



SCHOOL OF FOREIGN LANGUAGES
2025-2026 ACADEMIC YEAR



**CYPRUS AYDIN
UNIVERSITY**

"Towards a Bright Future"



Students'

Handbook.

Welcome to SFL!

Dear Students,

As the Cyprus Aydin University School of Foreign Languages, 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 School of Foreign Languages, 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 School of Foreign Languages

The School of Foreign Languages consists of two programs: English Preparatory Program and Turkish Preparatory Program. Both programs have their own coordinators and team leaders. All programs are planned according to their own missions and visions and to meet the needs of students with shared values.

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 SFL

Sr. Lecturer Sergen Irmak

Acting Head of English Prep.School

Lecturer Cem Seymen Karakaş

Lecturer

Sr.Lecturer Elif Öykü Akın

Lecturer

Sr. Lecturer Yasin Ergin

Lecturer

Sr.Lecturer İlke Burçak Çiftçi

Lecturer

Sr.Lecturer Ece Işıl Şık

Lecturer

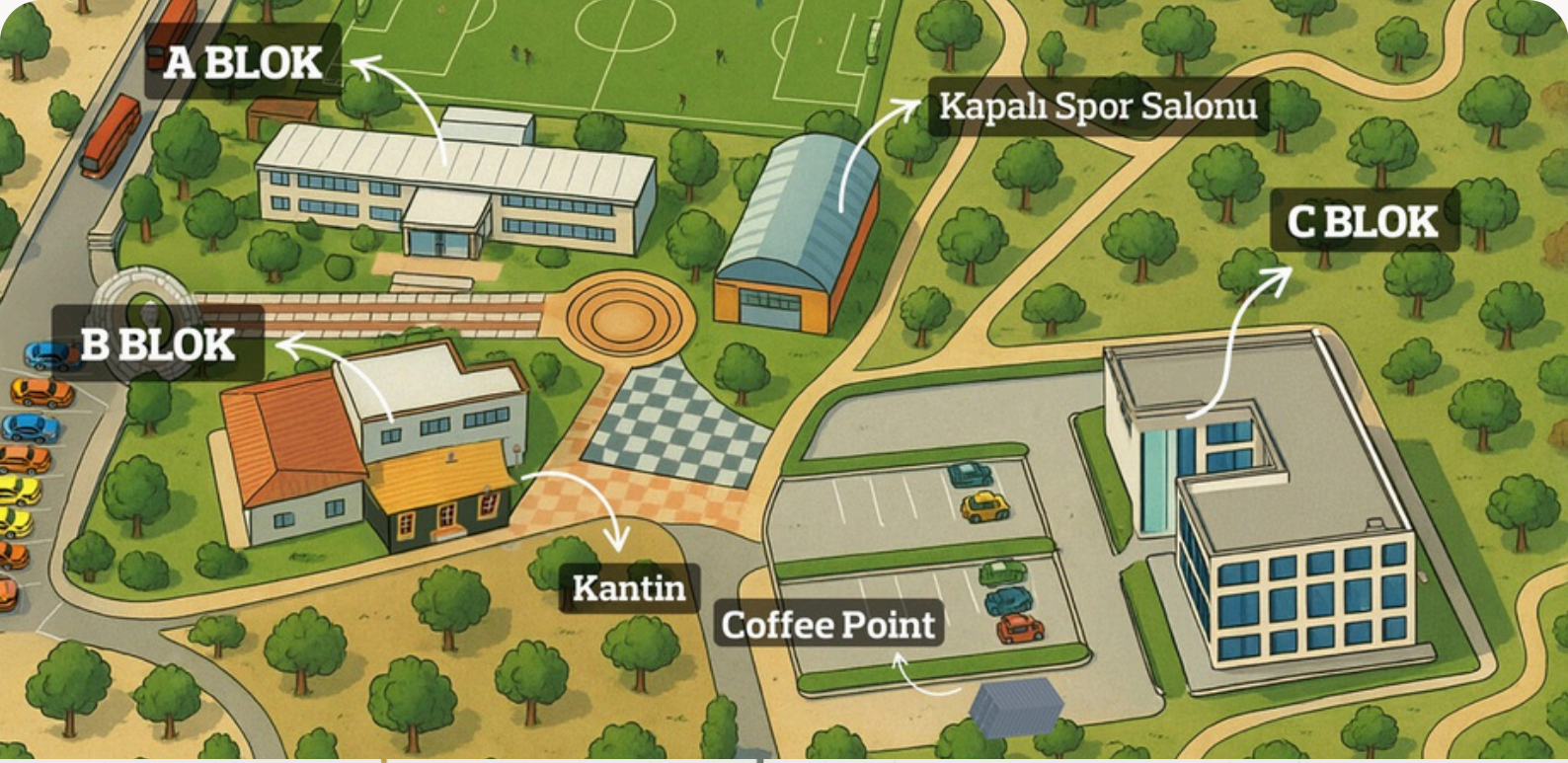
Lecturer Fatmanur Çalışkan

Lecturer

Lecturer Mustafa Eray Eroğlu

Lecturer

Lecturer Şeymanur Ağan



A BLOCK

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

B BLOCK

- Rectorate Dean's Offices
- Academic Staff Offices
- School of Foreign Languages
- Campus Directorate
- Student Affairs Office
- Accounting Office

C BLOCK

- 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 Office related questions; sfl@cau.edu.tr

B-BLOCK - 2nd Floor

For registration, course, department, and any questions you may need; CAU Student Affairs: bilgi@cau.edu.tr

B-BLOCK

For all your accounting questions; CAU Accounting Office: muhassebe@cau.edu.tr

B-BLOCK

For online courses, CAU360 questions; IT Office: bilgiislem@cau.edu.tr

A BLOCK

For book borrowing and library questions;

Library: library@cau.edu.tr

For Psychological Counseling Services;

PDRRAM : pdrmerkezi@cau.edu.tr



Preparatory School Student 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 School of Foreign Languages 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 **sfl@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	

Levels



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 its textbooks, planned by the School of Foreign Languages 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 80% of the courses at each level. It is the students' responsibility to track attendance via CAU360 at each level transition. Students exceeding 20% absenteeism cannot take the Level Exam and must repeat the 8-week 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.

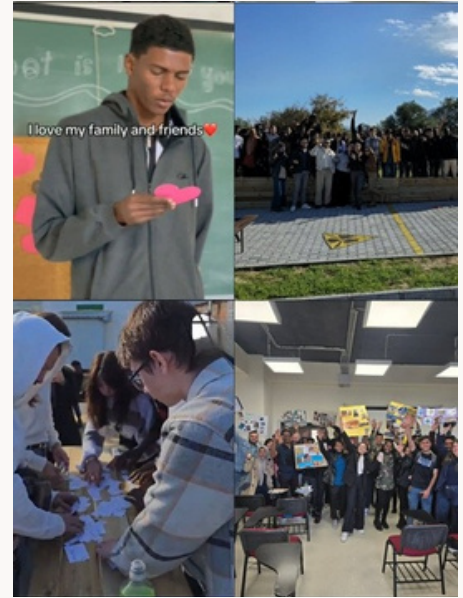


Medical Reports

Students are not expected to provide a medical report for short-term illnesses. In such cases, students use their 20% 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 School of Foreign Languages' 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 a total of 18 student clubs in the 2024–2025 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 20% 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:

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

Progress Test: It is an exam that measures reading, writing, 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 Foreign Language School Executive Board with a letter and medical reports explaining their situation on the dates determined by the Foreign Language 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 periods) has a weight of 25%.
- The average of the student's track grade is calculated as 25% for each track.
- The sum of the weighted track averages is then calculated, and 70% of this total is taken.

Example:

Track	Student's Score (Example)	25% Weighted Score
Track 1	70	17.5
Track 2	75	18.75
Track 3	80	20
Track 4	85	21.25

Total Score: 77.5

70% of the Total Score = 54.25

Step 2:

- At the end of the semester, all students who have completed the tracks take the GATEWAY Exam.
- 30% of the GATEWAY Exam score is taken.

Example:

Exam	Student's Score (Example)	30% Weighted Score
GATEWAY	60	18

Step 3:

- The weighted total score from the tracks and the weighted GATEWAY Exam score are added together.
- Students who achieve a total score above 65 are considered successful and qualify to move on to their department.

Example:

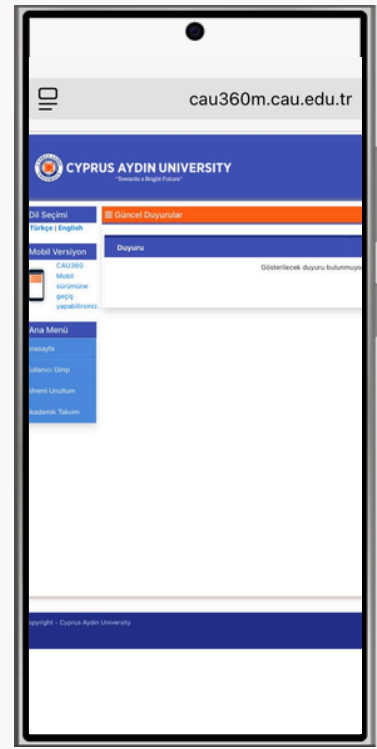
Weighted Track Total (%70)	Weighted GATEWAY Exam (%30)	Total Score
54.25	18	72.25 <input checked="" type="checkbox"/> Pass

Rules to be Followed During Exams

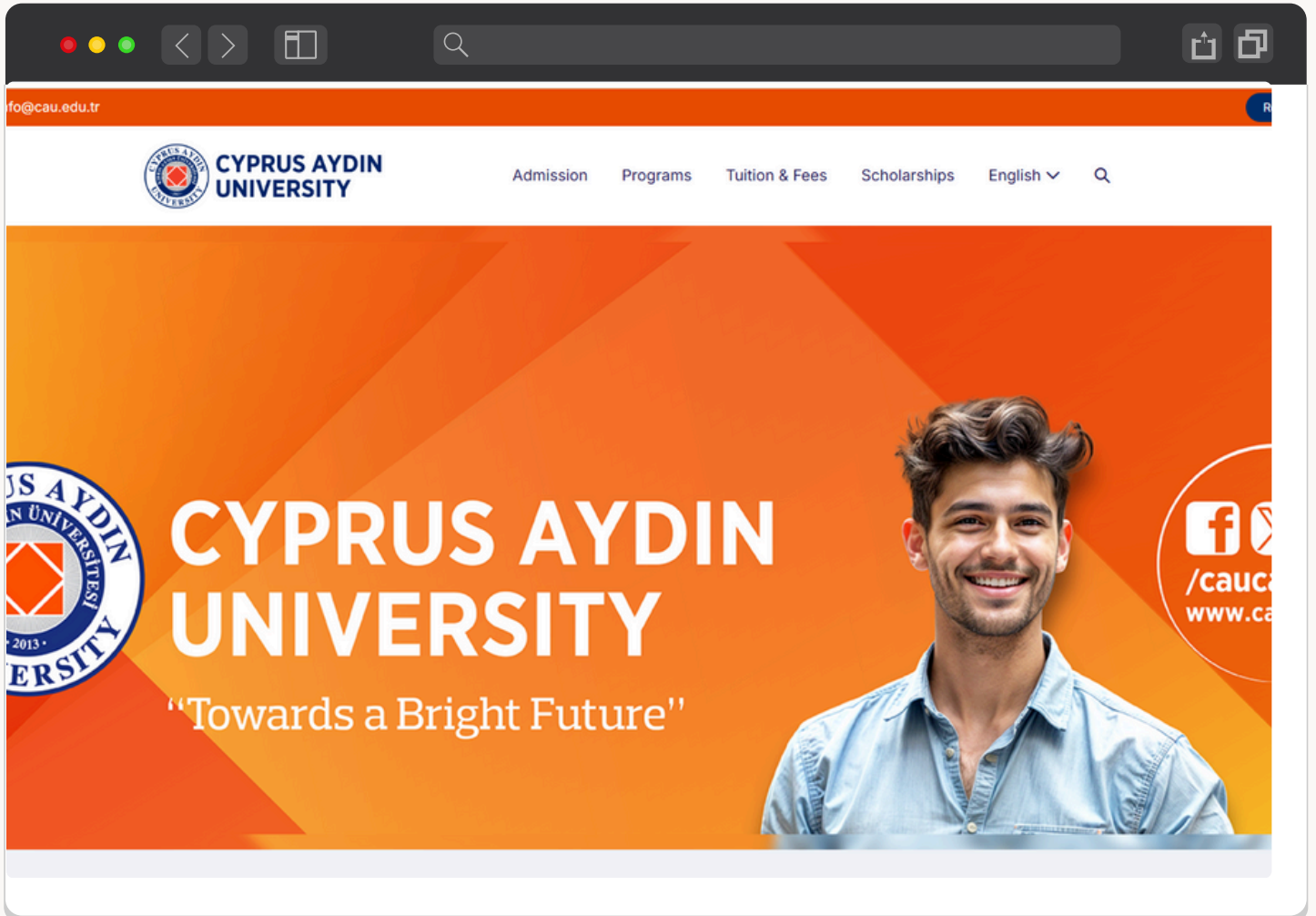
- Ensure you have your Cyprus Aydın University student ID or a valid photo ID such as a Turkish ID, passport, or driving license with you and sign next to your name on the signature sheet. Be present at the exam venue at least 10 minutes before the exam time.
- Keep in mind that no extra time will be given to late students.
- Note that the use of any electronic devices and dictionaries is not allowed during the exam.
- Ensure your cell phone is turned off during the exam and leave it in the area indicated by the invigilator.
- It is forbidden to bring food and drink into the exam room. You can only have water with you.
- Ensure there is nothing on your desk besides a clock, pen, eraser, water, and exam material.
- During the exam, students are strictly forbidden to ask each other for pens, erasers, etc.
- Going to the bathroom during the exam is prohibited. Do not open your exam booklet until instructed by the invigilator.
- Do not write anything until the invigilator completes the announcements and starts the exam. As soon as the exam starts, check whether there are any missing pages or questions in your booklet. If you have any problems or questions, just raise your hand. Your invigilator will be there to solve your problems.
- Do not forget to write your name, surname, student number, and booklet number on the cover page of the exam booklet. The invigilator will provide the booklet number information.
- Invigilators will not answer questions related to the exam content. During the exam, getting up from your seat and talking to other students is forbidden.
- Cheating, attempting to cheat, and giving and receiving help are strictly prohibited during the exam, and exhibiting these behaviors will result in a score of zero.
- Additionally, it requires disciplinary action according to the university's Discipline Regulations. Make sure you code all your answers correctly on the optical form in exams that require an optical form. The student is responsible for any coding errors on the optical form. Only the information on the optical form will be considered when grading.
- Do not get up from your seat until the invigilator collects all exam materials when the exam is over.
- Make sure you have submitted all the exam materials to the invigilator. Missing documents will result in your exam being invalidated.
- Students with any disability or health problem must inform the Administrative Unit beforehand about their situation for necessary exam arrangements.

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



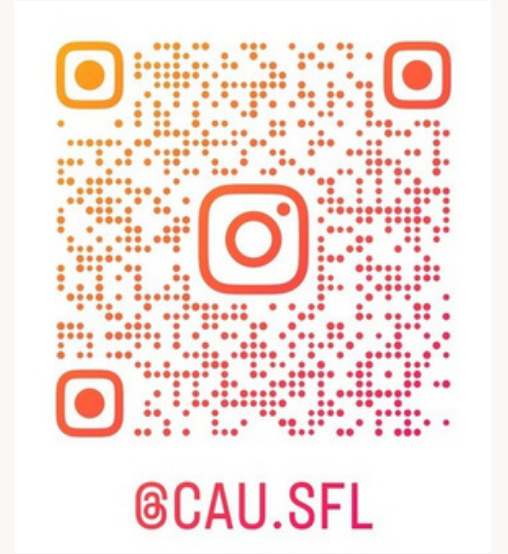
Social Media Accounts, Announcement Boards

< cau.sfl

 School of Foreign Languages

53 posts 137 followers 7 following

College & university
Welcome to Cyprus Aydın University - School of Foreign Languages



 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

< cauogrencidekanligi

 Community

179 posts 416 followers 47 following

Kıbrıs Aydın Üniversitesi Öğrenci Dekanlığı Resmi Hesabı
#aydınlıkbirgeleceğe
See Translation



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 School of Foreign Languages 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.