

	BANDIRMA ONYEDİ EYLÖL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/09
		İlk yayın tarihi	9.10.2025
	B1 SEVİYE TOPLANTISI-2	Rev. No / Tarih	00/...
		Sayfa sayısı	1/3

BANDIRMA ONYEDİ EYLÖL UNIVERSITY
School of Foreign Languages
Basic English Department
2024-2025 Academic Year
B1 LEVEL
LEVEL MEETING- 1 REPORT

Date:03.09.2024

Place:H4

Time: 16.00-16.30

Participants: B1

Instructors

Missing: -

Chairperson: Funda Uğurlu

Minute Taker: Ayça Çelik

- 2024-2025 ACADEMIC YEAR OPERATIONAL PLAN:** Operational plans were introduced for both courses. The plans could be reached online. Instructors were informed that they needed to follow the plans. According to the plans, the first week would be an introduction week, and from the 2nd week onwards, the books would be covered.
- ADVISOR DUTIES:** The advisor in each level is supposed to organize level meetings, share the final version of level meeting agendas, and share the extra materials that will be covered in all classes. Also, when the instructors have problems in class or related to the level or materials, the advisor is the first person to contact to.
- BOOKS & ONLINE HOMEWORK APPS.:** Throughout the academic year, Focus 2.3 and 4 will be covered at this level in main course and Longman Academic Writing Series 3 and 4 will be covered in reading and writing course. Wext AI will be used as the online portfolio homework platform and a presentation will be made about it on Thursday.

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Cihad Aydın Şube Müdürü Yabancı Diller Yüksekokulu Kalite Birim Sorumlusu	Öğr. Gör. Fatma İrem Ocaktan Kurgan Yabancı Diller Yüksekokulu Müdürlüğü Müdür Yardımcısı	Öğr. Gör. Türkan Yılmaz Yabancı Diller Yüksekokulu Müdürü

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- STUDENT CONTACT:** No WhatsApp groups will be formed this year. Students can be contacted via email, ÖBS or LMS. LMS is better to be used for online homework and announcements, while ÖBS can be more practical for the messages to be sent to the whole class.
- GRADES & ABSENTEEISM:** Students are allowed to enter the first class late up to the first fifteen minutes, but after the first hour students should be in class before the teacher. Students have 24 hours weekly, so they can miss up to 144 classes for absenteeism.
- EXTRA MATERIALS:** All classes should use the same extra materials. Our online systems for the course books have many extra materials to use if needed. From resources we will use unit tests and review tests in the assessment package and photocopiable resources. We will also use extra materials in review weeks. The presentation week announcements will be made in week 9.
- RULES FOR THE UPCOMING YEAR:** Our keywords are “coordination” and “standardization”.

PARTICIPANTS

SIGNATURE

Öğr. Gör. Dr. [FUNDA UĞURLU](#) (B1 level coordinator)

Öğr. Gör. Cansu DİNÇ AYAZ (Head of department)

Öğr. Gör. Ayça ÇELİK (B1 level instructor)

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		Sayfa sayısı	3/3

Öğr. Gör. [SARA SPINA](#)(B1 level instructor)

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5070 sayılı Elektronik İmza Kanunu çerçevesinde, bu DEB elektronik imza ile imzalanarak yayımlanmış olup, güncelliği elektronik ortamda " Kalite Doküman Yönetim Sistemi (KDYS)" üzerinden takip edilmelidir.