

Student Handbook

English Preparatory Program



Visit our website!
www.yabancidil.nisantasi.edu.tr

2025

2026

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Welcome



Dear Students,

Welcome to Istanbul Nişantaşı University's Foreign Languages Department!

As you begin this exciting new chapter in your academic journey, we are thrilled to have you with us. Mastering the English language is a gateway to countless opportunities in today's globalized world. Whether you aspire to excel in your academic studies, explore international career opportunities, or connect with people from different cultures, our English Preparatory Program is designed to provide you with the skills and confidence to succeed.

At the Foreign Languages Department, we are committed to supporting your growth not only as language learners but also as individuals equipped with critical 21st-century skills. Through our innovative teaching methods, experienced instructors, and dynamic curriculum, you will develop effective communication, critical thinking, problem-solving, and collaboration skills that will prepare you for a lifetime of success.

Remember, learning a language is not just about attending classes—it's a journey that requires dedication, active participation, and consistent effort. I encourage you to take advantage of every resource and opportunity we provide, from interactive courses to extracurricular activities such as speaking clubs and Open-Door Hour sessions.

Our team is here to guide and support you every step of the way. If you have any questions or need assistance, please don't hesitate to reach out to your instructors or our management team.

We are proud to be part of your learning journey and look forward to seeing all the incredible things you will accomplish. Let's make this year a remarkable and transformative experience together.

Wishing you a productive and successful academic year,

Assoc. Prof. İhsan İkizer

Head of the Foreign Languages Department



Istanbul Nişantaşı University

Istanbul Nişantaşı University was established by the Nişantaşı Education Foundation as "Nişantaşı Vocational School" in 2009 and began offering associate degree education in the 2010-2011 academic year. It expanded to undergraduate education in 2013-2014 and has since grown significantly, adding new faculties, departments, and graduate programs.

Today, the university comprises multiple faculties, including Economics, Administrative and Social Sciences, Engineering and Architecture, and Art and Design, along with vocational and applied schools.

With its innovative approach to education, modern campus facilities, and strong industry connections, Istanbul Nişantaşı University has become one of the most preferred institutions among both Turkish and international students. Offering a dynamic academic environment, diverse learning opportunities, and global collaborations, the university continues to shape future professionals, equipping them with the skills and knowledge needed to excel in an increasingly competitive world.

NeoTech Campus

As a student at Istanbul Nişantaşı University's Foreign Languages Department, you will be learning and thriving at one of Turkey's most innovative and technologically advanced educational centers – the 1453 NeoTech Campus. Located in the heart of Maslak, this cutting-edge campus embodies the university's vision of future-focused learning and growth.

1453 NeoTech Campus is designed to offer a dynamic academic environment with world-class facilities, integrating technology seamlessly into the educational experience.





NeoTech Campus

The campus provides numerous opportunities for academic, social, and professional development, ensuring that you have access to everything you need for a successful and enriching university journey.

Transportation to NeoTech 1453 Campus

The campus is located in one of Istanbul's most accessible districts, with convenient public transportation options. Students can reach the campus from the ITU Ayazağa metro station by taking the 41N bus or using the school's shuttle services. The university also has a parking lot that can be used by all staff members.

About the Foreign Languages Department

Welcome to the English Preparatory Program at İstanbul Nişantaşı University, Foreign Languages Department. We are pleased to have you with us. Acquiring a new language and enhancing your language abilities can be challenging, but with dedication and concentration, it is a goal within your reach. This English Preparatory Program has been specifically designed to help you achieve those objectives. The program includes a variety of internationally recognized textbooks aimed at enhancing both your language and academic skills, particularly in reading, writing, and listening. Moreover, we have tailored courses and developed materials that are customized to your specific department, enabling you to familiarize yourself with the vocabulary and concepts essential for your future studies. Additionally, a series of homework tasks are included to help you practice and refine what you've learned. Upon completing our program, you will possess all the skills necessary to excel in your department. Welcome to the start of this exciting journey.

Our Mission

The mission of İstanbul Nişantaşı University Foreign Languages Department is to prepare students for academic success and future careers by equipping them with essential English language skills through innovative, project-based instruction that integrates modern teaching methods, educational technology, and continuous feedback. We aim to cultivate students who can think analytically and critically, adapt to the demands of a digitalized and automated world, and embrace lifelong learning.

Simultaneously, we support our staff's professional growth through continuous development and collaboration, ensuring they deliver high-quality education that reflects the university's commitment to knowledge, innovation, and future-oriented learning. We are also committed to embedding principles of sustainability into our curriculum and teaching practices, encouraging both students and staff to promote sustainable development in their academic and professional pursuits.

Our Vision

The vision of İstanbul Nişantaşı University Foreign Languages Department is to become a leading center of excellence in language education, recognized globally for empowering students and staff with the language skills, confidence, and adaptability needed to succeed in their academic departments and future careers. By fostering innovative teaching practices, integrating educational technology, and promoting international collaboration and inclusivity, we aim to equip our students with the communication skills necessary to thrive in a multilingual and digitally connected world. We envision a learning environment that not only prepares students for the demands of their fields but also promotes sustainability and global responsibility, empowering them to contribute meaningfully to sustainable development goals.

Our Values

İstanbul Nişantaşı University Foreign Languages Department, our core values guide our commitment to excellence in education, staff development, and student success. These values include:

01

Student-Centered and Staff-Centered Approach

We prioritize the needs, goals, and aspirations of our students while recognizing and supporting the pivotal role of our staff in delivering quality education and fostering student success.

02

Excellence in Education Standards

We strive for the highest standards in teaching and learning, ensuring that staff qualifications, training, and support systems align with our goals of academic excellence.

03

Innovation and Adaptability

We embrace innovative teaching methodologies and flexible practices to meet the evolving needs of students and staff in the dynamic global landscape.

04

Lifelong Learning for All

We inspire a passion for lifelong learning in both students and staff, equipping them with the skills and mindset to adapt and excel in a constantly changing world.

05

Integrity and Respect

We uphold ethical practices, mutual respect, and cultural sensitivity in all interactions, celebrating diversity and fostering inclusivity for both students and staff.

06

Collaboration and Community

We value collaboration among students and staff, building a strong sense of community that supports academic and professional success for all stakeholders.

07

Global Preparedness

We prepare students and staff to navigate and contribute to an interconnected world, emphasizing the importance of cross-cultural communication.

08

Happiness and Wellbeing

We promote the happiness, wellbeing, and mental health of our students and staff by fostering a positive, inclusive, and supportive environment that encourages growth, balance, and fulfillment in academic and professional life.

09

Sustainability in Education

We are committed to sustainability-focused practices in education, promoting environmental, social, and economic responsibility to equip students and staff with the awareness and skills to contribute to a sustainable future.

Foreign Languages Department: Contact & Website Guide

Our website is your primary source for accessing important information, announcements, and resources throughout your preparatory school journey. It is essential to check the website regularly to stay informed and make the most of your time here. You can visit the Foreign Languages Department website at:

 <https://yabancidil.nisantasi.edu.tr/>

The website is designed to provide you with quick and easy access to critical updates, course materials, and academic resources.

Key Features

01

Announcements

Stay updated with all the latest announcements, including exam schedules, lesson plans, SanalKampus updates, and club activities. Major academic and operational updates are regularly shared here.

02

Exam Information

Access details on all exams, including NUEPT, module Mid-Level Progress Tests, finals, and placement tests. Find dates, guidelines, preparation tips, and past announcements.

03

Student Resources

Explore helpful materials such as FAQs, course outlines, and information about student clubs and activities.

04

Contact Information

Access the contact details of instructors and management team in the Foreign Languages Department. Use these official emails for academic or administrative inquiries.

05

Office Hours

The Office Hours Schedule allows students to connect with instructors for academic support. It provides details on when and where you can meet your instructors during their designated hours. You can access this schedule on the Foreign Languages Department website under the "Students" section. Checking it regularly ensures you stay informed and can plan your visits effectively.

Contact for Assistance

If you experience any difficulties accessing the website or locating information, please contact the department at:



Phone: +90 (212) 210 10 10



Email: prep@nisantasi.edu.tr

Follow us on Instagram for updates and news:



Instagram: [@nisantasi_fld](https://www.instagram.com/nisantasi_fld)

English Preparatory Program

Educational Philosophy

At İstanbul Nişantaşı University's Foreign Languages Department, we believe language learning is a transformative journey that opens doors to academic success, career growth, and meaningful global connections. We are dedicated to creating an inclusive and supportive environment where students develop the skills and confidence to thrive in an ever-changing world.

Our approach focuses on hands-on, student-centered learning, blending innovative methods with the latest technology. We aim to help students think critically, communicate effectively, and adapt to new challenges, while also supporting our teachers' growth to ensure a high-quality learning experience.

We celebrate diversity and foster a strong sense of community, where everyone feels valued and empowered to contribute to a sustainable and equitable future. At our core, we are committed to inspiring lifelong learning and preparing students to excel in a multilingual, interconnected world.

Educational Program

Our English Preparatory Program is structured around the Common European Framework of Reference for Languages (CEFR), which helps classify language proficiency. The program consists of four levels: Foundation, B1, B1+, and B2. Each level is designed to build on the previous one, ensuring students receive tailored instruction that supports their progression in language skills.

At the beginning of the fall semester, students take İstanbul Nişantaşı University (NUEPT), which consists of two sections, to assess their proficiency levels. The results of Section 1—which covers grammar, vocabulary, listening, and reading—are used as **the placement test** for students who do not pass it, ensuring they are placed in the appropriate level within the English preparatory program. Students who do not take the test at all are automatically placed in Foundation Level.

Levels Overview

Foundation

Duration: 9 weeks

Class Hours: 25 hours per week, 225 hours in total

In the Foundation module, students are introduced to the foundations of English, enabling them to engage in simple interactions and develop confidence in using the language. Instruction emphasizes interactive, project-based learning and supports the development of critical thinking through the integration of educational technology.



B1**Duration:** 9 weeks**Class Hours:** 25 hours per week, 225 hours in total

In the B1 module, students increase their autonomy and are prepared to handle a variety of real-life situations more confidently. Language learning is integrated with analytical thinking, reflective practice, and technology-rich projects that simulate academic and professional contexts.

B1+**Duration:** 9 weeks**Class Hours:** 25 hours per week, 225 hours in total

In the B1+ module, students strengthen their fluency and accuracy while engaging in collaborative tasks, intercultural learning, and independent study strategies. They learn to express opinions in greater detail, interpret texts more critically, and produce clear written work, preparing them for more advanced academic challenges.

B2**Duration:** 9 weeks**Class Hours:** 25 hours per week, 225 hours in total

At the B2 level, students refine their fluency and accuracy, enabling them to engage in complex discussions and academic tasks with greater spontaneity. This module supports advanced project-based work, promotes intercultural awareness, and emphasizes sustainable and responsible communication practices.

Prof Class**Duration:** 9 Weeks**Class Hours:** 135 hours in total

Prof modules are designed for students who have successfully completed the B2 level but have not yet achieved a passing score on the Nişantaşı University English Proficiency Test (NUEPT). These courses focus on consolidating academic skills and refining language accuracy, with intensive exam practice across reading, listening, speaking, and writing. Special emphasis is placed on exam strategies, critical analysis, and clear academic communication. Attendance is mandatory, and active participation is expected to maximize exam readiness.

Modular System

The English Preparatory Program follows a modular system, with each module corresponding to a specific language proficiency level based on the CEFR framework. Each module lasts 9 weeks, allowing students to focus intensively on their language development.

Students are assessed through various components, including online assignments, projects, participation, and Mid-Level Progress Test and final exams. To successfully progress to the next module, students must achieve the required success grade based on their performance.

For most students, a module success score of 60 points or above is required to move on to the next module. However, students in certain undergraduate programs, such as English Language and Literature, English Translation and Interpreting, must achieve a module success score of 75 points or above to progress.

This structure ensures steady, measurable advancement in language skills throughout the preparatory program, with students gradually building their proficiency and academic readiness in English.

Coursebooks

The English Preparatory Program uses level-specific coursebooks to support skill development and academic readiness. Students are expected to purchase their books from the campus bookstore at the beginning of the academic year.

Main Coursebooks:

Cambridge English Empower (Second Edition)

- FLD Foundation Booklet + Empower A2
- Empower B1
- Empower B1+
- Empower B2

Cambridge Unlock (Third Edition)

- Unlock 2, 3, 4 Listening & Speaking
- Unlock 2, 3, 4 Reading & Writing

Assessment and Evaluation

Each module includes a variety of assessments to evaluate students' understanding and progress. The assessment components for each module are as follows:

Mid-Level Progress Test (20%): The Mid-Level Progress test in Istanbul Nişantaşı University Preparatory English course is a comprehensive assessment that evaluates students' understanding and mastery of key language skills and concepts covered in the first half of the module. This exam typically assesses listening and reading comprehension, writing proficiency, vocabulary acquisition, and grammar knowledge. Mid-Level Progress Test score contributes 20% to the students' total score.

End-of-the-Module Test (40%): This test in Istanbul Nişantaşı University Preparatory English course is a summative assessment conducted at the end of the course. It evaluates students' overall proficiency in English, including their listening and reading comprehension, writing and speaking proficiency, vocabulary acquisition, and grammar knowledge. The final exam encompasses all course content. Final exam score contributes 40% to the students' total score.

Project (10%): Each module includes the following project components: two Speaking Tasks, two Writing Tasks, and one Presentation. These tasks are designed to support students' development of academic communication skills in both spoken and written forms.

-Speaking Tasks (3%)

Students are required to complete two speaking tasks per module. These in-class tasks aim to assess the ability to communicate ideas clearly, fluently, and appropriately. Topics and instructions will be provided by the course instructors.

-Writing Tasks (3%)

Each module includes two writing tasks, one of which will be directly related to the presentation topic. Instructors will provide detailed guidance on task requirements, including content and structure.

-Presentation (4%)

Students will prepare and deliver one presentation per module. Presentation topics will be assigned by the instructors. Students are expected to create a visual presentation using slides and present their work in class according to a schedule shared in advance. Presentation criteria and expectations will also be provided by the instructors.

Participation (10%): Each module also includes a Participation grade, which is based on students' involvement in class activities and discussions. This includes attendance, active engagement, use of English, preparation, respectful behavior, and consistent effort. The Participation component is designed to support students' language development and overall engagement with the learning process.

Online Assignments (20%): Each module includes an Online Assignments component, which accounts for 20% of the final grade. Tasks are completed through platforms such as Cambridge One, Macmillan Skillful, and Sensations English, and are designed to support students' independent study habits and reinforce classroom learning. These assignments offer consistent practice, immediate feedback, and a variety of learning activities that complement in-class instruction.

In our Foreign Languages Department, online assignments are considered an essential part of your coursework. Each of the three platforms contributes to a well-rounded language learning experience:

Cambridge One provides a personalized learning experience with adaptive exercises and instant feedback, helping students build on strengths and target areas for improvement.

Click [here](#) for the student guide.

Sensations English features current news stories and multimedia content across five proficiency levels, making language learning engaging and relevant.

Click [here](#) for the student guide.

Using these platforms effectively helps students stay organized, meet deadlines, and make steady progress in their language development throughout the module.

Attendance Requirements

Students must attend at least 80% of their classes to successfully pass a level. It is the student's responsibility to monitor their own attendance throughout the module. While you can check your attendance status on the OBIS system, please note that the records may not always be instantly updated.

If a student misses more than 20% of their classes, they will be required to repeat the level. For students at the B2 level, exceeding this absence limit will also mean they are not eligible to take the Nişantaşı University English Proficiency Test (NUEPT).

Late Arrival Policy

If you arrive more than 5 minutes late or leave before the class ends, you will be marked absent for that session. Please make sure to attend your classes on time and stay until the end.

Excuses for Missing Class

Medical reports, health-related absences, family obligations, and part-time job commitments are not accepted as valid excuses for absence.

However, in exceptional cases such as:

- Serious or chronic illnesses (with official documentation covering 5 or consecutive days.)
- The loss of a parent or sibling (with proof)

You may contact the Foreign Languages Department and submit a petition. These cases will be reviewed individually, and you will receive a response within 10 working days.



Essential Online Platforms

Student Information System(OBIS)

OBIS is an essential resource for managing and accessing important academic information at İstanbul Nişantaşı University. This system simplifies various administrative processes, enabling students to easily view their academic records and register for courses. By offering convenient access to vital resources, OBIS empowers students to take an active role in their education and stay informed throughout their academic journey. For more detailed guidance on accessing OBIS, please refer to the OBIS guide linked below.

How to Activate OBIS

Sanal Kampüs

Sanal Kampüs is an online platform designed to help students manage their education more effectively. It provides simple access to course materials and various educational resources, enhancing the overall learning experience. Through Sanal Kampüs, you can:

Stay Updated: Check "Announcements" for all official updates and announcements.

Access Materials: Find and download course documents under "Files".

Participate: Join discussions in "Discussions", submit assignments, and engage with questionnaires or online lessons uploaded by your instructors.

Communication Tools: Reach out to your instructors or classmates using "Communication Tools".

By using Sanal Kampüs, students can easily attend classes, submit assignments, and communicate with instructors, making the educational experience more efficient. For guidance on accessing the system, refer to the link provided below.

Guide to Using Sanal Kampüs

Student E-Mail

To facilitate easy communication with faculty members and administrative staff, you have access to a student email account. To access your email, simply click the link below.

Email Link

Your email address is formatted as studentnumber@std.nisantasi.edu.tr. Please note that your email password is the same as the password you created for the OBIS system.



İstanbul Nişantaşı University English Proficiency Test (NUEPT)

Eligibility Requirements

For Mandatory English Preparatory Program Students at the Beginning of the Academic Year:

Students enrolled in the Mandatory English Preparatory Program take NUEPT at the beginning of their first academic year. Based on their test results:

- Students who achieve the required passing score are exempted from the English Preparatory Program.
- Students who do not meet the exemption criteria are placed in a preparatory class at an appropriate level.

For Voluntary English Preparatory Program Students at the Beginning of the Academic Year:

Students in the Voluntary English Preparatory Program take the first part of the NUEPT as a placement test to determine their starting level.

Eligibility for B2 Level Students during the Academic Year:

At the end of the each term, all students who successfully complete the B2 level are eligible to take NUEPT.

Academic Performance-Based Eligibility for Lower Levels during the Academic Year:

Additionally, students from lower levels may qualify to take NUEPT based on their academic performance:

- B1+ students with a 90+ average in the Mid-Level Progress Test and Final Exams at the end of Module 2 or Module 4
- B1 students with a 95+ average in the Mid-Level Progress Test and Final Exams at the end of Module 2 or Module 4

Eligibility for Prof Class Students during the Academic Year:

At the end of the 1st and 3rd modules, all students who have completed the B2 level but have not yet passed the Nişantaşı University English Proficiency Test (NUEPT), including those from previous academic years who did not successfully complete the Prof Class, are required to study in the Prof Class. Students who successfully complete the Prof Class become eligible to retake the NUEPT. Attendance is mandatory.

Test Results and Department Requirements

Students who pass NUEPT with the required score can begin their academic studies in their respective departments. Passing scores vary by department:

- 75 English Language and Literature, and Translation & Interpreting Students
- 60 for all other departments

The list of eligible students for NUEPT are announced on our website. Please check the announcements section for updates.

NUEPT Content and Scoring

NUEPT consists of two sections.

NUEPT Section 1

NUEPT Section 1 includes four parts: Listening, Vocabulary, Grammar and Reading. Students who pass NUEPT Section 1 are allowed to take NUEPT Section 2 and those who cannot pass will be placed in our English Preparatory Program classes according to their test result.

NUEPT Section 1 Structure		
Parts	Number of Questions	Score
Listening	10 (2 pts each)	20
Vocabulary	10 (1 pts each)	10
Grammar	10 (1 pts each)	10
Reading	10 (2 pts each)	20
Total Score		60

Listening part consists of two sets of questions and each set includes 5 multiple-choice questions. The recordings are played only once. Students are given 30 seconds to read the questions before the recording starts for each set and then they have to answer the questions while they are listening. At the end, the students are given one minute to check their answers.

Vocabulary part includes 10 multiple-choice questions, which assess students' word knowledge. It measures their ability to recognize vocabulary in context, ensuring they can apply words accurately in various situations. This part is designed to test students' knowledge of both common and academic vocabulary.

Grammar part includes 10 multiple-choice questions which evaluates students' understanding of key grammatical concepts and structures in English. It tests students' ability to apply correct grammar in different contexts, focusing on areas such as sentence structure and verb tenses. The questions are designed to assess students' grammatical accuracy, helping us determine their proficiency level and ensuring appropriate placement in our program.

Reading Comprehension part consists of two reading passages. Each followed by 5 multiple-choice questions. Reading comprehension questions assess a student's ability to understand and analyse written texts, extract essential information, and identify main ideas and overall meaning.

NUEPT Section 2

Students who achieve a sufficient score in NUEPT Section 1 are eligible to take NUEPT Section 2.

NUEPT Section 2 includes Writing and Speaking.

NUEPT Section 2 Structure		
	Questions	Score
Writing	1 Essay	20
Speaking	5-6	20

Writing includes an essay. Students are required to write an essay of at least 220 words. They are given two topics to choose from and must develop their ideas clearly and comprehensively. The time allotted for this section is 40 minutes. Essays are assessed based on grammar, vocabulary, coherence and cohesion, and task response; and are evaluated by two examiners to ensure accuracy and fairness.

Speaking lasts 7 to 10 minutes, during which students are asked 2-3 personal questions and 2-3 general questions. They are expected to respond clearly and confidently, demonstrating their ability to express their ideas in English. This part is recorded during the exam and responses are assessed based on grammar, vocabulary, pronunciation and fluency

NUEPT Regulations

These regulations have been designed to ensure fairness and a smooth test process for everyone.

Arrival Time

- Students must be in the exam classroom at least 30 minutes before the announced exam time.
- No students will be permitted to enter the classroom after the exam has begun.

Identification

- Students are required to present their Student ID Card.
- Students without proper identification will not be allowed to take the exam.

Test Classroom

- Exams will take place in the classrooms listed in the Schedule announced before the exam.
- To find your assigned classroom, please refer to the test list posted on the website. If you are unable to locate your classroom, visit the Foreign Languages Department for assistance at least two days before the exam.

Electronic Devices

- The use of mobile phones and other electronic devices is strictly prohibited in the exam room. All electronic devices must be turned off and handed in before the exam begins. Invigilators will collect the devices and conduct checks to ensure full compliance.

Answer Sheets

- Students must use a pencil to mark their answers on the optical answer sheet.
- Answers that are not transferred to the answer sheet will be considered invalid.
- No extra time will be given for transferring answers.
- At the end of the exam, please double-check to ensure that all your answers have been correctly transferred to the answer sheet.

Disciplinary Policy

- Exam questions or answers to them cannot be written on paper and taken out of the exam hall. All actions to this end will be considered attempts to cheat.
- Students who cheat, attempt to cheat or help others do so are determined by way of a written report and subjected to a disciplinary proceeding.

Classroom Policies and Expectations

Student Discipline Regulations

YÖK Student Discipline Regulation (Öğrenci Disiplin Yönergesi) outlines the behaviours students are expected to exhibit to maintain order and discipline within higher education institutions. It also details the penalties for violations of these rules, ensuring a fair and orderly academic environment.

The regulation includes provisions against actions such as attempting to cheat during exams or allowing others to use personal student ID cards, which can lead to disciplinary investigations.

We encourage all students to review this regulation carefully to understand their responsibilities and the consequences of any violations. For more detailed information, you can access the full regulation on the Foreign Languages Department website via the following link: [Student Discipline Regulations](#).

By adhering to these rules, you contribute to a respectful and fair academic community.

Use of English in the Classroom

English (or the target language) should be the primary language for classroom activities to promote language immersion. Students are encouraged to practice their language skills as much as possible.

Participation and Engagement Rules

Active participation is vital for language acquisition and academic success. Students are expected to engage in discussions, ask questions, and contribute to group activities. Participation is part of the evaluation criteria.

Academic Honesty and Plagiarism Policy

Academic integrity is crucial at Istanbul Nişantaşı University. Plagiarism or cheating will result in serious consequences, including receiving a grade of 0 for the assignment or exam and potential disciplinary action. All assignments are checked for plagiarism using specialized tools, and students must properly acknowledge all sources, including AI-generated content.

AI technologies can enhance learning but must be used in alignment with academic integrity and transparency.

Guidelines for Responsible AI Use:

- **Transparency:** Indicate when AI tools are used in your work, specifying which tools and for what purposes.
- **Ownership:** Ensure that the ideas presented are your own; AI-generated content should support your contributions.
- **Plagiarism Prevention:** Avoid presenting AI-generated content as your own. Misrepresentation may lead to academic misconduct.
- **Data Privacy:** Do not share personal or sensitive data with AI systems unless necessary and anonymized.
- **Critical Evaluation:** Review AI-generated content for accuracy and relevance before submission.

Violations of these principles may result in disciplinary actions as per university regulations. For further ethical guidelines, visit the Foreign Languages Department's website.

Extracurricular Activities

At the Foreign Languages Department in Istanbul Nişantaşı University, we recognize the importance of social and cultural activities in complementing academic learning. Our clubs and events offer unique opportunities to build meaningful connections, enhance personal growth, and engage with a supportive community. Participation in these activities is optional but highly encouraged, as they allow you to collaborate, express creativity, and enjoy shared experiences.

Student Clubs

İstanbul Nişantaşı University offers a diverse network of student clubs designed to help you explore your interests, develop new skills, and become an active member of a vibrant community. With clubs in areas such as arts, culture, sports, technology, academics, and social responsibility, campus life becomes more meaningful and enjoyable.

Through these clubs, you can enhance both your personal and professional growth, connect with like-minded individuals, and build lasting friendships. A year full of events, competitions, seminars, and projects awaits you, providing excellent opportunities to develop leadership, teamwork, and organizational skills during your university journey.

If you have an idea for a club of your own, we are here to support you. You can find detailed information about starting and managing a new club [in the application form](#).

To view the complete list of student clubs, [click here](#), and for the application form, click [here](#).



Speaking Clubs

Our English Clubs cater to various interests and skill levels, offering something for everyone. These clubs are held outside regular class hours, the clubs available for the current semester are as follows:

01

English Literature Club

Explore classic and modern literature, enhancing your reading and analytical skills while discussing captivating stories with peers.

02

Movie Club

Watch and analyze films, diving into cultural insights and improving your listening and speaking abilities in an enjoyable setting.

03

Creative Writing Club

Develop your writing abilities through imaginative exercises, learning to express your ideas clearly and creatively in English.

04

Drama Club

Hone your acting skills while working on pronunciation and body language, creating dynamic performances that bring language learning to life.

05

Foundation Speaking Club

Designed for beginners, this club focuses on building confidence in speaking English through interactive conversations and practical exercises.

06

B1 & B2 Speaking Club

For intermediate learners, this club helps you refine your speaking skills and engage in deeper discussions on various topics.

07

English for Aviation Club

Tailored for Pilotage and aviation-related students, this club emphasizes specialized vocabulary and communication skills crucial for the aviation industry.

08

Translation Club

Dive into the art of translation, learning techniques and strategies for converting ideas seamlessly between languages.

09

Debate Club

Sharpen your critical thinking and argumentation skills by participating in structured debates on diverse topics.

10

Pronunciation Club

Focus on mastering English pronunciation through targeted activities and peer feedback.

11

Game & Gain Club

Learn English through interactive games, making the process fun and engaging.

12

Social Media Club

Discover how to create impactful digital content while improving your writing and communication skills in English.

We encourage you to actively participate in these clubs to explore your interests, develop your skills, and make new friends. The club schedule is available on our website and will help you plan your time and join the activities that excite you the most!

Cultural Integration and Enrichment for International Students

At Istanbul Nişantaşı University, we believe that each of you brings unique cultural richness to our academic community. Your diverse backgrounds not only enhance the learning environment but also foster a deeper understanding of global perspectives.

Our English Preparatory Program is more than just language learning—it's an opportunity for you to experience intercultural communication, share your culture, and immerse yourself in an international environment. To support this journey, we offer a variety of cultural and social activities, including:



- **Cultural Exchange Events:** Share your customs and traditions while learning about others.
- **Workshops and Seminars:** Focused on intercultural communication to prepare you for academic and professional success in a globalized world.
- **Festivals and Celebrations:** Participate in both Turkish and international festivities, allowing you to experience the richness of diverse traditions.
- **Student Clubs and Social Responsibility Projects:** Engage in activities that reflect your interests while building connections with fellow students.

We are dedicated to providing a welcoming and inclusive environment where you can celebrate your own culture while embracing new ones. Whether it's through participating in events, joining clubs, or simply sharing stories, we encourage you to make the most of this vibrant and dynamic community.

For more information on cultural events and opportunities, please visit the International Office or contact them via our website. We look forward to seeing you thrive and contribute to our multicultural family.



Student Support & Resources

Library

Istanbul Nişantaşı University Library provides a wide range of resources and modern facilities to support your educational and teaching activities. With a diverse collection that includes books, journals, digital materials, and various learning resources, the library is designed to meet the needs of all students. We have implemented arrangements to ensure easy access to library services for every student.

To enhance your learning experience, our library features various individual study areas. As natural members of the library, students can take full advantage of these facilities, making their research and study processes more efficient.

Library Borrowing and Usage Guidelines

- Undergraduate and associate degree students can borrow up to 3 items for 15 days and request a one-time 7-day extension.
- Master's and doctoral students are allowed to borrow up to 4 items for 21 days and may request a one-time 7-day extension.

- Faculty members can borrow up to 5 items for 30 days and request a one-time 15-day extension.
- A late fee will be charged for overdue items. For lost or damaged books, users must replace the book with an identical copy or pay a fine.
- Food and drinks (except water) are not allowed in the library.
- Loud conversations and disruptive behavior that may disturb others are prohibited.

Library Hours

- Weekdays: 08:30 – 21:00
- During exam periods: Extended hours until 22:00

Health Services

Our infirmary operates full-time with doctors and nurses to ensure the well-being of our students. As part of our health measures, medical screenings and preventive informational sessions are organized throughout the year. Additionally, we collaborate with various institutions and organizations on projects aimed at promoting student health.



Psychological Counseling Services

At our Psychological Counseling Unit, students receive a Bio-Psycho-Social assessment to ensure comprehensive support:

- **Biological Assessment:** Identifies any hereditary psychological conditions and refers students to a psychiatrist if necessary.
- **Psychological Assessment:** Evaluates coping strategies, social relationships, and overall mental well-being through clinical observation and, when needed, standardized assessment tools.
- **Social Assessment:** Examines students' relationships with their counselor, family, and peers.

Our unit has two clinical psychologists, and sessions are held once a week, lasting 45 minutes each. These sessions are free of charge.

Who Can Benefit?

Psychological counseling services are available to undergraduate, master's, and doctoral students.

For appointments or inquiries, please contact the Psychological Counseling Unit via email at psikolojikdanismanlik@nisantasi.edu.tr.

Complaint and Grievance Policy

The Foreign Languages Department is committed to ensuring that all students have access to a fair, respectful, and supportive educational environment. While we aim to prevent problems before they arise, we recognize that students may sometimes face academic or personal concerns that require formal attention.

Students may file formal complaints related to academic issues such as curriculum implementation, use of materials, or instructor-related concerns including poor communication or rapport. Complaints regarding harassment or discrimination are taken seriously and will be handled with strict confidentiality and care, as we strive to maintain a safe and equitable learning space.

We encourage students to first try to resolve academic issues by speaking directly with their instructor, academic advisor, or a member of the administrative team. However, if the issue remains unresolved or is considered too serious for informal discussion, students should submit a Student Complaint Form and follow the Formal Complaint Procedures outlined below.

Formal Complaint Procedures

Deadlines for Filing a Complaint: Complaints must be submitted within 15 working days of the occurrence of the issue. If a student misses the deadline without a valid reason and supporting documentation, the complaint will not be processed. If the delay is due to a valid reason, the department will assess its credibility and inform the student of the outcome. If the department fails to meet a deadline, the student may refer the matter to the Dean of Students Office, which serves as a mediator between students and academic departments at ogrenci.dekanligi@nisantasi.edu.tr

Filing a Complaint: Students must complete [İstanbul Nişantaşı University Help Form](#), available on the department website, and submit it with any supporting documents.



Review and Initial Response: The Foreign Languages Department will acknowledge and begin processing the complaint within 5 working days. The response will be delivered to the student through the same online system where the complaint was submitted.

Evaluation and Decision: All complaints are initially reviewed by the Administrative Coordinator. Valid complaints are then forwarded to the Student Grievance Committee, which consists of:

- The Head of the Foreign Languages Department
- The Administrative Coordinator
- A Testing Specialist from the Testing and Assessment Unit

The committee reviews the case, discusses potential solutions, and issues a decision. Meeting notes and decisions are documented and recorded by the administrative coordinator. The final outcome is communicated to the student via the online complaint system.

If a student is not satisfied with the outcome, they may request a reevaluation of the complaint. If the issue remains unresolved after reevaluation, the student has the right to request a further review by the Dean of Students Office.

See Figure 1 for the Grievance Procedure Flowchart.

Open Door Hour Events: In addition to formal procedures, the Foreign Languages Department holds Open Door Hour every Wednesday from 13:00 to 14:00 in Classroom C166. These informal sessions give students the chance to share feedback or concerns directly with department leadership. Attendees include the Head of Department, Academic and Administrative Coordinators, Management Team, volunteer instructors, and class representatives. All students are welcome to join and support the continuous improvement of the program.

Personal Data Protection and Processing at Istanbul Nişantaşı University

At Istanbul Nişantaşı University, we prioritize the privacy and security of personal data in compliance with Personal Data Protection Law No. 6698 (KVKK). This law safeguards individuals' fundamental rights and freedoms, particularly the right to privacy, during the processing of personal data. It also defines the responsibilities, principles, and procedures for collecting, storing, and managing personal data.

How Your Data is Processed

Personal data includes any information that identifies you, such as data collected during registration, academic activities, and other university interactions. This data may be processed using automated or manual methods as part of a data recording system. Processing includes obtaining, recording, storing, modifying, transferring, and securely disposing of data as required.

Purpose of Processing

Your personal data is processed at Istanbul Nişantaşı University to:

- Facilitate educational and academic activities in accordance with the Yükseköğretim Kanunu (Higher Education Law) and related regulations.
- Manage student records, including registrations, payments, and academic progress.
- Ensure legal and institutional compliance with labor, health, safety, and financial regulations.
- Personalize educational services based on student needs and preferences.
- Maintain campus security and provide administrative support for academic and extracurricular activities.

Your Rights as a Data Subject

As a student, you have the right to:

- Inquire whether your personal data is being processed.
- Access your processed data and request information about its use.
- Learn the purpose of data processing and ensure it is applied correctly.
- Identify third parties to whom your data has been transferred, locally or internationally.
- Request corrections if your personal data is incomplete or incorrect.
- Request the deletion or destruction of your personal data under legal conditions.
- Object to automated decisions that may negatively affect you.
- Seek compensation if your data has been unlawfully processed.

Accessing More Information

For detailed information about our personal data protection and processing policies, please refer to the following document on our university's website:

[!\[\]\(b4eeff342f60cc7bcd67d869b4fedca2_img.jpg\) Istanbul Nişantaşı University Personal Data Protection and Processing Policy.](#)



Accessible Campus: NeoTech's Commitment to Inclusivity

NeoTech Campus is designed to be an inclusive and accessible environment, continuously improving to meet the needs of students with disabilities. To further this commitment, the Disability-Free Life Unit was established. This unit collaborates with students, faculty, and administrative staff to identify and address challenges that individuals with disabilities may face in their academic and social lives. Necessary adjustments are implemented promptly, and the unit also organizes awareness activities to promote inclusivity.

The active participation of students with disabilities in the Disability-Free Life Unit helps the university develop practical solutions and respond effectively to evolving needs. As new challenges arise, they are promptly assessed and resolved, ensuring that NeoTech remains a fully accessible campus.

We encourage all current and prospective students with disabilities to reach out to the Disability-Free Life Unit to share their needs and receive support. Our goal is to ensure that every student experiences an equitable and supportive learning environment.

Newly registered students with disabilities are invited to complete the [Student Accessibility Information Form](#) to help us better accommodate their needs.

Accessibility Features at NeoTech Campus:

- Tactile pathways and audible guidance systems for students with visual impairments.
- Beacon sound systems for students with hearing impairments.
- Elevators and step-free access to ensure mobility throughout campus for students with physical disabilities.

At NeoTech, inclusivity is more than a principle—it's a practice. Together, we are building a campus where every student can thrive, free from barriers.

Istanbul Nişantaşı University's Commitment to Sustainable Development

Istanbul Nişantaşı University is committed to supporting the 17 Sustainable Development Goals set by the United Nations in 2015 to address global challenges and promote environmental sustainability. Through research, education, social responsibility projects, and sustainable campus management, the university plays a key role in raising awareness and driving innovation for a more sustainable future.

In 2024, the university established a dedicated Working Committee to strengthen its efforts in achieving these goals, officially aligning with the UN's 2030 Agenda. These initiatives have earned Istanbul Nişantaşı University recognition in the 2023 THE World University Impact Rankings, placing it among the top 800 universities globally, with notable achievements in Affordable and Clean Energy (top 200) and Quality Education (top 400).

As part of its mission, the university is dedicated to equipping students with the knowledge and skills needed to become environmentally conscious and socially responsible individuals.

Student Feedback

Because we value input from our students and want to hear about each student's experience in our program (whether positive or negative), 2 surveys are given at the end of each module:

- Feedback on instructors survey – we ask several questions about what you thought of your instructors
- Student satisfaction survey – we ask questions on how satisfied you were with various aspects of our program

Some students will also be chosen, both during the program and after they enter their departments, to take a Needs Analysis Survey to help us determine if students feel prepared for their English medium departments and to see if there are any changes we should make to our program.

FAQs:

English Preparatory Program

1

For which departments is the English Preparatory Program mandatory?

English Preparatory Program is mandatory for students enrolled in departments where the medium of instruction is 100% English, provided they fail the İstanbul Nişantaşı University English Proficiency Test (NUEPT).

2

If my department is in Turkish, can I voluntarily enroll in the Preparatory Program?

Yes. Our university offers optional preparatory education to students.

Preparatory Program Exemption Conditions

How can I be exempted from the preparatory Program?

Students who pass the required score in the İstanbul Nişantaşı University English Proficiency Exam (NUEPT) are exempt from the Preparatory Program. The passing score for the Departments of English Language and Literature and English Translation and Interpreting is 75; for all other departments, it is 60.

1

2

Which national and/or international exams can I take to be exempted from the preparatory class?

Accepted exams and their validity periods are as follows (except English Language and Literature, English Translation and Interpreting :

Exam Name	Score	Validity
Linguaskill	160	3 years
TOEFL IBT	84	2 years
PTE Academic	71	2 years
YDS / YÖKDİL / e-YDS	70	5 years

Accepted exams and validity periods for English Language and Literature, English Translation and Interpreting departments are as follows

Exam Name	Score	Validity
Linguaskill	170	3 years
TOEFL IBT	90	2 years
PTE Academic	75	2 years
YDS / YÖKDİL / e-YDS	75	5 years

I have an external English proficiency certificate. How can I apply for exemption?

Students wishing to be exempt from the Preparatory Program must submit the Preparatory Program Exemption Application Form and valid exam documents in person to the Secretariat of the Foreign Languages Department. If there is any doubt about the validity of the documents or the student's English level, the department may request verification information or administer an additional assessment exam. The result of this exam will determine the outcome of the exemption request.

I have a document proving that I studied in the English Preparatory Program at another university. Can I be exempt?

Yes. Students who have studied in a 100% English-medium program at another higher education institution within the last three years and have passed that institution's proficiency exam can apply for exemption by submitting valid documents to the Foreign Languages Department.

[[Click here](#) for the exemption application form.]

3

4

5

I have a document proving that I studied in the English Preparatory Program at another university, but there was no proficiency exam at the end. Can I be exempt?

If you can prove that no English Proficiency Exam was held at the end of the preparatory program and you have met the requirements to successfully complete your university's preparatory program, you may be exempt from the Preparatory Program at İstanbul Nişantaşı University.

[[Click here](#) for the exemption application form.]

6

I am currently studying in a 100% English-medium department and plan to transfer to an English-medium department at your university. Can I be exempt?

Yes, if you can provide valid proof of this, you may be exempt. Your documents will be reviewed for validity, and if necessary, an interview or additional assessment exam may be administered.

[[Click here](#) for the exemption application form.]

7

I graduated from a 100% English-medium department and want to pursue an English-medium master's or doctoral program at your university. Can I be exempt?

Yes. Students who have graduated within the last three years from a 100% English-medium program at another higher education institution may apply for exemption by submitting valid documents to the Foreign Languages Department.

[[Click here](#) for the exemption application form.]

8

I am a citizen of a country where English is the official language. How can I apply for exemption?

Students who have completed the last three years of their education entirely in English at a secondary school in a country where English is the official language may apply for exemption by providing a diploma and transcript as proof. If the documents are deemed insufficient, an additional assessment exam may be administered.

Who will review my exemption application?

A three-person English Preparatory Program Exemption Commission is established in the Department of Foreign Languages to review the exemption applications of students who meet the exemption requirements. This committee meets regularly and reviews all exemption applications and decides on the applications by majority vote.

9

I submitted my documents showing that I meet the exemption requirements. Why was my application rejected?

According to the regulations of the Foreign Languages Department, submitting documents alone is not sufficient. First, the documents are reviewed for validity. Once their authenticity is confirmed, the student is invited for a short interview. If the student's English proficiency is consistent with the submitted documents, the committee grants exemption. If the student's proficiency is deemed insufficient in the interview, they take a 30-minute assessment exam. Students who fail this exam are directed to take NUEPT.

10

For a step-by-step overview of the exemption application process, see Figure2 Preparatory Program Exemption Procedure Flowchart at the end.

Istanbul Nişantaşı University Proficiency Test (NUEPT)

1

What is the difference between the Istanbul Nişantaşı University English Proficiency Test (NUEPT) and the Placement Test?

The NUEPT is an examination that students enrolled in English departments must take to demonstrate their English proficiency before beginning their studies. The Placement Test, on the other hand, determines the level of classes for students who study English voluntarily.

2

What conditions must I meet to take the Proficiency Test (NUEPT)?

All students in the English Preparatory Program may take the first NUEPT at the beginning of the academic year without conditions.

During the semester, eligibility is limited to: Students who successfully complete the B2 level at the end of Module 2 or 4, students who previously completed B2 but failed NUEPT (must complete one more module before retaking), B1+ students in Module 2 or 4 with a Mid-Level Progress Test–final average of 90+, B1 students in Module 2 or 4 with a Mid-Level Progress Test–final average of 95+.

3

Is it mandatory to take the Proficiency Test (NUEPT)?

No, taking the test is not mandatory. If a student does not take the test, they will begin their education at the Foundation level.

4

Can I take the Proficiency Test (NUEPT) at another time?

No. NUEPT is only held on the official dates in the academic calendar. Students must take it in the semester they are eligible. There are no make-up exams. Exceptions may be made for transfer students or international students.

5

What happens if I fail the Proficiency Test (NUEPT)?

If you fail, you will be placed into Foundation, B1, B1+, or B2 depending on your score, and you will continue with the Preparatory Program.

Can I get the exam booklet or answer key after the test?

No. The exam questions and answer keys are not shared with students.

Where can I see the exam format and sample questions?

The content, structure, and sample questions are available on the Foreign Languages Department's website. ([Click here for the link.](#))

I successfully finished B2. Can I take NUEPT?

Yes, if you complete B2 at the end of the 2nd or 4th module, you can take the NUEPT at mid-year or end of the academic year. If you finish B2 at the end of the 1st or 3rd module, you must first complete and pass the Prof Class module.

I completed B2 at the end of the 2nd module but failed the NUEPT. What happens next?

If you pass B2 but fail NUEPT, you must continue in the Prof Class in the following module.

What is Prof Class and how am I assessed?

Prof Class helps students prepare for NUEPT through targeted practice and exam-style tasks. Assessment is based on Participation (40%), Quizzes (40%), and In-Class Tasks (20%). Attendance is compulsory (minimum 80% required).

6

7

8

9

10

Class Schedule and Attendance

1

How many days a week will I have classes?

The English Preparatory Program is planned for five days a week and delivered face-to-face at the NeoTech Campus. The weekly class load is 25 hours.

2

What are the teachers' office hours and how can I meet them?

Office hours are announced at the beginning of each module. You may visit during those hours without an appointment, or you can request a meeting by email.

3

Is attendance mandatory?

Yes. Students must attend at least 80% of their classes. Those who fail to meet this requirement are considered unsuccessful at their current level, even if they perform well academically.

4

How can I check my absences?

You can track your attendance records through the digital attendance system and OBIS.

5

How is my class schedule determined?

Classes are scheduled in morning or afternoon shifts, and students are placed into a shift according to logistical planning and class balance.

6

Can I choose my own class time?

Changes to class schedules are only possible with a valid reason. You must submit a petition with official documents (such as an SGK report or a medical certificate) to the Foreign Languages Department during the first week of the module.

7

Can I use medical reports to excuse absences?

Medical reports do not automatically reduce absences. However, the following may be considered if submitted with a petition:

- Reports covering at least 5 days
- Reports related to serious or chronic health conditions
- Documentation of the death of a first-degree relative

Applications must be submitted to the Foreign Languages Department and will be reviewed within 10 days.

8

How can I check how many hours of absenteeism I have?

Monitoring attendance is primarily the student's responsibility. In special cases, students can discuss their attendance with their main teachers.

How can I submit a petition?

You can submit your petition online:

Go to this link: <https://ats.nisantasi.edu.tr/nisantasi-universitesi-help>

9

How many hours of absence am I allowed?

Your absence limit depends on the length of the module and the weekly class hours. Each module is 9 weeks long with 25 hours per week, for a total of about 225 hours. The 20% absence allowance equals roughly 45 hours per module.

10

Can I arrive late to class?

Classes begin on time. Students are expected to be punctual.

11

Mid-Level Progress Test and Final Exams

1

What happens if I cannot attend the Mid-Level Progress Test/Final Exams?

If you cannot attend a Mid-Level Progress Test or final exam due to a valid excuse, you must submit your supporting documents to the Foreign Languages Department Secretariat within 5 working days along with an online petition. If your excuse is accepted, you will be given the right to take a make-up exam.

2

Can I see my exam paper afterwards?

Yes. If you want to review your exam after the results are announced, you can do so together with your instructor by visiting the Testing Office of the Foreign Languages Department. A written petition is required.

3

How can I appeal my exam score?

You must submit a written petition within 5 working days after the results are announced. Your exam will first be checked by your instructor for clerical mistakes. If you are still not satisfied, a three-member committee assigned by the Department will re-evaluate your exam. The final decision will be communicated to you in writing within 10 working days.

Summer School

1

Do I have to pay for summer school?

Yes. Summer School is optional, and students who choose to attend are required to pay the fee set annually by the Board of Trustees. Please contact the Financial Affairs Office for updated fee details.

Resources and Materials

Is it mandatory to purchase the books?

It is not strictly mandatory to purchase the course books. However, without them you will not have access to the activation codes and online homework platforms. It is also difficult to follow classes without the books. Since online assignments count for 20% of your module grade, getting the books is strongly recommended.

1

Where can I access online assignments?

Cambridge Empower - Cambridge One
Unlock - Cambridge One
Sensations English - Sensations English

2

Where do I find my activation code for Cambridge One?

An activation code is a unique string of 16 numbers and letters that can only be activated once. You can find it printed on the inside cover of your Student's Book.

3

How can I get a class key for Cambridge One?

You can obtain your class key from your teacher. It typically looks like this: aBCD-efGh. Please note that the key is case sensitive.

4

5**How do I join a class for Cambridge One?**

To join a class with a class key, follow these steps:

1. On your dashboard, click 'Join a class'.
2. Enter the class key and click 'Join'.
3. Select 'Start learning'.

6**Can I have a Sensations English account if I don't have the books?**

No, unfortunately, the Sensations English account requires a subscription, which is provided only when students purchase the book packs.

Completing the Preparatory Program

1**I am enrolled in the optional preparatory program. What happens if I do not complete it successfully?**

Students in the optional preparatory program may proceed directly to their department even if they do not successfully complete the program. However, instead of a Preparatory Certificate, they are only given a Statement of Status.

2**What is a Statement of Status?**

The Statement of Status is an official document that provides details about the student's time in the English Preparatory Program, the levels completed, and their NUEPT test status.

3**If English is compulsory for my program, how do I complete the preparatory year?**

Students in the compulsory English preparatory program must successfully pass Istanbul Nişantaşı University English Proficiency Test (NUEPT) in order to complete the program. Students become eligible to take this exam after completing the B2 level, or by meeting the required success criteria at B1/B1+ levels.

4**How can I obtain my Preparatory Certificate or Statement of Status?**

You can request it by sending an email to the Foreign Languages Departmental Secretariat: prep@nisantasi.edu.tr

The steps for requesting a student certificate are illustrated in Figure 3 at the end.

I have successfully completed the preparatory program. How do I choose courses in my department?

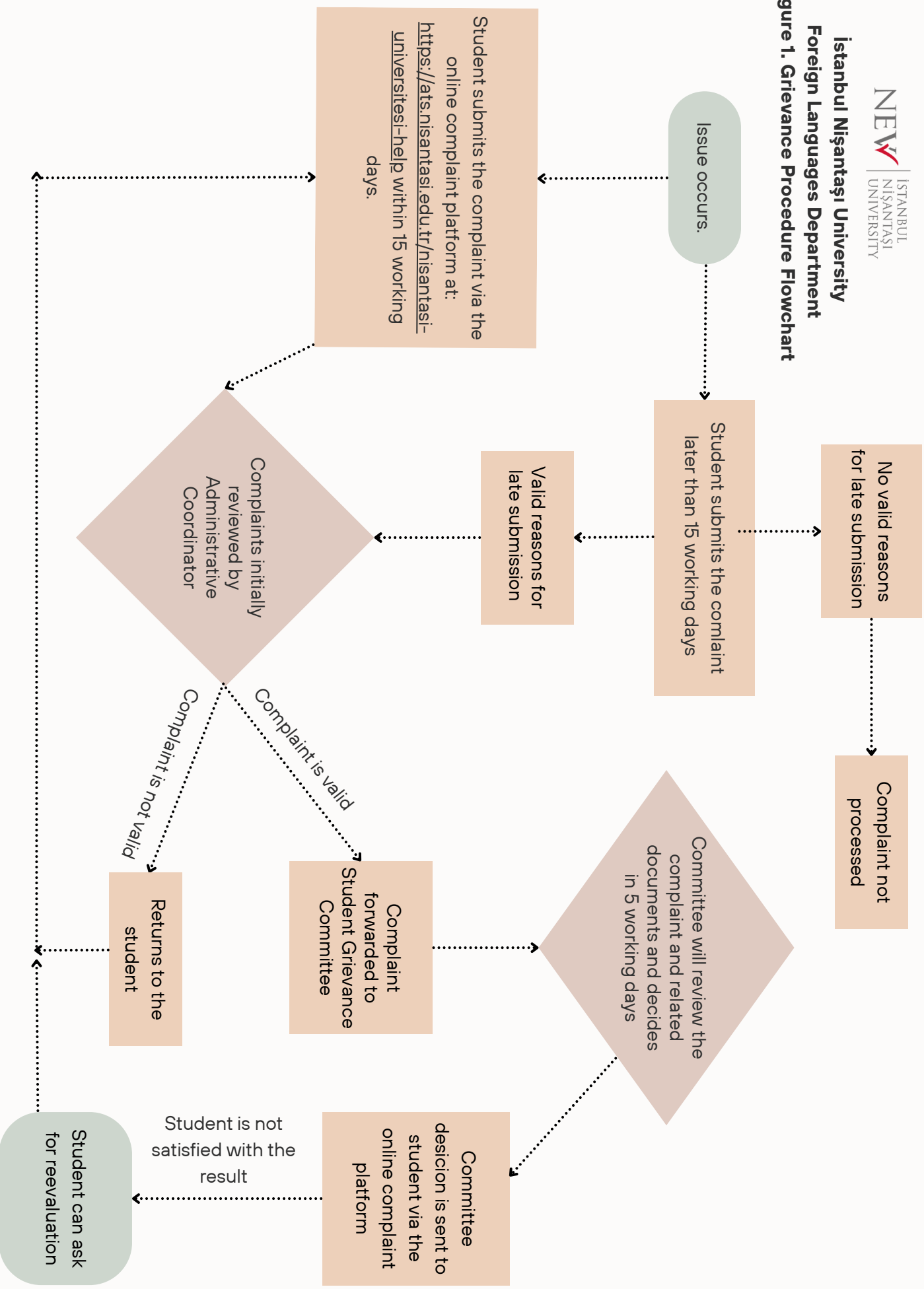
Once you receive your certificate, you should contact your faculty secretary and the Student Affairs Office for guidance on course registration. Course selection is carried out according to the university's academic calendar.

5**What happens if I cannot successfully complete the English Preparatory Program?**

- Optional students: Even if they are unsuccessful, they can move on to their departments, but they cannot receive the "Preparatory Certificate."
- Compulsory students: They cannot proceed to their departments without completing the preparatory program. To do so, they must obtain a passing score on NUEPT.

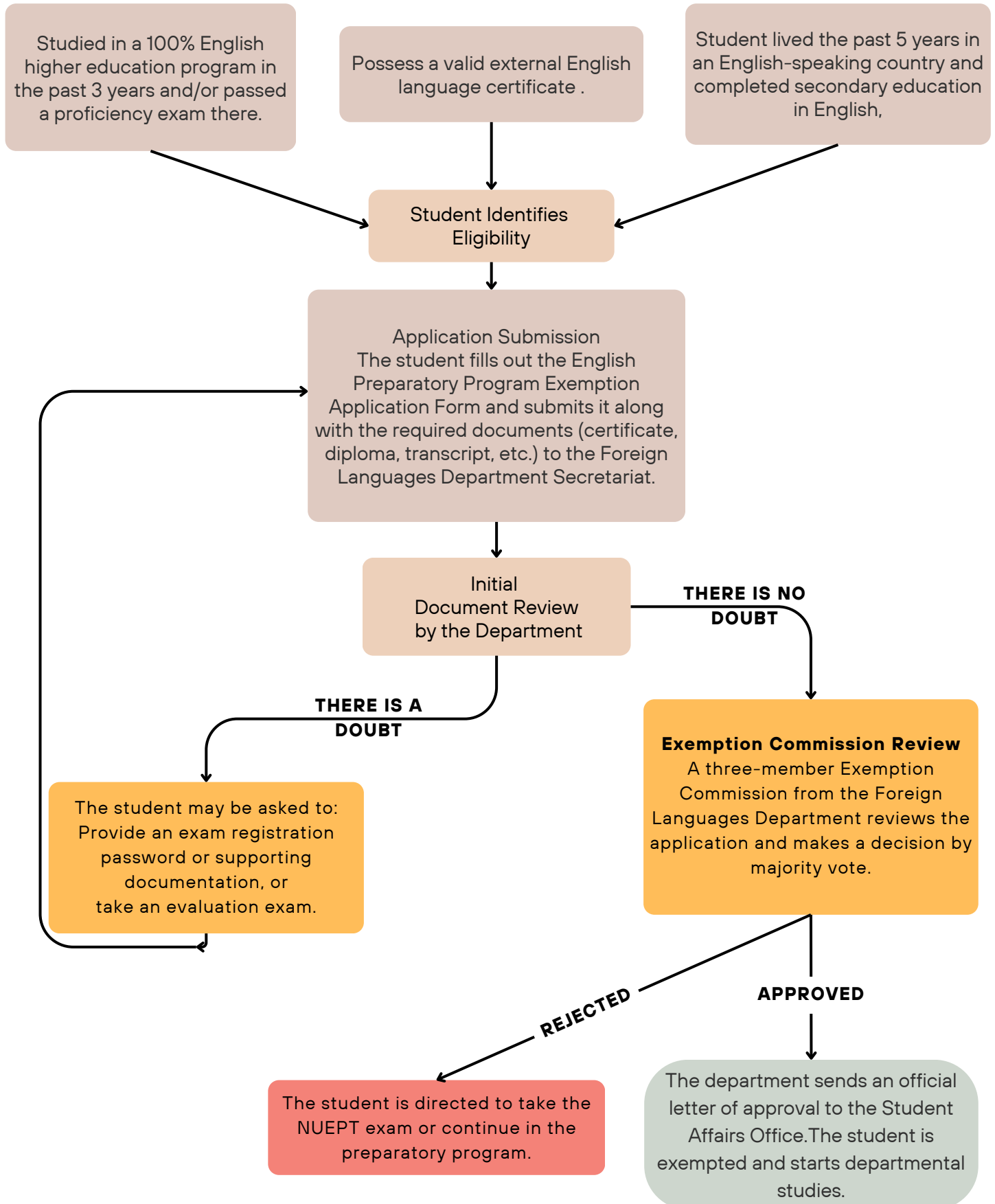
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Figure 1. Grievance Procedure Flowchart



**İstanbul Nişantaşı University
Foreign Languages Department**

Figure 2. Preparatory Program Exemption Procedure Flowchart



**İstanbul Nişantaşı University
Foreign Languages Department**

Figure 3. Student Certificate Request Process Flowchart

Student Sends Request via Email

The student sends a certificate request from their university email address to prep@nisantasi.edu.tr.

1

Secretary Checks Student Status

The secretary reviews the student's academic and administrative status to ensure eligibility for certificate issuance.

2

Certificate Is Prepared

If the student is eligible, the secretary prepares the certificate in the approved format.

3

Head of Department Signs Certificate

The certificate is forwarded to the Head of Department for digital signature and final approval.

4

Certificate Sent to Student

The signed certificate is sent to the student's university email address within **10 working days** of the request.

5

İSTANBUL
NİSANTAŞI
UNIVERSITY
NEV

Foreing Languages Department

Get in Touch

☎ +90 (212) 210 10 10

✉ prep@nisantasi.edu.tr

📷 [nisantasi_fld](#)