



## CYPRUS AYDIN UNIVERSITY

### ENGLISH PREPARATORY SCHOOL EDUCATION AND TRAINING DIRECTIVE

#### PART ONE

##### Purpose, Scope, Basis and Definitions

###### **Purpose**

**Article 1-(1)** The purpose of this directive is to regulate the objectives, scope, implementation, and evaluation principles of the education and training conducted at Cyprus Aydın University English Preparatory School.

###### **Scope**

**Article 2-(1)** This directive covers the provisions regarding the English Preparatory School at Cyprus Aydın University.

###### **Basis**

**Article 3-(1)** This directive has been prepared pursuant to Article 5, paragraph 1, subparagraph (1), Articles 44 and 49 of Law No. 2547 on Higher Education, the Directive on the Principles to be Followed in Foreign Language Teaching and Teaching in a Foreign Language at Higher Education Institutions, and the provisions of the Cyprus Aydın University Education and Training Directive.

###### **Definitions**

**Article 4-(1)** The following terms used in this directive shall have the meanings assigned to them below:

- a) **University:** Cyprus Aydın University (CAU).
- b) **Unit:** Faculties, schools, and vocational schools affiliated with the University.
- c) **Senate:** The Senate of Cyprus Aydın University.
- d) **English Preparatory School:** The compulsory English Preparatory Education Program for students who are placed in and admitted to departments where the medium of instruction is English.
- e) **CAUEPE:** Cyprus Aydın University English Proficiency Exam for Associate and Undergraduate Programs.
- f) **Central English Proficiency Exam:** The Cyprus Aydın University English Proficiency Exam administered for students admitted to Master's and Doctoral Programs.
- g) **Supplementary CAUEPE:** The Extra (fee-based) English Proficiency Exam.
- h) **Gateway Exam:** The end-of-year proficiency examination administered for students of the English Preparatory School.

## **PART TWO**

### **General Provisions Regarding the English Preparatory School Education Program**

#### **General Provisions**

**Article 5-(1)** The proposal for the establishment of the English Preparatory School Education Program shall enter into force upon the request of the relevant unit, the opinion of the Administrative Board of the English Preparatory School the decision of the Senate, and the approval of YÖDAK (Higher Education Planning, Evaluation, Accreditation and Coordination Council).

#### **Duration of Education**

**Article 6-(1)** Students who fail the English Proficiency Exam (CAUEPE) or who do not possess the required level of proficiency are obliged to attend the English Preparatory School Education Program for at least one academic semester. The maximum duration of study at the English Preparatory School Education Program is four academic semesters. Students who fail to successfully complete the English Preparatory School Education Program within the maximum duration shall have their status determined by the Directorate of the English Preparatory School and the Senate of Cyprus Aydın University.

#### **Weekly Class Hours**

**Article 7-(1)** The minimum weekly class hours at the English Preparatory School are twenty (20) hours for all levels.

## **PART THREE**

### **English Preparatory School Proficiency and Placement**

#### **Proficiency**

**Article 8-(1)** Students admitted to or placed in associate, undergraduate, graduate, and doctoral programs at Cyprus Aydın University where the medium of instruction is English may register for the first year of their respective programs, provided that they achieve the minimum scores specified in Tables 1 and 2 in the CAUEPE (for associate and undergraduate students) and the Central English Proficiency Exam (for graduate students) to be administered on dates announced by the English Preparatory School, or meet the exemption requirements set out in Part Four.

#### **Placement**

**Article 9-(1)** Students who fail the CAUEPE or the Central English Proficiency Exam, or who do not meet the required proficiency level, are obliged to attend the English Preparatory Education Program for at least one academic semester (excluding Turkish-medium Doctoral Programs). The level at which such students will receive English language instruction is determined according to their scores in the English Proficiency Exam.

## **CAUEPE**

**Article 10-(1)** The CAUEPE is a proficiency exam administered to students who will enroll in associate and undergraduate programs where the medium of instruction is English. The CAUEPE is conducted on dates announced by the English Preparatory School, exclusively in the computer laboratories located on the Cyprus Aydın University campus, and in face-to-face format.

**Article 10-(2)** Students who prefer to study in the English Preparatory School and who do not wish to take the CAUEPE exam may submit a petition to the English Preparatory School, as indicated in Annex-1, and commence their studies from Level A1.

## **Extra CAUEPE**

**Article 11-(1)** Students who have failed the English Proficiency Exam and have begun their studies in the English Preparatory School may, provided that they successfully complete Level B1, optionally take the Extra CAUEPE by paying the examination fee determined by Cyprus Aydın University, on dates scheduled at the beginning of subsequent semesters. If successful, they shall gain the right to enroll in the first year of their programs. Students who fail the Extra CAUEPE shall continue their studies in the English Preparatory Education Program until they complete all levels.

**Article 11-(2)** Students who have taken the CAUEPE at the beginning of the semester, but have failed to achieve the required passing score, and who wish to retake the exam, may do so during the “Add and Drop” period specified in the academic calendar, by paying the fee determined by Cyprus Aydın University.

## **Central English Proficiency Exam**

**Article 12-(1)** This exam is administered to students admitted to graduate and doctoral programs where the medium of instruction is English. The Central English Proficiency Exam is conducted on dates announced by the English Preparatory School, exclusively in the computer laboratories located on the Cyprus Aydın University campus, and in face-to-face format. Students who wish to take the exam must pay the fee determined by Cyprus Aydın University.

**Article 12-(2)** Students admitted to English-medium programs who fail to achieve the passing grade in their first attempt may retake the exam on dates announced within the same semester, provided that they pay the fee determined by Cyprus Aydın University. Students enrolled in English-medium programs who do not provide proof of proficiency are required to study at the English Preparatory School until they reach the required level.

**Article 12-(3)** Students enrolled in Turkish-medium doctoral programs may take the Central English Proficiency Exam on all announced dates during their course period, provided that they pay the fee determined by Cyprus Aydın University.

## **PART FOUR**

### **Exemption Conditions from the English Preparatory School**

#### **Associate Degree and Undergraduate Programs/Departments**

**Article 13-(1)** Students who are placed in or admitted to associate and undergraduate programs/departments at Cyprus Aydin University where the medium of instruction is English shall be exempt from the English Preparatory School if they meet at least one of the following conditions:

- Holding a valid certificate showing that they have achieved the required score in one of the exams listed in TABLE 1.
- Being a citizen of one of the countries listed in TABLE 3 or having completed their high school education in one of these countries.
- Taking the CAUEPE administered by the English Preparatory School and achieving a B1 level score (B2 level is required for Dentistry and English Language Teaching Departments).

**Article 13-(2)** Students who have attended a preparatory school at another university and successfully completed the relevant level may be exempt, subject to the decision and approval of the English Preparatory School.

**Article 13-(3)** The validity of any language proficiency certificate not listed in Table 1 shall be determined by the English Preparatory School.

#### **Graduate Programs**

**Article 14-(1)** Students admitted to graduate programs at Cyprus Aydin University where the medium of instruction is English shall be exempt from the English Preparatory School if they meet at least one of the following conditions:

- Holding a valid certificate showing that they have achieved the required score in one of the exams listed in TABLE 2.
- Being a citizen of one of the countries listed in TABLE 3 or having completed their undergraduate education in one of these countries.
- Having completed undergraduate education in an English-medium department of Cyprus Aydin University.
- Having completed undergraduate education in English at another university and having applied for a graduate program within two years of graduation.
- Achieving a B2 level score in the Central English Proficiency Exam administered by the English Preparatory School.
- Achieving a B1 level score in the Central English Proficiency Exam administered by the English Preparatory School, and subsequently taking and successfully completing the course PRP130 (B1+ Level English Course for Graduate Students). (See Article 16/1).

**Article 14-(2)** Students who have attended a preparatory school at another university for the purpose of graduate education and successfully completed the relevant level may be exempt, subject to the decision and approval of the English Preparatory School

**Article 14-(3)** The validity of any language proficiency certificate not listed in Table 2 shall be determined by the English Preparatory School.

## **Doctoral Programs**

**Article 15-(1)** Students admitted to doctoral programs at Cyprus Aydin University where the medium of instruction is English shall be exempt from the English Preparatory School if they meet at least one of the following conditions:

- Holding a valid certificate showing that they have achieved the required score in one of the exams listed in TABLE 2.
- Being a citizen of one of the countries listed in TABLE 3 or having completed their undergraduate and/or graduate education in one of these countries.
- Having completed undergraduate and/or graduate education in an English-medium department of Cyprus Aydin University.
- Having completed graduate education in English at another university and having applied for a doctoral program within two years of graduation.
- Taking the Central English Proficiency Exam administered by the English Preparatory School and achieving a B2 level score.
- Achieving a B1 level score in the Central English Proficiency Exam administered by the English Preparatory School, and subsequently taking and successfully completing the course PRP130 (B1+ Level English Course for Graduate Students). (See Article 16/1)

**Article 15-(2)** Students who have attended a preparatory school at another university for the purpose of doctoral education and successfully completed the relevant level may be exempt, subject to the decision and approval of the English Preparatory School.

## **Support Courses for Graduate Students**

**Article 16-(1)** Students enrolled in English-medium graduate and doctoral programs who fail to achieve the passing grade in the Central English Proficiency Exam but obtain a B1 level score shall be exempt from the English Preparatory School on the condition that they also take and successfully complete the course PRP130 B1+ Level English Course for Graduate Students, offered concurrently with graduate courses. The PRP130 course, which consists of four hours per week, is delivered according to a schedule determined by the English Preparatory School and does not affect the student's course credit load. Graduate students who fail the course on their first attempt and/or receive a grade of NA (due to absenteeism) must retake and successfully complete the course before the "Thesis I" semester in graduate programs and before the doctoral proficiency exam period in doctoral programs.

## **Turkish Doctoral Programs**

**Article 17-(1)** Students enrolled in doctoral programs where the medium of instruction is Turkish may be exempt from the English Preparatory School if they submit valid English language proficiency certificates before the semester in which they are required to take the doctoral proficiency exam.

**Article 17-(2)** Students enrolled in Turkish-medium doctoral programs may fulfill the language proficiency requirement by taking the Central English Proficiency Exam administered by the English Preparatory School before their doctoral proficiency exam, provided that they obtain a minimum of B1 level, or by submitting one of the other accepted proficiency certificates listed in Table 2.

**Article 17-(3)** The validity of any language proficiency certificate not listed in Table 2 shall be determined by the Administrative Board of the English Preparatory School.

## **PART FIVE**

### **Attendance at the English Preparatory School**

#### **Attendance Requirement**

**Article 18-(1)** Students of the English Preparatory School are required to attend at least seventy percent (70%) of their classes in each level.

**Article 18-(2)** Students who fail to meet the attendance requirement are considered absent and are not permitted to sit for the end-of-level examinations; instead, they are required to repeat the level. Excuses such as medical reports or other justifiable reasons submitted by students shall be evaluated by the Directorate of the English Preparatory School, which shall make the final decision regarding the student's status.

## **PART SIX**

### **Assessment and Evaluation Processes and Procedures in the English Preparatory Education Program**

**Article 19-(1)** The results of the examinations administered in the English Preparatory School and the students' achievement grades shall be determined in accordance with the Procedures and Principles of the Directive of the English Preparatory School. The completion requirement for the English Preparatory School is Level B1+ for students starting from Level A1, and Level B1+ Extended for students starting from Level A2.

**Article 19-(2)** The English Preparatory School consists of four terms, referred to as "Tracks," each lasting eight (8) weeks. Within the program, there are four main levels of language instruction: A1, A2, B1, and B1+. All courses, assessment and evaluation systems and tools, and examination directives implemented within the English Preparatory School are based on the standards of the *Common European Framework of Reference for Languages (CEFR)* and the *Global Scale of English (GSE)*.

**Article 19-(3)** The grading and achievement evaluation processes of the English Preparatory School are determined in accordance with the criteria outlined below.

1st Track: 25%

2nd Track: 25%

3rd Track: 25%

4th Track: 25%

Each track, corresponding to an eight-week period, shall carry a weight of 25%. The student's overall track grade shall be calculated by averaging the grades obtained from all four tracks, with each track contributing equally at 25%. In order to be eligible to sit the GATEWAY examination, students must achieve a minimum cumulative track grade of 65 and must score B1+ and higher to be able to transferred to their related faculties.

## **PART SEVEN**

### **Completion of the English Preparatory School**

**Article 20-(1)** Students who have reached Level B1+/B1+ Extended, have taken the Gateway Exam, and achieved a minimum score of 65 points or higher in accordance with the criteria specified in Article 17-(3), are considered to have successfully completed the English Preparatory School and gain the right to transfer to their respective faculties in the following academic semester.

**Article 20-(2)** Students whose final average score, calculated from the Tracks, is below 65 points are deemed not to have successfully completed the English Preparatory School.

**Article 20-(3)** Students whose final average score is below 65 points may nevertheless be considered successful if, before the course registration dates specified in the Academic Calendar for the following semester, they achieve the required score in one of the exams listed in Table 1 and officially submit their results to the English Preparatory School. In such cases, they are considered successful and transferred to their respective faculties. Documents submitted after the registration period specified in the Academic Calendar shall not be accepted.

**Article 20-(4)** Students who fail and do not present a valid language proficiency certificate within the specified timeframes are required to repeat the B1+ Extended level in the following semester. For students who repeat a level, the average score of the repeated level is included as the 4th Track in their final Track average.

## **PART EIGHT**

### **Miscellaneous and Final Provisions**

#### **Cases Not Covered by the Directive**

**Article 21-(1)** In cases not covered by this Directive, the provisions of the Cyprus Aydın University Education and Training Directive, the decisions of the Administrative Board of English Preparatory School, and the resolutions of the Cyprus Aydın University Senate shall apply.

#### **Entry into Force**

**Article 22-(1)** This Directive shall enter into force on the date it is approved by the Senate of Cyprus Aydın University.

#### **Execution**

**Article 23-(1)** The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.

**Table 1**

The examinations accepted by the English Preparatory School language proficiency and their equivalencies are specified in the table below.

<b>ASSOCIATE DEGREE – UNDERGRADUATE – TURKISH-MEDIUM DOCTORAL PROGRAMS</b>	
CAUEPE (Associate–Undergraduate) - Central English Proficiency Exam (Turkish Doctoral Programs)	B1
IELTS	5.5
TOEFL iBT	65
TOEFL PBT	513
TOEFL CBT	183
TOEFL iTEP Academic	3.6
PTE Academic	42
ÜDS / YDS / KPDS / YÖKDİL	55
City & Guilds	B1 First Class Pass
GCE/IGCE	C/5
FCE	C
CPE/CAE	C
LCCI (ESP)	Level 2 Pass
WAEC/WASSCE/SSSCE/ NECO/NABTEB/ZIMSEC	C6
UCE	3/4
NSC	60% or 5
ECZ	5
HIGCSE/NSSC	2
KNEC	C+
NECTA (CSEE)	B
NEAEA	B
SAT (Reading and Writing)	430
The Republic of Uzbekistan English Language Proficiency Test	B1

**Table 2**

<b>ENGLISH MASTER'S DEGREE – DOCTORAL PROGRAMS DENTISTRY – ENGLISH LANGUAGE TEACHING DEPARTMENTS</b>	
CAUEPE (Associate–Undergraduate) – Central English Proficiency Exam (Turkish-Medium Doctoral Programs)	B2
IELTS	6.0
TOEFL iBT	72
TOEFL PBT	530
TOEFL CBT	197
TOEFL iTEP Academic	3.7
PTE Academic	50
ÜDS / YDS / KPDS / YÖKDİL	60
City & Guilds	B2 Pass
GCE/IGCE	B/6
FCE	B
CPE/CAE	B
LCCI (ESP)	Level 2 Distinction
WAEC/WASSCE/SSSCE/ NECO/NABTEB/ZIMSEC	C5
UCE	1/2
NSC	70% or 6
ECZ	5
HIGCSE/NSSC	2
KNEC	B-
NECTA (CSEE)	B+
NEAEA	B
SAT (Reading and Writing)	440
The Republic of Uzbekistan English Language Proficiency Test	B2

**Table 3**

Students who come from the countries listed in Table 3, where English is an official language, and who meet the conditions specified below, shall be exempted from both the CAUEPE and the English Preparatory School without the need to present any additional language proficiency certificate, provided that they document their status.

Antigua and Barbuda
Australia
Bahamas
Barbados
Belize
Bermuda
Botswana
British Virgin Islands (Anguilla, St. Kitts, and Nevis)
Canada (all provinces except Quebec)
Cayman Islands
Dominica
Fiji
The Gambia

Ghana
Grand 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

### Abbreviations

<b>IELTS:</b>	International English Language Testing System
<b>TOEFL iBT:</b>	Internet-based Test of English as a Foreign Language
<b>TOEFL PBT:</b>	Paper-based Test of English as a Foreign Language
<b>TOEFL CBT:</b>	Computer-based Test of English as a Foreign Language
<b>TOEFL İTEP</b>	International Test of English Proficiency
<b>PTE:</b>	Pearson Test of English
<b>ÜDS:</b>	Interuniversity Board Foreign Language Exam
<b>YDS:</b>	Foreign Language Knowledge Level Determination Exam
<b>KPDS:</b>	Foreign Language Proficiency Examination for State Employees

<b>YÖKDİL:</b>	Higher Education Institutions Foreign Language Exam
<b>GCE:</b>	Cambridge General Certificate of Education
<b>IGCE:</b>	Cambridge International General Certificate of Secondary Education
<b>UCE:</b>	Uganda National Examinations Board Certificate of Education
<b>FCE:</b>	Cambridge First Certificate in English
<b>CPE:</b>	Cambridge Certificate of Proficiency in English
<b>CAE:</b>	Cambridge English: Advanced
<b>City &amp; Guilds:</b>	City & Guilds International English Test
<b>LCCI:</b>	London Chamber of Commerce and Industry
<b>WAEC:</b>	The West African Examinations Council
<b>WASSCE:</b>	The West African Senior School Certificate Examination
<b>SSSCE:</b>	Senior Secondary School Certificate Examination (Ghana)
<b>NECO:</b>	National Examination Council (Nigeria)
<b>NABTEB:</b>	The National Business and Technical Examinations Board (Nigeria)
<b>ZIMSEC:</b>	The Zimbabwe School Examinations Council
<b>NSC:</b>	National Senior Certificate (South Africa)
<b>Ieb:</b>	Independent Examinations Board (South Africa)
<b>ECZ:</b>	Examinations Council of Zambia
<b>HIGCSE:</b>	Higher International General Certificate of Secondary Education (South Africa)
<b>NSSC:</b>	Namibia Senior Secondary Certificate
<b>KNEC:</b>	Kenya National Examination Council
<b>NEAEA:</b>	National Educational Assessment and Examinations Agency (The Ethiopian General Secondary Education Certificate Examination)
<b>NECTA (CSEE):</b>	The National Examinations Council of Tanzania (The Certificate of Secondary Education Examination)
<b>SAT:</b>	The SAT Reasoning Test (formerly Scholastic Aptitude Test and Scholastic Achievement Test)

