



**ALTINBAŞ CYPRUS UNIVERSITY
(WORLD PEACE UNIVERSITY)**

**ENGLISH PREPARATORY AND FOREIGN LANGUAGES SCHOOL
EDUCATION, TEACHING AND EXAMINATION REGULATION**

(Name change: Senate No. 34, Date: 16 October 2025)

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1- The purpose of this Regulation is to regulate the procedures and principles to be followed in the education, teaching and examinations of the English Preparatory School conducted by the Altınbaş Cyprus University English Preparatory and Foreign Languages School.

Scope

ARTICLE 2 - This Regulation covers the educational programme of all courses conducted at the Altınbaş Cyprus University English Preparatory and Foreign Languages School and the provisions relating to the school.

Legal Basis

ARTICLE 3- This Regulation has been prepared in accordance with the Altınbaş Cyprus University Education and Teaching Regulation, Article 49 of the Republic of Turkey Higher Education Legislation No. 2547, and the provisions of the Altınbaş Cyprus University Teaching, Examination and Success Regulation.

Definitions

ARTICLE 4 - The following terms used in this Regulation shall have the meanings set forth below:

- a) University: Altınbaş Cyprus University,
- b) Unit: The English Preparatory and Foreign Languages School affiliated with the University,
- c) Senate: The Senate of Altınbaş Cyprus University,
- d) Director: The Director of the Altınbaş Cyprus University School of English Preparatory and Foreign Languages,
- e) EPT: English Proficiency Test (Altınbaş Cyprus University English Preparatory School Proficiency Test)
- f) English Proficiency Test: English Proficiency Test

- g) Preparatory School: The unit providing compulsory English preparatory language education for departments where the language of instruction is English,
- h) Service Courses: Represents foreign language courses offered by the Preparatory School.

SECTION TWO

Principles Related to Education and Teaching

Purpose and Scope of English Preparatory Education and Teaching

General Principles

ARTICLE 5- The proposal to open an English Preparatory School Education Programme shall enter into force upon the request of the relevant unit, the opinion of the Foreign Languages School Management Board, the decision of the Senate, and the approval of YÖDAK (Higher Education Supervision, Accreditation and Coordination Council).

Purpose and Scope of Preparatory Education and Training

ARTICLE 6- 1) The purpose of English Preparatory education and training is to develop the reading, writing, listening and speaking skills of students to the target language level determined by the School Management Board and approved by the Rectorate, so that they can follow the courses in the language required by their registered programme and conduct research in their fields.

2) Courses taught in preparatory classes for at least one academic term shall be organised in such a way as to develop the student's four basic language skills (reading comprehension, listening comprehension, written expression and oral expression) to the desired levels.

3) Some or all of the courses offered in the Preparatory Programme are delivered using formal and blended teaching methods, as recommended by the School Council and decided by the Senate.

4) Some or all of the courses to be offered in the Preparatory Programme may be implemented by the Preparatory School for different student groups with different education and training programmes, mid-term exams, and proficiency exams, based on the decision of the School Council and the group teaching staff.

ARTICLE 7- Students who fail the English Proficiency Exam or who do not have the required English proficiency are obliged to continue in the English Preparatory School Programme (for a minimum of one (1) and a maximum of two (2) academic terms).

1) In the preparatory class, the duration of each programme at different levels cannot be less than one term. Students who pass the Level Assessment Examination conducted by the Preparatory School are entitled to continue in their own department programmes.

2) Students who have attended the Preparatory School Programme for 2 years and have failed the Level Placement Exams will have their relationship with the Preparatory School terminated.

Attendance and Assessment

ARTICLE 8- Attendance at courses in the Preparatory Programme must be at least 70% (except for illness or other compelling reasons). Students with more than 30% absenteeism in preparatory classes are considered unsuccessful.

Courses

The English Preparatory School education programme consists of a two-term (four-level) programme covering levels A1, A2 and B1. Students who pass the End-of-Term Success Test are eligible to progress to the next level. Students who do not pass must repeat the term. Students can begin their programmes in their departments after completing one semester, provided they have reached the B1 level. Students are awarded a certificate for each level completed.

The courses offered in our programme are as follows:

PENG 101	(A1 level)
PENG 102	(A2 level)
PENG 202	(B1 level)
PENG 204	(B1 level)

PENG 101

This course aims to help students reach Level A1. In this course, students will gain the language proficiency required at Level A1 to use daily, repetitive communication topics that require direct and easy information exchange in familiar, routine situations.

PENG 102

This course aims to provide students with A2 level language proficiency, corresponding to basic users of the English language, i.e., those who can communicate using common expressions and basic vocabulary in everyday situations.

PENG 202

The aim of this course is for students to achieve a B1 level of English language proficiency, corresponding to independent users of the English language, i.e., those who possess the fluency necessary to communicate effortlessly with native English speakers.

PENG 204

This course aims to enable students to reach the B1 level, which corresponds to independent English users, i.e., those who possess the necessary fluency to communicate effortlessly with native English speakers. They can understand complex ideas and thoughts and respond easily. They can write texts on a wide range of topics.

THIRD SECTION
Proficiency and Placement Exam in the English Preparatory School Education Programme

Proficiency

ARTICLE 9- (1) The Altınbaş Cyprus University English Preparatory School Proficiency and Placement Examination is an examination that measures and evaluates whether students are at the level required by the Higher Education Council to follow courses in the language specified by their registered programme and to conduct research in their field.

(2) The Altınbaş Cyprus University English Preparatory School Proficiency and Placement Examination is held during the periods specified below, as announced in the academic calendar for an academic term:

a) The exam held at the beginning of the Autumn Term is open to students who have newly enrolled at the University for the first time in the Autumn Term and/or students in the Preparatory School programmes who are requesting exemption.

b) Students who enrol at the University for the first time in the Spring Semester and/or students enrolled in Preparatory School programmes who request exemption may take the exam held at the beginning of the Spring Semester.

c) Students who have attended Preparatory School programmes but have not completed the Intermediate B1 level successfully must continue to the Summer Term and complete the programme with at least Intermediate B1 level success in order to be eligible to take the exam held at the end of the Summer Term.

3) The results of the Altınbaş Cyprus University English Preparatory School Proficiency and Placement Exam are valid for 5 academic terms (excluding summer terms) following the date of the exam.

(4) According to the results of the Altınbaş Cyprus University English Preparatory School Proficiency and Placement Exam, the minimum proficiency level required for undergraduate/associate degree students to be considered proficient is B1 and above. Undergraduate/associate degree students who have achieved the minimum score set at B1 level in the exam results may transfer to their registered programme upon written request to the English Preparatory School Directorate. Students who fail must take one supplementary course in addition to the compulsory foreign language courses in the first-year curriculum during the periods in which they take these courses and must pass them. These courses are subject to a fee and are offered in addition to the termly course load. These courses are non-credit bearing, and successful students receive an "S" grade. Students who take and pass the optional proficiency exam without completing these courses are not expected to fulfil the supplementary course requirement. The minimum proficiency level set for postgraduate programmes is B1+ and above. Postgraduate students at B1 level may be conditionally admitted to their registered programme upon written request to the English Preparatory School Directorate. These students must successfully complete the relevant course set by the English Preparatory School to improve their English level, in addition to the postgraduate courses they take. This course is subject to an additional fee. This course is non-credit bearing, and successful students receive an "S" grade. After the exam, students are transferred to their departments. Postgraduate students at B2 level who fail and undergraduate/associate degree students at B1 level who fail

are given a "U" grade. The grades used in the Altınbaş Cyprus University English Preparatory School Proficiency and Placement Exam are shown in the table below.

For Undergraduate Students		
Letter Grade	Examination Grade	Explanation
S	50 and above	Successful
U	0-49	Failed

For Postgraduate Students		
Letter Grade	Exam Grade	Explanation
S	50 and above	Pass
U	0-49	Failed

Students at A1 level according to the Common European Framework of Reference for Languages (CEFR) are placed in a one-year intensive English programme comprising 20 hours of study per week.

Students with a Common European Framework of Reference for Languages (CEFR) level of A2 and below B1 are placed in a one-term intensive English programme involving 20 hours of study per week.

Students accepted to Altınbaş Cyprus University may commence their departmental programmes upon passing the English Proficiency Test (EPT) to be held on dates announced by the School of Foreign Languages, or upon presenting the proficiency certificates and scores listed in Table 1, or upon presenting transcripts from countries where English is the official language, with a minimum of three (3) years of English-intensive study, as listed in Table 2. Following the assessment by the English Preparatory Programme and the School of Foreign Languages, they may commence their departmental programmes.

Placement in Preparatory Classes

Article 10- 1) Students subject to preparatory education and training according to the results of the English Preparatory and Foreign Languages School are obliged to continue the programme determined by the Directorate.

2) The level at which the student will begin their preparatory education in the preparatory class is determined according to the AODK, based on the language level determined at the English Preparatory and Foreign Languages School. The Preparatory School consists of the following levels: A1 Beginner, A2 Elementary, B1 Intermediate, and B2 Upper-Intermediate.

3) Students who score 50 points or above in the English Proficiency Exam or who document their proficiency in the equivalent exams listed in Table 1 are exempt from the English Preparatory School.

4) Students with an English Proficiency Test score between 41 and 49 must take one (1) academic term of PENG202/PENG204 PENG202/PENG204.

5) Students with an English Proficiency Exam score below 40 must take PENG101/PENG103/PENG202/PENG204 for two (2) academic terms.

The Modular System applied in the English Preparatory School is shown in Schedule 1.

Assessment of Achievement

Article 11 – 1) Mid-term assessment examinations consist of short tests and module-end examinations.

2) Projects, assignments, presentations, active participation in class, and similar activities carried out within the module are each evaluated in the module's internal success.

3) Students who receive a grade of 44 or below at the end of any module repeat the same module. Students at the A1, A2, B1 levels who receive at least 45 at the end of the module receive an S grade and move on to the next module. Students who fail do not have the right to move on to the next module and must receive at least 45 to receive an S grade. Failing students who do not attend the next module sufficiently receive an NG grade and repeat the previous module. Failing students who receive a grade of 44 or below in the next module receive a U grade and repeat the previous module. Failing students who receive a grade between 0 and 44 in the next module also receive a U grade and repeat the current module. The grades used in the modules are shown in the table below.

GRADES USED AT THE END OF THE MODULE		
Letter Grade	Percentage Grade (%)	Explanation
S	45-100	Pass
U	0-44	Failed
NA	-	Failed due to absenteeism

ARTICLE 12-(1) Students wishing to be exempt from the English Preparatory School programme must take the English Proficiency Test (EPT) offered at the beginning of each academic term.

(2) Students who fail the English Proficiency Test (EPT) or do not meet the required proficiency level are required to continue in the English Preparatory School Programme (for a minimum of one (1) and a maximum of two (2) academic terms). The level of language training these students will receive is determined by the score they obtain in the English Proficiency Test (EPT).

(3) For Faculty (department) transfers in the Autumn and Spring Semesters, the English Preparatory School Director's Autumn and Spring Semester student admission approval document is stamped and sent to the relevant departments. This provision also applies to those who pass the English Proficiency Test (EPT).

(4) Students who score below 40 in the English Proficiency Test (EPT) are required to attend two (2) terms of English Preparatory School.

(5) Students who score between 41 and 49 on the English Proficiency Test (EPT) will be required to attend at least one (1) term of English Preparatory School.

(6) Students who score 50 or above on the English Proficiency Test (EPT) may directly enrol in faculty (department) programmes.

FOURTH SECTION

Service Courses

ARTICLE 13-(1) Students who fail service courses must retake the course.

(2) Service courses are offered in accordance with the requests of the University's Academic Units and subject to Senate approval.

ENGLISH-MEDIUM ACADEMIC ENGLISH PROGRAMMES	
WENG101	Academic English I
This course is the first-year, first-semester academic English course. It is designed to help students raise their English level to B1/B1+ as specified in the Common European Framework of Reference for Languages. The course combines critical thinking with language skills and incorporates learning technologies. The aim of the course is to strengthen students' knowledge and awareness of academic discourse, language structures, and vocabulary. The main focus will be on developing productive (writing and speaking) and receptive (reading and listening) skills in academic settings.	
WENG102	Academic English II
This course is designed to help students develop their English to level B2, as specified in the Common European Framework of Reference for Languages. The course aims to consolidate and develop students' knowledge and awareness of academic discourse, language structures and critical thinking. The course also incorporates the use of technology. It will focus on reading, writing, listening, speaking and presenting documents, as well as presentation skills in academic settings.	
FLAN202	Communication Skills for Business
Students taking this course will gain practical experience in verbal, non-verbal, and written communication. They will practise common types of business writing and gain greater proficiency in grammar, mechanics, and style. This course introduces students to the strategies successful business professionals use to handle various situations. Students will learn writing techniques. They will also learn how to effectively analyse their target audiences in order to communicate within and outside their organisations. They will also gain a deeper understanding of how technology is used to present a topic.	

TURKISH-MEDIUM ACADEMIC ENGLISH COURSES	
DING101	
<p>This course is the first-year, first-semester academic English course. The course is offered to students enrolled in programmes where the language of instruction is Turkish. It is designed to help students improve their Academic English skills to the A1 level specified in the Common European Framework of Reference for Languages. This beginner-level course introduces students to the fundamentals of academic English. It focuses on developing basic skills in reading, writing, speaking, and listening for academic contexts. Students will learn basic grammar, expand their academic vocabulary, and practise creating simple academic texts such as summaries and short essays. The course also prepares students for more advanced academic work in English by emphasising the development of effective communication strategies for classroom participation and presentations.</p>	
DING102	
<p>This course is the first-year academic English course for the second semester. It is offered to students enrolled in programmes where the language of instruction is Turkish. It is designed to help students raise their academic English to the A2 level specified in the Common European Framework of Reference for Languages. Building on basic grammar, the course focuses on developing students' ability to read and understand more complex academic texts, write structured paragraphs and short essays, and participate in classroom discussions. Emphasis is placed on expanding academic vocabulary, developing grammar, and improving listening skills through lectures and presentations. By the end of the course, students will be better equipped to express their ideas in academic settings and prepare for intermediate-level English studies.</p>	

FIFTH SECTION

Master's/Doctoral English Proficiency Exam

Master's/Doctoral Exemption Exam

ARTICLE 13-(1) Students who will pursue a Master's/Doctorate programme taught in English are required to take the English Proficiency Exam at the beginning of the Autumn and Spring semesters.

(2) Students who score 50 or above on the English Proficiency Exam and students who submit the documents specified in Table 1 will be exempted.

(3) Students who score between 41 and 49 on the English Proficiency Exam must take one (1) semester of PENG555 – Academic English for Postgraduate Students alongside their Master's/Doctorate courses.

(4) Students who score below 40 on the English Proficiency Exam must take one (1) semester of PENG545 – Foundations of Academic English for Post-Graduate Students alongside their master's/doctoral courses.

(5) Students who prove their English proficiency with a "Language Certificate" can enrol directly and proceed with their programme.

Courses:

PENG545	Foundations of Academic English for Postgraduate Students
This is an intensive English language course for postgraduate students. The course is aligned with the Common European Framework of Reference for Languages (CEFR) and is aimed at students assessed at CEFR A2+ / B1 levels. The course is designed to develop academic language skills with a focus on academic grammar and vocabulary. Students will engage with academic texts and develop effective communication strategies for academic settings.	
PENG555	Academic English for Postgraduate Students
This B1+ Intermediate Academic English course is designed for postgraduate students who have reached the B1+/B2 level according to the Common European Framework of Reference for Languages (CEFR) . The course focuses on developing students' reading, writing, listening and speaking skills in academic contexts. Students will work with complex academic texts, develop their academic language skills and vocabulary, and acquire the communication skills necessary for success in higher education and research.	

SIXTH SECTION**Continuation Status in the English Preparatory and Foreign Languages Higher School Education Programme****Attendance Requirement**

ARTICLE 15- Students who do not meet the attendance requirement are considered absent and cannot take the examinations of the English Preparatory and Foreign Languages School Programmes. In this case, students must repeat those programmes.

SEVENTH SECTION**Assessment and Evaluation Processes and Procedures in the English Preparatory and Foreign Languages Higher School Programme**

ARTICLE 16- The conditions required for a student to be considered successful in the English Preparatory School programme, the weights of exams, assignments, projects, opinions and similar activities used in calculating course success scores, and the principles related to the success grade are determined upon the recommendation of the Director of the English Preparatory School and the School of Foreign Languages and the approval of the Senate.

ARTICLE 17- There shall be two examinations for each module (level) of the English Preparatory School Programme, namely a mid-term and a final examination. Each term consists of two (2) modules (levels). A total of four (4) examinations are held each term.

TABLE 1.**Exams and Criteria Valid for Exemption**

For Departments Requiring at Least B1 Level in the English Proficiency Exam Stage (Undergraduate Programmes)	For Departments Requiring a Minimum B2 Level in the English Proficiency Exam Stage (Master's-Doctoral Programmes)
IELTS (minimum 5.0)	IELTS (minimum 5.5)
TOEFL iBT (minimum 60)	TOEFL iBT (minimum 65)
TOEFL CBT (minimum 170)	TOEFL CBT (minimum 183)
TOEFL iTEP Academic (minimum 3.5)	TOEFL iTEP Academic (minimum 3.6)
PTE Academic (minimum 40)	PTE Academic (minimum 46)
ÜDS / YDS / KPDS / YÖKDİL (minimum 50)	ÜDS / YDS / KPDS / YÖKDİL (minimum 55)
City & Guilds (minimum B1 Pass)	City & Guilds (minimum B1 First Class Pass)
GCE/IGCE (minimum C / 4)	GCE/IGCE (minimum C / 5)
FCE (minimum C)	FCE (minimum C)
CPE/CAE (minimum C)	CPE/CAE (minimum C)
LCCI (ESP) (minimum Level 1 Distinction)	LCCI (ESP) (minimum Level 2 Pass)
WAEC/WASSCE/SSSCE/NECO/NABTEB/ZIMSEC (minimum D7)	WAEC/ WASSCE/SSSCE/NECO/NABTEB/ ZIMSEC (minimum C6)
UCE (minimum 5-6)	UCE (minimum 3-4)
NSC (ieb) (minimum 50% or 4)	NSC (ieb) (minimum 60% or 5)
ECZ (minimum 6)	ECZ (minimum 5)
HIGCSE/NSSC (minimum 3)	HIGCSE/NSSC (minimum 2)
KNEC (minimum C)	KNEC (minimum C+)
NECTA (CSEE) (minimum C)	NECTA (CSEE) (minimum B)
NEAEA (minimum C)	NEAEA (minimum B)

TABLE 2.**Countries whose native language is English and are exempt from the language test**

• Antigua and Barbuda
• Australia
• Bahamas
• Barbados
• Belize
• Bermuda
• Botswana
• British Virgin Islands (Anguilla, Saint Kitts and Nevis)
• Canada (all provinces except Quebec)
• Cayman Islands
• Dominica
• Fiji
• Gambia
• Ghana
• Turks and Caicos Islands
• Grenada
• Guyana
• Ireland
• Jamaica
• Kenya
• Liberia
• Malta
• Mauritius
• New Zealand
• Nigeria
• Saint Kitts and Nevis
• Saint Lucia
• Saint Vincent and the Grenadines
• Sierra Leone
• Solomon Islands

• Trinidad and Tobago
• Uganda
• United Kingdom
• Zambia
• Zimbabwe

TABLE 3.

Abbreviations

IELTS:	International English Language Testing System
TOEFL IBT:	Internet-based Test of English as a Foreign Language
TOEFL CBT:	Computer-based Test of English as a Foreign Language
TOEFL ITP Academic:	International Test of English Proficiency
PTE:	Pearson Test of English
ÜDS:	Inter-University Board Foreign Language Examination
YDS:	Foreign Language Proficiency Level Assessment Examination
KPDS:	Public Personnel Foreign Language Proficiency Level Determination Examination
YÖKDİL:	Higher Education Institutions Foreign Language Examination
GCE:	Cambridge General Certificate of Education
IGCE:	Cambridge International General Certificate of Secondary Education
UCE:	Uganda National Examinations Board Certificate of Education
FCE:	Cambridge First Certificate in English
CPE:	Cambridge Certificate of Proficiency in English
CAE:	Cambridge English: Advanced
City & Guilds:	City & Guilds International English Test
LCCI:	London Chamber of Commerce and Industry
WAEC:	The West African Examinations Council
WASSCE:	The West African Senior School Certificate Examination

SSSCE:	Senior Secondary School Certificate Examination (Ghana)
NECO:	National Examination Council (Nigeria)
NABTEB:	The National Business and Technical Examinations Board (Nigeria)
ZIMSEC:	The Zimbabwe School Examinations Council
NSC:	National Senior Certificate (South Africa)
Ieb:	Independent Examinations Board (South Africa)
ECZ:	Examinations Council of Zambia
HIGCSE:	Higher International General Certificate of Secondary Education (South Africa)
NSSC:	Namibia Senior Secondary Certificate
KNEC:	Kenya National Examination Council
NEAEA:	National Educational Assessment and Examinations Agency (The Ethiopian General Secondary Education Certificate Examination)
NECTA (CSEE):	The National Examinations Council of Tanzania (The Certificate of Secondary Education Examination)