



**CYPRUS AYDIN UNIVERSITY**

"Towards a Bright Future"

A photograph of a person wearing a red beanie and a dark jacket, looking down at documents inside a cardboard box. The box is lined with white tissue paper and contains several papers, some of which are being held by the person. The background is a dark, textured surface.

# **English Preparatory School Students' Handbook**

**2025 - 2026  
ACADEMIC YEAR**

# TABLE OF CONTENTS

<b>1.</b>	<b>Welcome Message of Director .....</b>	<b>3</b>
<b>2.</b>	<b>About the English Preparatory School .....</b>	<b>4</b>
<b>2.1</b>	<b>Vision .....</b>	<b>4</b>
<b>2.2</b>	<b>Mission .....</b>	<b>4</b>
<b>3.</b>	<b>Administrative and Academic Staff (The Team) .....</b>	<b>5</b>
<b>4.</b>	<b>Where to Go? Whom to Ask? .....</b>	<b>6</b>
<b>5.</b>	<b>Students' Journey Step by Step .....</b>	<b>7</b>
<b>6.</b>	<b>The Structure of the English Preparatory Program .....</b>	<b>8</b>
<b>6.1</b>	<b>Determining the Levels of the Preparatory Program .....</b>	<b>8</b>
<b>7.</b>	<b>Levels and Learning Outcomes .....</b>	<b>9</b>
<b>8.</b>	<b>Academic Procedures .....</b>	<b>10</b>
<b>8.1</b>	<b>Textbooks .....</b>	<b>10</b>
<b>8.2</b>	<b>Attendance .....</b>	<b>10</b>
<b>8.3</b>	<b>Medical Reports .....</b>	<b>10</b>
<b>9.</b>	<b>Student Life and Activities .....</b>	<b>11</b>
<b>9.1</b>	<b>Social and Sport Activities .....</b>	<b>11</b>
<b>9.2</b>	<b>Student Clubs .....</b>	<b>11</b>
<b>10.</b>	<b>Exams and Evaluation System .....</b>	<b>12</b>
<b>10.1</b>	<b>Progress Test .....</b>	<b>12</b>
<b>10.2</b>	<b>Level Exam .....</b>	<b>12</b>
<b>10.3</b>	<b>Speaking Exam .....</b>	<b>13</b>
<b>10.4</b>	<b>Homework / Project .....</b>	<b>13</b>
<b>10.5</b>	<b>Make-up Exam .....</b>	<b>13</b>
<b>10.6</b>	<b>Appeals and Exemption .....</b>	<b>13</b>
<b>11.</b>	<b>Assessment and Grading System for Undergraduate Programs .....</b>	<b>14</b>
<b>12.</b>	<b>Rules to be Followed During Exams .....</b>	<b>15</b>
<b>13.</b>	<b>CAU360 and Online Systems .....</b>	<b>16</b>
<b>14.</b>	<b>Social Media Accounts and Announcement Boards .....</b>	<b>17</b>
<b>15.</b>	<b>Discipline and Punishment Procedures .....</b>	<b>18</b>



# CYPRUS AYDIN UNIVERSITY

"Towards a Bright Future"



/caucampus  
www.cau.edu.tr

# Students' *Handbook.*

## Welcome to EPS!

Dear Students,

As the Cyprus Aydın University English Preparatory School , we are dedicated to making your language learning journey as effective and enriching as possible. English, the most widely used and preferred language globally, has been adopted as our university's primary instruction medium. The primary goal of our English Preparatory Program is to equip you with the language skills essential for your academic fields, future professions, and everyday life.

Our program also strives to prepare you to express yourself confidently in various settings, effectively use modern technology, conduct research, and prioritize personal development during this transformative period. To achieve these objectives, our English Preparatory School continually evolves and enhances its curriculum, supported by expert educators, technology-integrated classrooms, and a wide range of study resources.

As the English Preparatory School , we remain committed to supporting you throughout this process and helping you reach your goals. Please remember that we are always here to help you whenever you need.

Wishing you a successful and productive year ahead.

Director - Sergen Irmak

## About the English Preparatory School

English Preparatory Program which has its own coordinator and team leaders who work collaboratively to ensure the effective delivery of the curriculum. It is carefully designed in accordance with its mission and vision to meet the linguistic and academic needs of students, while promoting shared values and fostering an engaging learning environment.

### Vision

The English Preparatory School aims to be a leading educational institution that designs programs in accordance with international standards, fully integrates educational technologies, equips students with the language competencies they need in their academic and professional lives, fosters intercultural interaction, and actively contributes to the development of foreign language education.

### Mission

The English Preparatory School aims to enable students to express themselves effectively in English, both orally and in writing, to develop their critical thinking skills, to be eager lifelong learners in both individual and group settings, and to utilize information technologies at the highest level. In line with this, the School implements carefully designed academic English programs, integrates educational technologies into the learning process, provides opportunities for personal and professional development for its staff, and actively contributes to the advancement of foreign language teaching at both national and international levels.



# The Team



**Director of EPS**  
**Sr. Lect. Sergen Irmak**



**Head of EPS**  
**Lect. Cem Seymen Karakaş**



**Lecturer**  
**Sr. Lect. Elif Öykü Akın**



**Lecturer**  
**Sr. Lect. Yasin Ergin**



**Lecturer**  
**Lect. Fatmanur Çalışkan**



**Lecturer**  
**Sr. Lect. İlke Burçak Çiftçi**



**Lecturer**  
**Lect. Aleyna Akarsu**



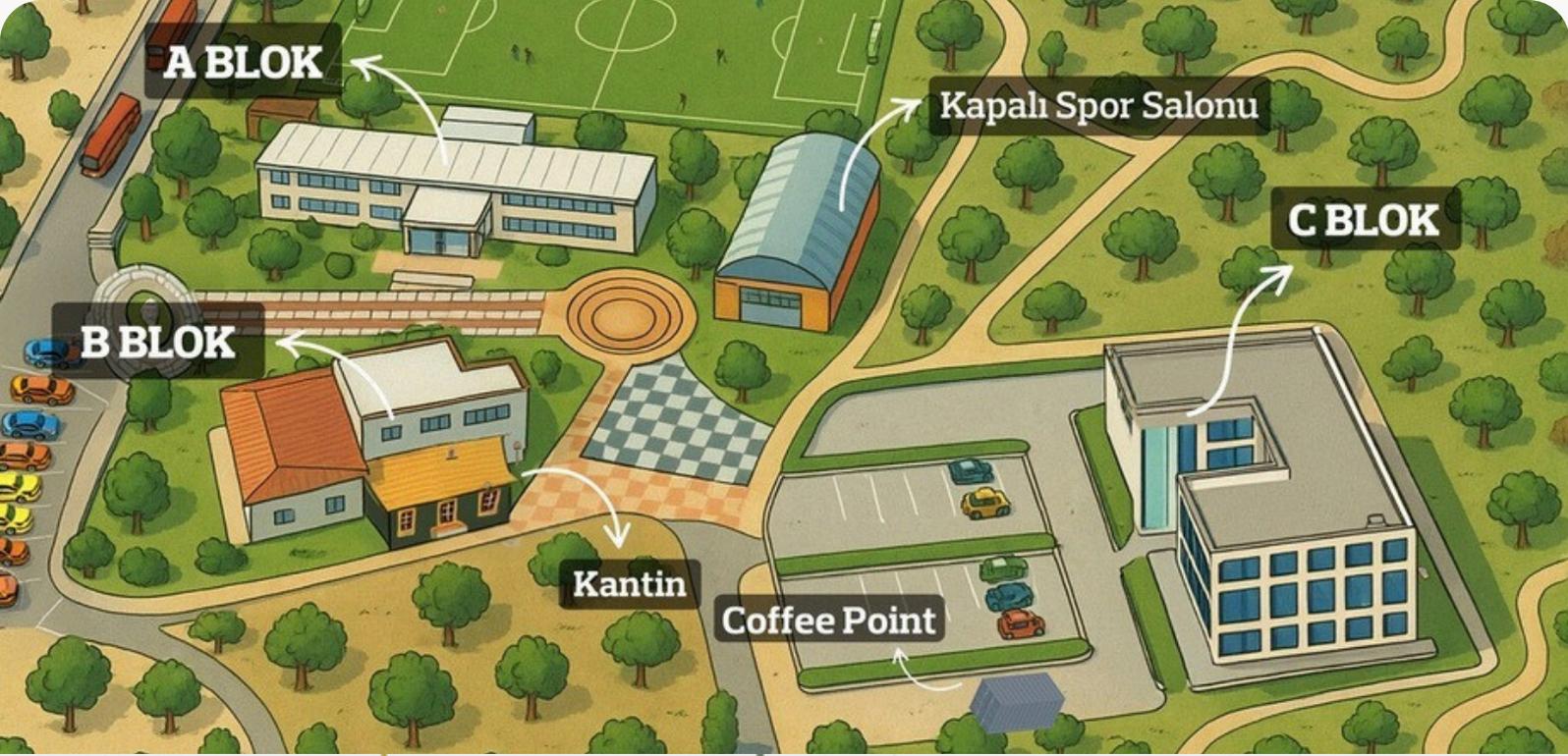
**Lecturer**  
**Lect. Şeymanur Ağan**



**Lecturer**  
**Lect. Mustafa Eray Eroğlu**



**Lecturer**  
**Sr. Lect. Selhan Ege Erdikut**



### A BLOK

- Lecture Rooms Computer
- Laboratory IT Office
- Mechatronics Laboratory
- Electrical and Electronics
- Laboratory Chemistry
- Laboratory

### B BLOK

- Rectorate Dean's Offices
- Academic Staff Offices
- English Preparatory School
- Office
- Campus Directorate
- Student Affairs Office
- Accounting Office

### C BLOK

- Anatomy Laboratory
- Multidisciplinary Laboratory
- Electrophysical Agents and Manual Therapy Laboratory
- Neurology and Cardiopulmonary
- Rehabilitation Laboratory Opticianry
- Laboratory Phantom Teeth Laboratory (Preclinical Laboratory) Plaster
- Laboratory Manipulation Laboratory
- Mac Computer Laboratory
- Library

## Where To Go? Whom To Ask?

For English Officer related questions; [eps@cau.edu.tr](mailto:eps@cau.edu.tr)

### B-BLOCK - 2nd Floor

For registration, course, department, and any questions you may need;

CAU Student Affairs: [bilgi@cau.edu.tr](mailto:bilgi@cau.edu.tr)

### B-BLOCK

For all your accounting questions;

CAU Accounting Office: [muhasebe@cau.edu.tr](mailto:muhasebe@cau.edu.tr)

### B-BLOCK

For online courses, CAU360 questions;

IT Office: [bilgiislem@cau.edu.tr](mailto:bilgiislem@cau.edu.tr)

### A BLOK

For book borrowing and library questions;

**Library:** [library@cau.edu.tr](mailto:library@cau.edu.tr)

For Psychological Counseling Services;

**PDRRAM :** [pdrmerkezi@cau.edu.tr](mailto:pdrmerkezi@cau.edu.tr)

# English Preparatory School Students' Journey Step by Step



- After completing your university registration, activate your student account.
- Log in to your CAU360 Student System. Fill out the form titled “English Preparatory School English Proficiency Exam Application Form” found in the announcements section, and select your preferred exam date.
- On the day of the exam, please be present at least 20 minutes before the scheduled exam time.
- The exams are held in C Block, 1st Basement Floor, MAC Computer Lab. If you do not wish to take the English Proficiency Exam and prefer to start from the beginner level, please visit the English Preparatory School Office after completing your registration and fill out a petition form. The office is located in B Block, 2nd Floor.

For any questions or issues throughout the process, you can send an email to [eps@cau.edu.tr](mailto:eps@cau.edu.tr) or join the **English Preparatory School WhatsApp Group** by scanning the QR code provided.



# The Structure of the English Preparatory Program



Our English Preparatory Program consists of four tracks, each lasting seven weeks. Students enrolling in the university's English language programs first take the Pearson Placement Test (CAUEPE). Based on their scores:

- Students scoring at the A1, A2, or B1 levels are placed in the appropriate courses in the English Preparatory School.
- Students who complete the B1+ level successfully are eligible to transition to their chosen programs in their faculties.

The track system allows students to progress step by step, with each track designed to improve their language skills over the seven-week period.



## Determining the Levels of the Preparatory Program

Students enrolled at our university must take the EPE exam, which our English Preparatory School organizes. Students who score at the B2 level are registered for their chosen programs in their faculties. The courses that students are required to complete based on their EPE test results are as follows:

1ST SEMESTER (FALL)		2ND SEMESTER (SPRING)	
TRACK 1 (8 WEEKS)	TRACK 2 (8 WEEKS)	TRACK 3 (8 WEEKS)	TRACK 4 (8 WEEKS)
A1	A2	B1	B1+
A2	B1	B1+ EXTENDED	
B1	B1+	FACULTY	



## Completion of A1 Level ★☆☆☆☆

- Can understand short texts (written and spoken) on general and familiar topics, including frequently used words and everyday expressions.
- Can introduce themselves and others and ask and answer questions about personal details such as where they live, people they know, and things they have.
- Can interact in a simple way, provided the other person talks slowly and clearly and is prepared to help.

## Completion of A2 Level ★★☆☆☆

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g., basic personal and family information, shopping, local geography, employment).
- Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms aspects of their background, immediate environment, and matters in areas of immediate need.

## Completion of B1 Level ★★★☆☆

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while traveling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, wishes, and ambitions and briefly give reasons and explanations for opinions and plans.

## Completion of B1+ Level ★★★★★

- Can understand the main ideas of complex text on concrete and abstract topics, including technical discussions in their field of specialization.
- Can interact with a degree of fluency and spontaneity, making regular interaction with native speakers possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options

## Textbooks

Each course has textbooks, planned by the English Preparatory School according to the level of the students. The relevant course instructor distributes the textbooks, and new books are used on the first day of each new course.



## Attendance

Students of the English Preparatory School must attend 70% of the courses at each level. It is the students' responsibility to track attendance via CAU360 at each level transition. Students exceeding 30% absenteeism cannot take the Level Exam and must repeat the 8-weeks course. Absences for any reason or early departures from class will not be excused. Attendance is also required for make-up lessons or schedule changes, as announced, with the same attendance rules applied.



## Medical Reports

Students are not expected to provide medical report for short-term illnesses. In such students use their 30% absenteeism rights. A medical report valid only for taking a make-up exam must be issued by a fully equipped state hospital and submitted to the English Preparatory School Office, along with a letter explaining the situation, within three business days from the report's due date. However, under no circumstances will absenteeism be waived.

## Social and Sport Activities

In addition to supporting our students' language development, we also aim to enhance their social skills through a variety of social and sports activities organized by our preparatory school. With club activities, tournaments, cultural trips, and workshops, we strive to boost students' motivation while strengthening their team spirit and communication skills. These activities also provide students with opportunities to connect with peers from different cultural backgrounds and to use the language they are learning in real-life contexts.



## Student Clubs

At our university, student clubs offer a dynamic platform for personal growth, creativity, and collaboration. These clubs bring together students from diverse backgrounds to share interests, develop skills, and create meaningful experiences outside the classroom. Whether you're interested in cultural activities, sports, arts, or professional development, joining a club is an excellent way to make new friends, explore your passions, and enhance your university journey. There are student clubs in the 2025–2026 academic year. You can check it the link below.



# Exams and Evaluations



Students who participate in social, cultural, and sports activities approved by the University on behalf of the Rectorate are considered excused for the courses they missed. Students who participate in social, cultural, and sports activities outside of those approved by the University use their 30% absenteeism rights and are marked absent on the attendance list.

Whether students can progress to the next level is determined based on their average success at the current level. For students to be able to proceed to the next level, their level's average success rate should be 65 out of 100. Students who cannot reach the 65% success rate are required to repeat the course.

The level averages are calculated based on the following:

<b>PROGRESS TEST</b>	<b>%30</b>
<b>LEVEL EXAM</b>	<b>%50</b>
<b>SPEAKING EXAM</b>	<b>%10</b>
<b>HOMEWORK / PROJECT</b>	<b>%10</b>

**Progress Test:** It is an exam that measures reading, listening, vocabulary, and grammar skills and is held in the fourth week of each level.

**Level Exam:** It is an exam held in the last week of each level and includes sections on listening, writing, reading, vocabulary, and grammar.

**Homework/Project:** It comprises one or more assignments or projects created by the level instructors, which differ within each level.

**Listening:** It consists of two different listening texts and questions. In the first listening text, students are given two chances to listen to the selected text and are expected to answer the questions based on the listening text. In contrast, in the second listening text, students are given only one chance to listen to the text and are expected to answer the questions while listening.

**Reading:** It consists of two different reading texts whose lengths and difficulty levels vary according to the levels. Students are expected to read the texts and answer the questions.

**Writing:** It is an exam held in the last week of each level and includes sections on listening, writing, reading, vocabulary, and grammar.

**Speaking Exam:** It is an exam held at the end of each level that evaluates students' word choice, pronunciation, expression skills, and how they use the knowledge gained in the course while speaking. Each student is given 10 minutes, and two instructors evaluate the exam.

**Make-up Exam:** Students are expected to take all the assignments and exams held during the semester, including the midterm evaluations (Progress Test) and the final exam (Level Exam). Students who cannot attend the exams due to being granted leave for social, cultural, and sports activities approved by the University for ten days or more, or due to medical reports verified by the University, can apply to the English Preparatory School Executive Board with a letter and medical reports explaining their situation on the dates determined by the English Preparatory School Management Board. In case of unforeseen emergency situations, students must write a letter explaining their situation and document their excuse to be eligible to take the make-up exam. If the Board approves the excuse, the student can take the make-up exam.

**Appeals:** Students can request a re-evaluation of their exam papers or feedback with a petition to the English Preparatory Program Unit within three business days after the announcement of the exam results.

**Exemption:** A prerequisite for exemption from the English Preparatory Program is set for the programs where the language of instruction is English.

# Assessment and Grading System for Undergraduate (4-Year) Programs

## Step 1

Each track (8-week period) has a weight of 25%. The average of the track grades obtained by the student from each track is calculated, with each track contributing 25%. In order for a student to be eligible to take the GATEWAY exam, the total of the grades obtained from the four tracks must be 65 or above.

## Example

TRACK	The grade obtained by the student	The average weighted at 25%
Track 1	70	17.5
Track 2	75	18.75
Track 3	80	20
Track 4	85	21.25

**Total Score: 77.5 (The student is eligible to take the GATEWAY exam.)**

## Step 2

At the end of the term, all students who have completed all tracks and obtained a total score of 65 or above from the tracks are eligible to take the GATEWAY exam.

## Step 3

Students who obtain a B1+ level or above in the GATEWAY Exam are transferred to their faculties.

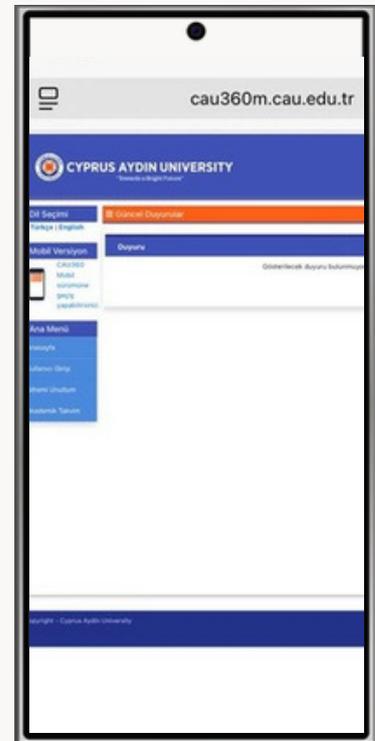
# Rules to be Followed During Exams

## Exam Rules and Instructions

- Bring your Cyprus Aydın University student ID or a valid photo ID (Turkish ID, passport, or driving license).
- Arrive at least 10 minutes early. No extra time will be given to late students.
- Electronic devices and dictionaries are not allowed. Turn off your phone and leave it in the designated area.
- Only water is allowed in the exam room. No food or drinks.
- Your desk should only have a pen, eraser, clock, water, and exam papers.
- Do not borrow or lend items. Bathroom use is not allowed during the exam.
- Do not open the exam booklet or write until instructed.
- Check for missing pages or questions once the exam begins. Raise your hand for assistance. Write your name, surname, student number, and booklet number on the cover page. Invigilators will not answer exam-related questions.
- Talking or leaving your seat is prohibited. Cheating or helping others will result in a zero and disciplinary action. For exams with optical forms, code answers carefully – only the optical form will be graded. Stay seated until all materials are collected.
- Missing documents will invalidate your exam.
- Students with disabilities or health issues must inform the Administrative Unit in advance.

## CAU360

- CAU360 (cau360m.cau.edu.tr) is an online platform students use to follow announcements, attendance status, and exam results, and evaluate courses and instructors, using the username and password given to them during registration, which they also use while logging in to CAU360
- You can also see the newly added mobile app on the website, and switch to the CAU360 mobile version.



## CAU Website



# Social Media Accounts, Announcement Boards



English Preparatory School

62  
posts

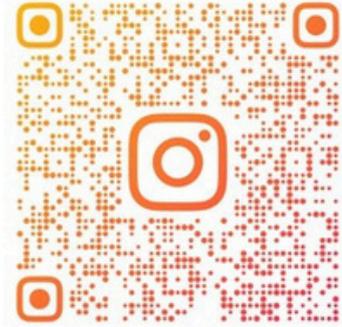
348  
followers

47  
following

College & university

WELCOME TO CYPRUS AYDIN UNIVERSITY  
ENGLISH PREPARATORY SCHOOL

[cau.edu.tr/en/english-preparation-scho...](http://cau.edu.tr/en/english-preparation-scho...)



@CAU.EPS



@CAUCAMPUS



Kıbrıs Aydın Üniversitesi

3.661  
posts

16,4K  
followers

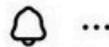
57  
following

Kıbrıs Aydın Üniversitesi | Official Instagram Account of Cyprus Aydın University 📞 08505324278-05488630484  
Dr.Fazıl Küçük Caddesi No:80 Ozanköy, Girne

See Translation

[www.cau.edu.tr](http://www.cau.edu.tr)

< cauogrencidekanligi



179  
posts

416  
followers

47  
following

Community

Kıbrıs Aydın Üniversitesi Öğrenci Dekanlığı Resmi Hesabı  
#aydınlıkbirgeleceğe

See Translation



@CAUOGRENCIDEKANLIGI

# Discipline and Punishment Procedures

The regulations to be followed during your education at the English Preparatory are communicated to students by instructors at the start of each semester. Additionally, all procedures are provided in written documents through CAU360. The disciplinary measures at Cyprus Aydın University are guided by the Cyprus Aydın University Student Discipline Regulation. Here are some of the class rules established according to these principles:

- Maintain politeness and respect in your verbal communication and conduct.
- Honor personal space and rights.
- Respect both personal and intellectual property.
- Arrive on time for class.
- Come prepared for each session.
- Adhere to your teachers' instructions.
- Regularly complete and submit assigned homework on time.
- Keep classrooms clean and organized.
- Act ethically in your academic endeavors and conduct.
- Discipline Procedures Instructors will present class rules to students during the first week of classes. (These rules are as listed above.)

Stage One Problematic behavior occurs.	The instructor verbally warns the student to talk outside of the class.
Stage Two Problematic behavior continues/ increases.	The instructor completes an Incident Report Form after the class. The instructor and the student sign the document. If the student refuses to sign, the instructor notes this on the form. The instructor submits the form to the Team Leader. The Team Leader talks to the student and warns them about the possible consequences if the behavior continues.
Stage Three Problematic behavior continues/ increases.	The instructor completes an Incident Report Form. The instructor and the student sign the document. If the student refuses to sign, the instructor notes this on the form. The instructor submits the form to the Team Leader. The Team Leader attaches all relevant documents. The disciplinary process begins*.

- Disciplinary actions can be initiated immediately, bypassing prior steps, depending on the severity of the inappropriate behavior.
- The Student Disciplinary Regulations of Higher Education Institutions assess disciplinary and punitive measures. Generally, students at the English Preparatory School at Cyprus Aydın University are expected to:
  - Avoid actions that could disrupt the learning environment
  - Arrive punctually with the necessary materials
  - Treat peers and instructors with respect
  - Adhere to the ethical standards of academia
  - Refrain from causing damage to school property.

Students who do not follow the rules outlined in the Student Disciplinary Regulations, including those mentioned above, will be referred to the Discipline Board. Following an evaluation by the Discipline Board, a student may receive a warning, reprimand, or suspension. Furthermore, any disciplinary decisions made by the Discipline Board will be documented in the students' files.