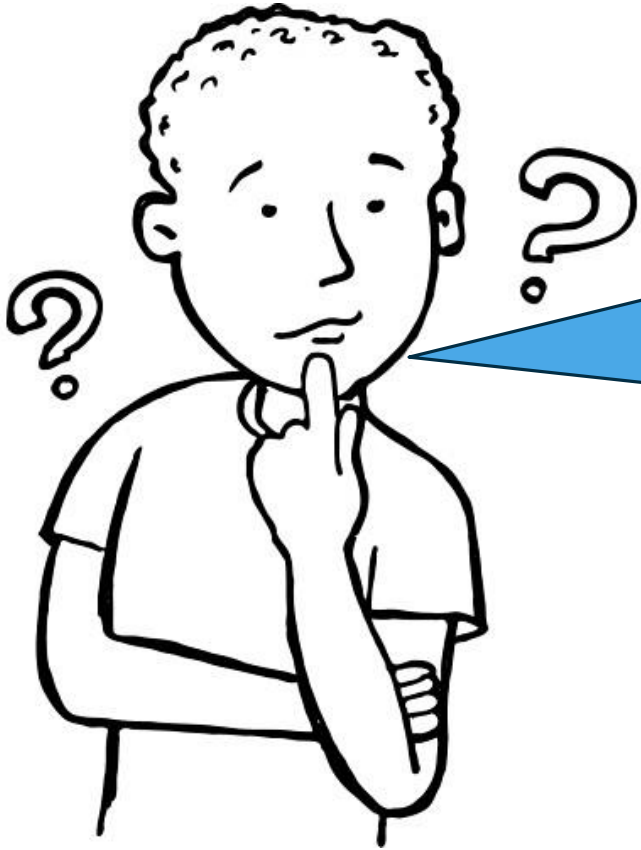
WHAT DO WE OFFER IN THE COUNSELING CENTER?

LEARNING SKILLS COUNSELLING

The Counselor can help students to understand how best they can learn and improve their academic performance by;

- ▶ Examining individual blocks to **efficient study**,
- ▶ Personal issue of **motivation**,
- ▶ **Time organization**, and
- ▶ **Study management**.

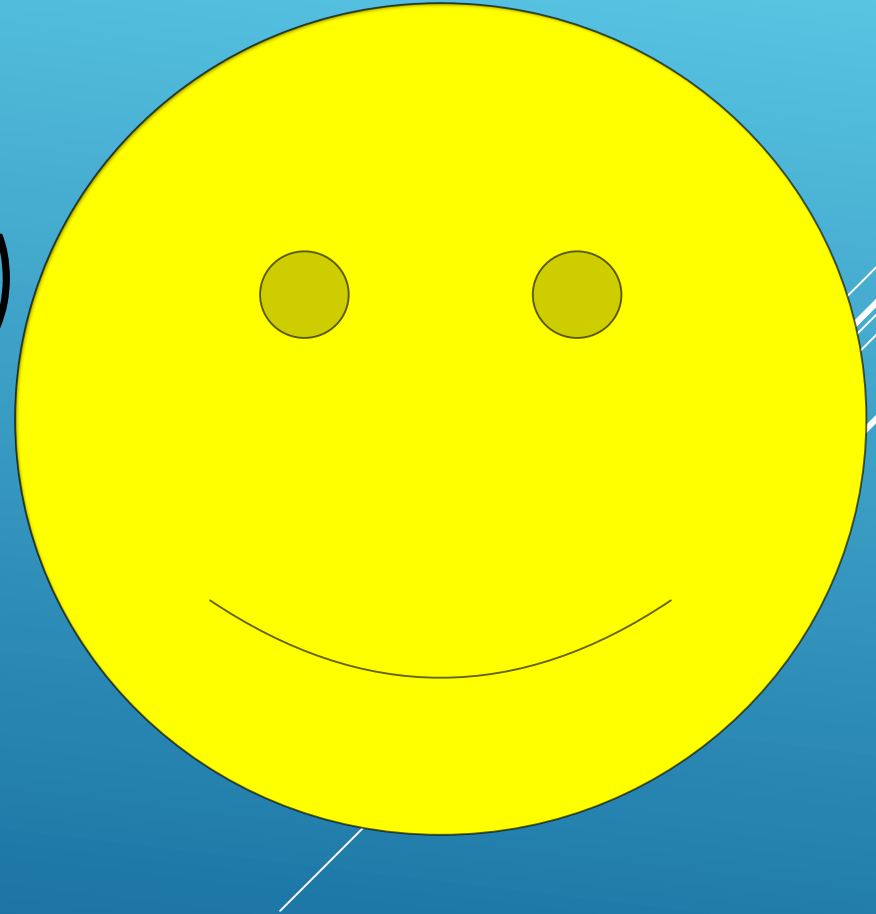




How can I
remeber all this
information in my
mind?

No worries!!!

- ✓ **Student's Handbook**
(It is available on FLEPS website)
- ✓ **FLEPS Website**
- ✓ **SAT Office**
- ✓ **Secretaries**
- ✓ **Teachers**



GOOD LUCK AND WELCOME TO EMU EPS

