

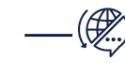


School of
Foreign Languages


STUDENT HANDBOOK

Istanbul Gelisim University
The School of Foreign Languages





**School of
Foreign Languages**

STUDENT HANDBOOK

The School of Foreign
Languages

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Personnel

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Vice Principals	Inst. Büşra Hacıköylü Inst. Amir Attari Khameneh
Executive Secretary	Selincan Henden
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School Board	Dr. Lect. Şahin Gök, Inst. Büşra Hacıköylü Inst. Amir Attari Khameneh Inst. Buse Aksoy Inst. Utku Tönel
Advisory Board	Dr. Lect. Şahin Gök Inst. Büşra Hacıköylü Inst. Amir Attari Khameneh

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Material Development Unit	Inst. Simge S. Özyürek Inst. Utku Tönel

Quality Assurance Unit	Inst. Naime Akyürek
Registrar's Office	Tuğba Özdemir

Mission & Vision

Mission

The School of Foreign Languages aims to provide competency in English language sufficient to study in the related degree programs whose medium of instruction is English. It also coordinates and supervises all types of educational activities within the preparatory program.

The School of Foreign Languages also aims to improve students' competencies in the English language by enabling them to access academic sources in English and make use of them efficiently, communicate in the language and utilize it in their future professional careers in the most effective way possible.

To achieve these goals; the School of Foreign Languages provides a world-class education by ensuring the students to be in a constructive, creative, original and innovative educational environment.

Vision

The School of Foreign Languages' objective includes:

- contributing to the use of English language as a medium of instruction at İstanbul Gelisim University,

- providing language education for students to be sufficiently competent in English,
- working towards the goals set in its mission statement for a continuous progress towards higher qualitative and quantitative standards,
- improving performance deemed necessary and possible,
- maintaining a sustainable high performance in fields in which it is already proficient.

To achieve this, School of Foreign Languages Administration will help its departments reach higher standards by focusing on the efficiency and productivity of its subunits and staff.

Students who successfully complete the School of Foreign Languages are equipped with English language so that they can use their knowledge effectively at a level of “independent user (B2)” according to Common European Framework of Reference for Languages (CEFR).

Organization

In the School of Foreign Languages, there is only one department called **the Department of Foreign Languages**. Under this section, a single program provides training.

Department of
Foreign
Languages

English
Preparatory
Program

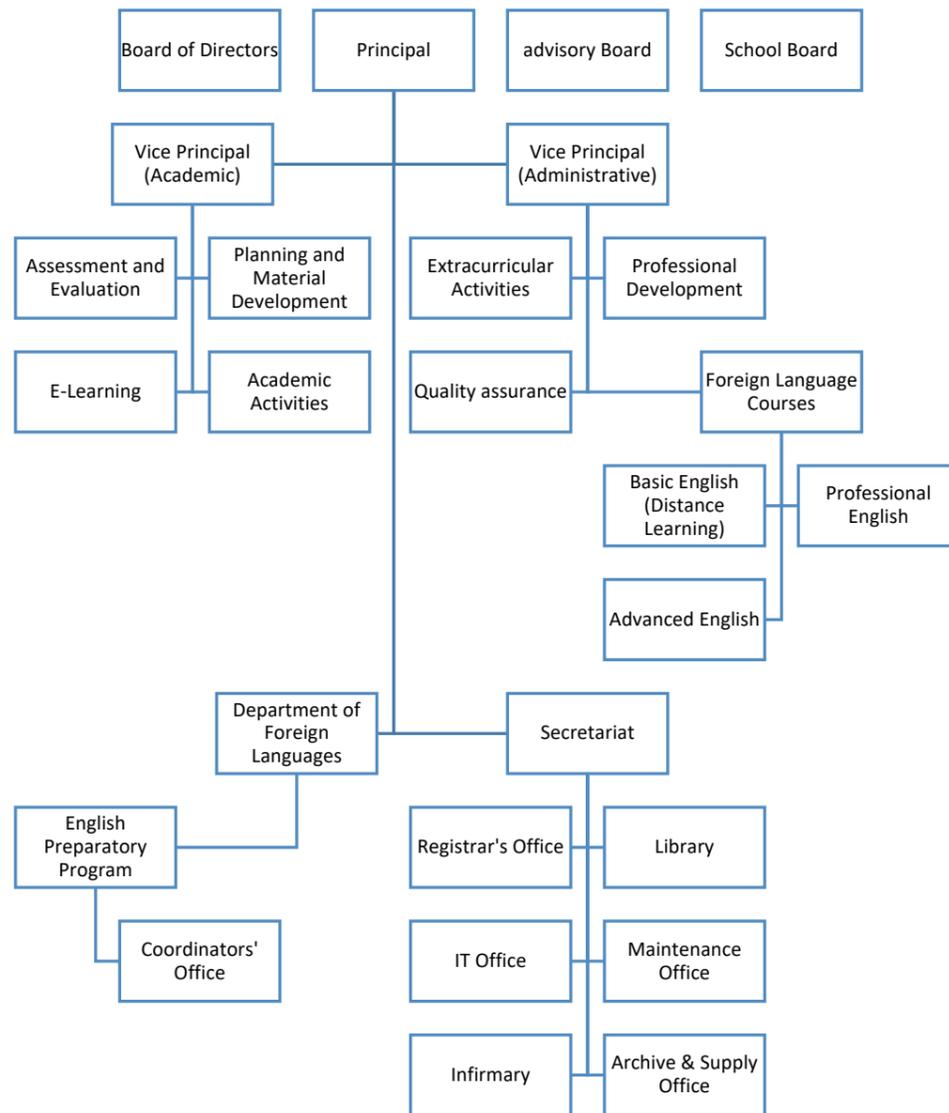
The English Preparatory Program

provides language training for students who have enrolled in programs where the medium of instruction is English and will continue their education in one of

these programs. The program offers language training up to the “**independent user**” (B2) level as specified in the Common European Framework of Reference for Languages (CEFR).

Additionally, it teaches Basic English (A1-A2 levels) course (YDL101, YDL102) for all Turkish-medium programs under the Foreign Language Courses unit within the school.

In addition, for programs with courses such as Professional English or Advanced English in their curriculum, the School of Foreign Languages appoints foreign language instructors under the guidance of the relevant programs.



English Preparatory Program

The ultimate aim of the English Preparatory Program is to provide students with an effective language education process. Every part of the curriculum; syllabuses, educational materials, assessment and evaluation elements are all compatible with each other.

Basic Approaches

1. Meeting the linguistic and academic needs of students

The main purpose of the preparatory program curriculum is to provide students with all the language knowledge and skills they will need in the programs they will continue their education. Students who successfully complete the preparatory program acquire all the skills and strategies necessary for their education.

2. Supporting Autonomous Learning

In order to support the language learning process, which is not limited to the classroom environment, students are provided with strategies that will enable them to continue their education outside of school. In this context; students are encouraged to take responsibility for their own learning by being encouraged to benefit from various resources such as computer labs, libraries, and the internet.

3. Providing personalized guidance

A **consultant** is appointed to each branch, taking into account the different learning preferences and needs of the students. In addition, all instructors share their own **office hours** with students in order to provide feedback, support and guidance to students.

Learning Outcomes

The Common European Framework of Reference for Languages (CEFR) is the basis for determining the outcomes of the curriculum and preparing the syllabuses of the Preparatory Program.

Basic user	1st TRACK	<p>Can understand basic idioms and phrases that are frequently used on personal, family, shopping, work, and social matters.</p> <p>Can communicate at a simple level by exchanging information directly on familiar, common topics.</p> <p>Can give information about their own background and close environment and meet instant needs by using a simple language.</p>
	2nd TRACK	<p>Can understand the outlines of written and spoken expressions based on common and familiar topics in daily life, work or school.</p> <p>Can handle most situations when traveling, where the language is spoken.</p>
Independent User	3rd TRACK	<p>Can express himself/herself in line with his/her personal interests or on the subjects he/she knows through texts that are simple, but with connections between ideas.</p> <p>Can convey the events and experiences he has lived; can talk about their dreams, hopes and wishes, briefly explain their views and plans with their reasons.</p>
	4th TRACK	<p>Can understand the main idea of complex texts based on abstract and concrete topics, and can conduct technical discussions on subjects in his/her field of expertise.</p> <p>Can communicate with a native speaker using a certain natural and fluent language without much difficulty.</p> <p>Can express himself on different topics in a detailed and understandable way and can reflect his own point of view by revealing the positive and negative aspects of a topic.</p>

Tracks and Courses

The English Preparatory Program consists of four different tracks, each of which corresponds to the learning outcomes specified in the Common European Framework of Reference for Languages.

1st TRACK	8 weeks	22 hours of classes per week
2nd TRACK	8 weeks	22 hours of classes per week
3rd TRACK	8 weeks	22 hours of classes per week
4th TRACK	7 weeks	22 hours of classes per week

The four courses, each lasting eight weeks, have similar structures. The English Preparatory Program curriculum includes Main Course, Reading, Writing, Speaking and Listening courses.

Lesson	Weekly Class Hours
Main Course	12
Reading	2
Writing	2
Listening	2
Speaking	4

Levels

The English Preparatory Program consists of four tracks in two semesters. There are two different student groups and two different syllabuses followed.

	TRACK I	TRACK II	TRACK III	TRACK IV
ALPHA	Elementary	Pre-Intermediate	Intermediate	Upper Intermediate
	A2	B1		B2

BETA	Pre-Intermediate	Intermediate	Upper Intermediate	Advanced
	B1		B2	C1

Assessment and Evaluation

Continuous assessment approach is applied in the preparatory program. Students' performance is assessed by quizzes and **end-of-course exams** (progress test) throughout the four tracks.

At the end of the fourth track, a **general evaluation test** (GET) is administered. All exams contribute to the evaluation of student success. At the end of the year, these grades are used in the final evaluation of the student.

Components	Weight
Track 1	20%
Track 2	20%
Track 3	20%
Track 4	20%
GET (General Evaluation Test)	20 %

Students do not fail from any tracks and follow their studies at the English preparatory Program during the academic year. The final assessment of a student at the end of the academic year is based on a PASS or FAIL.

SCORE	RESULT
70-100	PASS
0-69	FAIL

Distribution of the evaluation components:

Each track includes quizzes as well as progress tests. In the English Preparatory Program, all the tests students have taken in each track are added to evaluation at the end of the year.

Component	Sub component	Weight	General Weight in Tracks
Main Course	*Quiz	20%	40%
	*Online homework	20%	
	*Progress Test	60%	
Listening	*Quiz	40%	15%
	*Progress Test	60%	
Reading	*Quiz	40%	15%
	*Progress Test	60%	
Speaking	*Quiz	40%	15%
	*Progress Test	60%	
Writing	*Quiz	40%	15%
	*Progress Test	60%	

Status of Success:

If the students who have just enrolled in a department whose medium of instruction is English are successful in the proficiency exam or in the exams during the academic year, they are exempted from EPP.

If the students whose medium of instruction is English fail, they keep studying in EPP again but if they fail in EPP, they are given a right to attend the proficiency exams which are held three times in a year without attending the classes. These students must apply to Foreign Languages Faculty at least 5 days ago before the exam in order to attend the exam.

Students who are unsuccessful and enrolled in bachelor's programs with English as the medium of instruction cannot extend their English Preparatory Class education beyond four semesters. In case of failure in the preparatory class, students have the option, if desired, to be placed by ÖSYM in the departments they request, based on their University entrance scores, provided that the minimum score is not lower than the base score of higher education institutions offering education in Turkish. The student is responsible for following this process.

Exemption

In order for students, expected to take compulsory foreign language preparatory education, to be exempt from the preparatory class, they must fulfill at least one of the conditions listed below:

- a) To achieve a score of 70 or above out of 100 in the university's foreign language preparatory proficiency exam at the beginning of the academic year.
- b) To complete their secondary education in the last three years in a country where the language of instruction is the native language of the relevant foreign language and where education is conducted in that language.
- c) To obtain a minimum score of 60 from the Foreign Language Proficiency Level Determination Exam (YDS) or an equivalent score from a national/international exam.
- d) To have successfully completed the relevant foreign language preparatory class within the last two years or to have passed the competency exam of the relevant foreign language preparatory class. For students who enroll through horizontal and vertical transfers, this period is three years. Exemption decisions within this context are made by the Board of Principals.

Students applying for exemption must submit their relevant documents to the College Secretary's Office no later than one week before the foreign language preparatory class proficiency exam.

Types of Exams and Tests

Exam/Test	Details
Proficiency Exam YET	In programs conducted in a foreign language, for a registered student to be considered successful, it is mandatory to score at least 70 out of 100 in the foreign language proficiency exam at the B2 level. There is no makeup exam for the proficiency exam. The result of the Proficiency Exam serves as a reference for students' foreign language proficiency levels.
Quiz	In each term, the specified number of mid-term exams is conducted for each course in the curriculum. Mid-term exams can take the form of in-class reading assignments, writing on topics covered in class readings, assignments, projects, applications, and similar methods. There are no retakes for mid-term exams.
End-of-Term Exam Progress Test	At the end of each course, there are five exams that assess the knowledge of Reading, Writing, Speaking, Listening, and the content of the Basic Course.
General Evaluation Test GET	It's at the B2 level. Only students who have fulfilled the attendance requirement can take the exam.

Make-up Exams

In case students are unable to participate in the end-of-term exam and General Evaluation Exam due to valid reasons, the decision to grant them a make-up exam opportunity is made by the Foreign Languages School Board. Make-up exams are not held for mid-term exams.

Students whose excuses are accepted and are granted the right to a make-up exam will take the exam on the date, place, and time determined by the Foreign Languages School. Applications regarding excuses, along with supporting documents, should be submitted in writing to the Foreign Languages School within five business days following the end of the excuse. Applications for make-up exams made after this period will not be processed.

Announcement of Exam Results

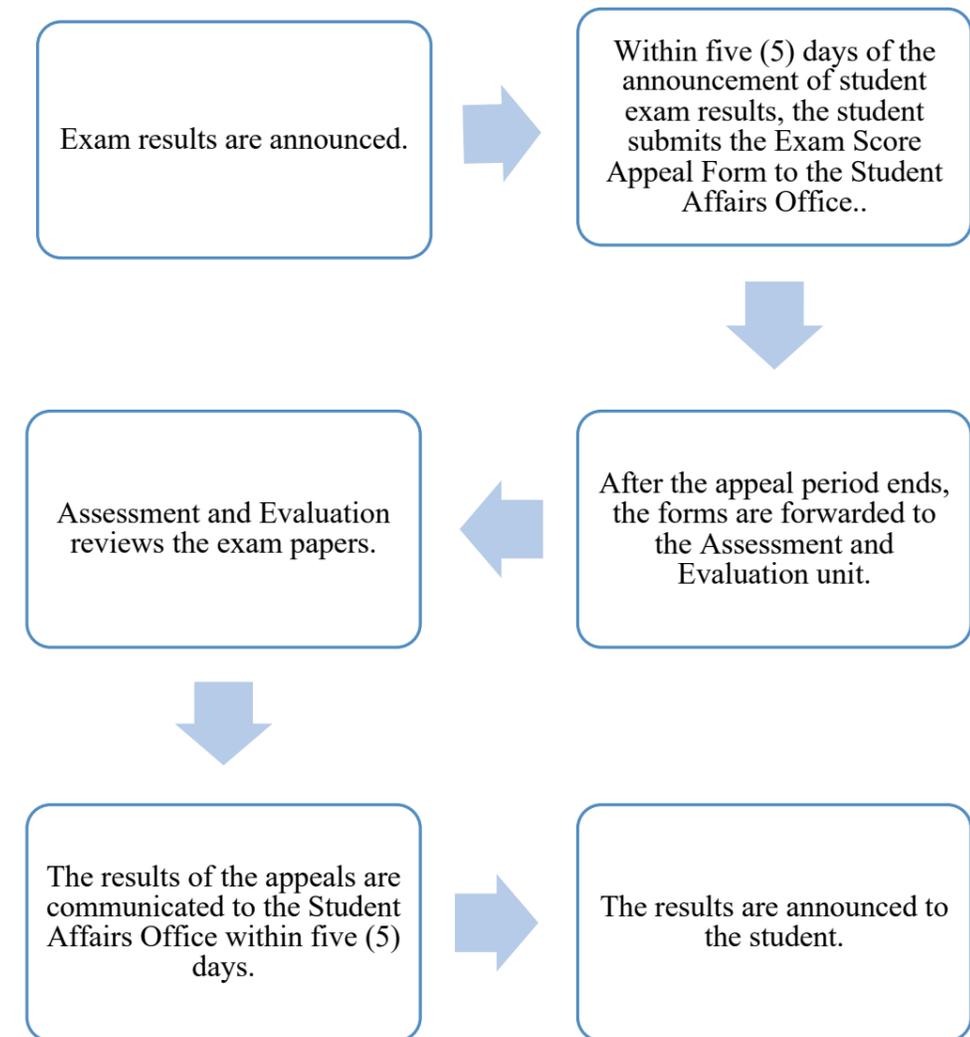
All exams administered at the Foreign Languages School follow a standard announcement process. Exam results are electronically announced through the university's student information system at <https://obs.gelisim.edu.tr>.



Additionally, in necessary cases, results may also be announced on the notice boards of Block E (Foreign Languages School campus) and/or on the School's website at <https://ydyo.gelisim.edu.tr>.

Appeal of Exam Results

A student can request a review of their exam results for possible material errors in evaluation by filling out the **Exam Score Appeal Form** and submitting written form to the relevant department within 5 (five) work days from the announcement of the exam results. Upon receiving the application, the Assessment and Evaluation unit will review the product to determine if a material error is made in the evaluation of the exams. If a material error is identified as a result of this investigation, necessary corrections will be made, considering the opinion of the course instructor. No grade change requests will be processed after this period expires.



Course Materials

All educational materials, including textbooks, are recommended by the Planning and Material Development unit. After being determined by the SFL administration, they may be adapted and/or compiled as necessary.

The selection of materials is based on learning outcomes, and materials that are fully compatible with the Common European Framework of Reference for Languages (CEFR) are preferred.

Additionally, online educational materials are selected, adapted, and/or compiled by the E-Learning unit to promote independent learning. These materials are assigned to students' accounts to encourage self-paced learning:



All books can be accessed through the website <https://www.macmillaneducationeverywhere.com/> using the codes found within the books, provided by Macmillan.

OTHER ISSUES

Attendance

Attendance is **mandatory** for preparatory program courses for students enrolled in the preparatory program. If a student fails to attend at least 20% of the total annual class hours, they will be deemed absent. Students who fail to meet the attendance requirement without an approved excuse by the School of Foreign Languages Board will be considered unsuccessful.

Complaints

Our College aims to establish mutual trust and respect among all partners, providing transparent and accountable education. Various channels have been established to address any issues that may arise in all operational processes or outcomes within the SFL.

Complaints conveyed formally or through everyday communication will be promptly addressed. These complaints can be received from students, academic, or administrative staff.

Type	Medium	Method of Resolve
Informal	<ul style="list-style-type: none"> • Through existing communication channels (email, suggestion box, etc.) • Through student representatives • Through teachers • Through unit coordinators • Through the Department Chair • In person • During meetings • In reports 	<p>↳ Vice Principals' Office investigates the matter and if required, delegates the issue to the relevant department or person.</p> <p>↳ Communication and discussions with involved parties, taking necessary steps to prevent the issue from recurring in the future.</p>
Formal	<ul style="list-style-type: none"> ▪ Through a written complaint form submitted to the Student Affairs Office (if the complainant is a student) 	<p>↳ The Principal investigates the matter. After concrete evidence (and witnesses if available) have been examined, an official investigation report is written.</p> <p>↳ The Principal determines whether the situation requires additional measures.</p> <p>↳ It is subject to our university's disciplinary regulations.</p>

Frequently Asked Questions

► *What is required to be exempt from the English Preparatory Program?*

To be exempt from the English Preparatory Program, one must fulfill one of the following conditions:

- Achieving at least 70 points from the English Proficiency Exam(YET) held by IGU SOFL
- Obtaining at least 60 points from the Foreign Language Proficiency Level Determination Exam (English) (YDS) held by ÖSYM
- Holding an equivalent score of 60 YDS from a National/International exam (TOEFL IBT 72 and above, PTE Academic 55 and above)
- Completing the last three years in an English-medium secondary school in a country where English is spoken as a mother tongue.

The exam results must have been obtained within the last two years for new enrollees and within the last three years for those transferring horizontally. For options b, c, and d, you need to submit the relevant documents to the Foreign Languages School along with your university registration.

► *"I have previously received English preparatory education at another higher education institution. What should I do to be exempt from the English Preparatory Program?"*

Upon completing your university registration, you need to submit a document to the School of Foreign Languages that shows you have successfully completed the preparatory program at the higher education institution you previously attended. These documents (transcript, certificate of achievement, etc.) should clearly indicate the weekly (or total) course hours, credits of the courses taken during your preparatory education, your performance status, and the latest achieved language level according to the CEFR scale. The submitted documents will be reviewed by the School of Foreign Languages, and it will be evaluated whether they meet the exemption conditions.

► *What is the Proficiency Exam (YET) for the English Preparatory Program?*

The YET is an English exam held on the dates specified in the academic calendar for students who want to be exempt from the English Preparatory Program. It is a B2 (independent user) level English exam. If a student scores 70 or above in the Proficiency Exam, they will be deemed successful and will start their courses in the relevant department without taking the English preparatory program. Students must apply on the announced dates and participate in the exam on the specified day, time, and location in order to take the exam. There will be no make-up exam for students who cannot participate in this exam.

Taking the YET exam is not mandatory. Students studying preparatory courses optionally (those who have been admitted to a

department with Turkish education and have chosen to receive education in the English Preparatory Program) cannot take the YET exam."

► *What are the documents I need to have with me when I take the exam?*

ID document with photo (ID card, passport, IGU Student Identity Card)

► *How many times can I take the Proficiency (YET) exam?*

Students have the chance to take the YET exams specified in the academic calendar (fall, spring, summer) once. For example; a student who takes the YET exam in the fall semester and fails, cannot take the other YET exams that will be held in the fall semester.

► *How long is the preparatory program?*

The preparatory program lasts for one academic year. It consists of four tracks, two in the fall semester and two in the spring semester.

► *What is the General Evaluation Test (GET)? Who can enter?*

The General Evaluation Test is held within the scope of the English Preparatory Program, after the completion of the fourth track, on the dates specified in the academic calendar. It is a part of the English Preparatory Program and only students who are attending the English Preparatory Program can take the exam.

Students who failed due to absence cannot take the GET exam.

► *Can class changes be made after class lists are announced?*

Class lists cannot be changed after they are created and announced on the Student Information System (OBIS). In our school, student groups can be changed every track or semester as part of teaching activities.

► *How does assessment and evaluation process work?*

Continuous assessment approach is applied in the preparatory program. Students' performance is evaluated by quizzes and **end-of-course exams** (progress test) throughout the four tracks. At the end of the fourth track, a **general evaluation test** (GET) is administered and the final assessment of a student at the end of the academic year is based on a PASS or FAIL.

The distribution of the four tracks and GET is shown in the table below:

Component	Wieght
Track I	20%
Track II	20%
Track III	20%
Track IV	20%
General Evaluation Test	20%

► *Where can I see my grades/exam results?*

You can see your grades by entering to the student information system (OBIS) with the OBIS user name and password given in the university registration.

► *I can't see my exam grade/I think my grade is wrong, how can I appeal?*

You must fill out the exam objection form completely and submit it to the Registrar's Office within five days of the announcement of the exam results.

► *Is there an obligation to attend the English Preparatory Program?*

Attendance is compulsory in the English Preparatory Program. Students must attend at least 80% of the lessons.

► *How can I find out how many hours I am absent?*

You can find out your current absenteeism through the Student Information System (OBIS).

► *I was absent from the preparatory program, what should I do?*

If you fail in absentia, you must take the Proficiency Exam (YET) to be held on the dates specified in the academic calendar and be successful in this exam (you must get a score of 70 or higher). In addition, you can attend the summer school and/or take an approved national/international language test and submit your result document by getting the minimum required score. Otherwise, you will be considered unsuccessful in the preparatory class and you will have to attend the preparatory class again the next year.

► *If I fail to attend the exams/classes because I get sick, where should I submit the given health report?*

Students submit their reports to the Registrar's Office, valid only for the final exams (progress test). In case the reports are admitted appropriate by the directorate, the student is given the right to take the exam.

Reports submitted for absenteeism are not valid.

► *What is the English Preparatory Program success grade?*

The required score to be considered successful in the preparatory program is at least 70.

► *Is there a summer school in the English Preparatory Program?*

Yes. There is a summer school for students who fail the Preparatory Program.

► *Where can I find up-to-date information about the Preparatory Program?*

You can follow our school website and announcements section.

Academic Calendar

Fall Semester Proficiency Exam (YET)	25th September, 2023 Monday (10:00)
Deadline for Fall Semester Proficiency Exam Grade Announcement	28th September, 2023 Thursday

FALL TERM	
TRACK I	
Start of Lessons	9 October 2023 Monday
Quiz	30 October – 3 November 2023
Last Day for the Announcement of Quiz Scores	10 November 2023 Friday
End of Lessons	24 November 2023 Friday
Progress Test	27 November – 1 December 2023
Last Day for the Announcement of Progress Test Results	8 December 2023 Friday
Make Up for the Progress Test	22 December 2023 Friday
TRACK II	
Start of Lessons	4 December 2023 Monday
Quiz	2 – 5 January 2024
Last Day for the Announcement of Quiz Scores	12 January 2024 Friday
End of Lessons	26 January 2024 Friday
Progress Test	29 January – 2 February 2024
Last Day for the Announcement of Progress Test Results	9 February 2024 Friday

End of Course Make-up Exams (Progress Test)	23 February 2024 Friday
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Spring Term Proficiency Exam (YET)	5 February 2024 Monday (10:00)
Last day for the Announcement of Proficiency Exam Results	9 February 2024 Friday

SPRING TERM	
TRACK III	
Start of Lessons	19 February 2024 Monday
Quiz	18 – 22 March 2024
Last Day for the Announcement of Quiz Scores	29 March 2024 Friday
End of Lessons	9 April 2024 Tuesday
Progress Test	15 – 19 April 2024
Last day for the Announcement of Progress Test Results	26 April 2024 Friday
Make up Exams for Progress Test	10 May 2024 Friday
TRACK IV	
Start of Lessons	22 April 2024 Monday
Quiz	13 – 17 May 2024
End of Lessons	24 May 2024 Friday
Progress Test	7 June 2024 Friday
Last day for the Announcement of Progress Test Results	10 – 14 June 2024
Make-up Exams for Progress Test	28 June 2024 Friday

General Assessment Exam (GET)	
General Assessment Exam (GET)	1 July 2024 Monday
Last day for the Announcement of General Assessment Exam (GET) Results	24 June 2024 Monday
Make-up Exams for General Assessment Exam (GET)	1 July 2024 Monday

Summer Term Proficiency Exam (YET)	5 July 2024 Friday
Last day for the Announcement of Summer Term Proficiency Exam (YET)	9 July 2024 Tuesday

SUMMER TERM	
Course Registrations	10 – 12 July 2024
Start of Lessons	16 July 2024 Tuesday
Quiz	29 July – 2 August 2024
Announcement of Quiz Scores	9 August 2024 Friday
End of Lessons	23 August 2024 Friday
Progress Test for Summer Term	26 – 27 August 2024
Last Day for the Announcement of Summer School Progress Test Results	29 August 2024 Thursday
Make up Exams for the Summer Term Progress Test	6 September 2024 Friday

Contact Info

Institutional

Postal Address	Yabancı Diller Yüksekokulu, İstanbul Gelişim Üniversitesi (Block E) Cihangir Mahallesi. Şehit Jandarma Komando Er Hakan Öner Street No:1, 34315. Avcılar / İstanbul.
Website	https://ydyo.gelisim.edu.tr/
E-mail	ydyo@gelisim.edu.tr
Telephone	0212 422 70 00
Student Affairs	ydyo@gelisim.edu.tr
Student Info. System (OBS)	https://obis.gelisim.edu.tr/
Regulations	https://gelisim.edu.tr/tr/yonetmelikler

Personnel

Principal	Dr.Lect. Şahin Gök – sgok@gelisim.edu.tr
Vice-Principals	Büşra Hacıköylü – bhacikoylu@gelisim.edu.tr Amir Attari – akhameneh@gelisim.edu.tr
College Secretariat	Selincan Henden – shenden@gelisim.edu.tr
Student Affairs	Tuğba Özdemir – tuozdemir@gelisim.edu.tr

Information Systems

OBİS Student Information System	https://obis.gelisim.edu.tr/
LMS E-Learning Platform	https://lms.gelisim.edu.tr/
YDYO Website of Student of Foreign Languages	https://ydyo.gelisim.edu.tr/
ÖMS Student E-mail System	https://mail.google.com/a/ogr.gelisim.edu.tr
IGUMER Opinion and Suggestion System	https://igumer.gelisim.edu.tr/
AVESİS Academic Data Management System	https://avesis.gelisim.edu.tr/
GBS Educational Programs Information Package	https://gbs.gelisim.edu.tr/

OBIS Mobile App

Istanbul Gelisim University Mobile Student Information System Application



Google
Play



App
Store



IGU Student E-mail Account Log-in



Oturum aç
Gmail'e devam et

E-posta adresinizi girin @ogr.gelisim.edu.tr

[E-posta adresinizi mi unuttunuz?](#)

Bu bilgisayar sizin değil mi? Gizli oturum açmak için Misafir modunu kullanın. [Daha fazla bilgi](#)

[Hesap oluşturun](#)

İleri

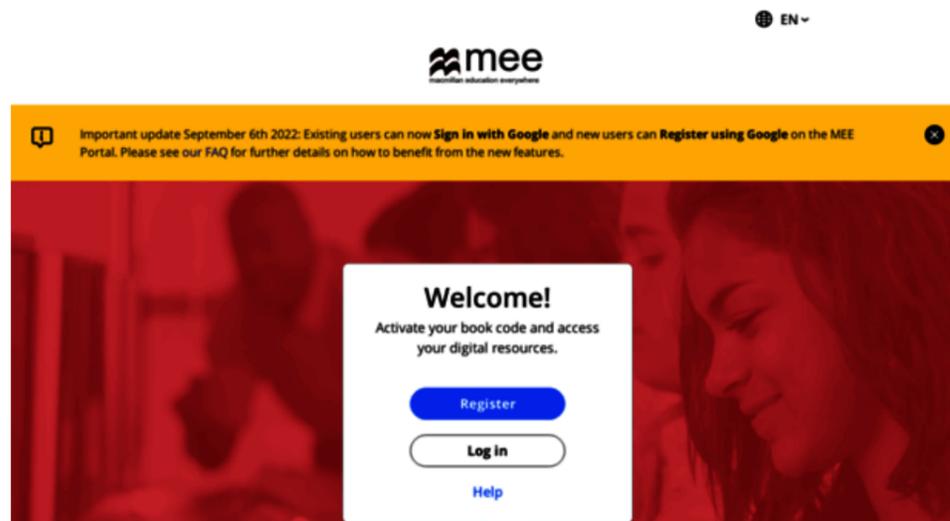
Scan the QR Code on the side to log in.



Macmillan Education Everywhere Application



By scanning the QR code on the side, you can access the Macmillan Education Everywhere platform, where digital copies of course materials and online assignments reside.



When you first enter the website;

1. Press the **Register** button.
2. Select **Student** option and choose the country.
3. Fill in the required fields (name, surname, e-mail, username and password) in the window that opens. Use the Student E-mail account IGU provided. (NOTE: Your username should be written with Latin alphabet and your password must be longer than 12 characters.)
4. After entering the required information, press the submit button. Then press **Go to MacMillan Education Everywhere** button.
5. Press the **Activate code** button and enter the code on the inside of the front cover of your textbook in the line that opens. This will activate your book.





STUDENT HANDBOOK

Istanbul Gelisim University
The School of Foreign Languages

www.gelisim.edu.tr

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