



ALTINBAŞ CYPRUS UNIVERSITY (ALCU)
SCHOOL OF ENGLISH PREPARATORY AND FOREIGN LANGUAGES
EDUCATION AND EXAMINATION REGULATIONS

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1- The purpose of this Regulation is to regulate the procedures and principles to be followed in the education 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 education program of all courses carried out at the Altınbaş Cyprus University English Preparatory and School of Foreign Languages and the provisions regarding the school.

Basis

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

Definitions

ARTICLE 4- In this Regulation;

- a) University: Altınbaş Cyprus University,
- b) Unit: School of English Preparatory and Foreign Languages affiliated to the University,
- c) Senate: The Senate of the Altınbaş Cyprus University,
- d) Director The Director of the School of English Preparatory and Foreign Languages at Altınbaş Cyprus University,
- e) EPT: English Proficiency Test (Altınbaş Cyprus University English Preparatory School Proficiency Test)
- f) Exemption Exam: English Placement Exam
- g) Preparatory School The unit that provides English preparatory language education, which is compulsory for departments whose medium of instruction is English,
- h) Service Courses: Represents the foreign language courses offered by the Preparatory School.



PART TWO

Principles Related to Education and Training

Purpose and Scope of English Preparatory Education

General Principles

ARTICLE 5- The proposal for the opening of the English Preparatory School Education Program enters into force upon the request of the relevant unit, the opinion of the School of Foreign Languages Executive Board, the decision of the Senate, and the approval of YÖDAK (Higher Education Supervision, Accreditation and Coordination Board).

Purpose and Scope of Preparatory Education

ARTICLE 6- 1) The purpose of the English Preparatory Education is to improve the students' reading, writing, listening and speaking skills at the target language level determined by the Board of Directors of the School and approved by the Rectorate so that they can follow their courses in the language prescribed by the program they are enrolled in and conduct research in their fields.

2) The courses to be taught in preparatory classes for at least one academic semester are organized in a way to develop the student's 4 basic language skills (reading comprehension, hearing comprehension, written expression and oral expression) at the desired levels. The Preparatory School offers A1 Beginner, A2 Elementary, B1 Intermediate, and B2 Upper-Intermediate levels for undergraduate and post-graduate students considering their English proficiency level.

3) Some or all of the courses given in the Preparatory Program are given through formal and blended teaching methods upon the recommendation of the School Board and the decision of the Senate.

4) Some or all of the courses to be given in the Preparatory Program may be applied by the Preparatory School to different student groups with different education programs, midterm exams and proficiency exams with the decision of the School Board and group instructors.

ARTICLE 7- Students who fail the English Proficiency Exam or who do not have the required English proficiency are obliged to attend the English Preparatory School Program (at least one (1) and at most two (2) academic terms).

1) In the preparatory class, the education period of each program at different levels cannot be less than one semester. Students who are successful in the Placement Exam conducted by the Preparatory School are entitled to continue their programs.

2) Students who attend the Preparatory School Program for 2 years and fail the Placement Exams are dismissed from the Preparatory School.



Attendance and Evaluation

ARTICLE 8- In the Preparatory Program, it is compulsory to attend at least 70% of the classes (except for illness or other compulsory reasons). Students who have more than 30% absenteeism in the Preparatory Program are considered unsuccessful.

Lessons

The English Preparatory School education program for undergraduate students consists of a two-semester (4 levels) program including A1, A2, B1 levels. Students who are successful in the end of semester achievement tests are eligible to move on to the next level. Students who are not successful have to repeat the semester. Students can start their programs in their departments after completing one semester, provided that they reach the required proficiency level.

The courses in our program are as follows:

Course Code	Course Name	Ders Adi Türkçe	Dept	Lh	Lt	Lth	Ects
PENG 101	English Elementary Level	Temel Düzey İngilizce	PS	20	0	20	30
PENG 201	English Intermediate Level	Orta Düzey İngilizce	PS	20	0	20	30

PENG 101
This course is designed to develop students' English language skills at A1 and A2 levels in line with the Common European Framework of Reference for Languages (CEFR). By the end of the semester, students are expected to recognize and recall essential vocabulary, grammar structures, and everyday expressions, understand simple spoken and written texts, and use language actively in familiar contexts such as personal information, daily routines, shopping, travel, and social interactions. As the course progresses, learners will examine short texts and their own language output to identify patterns and errors, reflect on their communicative choices, and produce simple written and spoken tasks such as personal descriptions and short narratives. The course covers essential grammar, vocabulary development, and pronunciation across all four skills. By the end of the course, students are expected to communicate in simple and routine tasks, understand short texts, and express basic needs, opinions, and experiences at CEFR A2 standard.
PENG 201



This course is designed to advance students' English language proficiency at B1 level in line with the Common European Framework of Reference for Foreign Languages (CEFR). By the end of the semester students are expected to consolidate and extend their knowledge of grammar and vocabulary, understand extended spoken and written texts on familiar and academic topics, and apply language skills across a range of communicative and written tasks. As the course progresses, learners will examine text structure and argumentation, evaluate the quality of arguments and written work against academic criteria, and produce structured academic essays and oral presentations that reflect organised and independent thinking. The course covers grammar consolidation, academic vocabulary development, and all four language skills. By the end of the course, students are expected to communicate effectively in everyday and academic contexts, produce well-organised written and spoken texts, and demonstrate the language competencies required for university-level study at CEFR B1 standard.

PART THREE

Proficiency and Placement Examination in English Preparatory School Education Program

Qualification

ARTICLE 9- (1) Altınbaş Cyprus University English Preparatory School Proficiency and Placement Exam is an exam that measures and evaluates whether the students are at the level of the language determined by the School Board and at the level that they can follow their courses and conduct research in their fields in the language prescribed by the program they are enrolled in.

(2) Altınbaş Cyprus University English Preparatory School Proficiency and Placement Examination is held in the periods announced in the academic calendar in an academic year. Students admitted can start their programs after being successful in the English Proficiency Test (EPT) to be announced by the School of Foreign Languages on the dates to be announced by the School of Foreign Languages.

- a) The exam held at the beginning of the Fall Semester is open to all students who have enrolled at the University for the first time in the Fall Semester.
- b) Undergraduate students who have successfully completed intermediate level or postgraduate students who have completed upper intermediate from the Preparatory School Programs can commence their studies in the relevant departments.
- c) Students who register to the University for the first time in the Spring Semester can take the exam held at the beginning of the Spring Semester.



d) Students who have attended the Preparatory School programs but have not successfully completed Intermediate level B1 must attend the Summer Term and complete the program with at least Intermediate B1 in order to be eligible for the Examination at the end of the Summer Term.

(3) Students admitted to the Altınbaş Cyprus University can start their programs after being successful in the English Proficiency Test (EPT) to be announced by the School of Foreign Languages on the dates to be announced by the School of Foreign Languages.

(4) Altınbaş Cyprus University English Preparatory School Proficiency and Placement Examination results are valid for 5 academic semesters (except summer semesters) following the date of the exam.

(5) According to the results of the Altınbaş Cyprus University English Preparatory School Proficiency and Placement Exam, the minimum proficiency level determined for undergraduate/associate degree students to be considered proficient is B1.

(6) According to the results of the Altınbaş Cyprus University English Preparatory School Proficiency and Placement Exam, the minimum proficiency level determined for postgraduate students to be considered proficient is B2. *Graduate students who are at the B1 or lower proficiency levels and do not meet the minimum English proficiency requirement of B2 are required to attend the relevant English language course offered by the English Preparatory School for one semester. Enrolment in this course is conditional upon the student signing a petition acknowledging the requirement and committing to complete the program. These students must achieve a grade of S (Satisfactory) at the End of Semester in order to successfully complete the course and be permitted to commence their graduate studies in their department. Those who fail the course and receive a grade of U (Unsuccessful) must retake the course in the following semester.*

(7) The grades used in the Altınbaş Cyprus University English Preparatory School Proficiency and Placement Examinations are shown in the table below. Successful students receive an "S" grade while students who fail are given a grade of "U".

Grades and Placements	
Exam Grades	Placement Results
50 and above	department
40-49	Preparatory School one semester intensive course
0-39	Preparatory School two semesters intensive courses

(8) As it is shown in the table above, Students who score 50 and above in the English Proficiency Test (EPT) can directly start their faculty (department) programs.

(9) Students who score 41-49 in the English Proficiency Test (EPT) will attend English Preparatory School for at least one (1) semester. In other words, these students meet the Common European Framework of Reference for Languages (CEFR), A2 and below B1 and are placed in a two- semester intensive English program that includes 20 hours of study per week.



(10) Students who score below 40 in the English Proficiency Test (EPT) are obliged to attend English Preparatory School for two (2) semesters. In other words, these students meet the Common European Framework of Reference for Languages (CEFR) at level A1 and below and are placed in a one-year intensive English program that includes 20 hours of study per week.

(11) In case that they have the proficiency documents and scores listed in Table 1 or if they come from countries with English as their Official Language in Table 2 and present at least three (3) years of English-weighted transcripts, they can start their programs following the evaluation of the School of English Preparatory and Foreign Languages.

ARTICLE 10- 1) Students who wish to be exempt from the English Preparatory School education program take the English Proficiency Test (EPT) at the beginning of each academic semester.

(2) Students who fail the English Proficiency Test (EPT) or do not have the required proficiency are obliged to attend the English Preparatory School Program (at least one (1) and at most two (2) academic terms). The level of language education these students will receive is determined according to their score in the English Proficiency Test (EPT).

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

Placement in Preparatory Classes

Article 11- 1) According to the results of the School of English Preparatory and Foreign Languages, students subject to Preparatory education are obliged to continue the program determined by the Directorate.

(2) According to the language level determined at the School of English Preparatory School and Foreign Languages, the level at which the student will start studying in the preparatory class is determined according to the CEFR. The Preparatory School offers A1 Beginner, A2 Elementary, B1 Intermediate, and B2 Upper-Intermediate levels.

Semester Success Evaluation

Article 12 - 1) In-semester assessment exams consist of quizzes and exams.

(2) Each of the projects, homework, presentations, and active participation in the course and similar works done in each course during the academic semester are evaluated in the success of the course.

(3) Students who get a grade of 44 or below at the end of any course repeat the same course. Students who get at least 45 at the end of the course will receive an S grade and move on to the next level. Those students whose grades are 44 or below fail the course and will receive a U grade and must repeat the course. The grading system is shown in the table below.



GRADES USED AT THE END OF THE COURSE		
Letter Grade	Percentage Grade (%)	Description
S	45-100	Successful
U	0-44	Failed
NG	-	Failed Absenteeism

(4) Students who do not have sufficient attendance will receive an NG grade and must repeat the same course.

SECTION FOUR

Service Lessons

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

(2) Service courses are offered upon the approval of the Senate in line with the requests of the Academic Units of the University.

COURSES OFFERED TO ENGLISH-MEDIUM PROGRAMS
WENG101 Academic English I This course is a first semester, first year academic English course designed for students at B1 level as specified in the Common European Framework of Reference for Languages (CEFR). Students will identify key features of academic discourse, understand how academic texts are organized, and apply essential academic skills including paraphrasing, editing, and note-taking. Learners will examine academic texts to distinguish main ideas from supporting details, identify structural and cohesive patterns, and assess the effectiveness of their own writing against academic criteria. The course also familiarizes students with the structure of academic paragraphs and essays. By the end of the course, students are expected to understand the conventions of academic writing and produce clear, well-organised academic texts.
WENG102 Academic English II This course is a second semester, first year academic English course designed for students at B1+/B2 level as specified in the Common European Framework of Reference for Languages (CEFR). Building on WENG 101, students will consolidate their knowledge of academic discourse and vocabulary, apply targeted reading strategies to extract and synthesise information from academic sources, and examine the structural and rhetorical patterns of different academic text types. Learners will also evaluate their own written and spoken production and develop the skills to plan and deliver structured oral presentations. The course covers a range of academic writing genres including cause and effect, process writing, and chronological reports. By the end of the course, students are expected to read, write, and present academic content with confidence and independence at CEFR B2 standard.
COURSES OFFERED TO TURKISH-MEDIUM PROGRAMS



DING 101 Basic English I

This course is a first semester, first year English course offered to students in Turkish-medium programs, designed to develop everyday English communication skills at A1 level as specified in the Common European Framework of Reference for Languages (CEFR). Students will recognize essential vocabulary and basic grammar structures, understand short spoken and written texts on familiar topics such as greetings, personal information, and daily routines, and use this knowledge in simple communicative tasks including introducing themselves and exchanging basic information. By the end of the course, students are expected to understand and use common everyday expressions and interact simply in basic real-life situations.

DING102 Basic English II

This course is a second semester, first year English course offered to students in Turkish-medium programs, designed to advance everyday English communication skills to A2 level as specified in the Common European Framework of Reference for Languages (CEFR). Building on DING 101, students will extend their vocabulary and grammar knowledge, understand short texts and conversations on familiar topics such as shopping, travel, and social interactions, and apply language skills in routine communicative tasks including describing experiences and expressing preferences. Learners will also identify main ideas in simple texts and reflect on the clarity of their own communication. By the end of the course, students are expected to communicate in simple and routine situations and express basic needs and experiences at CEFR A2 standard.

SECTION FIVE

Master's/PhD Exemption Exam and Lessons

ARTICLE 14-(1) Master's/PhD students whose programs are in English are subjected to the Exemption Examination held at the beginning of the Fall and Spring semesters.

(2) Students who score 50 and above in the Exemption Examination and who submit the documents specified in Table 1 will be exempted.

(3) Students who score 41-49 in the Exemption Examination can take one (1) semester of PENG555- Academic English for Post-Graduate Students- along with their master's/doctoral courses.

(4) Students who score below 40 in the Exemption Exam can take one (1) semester of PENG545 - Foundations of Academic English for Post-Graduate Students- along with their master's/doctoral courses.

(5) Students who prove their English proficiency with a "Language Certificate" can directly register for courses and proceed to their programs.



Lessons

PENG545 Foundations of Academic English for Post Graduate Students
This is an intensive English language course for postgraduate students. The course is in accordance with the Common European Framework of Reference for Languages (CEFR) and is aimed at students assessed as CEFR A2/B1 levels. The course is designed to develop academic language skills with a focus on academic grammar and vocabulary. Students will interact with academic texts and develop effective communication strategies for academic settings.
PENG555 Academic English for Post Graduate Students
This B1/B2 Upper Intermediate Academic English course is designed for postgraduate students who have reached B1 level according to the Common European Framework 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 academic grammar and vocabulary, and acquire the communication skills necessary for success in higher education and research.

SECTION SIX

Attendance in the School of English Preparatory and Foreign Languages Program

Attendance Requirement

ARTICLE 15- Students who do not fulfil the attendance requirement are considered absent and cannot take the exams of the School of English Preparatory and Foreign Languages Programs. In this case, students have to repeat those programs.

CHAPTER SEVENTH

Assessment and Evaluation Processes and Procedures in School of English Preparatory and Foreign Languages Program

ARTICLE 16- The conditions for a student to be considered successful in the English Preparatory School program, the weights of exams, assignments, projects and similar activities used in the calculation of the success points of the courses and the principles regarding the success grade are determined by the proposal of the Director of the School of English Preparatory School and Foreign Languages and the approval of the Senate.

ARTICLE 17- There are two exams, midterm and final exams, for each course of the English Preparatory School Program.

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

For Departments that require at least Level B1 at the English Proficiency Examination Stage (Undergraduate Programs)	For Departments that require a minimum level of B2 in the English Proficiency Exam (Master's and Doctorate Programs)
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)

TABLO 2.**Countries with English as their first language that are exempt from the language test**

- Antigua and Barbuda	- Jamaica
- Australia	- Kenya
- Bahamas	- Liberia
- Barbados	- Malta
- Belize	- Mauritius



- Bermuda	- New Zealand
- Botswana	- Nigeria
- British Virgin Islands (Anguilla, St. Kitts and Nevis)	- Saint Kitts and Nevis
- Canada (all provinces except Quebec)	- St Lucia
- Cayman Islands	- Saint Vincent and the Grenadines
- Dominika	- Sierra Leone
- Fiji	- Solomon Islands
- Gambia	- Trinidad and Tobago
- Ghana	- Uganda
- Grand Turks and Caicos Islands	- United Kingdom
- Grenada	- Sierra Leone
- Guyana	- Zambia
- Ireland	- Zimbabwe