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ACADEMIC CALENDAR

FALL TERM

ENGLISH PROFICIENCY EXAM FOR UNDERGRADUATE STUDIES	13 SEPTEMBER 2021
CLASSES COMMENCE	20 SEPTEMBER 2021
PUBLIC HOLIDAY	18 OCTOBER 2021
PUBLIC HOLIDAY	29 OCTOBER 2021
FIRST MODULE FINAL EXAM	4 -10 NOVEMBER 2021
MAKE UP EXAM FOR FIRST MODULE	12 NOVEMBER 2021
PUBLIC HOLIDAY	15 NOVEMBER 2021
CLASSES COMMENCE FOR SECOND MODULE	16 NOVEMBER 2021
HOLIDAY FOR STUDENTS	25 DECEMBER 2021
PUBLIC HOLIDAY	1 JANUARY 2022
SECOND MODULE FINAL EXAM	6- 12 JANUARY 2022
MAKE UP EXAM FOR SECOND MODULE	18 JANUARY 2022

SPRING TERM

ENGLISH PROFICIENCY EXAM FOR UNDERGRADUATE STUDIES	11 FEBRUARY 2022
CLASSES COMMENCE FOR SECOND MODULE	14 FEBRUARY 2022
THIRD MODULE FINAL EXAM	31 st MARCH -6 APRIL 2022
MAKE UP EXAM FOR THIRD MODULE	8 APRIL 2022
PUBLIC HOLIDAY	23 APRIL 2022
CLASSES COMMENCE FOR FOURTH MODULE	11 APRIL 2022
PUBLIC HOLIDAY	1 MAY- 04 MAY 2022
PUBLIC HOLIDAY	19 MAY 2022
FOURTH MODULE FINAL EXAM	30 MAY -6 JUNE 2022
MAKE UP EXAM FOR FOURTH MODULE	14 JUNE 2022

SUMMER TERM

ENGLISH PROFICIENCY EXAM FOR UNDERGRADUATE STUDIES	24 JUNE 2022
CLASSES COMMENCE	27 JUNE 2022
PUBLIC HOLIDAY	8- 12 JULY 2022
PUBLIC HOLIDAY	20 JULY 2022
PUBLIC HOLIDAY	1 AUGUST 2022
FIRST MODULE FINAL EXAM	2-5 AUGUST 2022
MAKE UP EXAM FOR FIRST MODULE	8 AUGUST 2022

B. ENGLISH PROFICIENCY & PLACEMENT EXAM and RULES FOR EXEMPTION

- Students who register in the English stream of the departments at Near East University are required to take the English Proficiency and Placement Exam.
- Students who are successful in the English Proficiency and Placement Exam start their departments directly.
- Students who are unable to pass the proficiency exam are registered to a class according to their exam results

- Students who completed an English language program in another university at the required level in the last two years are eligible to start their departments.
- Students who graduated from an English medium school in a country where English is a native language are eligible to start directly to their departments. These countries include the USA, the UK, Canada, New Zealand, and Australia. If the student has studied in any other country or is a resident of a country where the native language is not English but the official language is English (such as Nigeria and India), the student will not be exempt from the language exam and will need to take the Near East University English Proficiency Test.
- Students who hold the following certificates are exempt from the Placement and Proficiency Exam and can register directly to their departments. An original certificate needs to be submitted to the English Preparatory School administration.

EXAM	Accepted result
Cambridge English FCE	160 and above
IELTS	5.5 and above
TOEFL IBT	72 and above
TOEFL CBT	200 and above
TOEFL PBT	520 and above
YDS	75 and above
YÖKDİL	75 and above
Pearson PTE	55 and above
SAT Reading and Writing	350 and above
IGCSE	A,B,C
UNPT	60 and above
ACT	22 and above

Cambridge English **CPE** and Cambridge English **CAE** exam results are also accepted.

According to a decision taken by the students Selection and Placement Centre (ÖSYM) on 14.02.2014 IELTS tests scores cannot be used for exemption by the Turkish Citizens

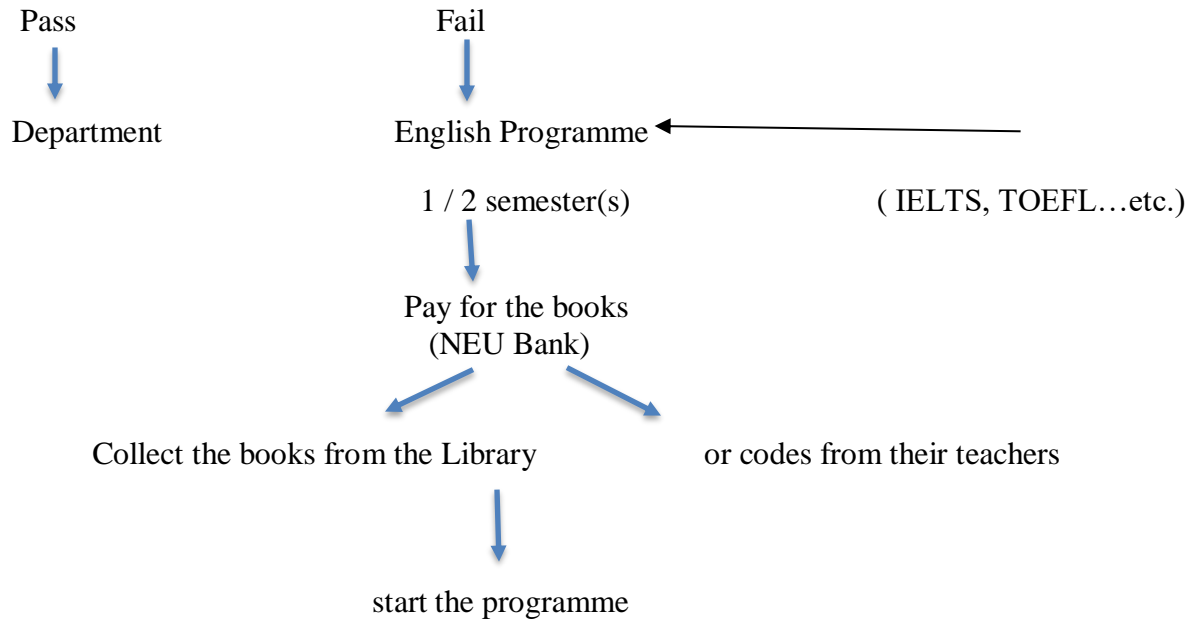
C.1. Registering for Preparatory School Programme

All students who are accepted to enroll into an English-medium department and sent to English Preparatory School should take the following steps:

PROFICIENCY EXAM

NO PROFICIENCY EXAM

LEARNER HANDBOOK



C.2. Preparatory School Programme

All students who are accepted to enroll into an English-medium department and sent to English preparatory school, to take the following steps:

- 1) Students take written English Proficiency and Placement Exam and if they are successful,
 - can go to their departments directly
 - Students who are unable to pass the proficiency exam are registered to a class according to their exam results.
 - Students who do not take the proficiency exam are directly registered to a class
 - If the student has taken an internationally accepted exam and has a document showing his/her score, he/she needs to send his / her exam result to englishpreparatory.school@neu.edu.tr
 - 2) The payment for the coursebooks is paid into NEU's bank.
 - 3) The coursebooks (hardcopy) are collected from the main library.
 - 4) Learners start the learning programme. They attend the classes and assessed frequently throughout the semester.
 - 5) At the end of the semester, students' total grade is calculated
- If their grade is enough to pass, they can start their department the following semester
 If their grade is not enough to pass, students repeat the same programme the following semester

C.3. NEU Preparatory School as a Pearson Assured Centre

What does it mean to be a Pearson assured centre?

It means that our preparatory school has undergone a thorough evaluation for the learning programme it offers:

- The learning programme has been examined in terms of the design, delivery, quality assurance and self-assessment
- All the policies, processes and procedures underpinning the system of the learning programme at the NEU English Preparatory School were examined
- It has been confirmed that NEU English Preparatory School meets the quality standards and has a fully-functioning quality system thus it has been accredited and became a Pearson/Edexcel Assured Centre
- The accreditation is given by Pearson Education Limited which is the world's largest education publishing and technology company and the owner of Penguin Readers and The Financial Times.

D. ENGLISH PREPARATORY SCHOOL LEARNING PROGRAMME & EXPECTATIONS

The learning programme in NEU's English Preparatory School is a student-centred programme in which the students are guided by the lecturers and are expected to take the responsibility for their own learning. The students have the opportunity to reach their lecturers outside the classroom and learn about extra resources that will help them in their studies. As the preparatory school has a student-centred approach, the lecturers pay attention to students' individual needs and different learning styles. Thus, the learning programme is supported by the use of technology, a variety of materials and activities to make the lessons more motivating and attractive for the students and to be able to address everyone's needs. Furthermore, the students are guided to learn 'the language in use' rather than the language as isolated structures. In meeting its objectives, the learning programme in NEU's English Preparatory School closely follows the CEFR which has internationally accepted standards in learning English. Thus every student in the English preparatory school is expected to do self-assessment to see whether he/she meets the expectations stated in the descriptors (can-do statements) of the CEFR for each skill. To meet the NEU's English Preparatory School's expectations and order to complete the programme students need to reach B1+ level. The CEFR self-assessment grid is shown below.

D.1 COURSES TAUGHT

The learning program in the Preparatory School is a two-semester program that includes A1, A2, B1, B1+ and B2 levels.

Students who are successful at the end of each module are eligible to continue to the next level. The students who are not successful have to repeat the module.

- Students can start their program in their departments after completing one semester provided that they reach B1+ level.
- The duration of English Preparatory School for Medicine, and Dentistry students is one academic year if they cannot pass the English Proficiency Exam. Thus, the levels for the students from Medicine,

and Dentistry departments can be extended to B2 depending on the time they complete the minimum required level. They are also given ESP (English for specific purposes) before they start their departments.

- Students who complete B1 level at the end of each term are given an English Proficiency Exam. Those who receive a score at B1+ level are eligible to proceed to their departments.
- The exit level from English Preparatory School will determine the courses that the students are required to take when they start their departments.

The courses taken in all levels are as follows

ENG 010 A1 LEVEL

ENG 011 A2 LEVEL

ENG 020 B1 LEVEL

ENG 021 B1+ LEVEL

ENG 022 B2 LEVEL

ENG 030 B2 ESP 1

D.2 COURSES TO BE TAKEN ACCORDING TO THE STARTING LEVEL

STARTING LEVEL	COURSES TO BE TAKEN
ENG 010 (A1)	ENG 010 (A1) ENG 011 (A2) ENG 020 (B1) ENG 021 (B1+) EXIT LEVEL

ENG 011 (A2)	ENG 011 (A2) ENG 020 (B1) ENG 021 (B1+) ENG 022 (B2) EXIT LEVEL
ENG 020 (B1)	ENG 020 (B1) ENG 021 (B1+) EXIT LEVEL
ENG 020 (B1) Health Sciences starting Fall Term	ENG 020 (B1) ENG 021 (B1+) ENG 022 (B2 ESP 1) ENG 030 (B2 ESP 1) EXIT LEVEL

E. QUALITY STANDARDS & CEFR

Common reference levels

Level group	Level group name	Level	Level name	Description
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A	Basic user	A1	Breakthrough or beginner	<ul style="list-style-type: none"> • Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. • Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. • Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
		A2	Way stage or elementary	<ul style="list-style-type: none"> • Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very 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 his/her background, immediate environment and matters in areas of immediate need.
B	Independent user	B1	Threshold or intermediate	<ul style="list-style-type: none"> • 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 travelling 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, hopes and ambitions and briefly give reasons and explanations for opinions and plans. •
		B2	Vantage or upper intermediate	<ul style="list-style-type: none"> • Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. • Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite 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.
C	Proficient user	C1	Effective operational proficiency or advanced	<ul style="list-style-type: none"> • Can understand a wide range of demanding, longer clauses, and recognize implicit meaning. • Can express ideas fluently and spontaneously without much obvious searching for expressions. • Can use language flexibly and effectively for social, academic and professional purposes.

				<ul style="list-style-type: none"> • Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.
		C2	Mastery or proficiency	<ul style="list-style-type: none"> • Can understand with ease virtually everything heard or read. • Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. • Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

F. COURSEBOOKS

The coursebooks used at the NEU English prep school are chosen with great care after the evaluation of the questionnaires given to both the lecturers and the students because it is important that the coursebooks address to the expectations of the learning programme.

Each student is responsible for purchasing the original copy of the coursebooks. Due to copyright, it is forbidden to use the copied version of the coursebooks.

G. ONLINE PLATFORM (ONLINE ASSESSMENT)

Blended learning has been part of our learning programme since it increases the amount of learning process. With the developments of the **online platforms**, the students are given the opportunities to do additional activities and increase the amount of time they are exposed to the target language. With the help of online platforms, online assessment has been integrated to the learning programme where students have the chance to assess themselves and depending on the results of the tests, reach to the materials which meet their needs. Thus, autonomous learning is supported.

In our learning programme we have got two types of platforms Empower and Moodle

G.1 EMPOWER

Empower Online Includes:

- The online workbook
- The online extension
- The online assessment parts

Empower Online Registration Steps for Students:

- **STEP 1:** Students need to enroll to www.cambridgelms.org
- **STEP 2:** They will click on **register** and fill a form with their details
- **STEP 3:** The students will get a **notification** saying that they need to activate the system. Once the students enter their activation code which is behind the cover of the Empower Course book. They will be activated.
- **STEP 4:** The students will click on **join class** and enter **class code** which the class teacher has given to the class.
- **STEP 5:** After entering the code the students will be able to enter their **own** class.

H. ASSESSMENT & GRADING

During a 7-week course, students gather points from the following (Total: 200 points)

Attending 100 hrs and above:	10 points	
Task Based portfolio:	20 points	
Project Based	10 points	
Online Assessment:	20 points	Progress Tests, Mid course and End of Module
		Achievement Test
Writing portfolio	40 points	
Final	100 points	
Total:	200 points	

- The students who collect 100/200 can proceed to the next level. The students who cannot gather 100 points out of 200 repeat the module.
- Students who are unable to take the Final Exam due to **health reasons** shall be allowed to take the Make-Up exam provided that they provide a **medical report** taken from The Near East University Hospital or a state hospital within 7 days of the exam date.
- If there are any objections or challenges regarding exams, students **within 3 days** of the announcements of the exam results may write an email to English Preparatory School (englishpreparatory.school@neu.edu.tr) about their complaint. The applications of complaint shall be evaluated and decided upon by the Administrative Board.

I. FEEDBACK & SUPPORT

- Teachers are responsible for getting feedback about each exam to learn about students' weaknesses and strengths. Teachers closely follow students to give support when needed and they keep a record of the guidance given for students to follow. Thus, the teachers can shape their lessons according to the feedback they get.

- Teachers can also get feedback about the students' improvement by looking at their '**portfolio work**'. Students regularly get feedback on their portfolio work about how they should improve themselves and at the end of the courses they have a portfolio which is totally composed of their own work. The aim is to give the students full responsibility of their own work.

J. ATTENDANCE

In order to be able to follow their lessons thoroughly and avoid missing any responsibilities regarding portfolios and projects students are expected to attend their lessons. The students who attend minimum 100 hrs. in a 7-week course will be given 10 points.

K. FREQUENTLY ASKED QUESTIONS

1. Is the English Preparatory Program compulsory for all students?

English Preparatory Program is compulsory for students who register in the English stream of the departments at Near East University.

2. How long is the English Preparatory Program?

The learning program in the Preparatory School is a two-semester (4 levels) program that includes A1, A2, B1 and B1+ and levels. The exit level for students in Faculty of Medicine and Dentistry may extend to B2 level.

3. How can I be exempt from the English Preparatory Program?

- Students who are successful in the English Proficiency and Placement Exam start their departments directly. Passing grade is 60 and higher.
- Students who completed an English language program in another university at the required level in the last two years are exempt from the English Preparatory Program.
- Students who graduated from an English medium school in a country where English is a native language are exempt from the English Preparatory Program. These countries are the USA, the UK, Canada, New Zealand and Australia.
- Students who hold the following certificates are exempt from the Placement and proficiency exam and can register directly to their departments.

• EXAM	Minimum accepted RESULT
TOEFL IBT	72
TOEFL CBT	200
TOEFL PBT	520
YDS	75
YÖKDİL	75
PTE	55
CAE	All levels
CPE	All levels
FCE	160
SAT – Reading & Writing	350
IGCSE	A, B, C
IELTS (only for international and TRNC students)	5.5
UNPT	60
ACT	22

4. Where can I find the UNPT (Under Graduate Proficiency Exam) sample questions?

You can find UNPT sample questions from the link below

<https://prep.neu.edu.tr/akademik/yakin-dogu-universitesi-lisans-ogrencileri-ingilizce-dil-yeterlilik-sinavi-el-kitabi/>

5. How can I learn the result of my English Placement Exam?

UNPT exam result can be learned either via email(englishpreparatory.school@neu.edu.tr) or from Near East University English Preparatory School Web page.

6. How am I assigned to a class in the English Preparatory Program?

Students who fail in the English Preparatory School English Language Proficiency and Placement Exam for undergraduate students (UNPT) are assigned to classes based on the results obtained in the English Proficiency Exam.

7. What is the teaching system in the English Preparatory Program?

The learning program in the Preparatory School is a two-semester (4 levels) program that includes A1, A2, B1 and B2 levels.

Students who collect 100 / 200 in each module can proceed to the next level. The students who cannot gather 100 points out of 200 repeat the module.

Students can start their program in their departments after completing one semester provided that they reach B1+ level.

The duration of English Preparatory School for Medicine and Dentistry students is one academic year if they cannot pass the English Proficiency Exam. Thus, the levels for the students from Medicine, and Dentistry departments can be extended to B2 depending on the time they complete the minimum required level. They are also given ESP (English for specific purposes) before they start their departments.

8. Is attendance compulsory in the English Preparatory Program?

Students who attend 100 hrs and above in each module are given 100 points.

9. Am I entitled to make-ups for the exams that I have missed?

In the case of illnesses, students must contact admin via email (englishpreparatory.school@neu.edu.tr) attached with a medical report within three days from the exam date. These students will be allowed to take a make-up exam.

10. How can I keep track of my grades and my attendance record?

Information about grades and attendance can be learned from your teacher.

11. Where can I buy my course books?

The fee for the books is paid at The Near East Bank,

The books are collected from the Library Bookstore

12. What should I do if I encounter technical problems in online courses and exams?

Students who encounter technical problems should contact their class teacher.

13. Are there *Psychological Support and Counselling* services at *Near East University*?

Near East University is dedicated to helping students with personal, emotional and psychological concerns. If you need to get in with Psychological Support and Counseling service, please contact with your class teacher.

L. DISCIPLINARY REGULATIONS

Disciplinary Regulations (Learner Malpractice)

For the Near East University's student discipline regulations, please refer to the following address: (NEU website – Resources and Administration- Regulations – General Student Discipline Regulations)

M. COMPLAINTS POLICY & PROCEDURES

At NEU's English Preparatory School Administrative Unit, we aim to build positive relationships with all students. However, the school is obliged to have procedures in place in case there are complaints by students. The following policy sets out the procedures that the school will follow in such cases. NEU's English Preparatory School Administrative Unit aims to be fair, open and honest in dealing with any complaint. We will give careful consideration to all complaints and deal with them as quickly as possible. We aim to resolve any complaint through dialogue and mutual understanding. Sufficient opportunity will be given for any complaint to be fully discussed and then resolved.

Complaints:

For informal complaints it is always a good idea to talk to the person or people involved or responsible to sort it out. The informal process is suited to less serious complaints. A lot of issues can be resolved this way without the need for more lengthy processes.

Formal complaints must be lodged in writing with the student's lecturer and coordinators. The formal process focuses on investigating concerns and determining findings.

What is an appeal and the right of appeal?

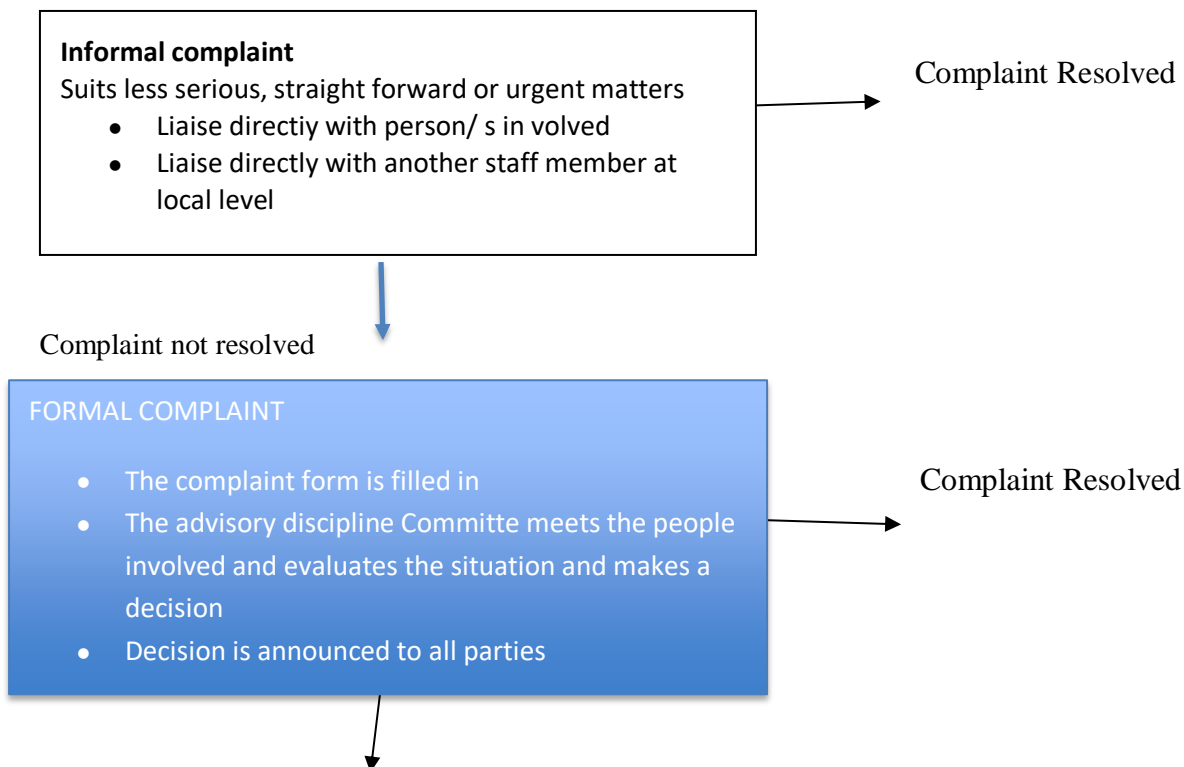
An appeal can be made when the learner is against any decisions or sanctions imposed by the Advisory Discipline Committee. The appeal must be made within 10 teaching days from the receipt of the written notification of the decision. The committee reviews the decision within 15 days and approves it exactly as it is or rejects it, reconsiders it and finalizes the decision.

How the system works for students

Anything which negatively affects the studies or experience at university can be raised as a complaint. There are 3 types of complaints a student can raise

- Complaints about academic decisions and matters
- Complaints about a person
- Complaints about the administration or process
-

Student Complaint Procedure



Complaint not resolved ↓

APPEAL

If students are dissatisfied with the handling of their complaint they may appeal to the Advisory Discipline Committee for a review of the process.

Complaint resolved

Complaint not resolved ↓

Students have the right to appeal to the university's disciplinary board.

N. HEALTH & SAFETY

Policy

Near East University considers the health, safety and welfare of staff and students to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the University's stated goal to promote excellence in teaching, learning and research.

Objectives

Through the implementation of the Health and Safety policy, **the Director of Near East Preparatory School and the Director of Security** is committed to achieving the following objectives:

To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors.

To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.

To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.

To have an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff and students in implementing the Health and Safety Policy.

Responsible People

The Director of Near East English Preparatory School and the Director of Security seek and expect the full co-operation and support of the whole school community to ensure that the Health and Safety Policy and arrangements are implemented effectively.

Plans Related to Health and Safety

In order to achieve the objectives of the Health and Safety Policy the following plans are prepared by the Director of Security in cooperation with the directorate of Preparatory School.

Fire Security Plan

Building Security Plan

Emergency Situation Plan

Evacuation of Building Plan

Training Given

The personnel, lecturers and students within the building are informed of the plans by the Director of Security. They are also informed about what precautions to take against earthquake and what first aid to apply. The relevant training is given once a year.

Fire Security Plan

Aim: The aim of the plan is to protect the equipment within the building and the building itself against Fire. It is necessary to identify the precautions that should be taken in order to minimize the loss of life and supplies. In order to achieve this the procedures that should be applied are shown to the personnel within the building.

Scope: Activities for the Security Plan

Responsible People: The students, lecturers, personnel and Senior Management within the English Preparatory School are responsible for the implementation of this plan.

Definitions

Burns: A chemical reaction that takes place when a flammable material reacts with oxygen and air.

F.E: Fire Extinguishers

Definitions of the Building

Residential Area: It is situated within Near East University, 2km away from Nicosia International Fair Centre. It is built on an area of 9036.69 m².

Near East's English Preparatory School Building and Its Facilities

It is a four-story building with 2 blocks.

Ground Floor: Shops and Classrooms all equipped with computers and projectors.

First Floor: Classrooms all equipped with computers and projectors and a cafeteria.

Second Floor: Classrooms all equipped with computers and projectors.

Third Floor: Directorate, Secretaries Office, Lecturers' Offices and Administrators / Coordinators' Office.

A: Areas that have the highest Risk of Fire.

- a) Cafeteria
- b) Photocopy Rooms
- c) Technician Rooms

B: Areas that have the second highest risk.

- a) Director's Office
- b) Lecturers' Offices
- c) Kitchen
- d) Secretaries' Office
- e) Information Desk

Protection against Fire

Precautions against Fire

Warnings

Areas which are at high risk are labelled with a WARNING AGAINST FIRE.

NO SMOKING signs are placed within the building.

The doors are numbered and the keys are hung on metal plates. They are kept by the Security Personnel. The Security Personnel have the responsibility for the keys.

The last person to leave the rooms has to control the room before locking the door.

The Security Personnel on duty have the control of the room and sign the Security Report Book.

Protective Precautions

The areas with a high risk of fire are equipped with Fire Extinguishers. These Fire extinguishers are controlled periodically by the Security Directorate. A list of all fire extinguishers and their places has been prepared. A form for an Exterior Fire Hydrant System and a closet for the Fire Extinguisher (system with and without water) is filled in every 3-months as a periodic control.

In the foot well of each stair within the English Preparatory School 2 fire extinguishers (6 kg each) are placed.

The equipment needed to extinguish fire is placed in Fire Precaution Equipment Room in the Security Centre.

The equipment is controlled every month.

A Fire truck is on duty 24 hours a day 365 days a year.

An ambulance is present within the University's Hospital.

Emergency Telephone Numbers for fire and emergencies are labelled on areas which are highly visible for people within the building.

In case of a fire the telephone number, 256 should be called.

The addresses and the telephone numbers of the personnel within the school are kept and the personnel are called when necessary.

Building Security Plan

Aim: The main aim of the plan is to assure the internal and external security of the English Preparatory School building and to determine a standard way of protecting the lives and property and the safety of the students, staff and visitors within the school.

Scope: This Plan includes the security activities.

Responsible People: It is the responsibility of the security personnel to carry out this plan.

Action Flow:

The security plan is prepared by the Director of Security and the Director of the English Preparatory School. It is reviewed once a year.

The entrance to the photocopy centre, shops, classrooms and administrative offices is possible only to the people who have been given authority by the Director of Security and the Director of the English Preparatory School. The storage room, kitchen and the classrooms are locked. Only authorized people hold the keys to enter these places.

The security team is responsible for the security within the building between 07.00 - 24.00 and the security outside the building between 24.00 -07.00

Entry and Exit of Students and Visitors

The entrance to the English Preparatory School by students, staff and visitors is only possible through the main entrance gate. The emergency doors cannot be used as an entrance.

The entrance of the students, staff and visitors' to the building is under the supervision of the security personnel.

In the case of suspicious situations the security personnel has the authority to ask to check the contents of the bags and / or parcels of the people entering the building. The security personnel does not open the bags and / or parcels himself / herself. In the case of situations where checks cannot be properly carried out the contents of the bags and / or parcels can be asked to be taken out of the building.

A person detected with a gun or a concealed weapon is asked to hand in the weapon or the gun and the Security Centre is informed immediately.

Entry and Exit of Personnel

Personnel are not allowed to use any entrance rather than the specified one for them.

Personnel must wear identification cards. Personnel who do not wear identification cards can start working only after informing the related person in charge. The identification cards are given to personnel from their related departments. In the case of lost cards, personnel should inform the related department.

Security has the right to check bags and / or parcels when personnel leave the building if necessary.

Personnel Visitors

People visiting personnel can be accepted to the building and led to the person to be visited by security. This can be done only with permission taken from the personnel to be visited.

Personnel can meet their visitors in the cafeteria for a certain period of time.

Visitors cannot be taken into the working area.

If guests want to visit the building, permission should be taken from the English Preparatory School Director and then under the supervision of security personnel the visit can take place.

The Entry and Exit of Service, Maintenance Personnel

The entry and exit of Personnel who enter the building for service and maintenance is recorded and their place of work is also noted.

The service or maintenance person is led to the department (working area) under the supervision of security personnel.

The bags of the service or maintenance team are controlled by the security personnel during entry and exit.

Entry and Exit of Items sent by Cargo / Mail

All materials (items received by cargo or mail) are first examined carefully by the security personnel and are recorded before being delivered to the receiving person.

For suspicious parcels expert personnel is called.

Lost and Found Items

Security personnel have to write the description, quantity and properties of the lost or found item. The item along with the report is sent for storage in the Security Centre.

The Security Directorate has to be informed about found identity cards, passports, money and cheques.

The lost items can be delivered to the owners after the necessary investigations are done, and reports are written. The owner of the valuable lost item has to give the description of the item, show their identification and sign the report about the lost item on collection of it.

The security personnel is responsible for all the keys within the building.

In times of warning about any attack to the building, the Security Centre must be informed by contacting them on the internal number 256. On receiving this warning the security personnel has to contact the Chief Commander. The necessary precautions and actions are taken and the incident is reported to the Nicosia Police Headquarters.

When a suspicious parcel is found, the area is secured by security / hazard tape. The incident is reported to the Nicosia Police Headquarters immediately. The entrance to the area is prohibited until the bomb disposal team arrives.

The duty rota of security personnel is done by the Director of Security. The control of the duty rota is carried out by the Chief Commander.

The education of security personnel is carried out within the Private Security Education Programme.

Emergency Situation Plan

Aim: The aim of the plan is to make sure that the personnel within the English Preparatory School is ready to respond to emergency situations properly and assist emergency personnel in times of need. (Security Personnel, Fireman, Rescue Teams)

Scope: All personnel within the English Preparatory School

Disasters

Any activity that can disrupt the daily routine within the school or any great event which cannot be dealt with.

Internal Disaster

Situations where students and personnel within the building are at risk.

External Disaster

Events taking place outside the building. (Earthquakes, Floods, Bomb Attacks, Plane Crashes)

Joint Disasters

As can be understood by the title, it is when a disastrous event outside the building affects the building, for example an earthquake affecting all the buildings.

Activities in times of Disaster

A crisis desk is formed as soon as news of a disaster is heard. All units get into action.

Security Personnel have the authority to control people and vehicle traffic.

A proper communication network is provided.

Continuous contact with the Main Disaster Control Centre is maintained.

In times of disasters it is expected that all personnel and students come to the First Gathering Area without waiting to be called, as in times of these types of events the main communication lines can be affected.

After forming an action plan here, it is expected to move to the North East area of the campus which will be provided with tents.

General Information about the institution

Type of service provided by the institution and its capacity: English Preparatory School Number of Personnel: 32

Residential Area: It is situated within Near East University, 2km away from Nicosia International Fair Centre. It is a 4 storey building, built on an area of 9036.69 m².

General Nature of Preparatory School

Ground Floor: Shops and Classrooms all equipped with computers and projectors.

First Floor: Classrooms all equipped with computers and projectors and a cafeteria.

Second Floor: Classrooms all equipped with computers and projectors.

Third Floor: Directorate, Secretaries Office, Lecturers' Offices and Administrators / Coordinators' Office.

Emergencies

Communication Network

Any information received by the operator is conveyed both to the Director of Security and the Director of the English Preparatory School. As soon as the alarm is given, the operators inform the Crisis Desk. If it is outside working hours, the security personnel on duty immediately informs the Chief Administrator.

Precautions taken for Communication

It is agreed that the phone number 390 will be used in times of Emergencies. Communication is made by wireless telephones between Security Personnel and the Security Centre.

Crisis Desk

The Crisis Team consists of the Director of the English Preparatory School, Assistant Director, Coordinators and the Lecturers. It is the responsibility of the Director of Security and the Chief of the Campus to call in the security team in times of need.

Environmental Security

It is the responsibility of Senior Management to provide coordination using the instructions given by the Crisis Desk in times of extraordinary situations.

Settling of the Groups

Press: The car park area is allocated to Press Members.

The Information Desk is accessed via Security. The entrance to the building is prohibited.

Security Personnel are placed at each entrance and on every floor.

Communication is made via wireless phones and runners.

In times of need the Security Directorate and Police Force can be called for reinforcement.

Responsibility for the keys for the places within the school is given to the School Director.

Great care is taken not to have the press within the building.

Coordination within the School

Public Relations

The Public Relations Department communicates among personnel within the building and/or between the personnel and their families and guides the press in order to prevent any wrong information being released. With the help of the Fire Security Plan, the necessary precautions are taken. It is the responsibility of the coordinators to provide coordination within the building.

The cleaning personnel on each floor guides the evacuees within the school. It is their responsibility to help the operator / person at the Information Desk in times of need.

Press Announcements (Oral)

It is the responsibility of the Doctor with authority to make announcements to the Communication Centre.

Written Press Announcements

The Director of the English Preparatory School gives an explanation of the situation in written form which is to be sent to the Communication Centre to be delivered to the Communication Network.

Technical service

The Technical Service Team consists of one electrical technician, one mechanical technician and two constructors. They are ready under the supervision of Chief Constructor.

The controls of each detector for Fire, Gas and Smoke are identified.

Generators become active when the electricity is cut off.

In the case of a water cut, the water depot within the campus, tankers from Nicosia Council, and 2 tankers with a 20-ton capacity are ready to be used. A technician is present within the building to service / repair broken machines.

10.11 Communication is constantly made via wireless phones to the Security Directorate.

All personnel are called to be on duty.

Technical Precautions within the Building

A Fire Extinguishing Hydrant System with high pressure is placed within the building. It is the responsibility of the security personnel to inform the Security Centre when an extraordinary situation occurs.

Each section of the building is equipped with Fire Alarm Systems. There are emergency exit doors and stairs which will be used in emergency situations.

The main entrance to the building has a manual opening system whereas the emergency exit doors can be opened from inside out.

Evacuation of Building Plan:

Aim: The aim of this plan is to determine a standardized emergency action plan in case of an emergency which may affect the English Preparatory School to provide effective evacuation:

Contents: This plan includes evacuation procedures.

Chain of Command: Everyone inside this building is responsible for facilitating the emergency action plan.

Descriptions

Assembly Area: Assembly areas are places designated as the areas with the lowest risk for the employees and the students to meet during or after an emergency.

Plan of Action:

Routes and Exits: In the event of an emergency, routes and exits determined on the floor map are used. The floor maps with designated exits and routes are widely available in all waiting areas and inside the building.

In the event of an emergency, where the building needs to be evacuated, the decision is made by the English Preparatory School's Director as suggested by the English Preparatory School's Coordinators.

Assembly Areas: The designated assembly area in the vicinity of the English Preparatory School is the parking lot, which is located to the north of the building. (EK-A)

In the event of an emergency evacuation, the security personnel present at the building entrance is responsible for taking security measures around the building site.

All the students and visitors of the English Preparatory School are not allowed to enter the assembly site but instead are held at the security check point until further notice from the emergency officials.

Individuals gathered at the assembly areas are not permitted to enter the building.

Evacuation in the event of a tremor / earthquake: In the event of onset tremors and the earthquake alarms are heard, if inside the building, the following precautions need to be taken:

At the onset of tremors, everyone inside the building is should crouch beside a secure place such as a desk or a table.