NEAR EAST UNIVERSITY

ENGLISH PREPARATORY SCHOOL

STUDENT HANDBOOK

2025-2026 ACADEMIC YEAR

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Director's Message

Dear Students, Esteemed Academic and Administrative Staff,

Valued Stakeholders, welcome to the English Preparatory School of Near East University. During your time here, you will follow a program specifically designed for academic settings and their needs. To meet the needs of the age, advanced teaching methods and innovative technologies are also integrated into the learning program.

The syllabi are aligned with the Common European Framework of Reference for Languages, ranging from A1 to B2 levels. Each level includes content to meet the academic needs of our students, including the teaching of English structure and the use of English in various contexts. The resources and platforms used in forming our program are chosen to develop skills necessary for 21st-century issues and life. Thus, our students gain awareness of current issues throughout their English language education, enhancing their analytical thinking, problem-solving, and presentation skills as they progress to their departments with these acquisitions.

The English Preparatory School is well aware that the English language has the utmost importance in students' academic life and that the proficient use of English directly affects their achievement in the departments. This awareness guides us to design our teaching and content in a way that equips our students well for academic life.

The English Preparatory School team welcomes you and embraces you all with love.

Arhun Ersoy

Director of English Preparatory School

About Us

The English Preparatory School at Near East University is dedicated to equipping students with strong English language skills while fostering academic discipline, critical thinking, and cultural awareness. Through a modern, student-centred curriculum that meets international standards, we provide intensive language training and develop essential skills such as communication, presentation, and teamwork. With the guidance of qualified instructors and a supportive, interactive learning environment, our students not only master English but also grow as confident, responsible, and globally minded individuals, prepared to excel in their studies and future careers.

With this vision, Near East University continues to achieve significant international success. In the Times Higher Education (THE) World University Rankings 2025, Near East University ranked in the 601–800 band, maintaining its title as the "best university in the TRNC" and solidifying its position among the top five universities in Turkey, and top three among Turkish foundation universities. In the "Best Global Universities 2024–2025" list published by US News & World Report, Near East University ranked 689th worldwide, 7th in Turkey, and 1st in the TRNC.

According to THE 2025 Impact Rankings, Near East University ranked: 43rd globally for its work aligned with the United Nations Sustainable Development Goals (SDGs), 35th in "Partnerships for the Goals", 48th in "Good Health and Well-Being", 13th in "Quality Education", 15th in "Sustainable Cities and Communities", 57th in "Gender Equality". In subject-specific rankings, the university placed in the following bands: Physics: 200–250, Computer Science: 250–300, Engineering and Education: 300–400, Social Sciences: 500–600, Life Sciences: 600–800, Medicine and Health: 800–1000. Particularly in Physics and Computer Science, Near East University shares the title of "top Turkish university" in both Turkey and the TRNC. In the Times Higher Education Young University Rankings 2024, the university earned a strong position among younger institutions based on its performance in teaching, research, and international outlook. The 2024 rankings further emphasised Near East University's youthful, dynamic, and research-focused structure on an international scale. In the Young University Rankings 2024, among institutions under 50 years old, the university ranked 139th globally, placing it among the most prominent young universities worldwide.

In the 2024 Academic Subject Rankings by Shanghai Ranking, the university also achieved notable success. In Physics, Near East University ranked among the top 400 universities worldwide, sharing the distinction with Boğaziçi University and Bilkent University as one of Turkey's top institutions. In Mathematics, it ranked in the 401–500 band, placing among the top three universities in Turkey. These rankings reflect Near East University's strong research infrastructure in fundamental sciences, qualified academic staff, and globally recognised publication performance.

Why English Preparatory School?

The English Preparatory School at Near East University offers a comprehensive language program designed to equip students with the skills necessary to succeed in academic and professional settings. Our curriculum integrates all aspects of English—reading, writing, listening, and speaking—while also focusing on communication strategies that build confidence and fluency. This well-rounded approach ensures that students are fully prepared to continue their studies in English-medium programs at the university level.

Our instructors are not only highly qualified but also multicultural and multilingual, bringing diverse perspectives to the classroom and providing students with personalised support throughout their learning journey. Through interactive lessons, small-group learning opportunities, and modern teaching methods, we emphasise not just language proficiency but also the development of essential academic skills such as presentation and teamwork.

Courses are delivered entirely in English, immersing students in the language and helping them adapt quickly to the demands of university life. What truly sets us apart is our commitment to student success: we focus on each learner's individual progress, providing guidance tailored to their needs. By fostering responsibility, independence, and global awareness within a supportive, inclusive environment, we prepare our students to excel not only in their education but also in their future careers.

English Preparatory School Contact Information

Director

Arhun Ersoy

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ENGLISH PREPARATORY SCHOOL

Director of the School's Message

Dear Students,

Welcome to the English Preparatory School at Near East University.

In today's interconnected world, English is more than just a language—it is a bridge to knowledge, opportunity, and global communication. Mastering English opens doors to academic success, professional growth, and meaningful participation in an increasingly international community. Our school is committed to providing you with not only the linguistic skills you need, but also the confidence, discipline, and cultural awareness to thrive in any environment.

Our program is designed to immerse you in the language, strengthen your communication skills, and prepare you for the academic challenges of university life. With the support of our multicultural and multilingual instructors, you will experience an engaging and inclusive learning environment that encourages active participation, critical thinking, and teamwork.

We believe that education should go beyond the classroom—empowering you to become independent, responsible, and globally minded individuals. At the English Preparatory School, you are not just learning a language; you are preparing for a future where you can connect, contribute, and succeed on both local and international levels.

We are excited to welcome you and to accompany you on this important and transformative journey.

Warm regards,
Arhun Ersoy
Director of English Preparatory School
Near East University

Contact

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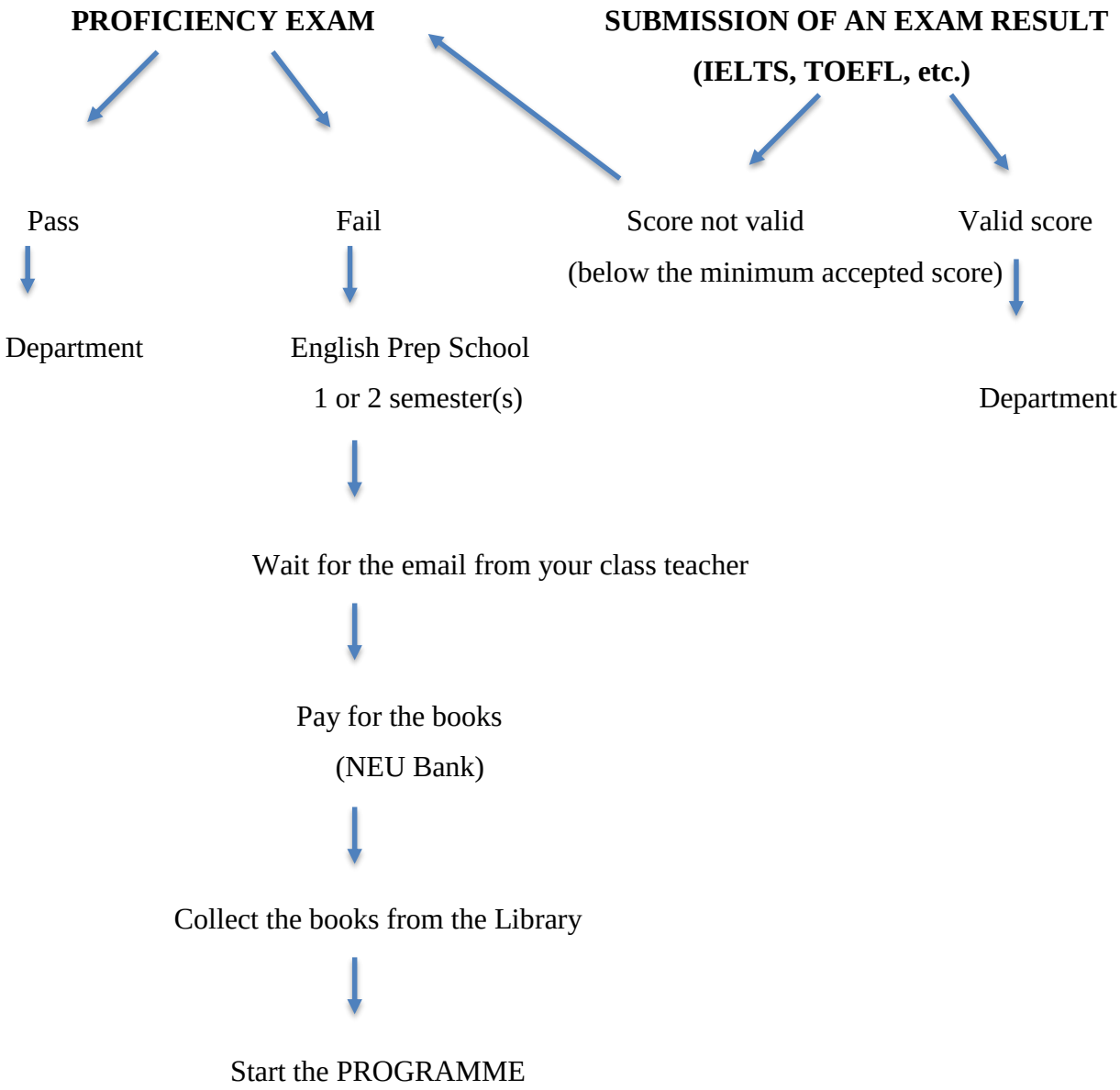
GENERAL INFORMATION ABOUT THE ENGLISH PREPARATORY SCHOOL

Registering with the Preparatory School PROGRAMME

See the flowchart below to learn the steps you need to follow from registration to the completion of the PROGRAMME.



1) Students take the written English Proficiency and Placement Exam, and if they are successful, they can start the department.

-Students who are unable to pass the proficiency exam are placed in a class at the English Prep school based on their level.

- Students who do not wish to take the proficiency exam are placed in the lowest (beginner) level

-If the student has taken an internationally accepted exam, the original score sheet needs to be sent to englishpreparatory.school@neu.edu.tr for exemption.

2) An email is sent to those students who are required to study at the English Prep school by their class teacher. All the details are given in the email (timetable, books to be purchased….etc.)

3) The payment for the coursebooks is made to the NEU bank. The coursebooks (hardcopy) are collected from the main library.

4) Learners start the learning programme. They attend the classes and are assessed frequently throughout the semester.

5) At the end of the semester, students' total grade is calculated.

-If the total grade is above the minimum required grade, the student can start the department.

-If the total grade is below the minimum required grade, the student repeats the same level.

ENGLISH PROFICIENCY & PLACEMENT EXAM and RULES FOR EXEMPTION

- Students who register for an English-medium department at the Near East University are required to take the English Proficiency and Placement Exam.

- Students who are successful in the English Proficiency and Placement Exam can start in the department.
- Students who are unable to pass the proficiency exam are required to study at the English preparatory school. The students are placed in different levels based on their exam results.

Prospective students who meet the following requirements are exempt from the English proficiency exam for undergraduates and are eligible to start their PROGRAMME as freshmen students.

- Students who have graduated from a secondary school in an English-speaking country. These countries include the USA, the UK, Canada, New Zealand, and Australia.

- Students who reside in one of the following countries where their native language is English are exempt from the English Proficiency Exam:

Gambia, Ghana, Kenya, Liberia, Malavi, Nigeria, Sierra Leone, South Africa, Swaziland, Tanzania, Zambia, and Zimbabwe.

- Students who have completed the English PROGRAMME at another university within the last two years (the validity of which is evaluated by the administration).
- Transfer students
- Students who hold a valid certificate from one of the following exams (with the minimum required level mentioned):

EXAM	ACCEPTED RESULT
CAE (Cambridge)	160 and above
CPE (Cambridge)	180 and above
FCE (Cambridge)	160 and above
IELTS	5.5 (overall) and above
TOEFL **IBT**	66 and above
TOEFL **CBT**	180 and above
YDS	55 and above
YÖKDIL	55 and above
Pearson **PTE**	50 and above
SAT (Reading and Writing)	350 and above
IGCSE	A, B, C / 4-9
International Baccalaureate	Evaluated by the admin
UNPT	60 and above (ELL, ELT, and Translation departments) 55 and above (all other departments)
ACT	22 and above

ENGLISH PREPARATORY SCHOOL PROGRAMME OVERVIEW & EXPECTATIONS

The learning programme in NEU's English Preparatory School is a student-centred programme in which the teachers act as facilitators to guide the students towards inquiry-based learning to encourage personalized learning. The lecturers pay attention to students' individual needs and individual learning

styles. 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 thus fulfill everyone's needs.

In meeting its objectives, the learning programme in NEU's English Preparatory School closely follows the CEFR which has internationally accepted standards for learning English. Thus every student in the English preparatory school is expected to self-assess 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 to complete the programme students need to reach B1+ (except ELL, ELT, and TRN students). ELL, ELT, and TRN students must complete the English Preparatory Program at the B2 level.

QUALITY STANDARDS & CEFR

Common European Framework of Reference for Languages

Level Group	Level group name	Level	Level name	Description
A	**Basic user**	**A1**	**Breakthrough or beginner**	• 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**	• 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**	• 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**	• 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**	• 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. • Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.
		C2	**Mastery or proficiency**	• 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.

COURSES

The learning programme in the Preparatory School is a two-semester programme that includes A1, A2, B1, B1+, and B2 levels. Students who are successful at the end of each level are eligible to continue to the next level. The students who are not successful have to repeat the same level.

- Students are placed into program levels based on their English proficiency exam results. Those who do not prefer to take the exam are placed into the beginner level (A1).
- Students can start their programme in their departments after completing one semester, provided that they reach the B1+ or B2 level (depending on their department).
- The duration of English Preparatory School for each student varies according to which department he/she is enrolled in and the start level. Detailed information is given to the students by their class teachers.
- Students who complete the B1 level are allowed to sit for the English proficiency exam at the end of each term. Those who receive a score at the B1+ level are eligible to proceed to their departments. (might differ for some departments). To be able to receive a B1+ level score, students are expected to study on their own time by following the guidance given by their class teachers.

The course objectives for each level are as follows:

ENG 010 – A1: At the end of an 8-week program, students will be able to:

- recognise and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type.
- introduce themselves and others.
- ask and answer questions about personal details such as where he/she lives.
- describe people he/she knows and things he/she has.
- interact simply, provided the other person talks slowly and clearly and is prepared to help.

ENG 011 - A2: At the end of an 8-week program, students will be able to:

- recognise sentences and frequently used expressions related to everyday communication situations (e.g. very basic personal and family information, shopping, lifestyle, local geography, ordering a meal).
- read and infer meaning from short, simple texts (ads, jobs, traveling, menus, schedules, and personal letters).
- communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- describe in simple terms aspects of his/her background, immediate environment, and matters in areas of immediate need.
- write notes and compile a very simple personal letter.

ENG 020- B1: At the end of an 8-week program, students will be able to:

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

ENG 021- B1+: At the end of an 8-week program, students will be able to:

- use skills to participate in conversations about a variety of subjects.

- use grammar and vocabulary appropriately when participating in conversations or producing a written work.
- use basic one-word vocabulary items in the most common topic areas (e.g., food, travel, work).

ENG 022- B2: At the end of an 8-week program, students will be able to:

- use skills to participate in conversations about a variety of subjects.
- use grammar and vocabulary appropriately when participating in conversations or producing a written work.
- use basic one-word vocabulary items in the most common topic areas (e.g., food, travel, work).
- work independently on a given topic and create a presentation and/or a project according to the expectations.

COURSEBOOKS

The coursebooks used at the NEU English prep school are selected based on the needs of the students and piloted at least with one group of students before they officially become a part of the learning programme.

Each student is required to purchase the original copy of the coursebooks. Due to copyright laws, it is forbidden to use the copied version of the coursebooks.

BLENDED LEARNING APPROACH

NEU English Preparatory School implements blended learning approach which combines in-class learning with online learning. With the integration of online resources and activities, in-class learning is reinforced and students get the opportunity to continue their learning outside the class. Through a variety of learning applications and the online platform of the coursebook, the students are assigned follow-up work and assessment activities regularly. Thus, the students are expected to study and complete tasks on their own time which leads to the development of learner autonomy.

ASSESSMENT & GRADING

During an 8-week course, students gather points from a variety of assessment tools that evaluate their performance in four skills. A sample assessment breakdown is as follows: (The assessment breakdown may vary according to the improvements and additional requirements in the programme).

Class Participation	**10**
Video-based Tasks (x2)	**20**
Quizzes (x2)	**30**
Writing Tasks (x2)	**20**
Pop Quizzes (2)	**20**
Final Exam) **(Speaking:20 G/V/R:60)**	**80**
Passing score:	**90/180**

- Students who are unable to take the Final Exam due to **health reasons** shall be allowed to take the makeup 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. The report should be submitted to the class teacher. Medical reports can NOT be used for absenteeism.

- If there are any objections or challenges regarding exams, **within 3 days** of the announcement of the exam results, students may email English Preparatory School (englishpreparatory.school@neu.edu.tr).

FEEDBACK & SUPPORT

Teachers are responsible for checking students' work and exam results regularly to diagnose weaknesses and give support accordingly. Students follow the feedback given, complete remedial work if necessary, and improve themselves to fulfil the objectives of the programme.

Academic Calendar 2025-2026

	FALL TERM
July 01, 2025; Tuesday	Intern Rotations Commence for Year 6: Faculty of Medicine
September 08, 2025; Monday	Last Day for the 1st Payment of the Fees (Full Payments and 1st Instalment)
September 08, 2025; Monday	Classes Commence for Years 2, 3, 4 and 5: Faculty of Medicine
September 08-12, 2025; Monday-Friday	Courses to be assigned to the Academic Staff
September 11-15, 2025; Thursday Monday	Activation of the Courses
September 08, 2025; Monday	Classes Commence for Years 1 and 2: Faculty of Medicine
September 15, 2025; Monday	English, Arabic and Turkish Proficiency Exams for Undergraduate Students
September 15-19, 2025; Monday-Friday	Course Registration
September 18, 2025; Thursday	English Language Proficiency Exam for Postgraduate Students
September 19, 2025; Friday	Last Day for Postgraduate thesis juries
September 22, 2025; Monday	**Classes Commence (including the Preparatory Schools)**
September 30, 2025; Tuesday	Exemption Exam for Common Courses (Courses in English)
October 02, 2025; Thursday	Exemption Exam for Common Courses (Courses in Turkish)
October 08, 2025; Wednesday	Last Day for the Payment of the 2nd Instalment of the Fees (for 8 Instalments)
October 08, 2025; Wednesday	Last Day for Changing the “I” (Incomplete) Grades for the Previous Term
October 10, 2025; Friday	Last Day for International Students to Withdraw
October 10, 2025; Friday	Last Day for Add/Drop
October 24, 2025; Friday	Last Day for Late Registration
October 29, 2025; Wednesday	Public Holiday

	FALL TERM
November 07, 2025; Friday	Last Day for Add/Drop for New International Students
November 08, 2025; Saturday	Last Day for the Payment of the 3rd Instalment of the Fees (for 8 Instalments)
November 08-14, 2025; Saturday Friday	Mid-term Exams
November 15, 2025; Saturday	Public Holiday
November 17-21, 2025; Monday-Friday	English Preparatory School Module 1 Final Exams
December 08, 2025; Monday	Last Day for the Payment of the 4th Instalment of the Fees (for 8 Instalments)
December 08, 2025; Monday	Identification of Courses for the Following Academic Term and Commencement of the Work on the Timetable
December 19, 2025; Friday	Last Day for Withdrawal
December 23, 2025; Tuesday	Last Day for Entry of NA Grades into the System
December 25, 2025; Thursday	Administrative Holiday for Students
December 30, 2025; Tuesday	Last Day of Classes
January 01, 2026; Thursday	Public Holiday
January 02, 2026; Friday	Administrative Holiday for Students
January 05-14, 2026; Monday Wednesday	Final Exams
January 08, 2026; Thursday	Last Day for the Payment of the 2nd Instalment of the Fees (for 2 Instalments)
January 08, 2026; Thursday	Last Day for the Payment of the 5th Instalment of the Fees (for 8 Instalments)
January 12-18, 2026; Monday-Sunday	Semester break for Year 4: Faculty of Medicine
January 17, 2026; Saturday	Last Day for the Grade Submission

	FALL TERM
January 19-23, 2026; Monday-Friday	English Preparatory School Module 2 Final Exams
January 20-21, 2026; Tuesday Wednesday	Graduation Ceremonies
January 26-08 February 2026; Monday-Sunday	Semester break for Years 1, 2 and 3: Faculty of Medicine
February 02-08, 2026; Monday-Sunday	Semester break for Year 5: Faculty of Medicine
	SPRING TERM
January 29-30, 2026; Thursday-Friday	Courses to be assigned to the Academic Staff
February 02-03, 2026; Monday-Tuesday	Activation of the Courses
February 02-06, 2026; Monday-Friday	Diploma Distribution
February 04-06, 2026; Wednesday-Friday	Course Registration
February 05, 2026; Thursday	First English Language Proficiency Exam of the Semester for Postgraduate Students
February 06, 2026; Friday	Last Day for Postgraduate thesis juries
February 06, 2026; Friday	English, Arabic and Turkish Proficiency Exams for Undergraduate Students
February 08, 2026; Sunday	Last Day for the Payment of the 6th Instalment of the Fees (for 8 Instalments)
February 09, 2026; Monday	Classes Commence (including the Preparatory Schools)
February 16, 2026; Monday	Exemption Exams for Common Courses (Courses in English)
February 17, 2026; Tuesday	Exemption Exams for Common Courses (Courses in Turkish)
February 26, 2026; Thursday	Last Day for Changing the “I” (Incomplete) Grades for the Previous Term

	FALL TERM
February 27, 2026; Friday	Last Day for International Students to Withdraw
February 27, 2026; Friday	Last Day for Add/Drop
March 06, 2026; Friday	Last Day for Late Registration
March 08, 2026; Sunday	Last Day for the Payment of the 7th Instalment of the Fees (for 8 Instalments)
March 19-22, 2026; Thursday-Sunday	Public Holiday
March 30, 2026; Monday	Last Day for Add/Drop for New International Students
April 06-April 11, 2026; Monday-Saturday	Mid-term Exams
April 06-April 10, 2026; Monday-Friday	English Preparatory School Module 3 Final Exams
April 08, 2026; Wednesday	Last Day for the Payment of the 8th Instalment of the Fees (for 8 Instalments)
April 23, 2026; Thursday	Public Holiday
May 01, 2026; Friday	Public Holiday
May 08, 2026; Friday	Last Day for Withdrawal
May 08, 2026; Friday	Identification of Courses for the Following Academic Term and Commencement of Work on the Timetable
May 19, 2026; Tuesday	Public Holiday
May 18, 2026; Monday	Last Day for Entry of NA Grades into the System
May 22, 2026; Friday	Last Day of Classes
May 22, 2026; Friday	Last day of Classes for the Faculty of Medicine; Years 1, 2 and 3
May 27-31, 2026; Wednesday-Sunday	Public Holiday

	FALL TERM
June 01- 10, 2026; Monday-Wednesday	Final Exams
June 05, 2026; Friday	Last day of Classes for the Faculty of Medicine: Years 4 and 5
June 11, 2026; Thursday	Final Exam for the Faculty of Medicine: Year 2
June 12, 2026; Friday	Final Exam for the Faculty of Medicine: Year 1
June 12, 2026; Friday	Final Exam for the Faculty of Medicine: Year 3
June 12, 2026; Friday	Last Day for the Grade Submission
June 12, 2026; Friday	Deadline for Summer School Applications
June 15, 2026; Monday	Applications for Re-sit Exams (Annual Programmes)
June 15-19, 2026; Monday-Friday	English Preparatory School Module 4 Final Exams
June 16-19, 2026; Tuesday-Friday	Re-sit Exams (Annual Programmes)
June 22, 2026; Monday	End of the Term (Last Day for the Submission of the Results of the Re-sit Exams)
June 22-26, 2026; Monday-Friday	Graduation Ceremonies

	SUMMER TERM
June 22-24, 2026; Monday-Wednesday	Courses to be assigned to the Academic Staff
June 22-24, 2026; Monday-Wednesday	Activation of the Courses
June 24, 2026; Wednesday	English Language Proficiency Exam for Postgraduate Students
June 24-26, 2026; Wednesday-Friday	Course Registration
June 26, 2026; Friday	Last Day for Postgraduate thesis juries
June 26, 2026; Friday	English Language Proficiency Exam for Undergraduate Students
June 29, 2026; Monday	Last day of Classes for the Faculty of Medicine: Year 6
June 29, 2026; Monday	Classes Commence (including the Preparatory Schools)

	SUMMER TERM
July 20, 2026; Monday	Public Holiday
August 01, 2026; Saturday	Public Holiday
August 07, 2026; Friday	Last Day of Classes (including the Preparatory Schools)
August 10-15, 2026; Monday-Saturday	Final Exams (including the Preparatory Schools)
August 17, 2026; Monday	Last Day for the Grade Submission
August 18, 2026; Tuesday	End of Term
August 24-28, 2026; Monday-Friday	Diploma Distribution

Communication with Academic Staff

Subject	Description
Lesson Materials and Content	All materials, weekly content, and announcements are shared via the **UZEBIM** platform: https://uzebim.neu.edu.tr/
Email Communication	You can contact academic staff through their **institutional email addresses**.
Face-to-Face Meetings	You can meet with academic staff during their **office hours**, which are posted on the board in the school building.
Academic Staff Information	CVs and contact information of academic staff are available at: https://prep.neu.edu.tr/kisiler/akademik-personel/

Class Attendance and Excused Absences

Students are required to attend at least 70% of the total lesson hours for each period. If a student is unable to attend an exam, they must submit their medical report (issued by Near East University Hospital or a state hospital) within 3 working days following the exam date. Otherwise, the student will lose the right to take the make-up exam.

Students are responsible for following the make-up exam schedule through the English Preparatory school's announcements page or the instructor's personal page. If a student misses a previously announced make-up exam without a valid excuse, they will lose the right to take that exam.

International Student Office

Near East University International Student Office provides support and counselling in the educational and social lives of foreign students studying at our university, from registration to graduation. The International Student Office ensure that international students who study at our university return to their countries fully equipped with good memories and that more students from these countries apply to our university.

International Student Office Working Hours:

Monday to Friday 08:00 – 17:00.

Closed on official holidays.

International Student Office Contact Information:

Director of International Student Office: Asst. Prof. Dr. Rana Serdaroğlu

Phone: 0392 223 6464

E-Mail: rana.serdaroglu@neu.edu.tr

FREQUENTLY ASKED QUESTIONS

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

The English Preparatory PROGRAMME is compulsory for students who register in the English-medium departments at Near East University.

2. How long is the English Preparatory PROGRAMME*?*

The learning PROGRAMME in the Preparatory School is a two-semester (4 levels) PROGRAMME that includes A1, A2, B1, and B1+ levels. The exit level for students in the departments of English Language Teaching, English Language and Literature, and Translation Studies is B2.

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

Please see Exemption Section Above.

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 results are announced at the Near East University English Preparatory School Web page (https://prep.neu.edu.tr/category/announcements/?lang=en) on the day following the exam.

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

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

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

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

Students who collect the minimum required points (90/180) in each module can proceed to the next level. The students who cannot gather 90 points out of 180 repeat the module.

Students can start their PROGRAMME in their departments after completing one semester provided that they reach the B1+ level. The exceptions to this regulation have been stated in the previous sections.

8. Is attendance compulsory in the English Preparatory PROGRAMME?

Students are required to attend at least 70% of the total lesson hours for each period. Medical reports can NOT be used for absenteeism

9. Am I entitled to make up for the exams that I miss?

If a student is unable to attend an exam, they must submit their medical report (issued by Near East University Hospital or a state hospital) within 3 working days following the exam date. Otherwise, the student will lose the right to take the make-up exam.

Students are responsible for following the make-up exam schedule through the English Preparatory school's announcements page or the instructor's personal page. If a student misses a previously announced make-up exam without a valid excuse, they will lose the right to take that exam.

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

Class teachers keep all the records.

11. Where can I buy my course books?

After the fee for the books is paid at The Near East Bank, the books can be collected from the Bookstore at the NEU Library.

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 touch with Psychological Support and Counseling services, please contact your class teacher.

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)

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 places 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 issued to the English Prep School administration. 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 finalises the decision.

How the system works for students

Anything that 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

Informal complaint
Suits less serious, straightforward or urgent matters
- Liaise directly with person/ s involved
- Liaise directly with another staff member at the local level

Complaint not resolved

Formal Complaint

- Fill in the complaint form
- The advisory committee meets with the people involved and evaluates the situation,

Complaint not resolved

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

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

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** are 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

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 room has to control the room before locking the door.

The Security Personnel on duty have 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 the 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 to 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 have the authority to ask to check the contents of the bags and/or parcels of 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 other 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 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 are 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 upon its collection.

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

In times of warning about any attack on the building, the Security Centre must be informed by contacting them on the internal number 256. On receiving this warning, the security personnel have 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 Program.

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

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 are 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 inform 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 guide 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 the 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 the 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 a Fire Alarm System. 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 the inside out.

Evacuation of Building Plan:

Aim: The aim of this plan is to determine a standardised 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 employees and 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 checkpoint 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 the onset of tremors and

If the earthquake alarms are heard, inside the building, the following precautions need to be taken:

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

Campus Life

Library

Located directly across from the Faculty of Economics and Administrative Sciences building, the Grand Library features over 1,000,000 open-shelf books, 150 million electronic journals, 7,000 DVDs, 17 film viewing booths, 12 individual and group study rooms, 4 lecture halls with 1,000 seats, a theatre hall with a capacity of 350, a cafeteria for 600, and 600 study desks. This makes it a world-class cultural and

information-access centre. The library is open 24/7 and is free of charge. The information centre, equipped with the latest digital technologies, is accessible from anywhere via the internet. Students can also access information throughout the campus via wireless internet.

Social Activities and Student Clubs

Students can participate in various activities throughout their studies, including university-sponsored conferences and club activities that encourage social engagement. Some active clubs include the Law Club, Nature and Sports Club, Scientific Research and Health Club, Theatre Club, Photography Club, and Tango Club. For more information, visit:
https://neu.edu.tr/kampusteyasam/sosyal-ve-kulturel-kulupler/
The campus also features the country's first and only Olympic Indoor Swimming Pool, covering 2,700 m², with a height of 16 meters, dimensions of 50 x 21 meters, 3,100 tons of water capacity, central heating, 1,000 spectator seats, and diving towers at 3, 5, 7, and 10 meters. Swimming courses are offered in both summer and winter.
https://neu.edu.tr/kampusteyasam/olimpik-kapali-yuzme-havuzu/

Psychological Counselling Services

Since 1995, the university has offered free psychological counselling. The Counselling Centre is located on the first floor of the Faculty of Law building. It operates by appointment and is open weekdays from 09:00–13:00 / 14:00–16:00.

Office of the Dean of Students

This office aims to provide an integrated university life where students and alumni feel supported in all aspects of their personal, cultural, social, and professional development. The Dean of Students offers various services and programs to support academic and personal growth, instilling a sense of confidence in students as they prepare for life beyond graduation.
Units under the Dean of Students include the Student Counselling and Communication Unit**,** Psychological Counselling Unit**,** Student Activities Unit**,** NEU ideas Unit**,** Career Planning Unit**,** Social Responsibility Projects Unit**,** Students with Disabilities Unit**, and** Alumni Affairs Unit**.** If you require

support in accessing courses due to a disability, please contact the Accessible Support Unit: engelsiz@neu.edu.tr

Student Counselling and Communication Unit

In cases where students face unexpected or uncontrollable circumstances that affect their academic responsibilities, they can submit petitions through the online system or via email for issues such as refunds, academic matters, job applications, accommodation, or financial concerns: petitions@neu.edu.tr

Sports Facilities

The university offers a wide range of modern sports facilities to promote a healthy lifestyle among students, staff, and faculty. Facilities include an Olympic swimming pool, tennis courts, football fields, gymnastics halls, and both indoor and outdoor sports complexes.

Our Olympic Indoor Swimming Pool has a 1,000-seat capacity, modern amenities, and a café. Activities such as water polo, diving, and synchronised swimming, as well as swimming lessons, are regularly held. The Sports Tower is a high-tech fitness centre for all age groups, offering classes and sessions in: Fitness, Step, Aerobics, Spinning, TRX, Kangoo Jumps, Pilates, Yoga, Boxing, Karate, Dance education, Nutrition & diet services, with special sections for children and women. RA25 Sports Hall hosts competitions in basketball, handball, volleyball, and badminton, and functions as a venue for ceremonies and concerts with its advanced sound system.

For more details:

https://neu.edu.tr/kampuste-yasam/spor/
https://neu.edu.tr/wp-content/uploads/2018/12/21/spor-kule-brosur-21.12.18.pdf

Ataturk Culture and Congress Centre (AKKM)

This state-of-the-art venue hosts national and international congresses, seminars, conferences, and cultural events. It features various-sized meeting halls, modern audiovisual equipment, and spaces for

art exhibitions, concerts, theatre performances, and more — enhancing campus life through arts and culture.
https://neu.edu.tr/kampuste-yasam/ataturk-kultur-ve-kongre-merkezi/

Restaurants and Cafeterias

The campus features a wide range of food and beverage outlets, including the Main Cafeteria, Faculty Cafeteria, Hospital Cafeteria, and others, with a total service capacity of 4,500 people. Across campus, there are 22 cafes and restaurants offering healthy, affordable meals, with options for vegetarians and vegans.

Some of the dining facilities include:

Cafe Hastane 1 & 2, Cafe Bigla, Cafe Dental, Cafe Ecza, Cafe Saray, Chicken House, Cafe Library, Cafe Bridge, Cafe Veterinerlik, Gusto Cafe, Cafe Sağlık, Vitamin Cafe, Cafe 535, Cafe AKKM, Book Cafe, Cafe Laundry, Hospital Restaurant, Kebap House, Pizza Pizza, The Kaffo, Bakery & Patisserie, and the 9th Floor Restaurant.

For more information:

https://neu.edu.tr/kampuste-yasam/kantin-ve-kafeteryalar/

Market & Supermarket

IKAS Supermarket

Located on our campus, IKAS Supermarket serves campus residents with a wide range of products and extended working hours to meet all their daily needs. Additionally, there is a branch of IKAS Supermarket located under Dormitory Building 1, designed to serve students' essential needs.

Working Hours:

Weekdays/Weekends: 07:30 – 22:00

IKAS Supermarket Express

IKAS Supermarket Express, located within the Near East Campus at Near East Fuel Station, is open 24/7. Discounts available to Near East Group employees are also valid at this location.

NEU Event Park Drift Area

For those seeking speed, control, and excitement, NEU Event Park Drift Area offers an unforgettable driving experience. Under the supervision of two expert instructors, you will not only learn how to drift, but also improve your safe and effective driving techniques. Tire and fuel costs are included in the training packages. Each session lasts 30 minutes.

NEU Event Park offers 4 different training packages, tailored to various expectations. There is even a special course for young car enthusiasts: children aged 6–12 can participate in a manual driving course designed especially for them. For international visitors, accelerated 3-lesson programs are available to help them quickly learn the basics of drifting. Upon successful completion of the training program, a certificate of participation is awarded to all participants (excluding tourist guests and children's courses). The drift area can also host special events such as birthday parties and concerts.

Working Hours:

- Weekdays: 16:00 – 21:00
- Weekends: 09:00 – 21:00. Flexible closing hours are available for special events or upon request.

For detailed information about packages and pricing: Phone: +90 548 821 21 24

Accessible Cinema Hall

The newly renovated "Accessible Cinema" Hall at the Faculty of Communication, Near East University, offers a modern and inclusive experience for cinema enthusiasts and event participants. Originally launched in 1997 with the support of Telsim, the hall has recently undergone a comprehensive renovation and is now more equipped and comfortable than ever.

The Accessible Cinema features 40 fixed seats, with a flexible setup that can accommodate up to 60 people when needed. It is equipped with a state-of-the-art projection system compatible with all types of computers and has a powerful sound system to ensure an enhanced audio experience.

One of the hall's most significant features is its fully accessible ramp, which provides seamless access from the outside entrance to the seating area, allowing individuals with disabilities to enjoy events without barriers. In addition to film screenings, the Accessible Cinema is also physically suited for mini workshops and various events.

IKAS Patisserie & Bakery

One of the most popular spots on the Near East University campus, IKAS Patisserie & Bakery welcomes guests with a delightful atmosphere and a wide variety of delicious offerings. The venue has a total seating capacity of 40 people, including 20 indoor and 20 outdoor seats, allowing visitors to enjoy their time both inside and in the open air. In addition to meeting the university's in-house needs for cakes, pastries, savoury snacks, desserts, and ice cream, IKAS Patisserie & Bakery also serves fresh and tasty products to external guests. Soon, it plans to expand its kitchen and begin producing its own bread. For those focused on healthy living, specially made diet desserts and drinks designed for pre- and post-workout consumption will also be available.

With an extensive menu of hot and cold beverages, the patisserie caters to all tastes and also takes custom orders for birthday cakes and special celebrations. The outdoor garden area has been designed to offer enjoyment all year round — cool shaded areas in summer, and warm cozy spots with stoves in winter. Parking is available for guests, and the venue especially welcomes those seeking a peaceful breakfast experience on weekends. On Saturdays and Sundays, rich classic and English breakfast options are served until noon — a perfect way to start your day!

Opening Hours: Weekdays / Weekends: 07:00 – 01:00

Photocopy Services

Near East University offers photocopying and printing services at various locations across campus for students and staff. These service centres aim to provide fast and reliable solutions for educational and academic needs. Photocopy centres are available in faculties with high printing demands, such as the Faculty of Architecture, the Faculty of Medicine, and the Faculty of Education. These centres offer specialised printing services, including large-format AutoCAD printouts for architecture students.

Additionally, thesis binding services are available for students preparing their theses. Along with basic services like photocopying and printing, document scanning and various binding options are also provided. A stationery shop within the Near East University Library offers services such as photocopying and thesis binding.

Cyprus Printing Global

Hospital Branch: +90 546 990 01 03

Education Palace Branch: +90 546 990 01 04

Architecture Faculty Branch: +90 546 990 01 05

Nuroğlu Stationery (Library): +90 533 866 89 36

Bank & ATM

On campus, you will find branches of Near East Bank and Türkiye İş Bankası, as well as an ATM for Ziraat Bankası. These banking services are conveniently located to ensure that both students and staff can easily carry out their financial transactions.

Post Office

The Post Office at Near East University provides postal services to all students and staff. It is located on campus for easy access to both send and receive mail.

Location: Ground Floor, Faculty of Economics and Administrative Sciences

Near East Fuel Station

The on-campus fuel station provides university staff with a fast and convenient way to meet their fuel needs. In addition, all Near East University employees can benefit from discounted fuel services by using the Near East Fuel Discount Card. For more information about Near East Fuel Station, please visit the official website: https://yakindoguakaryakit.com/

Useful Phone Numbers

For more details about telephone contacts at Near East University and to find the phone numbers for specific departments or services, please visit the university's official website:
https://neu.edu.tr/telefon-rehberi/

Campus Traffic Rules and Safety

Near East University's campus is subject to specific traffic rules to ensure the **safety and comfort** of students, staff, and visitors. These rules are **monitored 24/7** by NEU personnel, and **penalties may be applied** in case of violations. A full understanding and application of these rules contribute to creating a safer and more orderly campus environment.

Traffic Flow and Right of Way: Traffic on the NEU campus flows in the left lane. Therefore, drivers must keep left and follow the right-of-way rules to ensure smooth traffic movement.

Pedestrian and Bicycle Priority Campus: Please give priority to pedestrians and cyclists in crosswalks and designated bike lanes. Slow down and proceed with caution in these areas to ensure safety.

Speed Limit: The maximum speed limit on campus is 40 km/h. Adhering to this limit significantly reduces the risk of accidents and enhances overall safety.

Horn and Loud Music: Using car horns and playing loud music is prohibited on campus. Following this rule helps maintain a peaceful environment for everyone.

Traffic Signs and Directions: Traffic signs and directional markers are placed throughout the campus to support safe and orderly traffic flow. Please always follow these signs.

Routes and Parking Areas: Use designated driving routes and park only in designated areas in accordance with the campus parking regulations. This ensures safety and avoids traffic disruption.

Monitoring and Security: Traffic rules are regularly monitored by security personnel. Please follow their instructions and do not hesitate to ask for help if needed. Adhering to safety measures ensures a smooth and respectful traffic environment for all. By respecting these rules, we can collectively contribute to a safer and more peaceful campus.

Transportation Services

Near East University provides its staff with comfortable and free transportation options, ensuring easy access to both the campus and the surrounding areas. The university's transportation services cover routes that are scheduled according to class and work hours. Free university buses departing from the campus and heading to various regions and the city centre offer a wide transportation network. This service aims to reduce vehicle usage and promote environmentally friendly shared transport. Free transportation services are a significant support in facilitating the daily lives of staff.

Official website: **bus.neu.edu.tr**

Campus–Nicosia and Nicosia–Campus Routes: Shuttle services between the campus and Nicosia operate from 06:45 AM to 10:15 PM. These reciprocal services allow our staff to travel comfortably and safely between the campus and Nicosia. The routes cover a wide area. Detailed information about transportation services and routes is available on the university's website: https://bus.neu.edu.tr/

Intercity Free Shuttle Services: Near East University offers free shuttle services for staff commuting from regions such as Kyrenia (Girne), Famagusta (Mağusa), and Güzelyurt. These services are organized to ensure staff can reach the campus comfortably.

In-Campus Shuttles: Within the campus, there is a free shuttle service between the residential area and the faculty or other administrative units. These shuttles facilitate quick and easy access across campus.

Walking Distance Accessibility: The Near East University campus is designed to allow safe walking access to most places. Classrooms, the library, the dining hall, and other key facilities are located within short walking distances. The campus design promotes physical activity and minimises the need for motor vehicles. Additionally, the university provides alternative eco-friendly transport options such as bicycles and electric scooters for staff use.

By offering these transportation options, Near East University enables its staff to easily access campus events and resources. It supports its personnel in maintaining a productive work-life balance through a safe and extensive transportation network across its large campus area.

Who ARE YOU? WHERE ARE YOU?

- Faculty Established Year: 1988
- School Established: 2004
- Aim: To be an internationally recognised and accredited school
- Programs: A1, A2, B1, B1+, B2 Levels

- Education Language: English
- Student Number: +800

ENGLISH PREPARATORY SCHOOL

- Director of English Preparatory School: Arhun Ersoy
- Contact: arhun.ersoy@neu.edu.tr

GRADUATION REQUIREMENTS

- To complete at least B1+ or B2 level
- Eligible points to pass the level 90/180
- 70% class attendance requirement
- 160 hours of English lessons must be taken in each level

REGISTRATION & ADMISSION PROCEDURES

1. Pay the tuition fee
2. Register for the English proficiency exam at neu.edu.tr
3. Check your results at prep.neu.edu.tr
4. Check your emails and prep@neu.edu.tr webpage for the timetables
5. Pay the book fee and get your books from library@neu.edu.tr

CONTACT

- English Preparatory School (administration office): 90 (392) 223 64 64 – 5388, englishpreparatory.school@neu.edu.tr
- International Student Office: 0392 223 6464, iso.registration@neu.edu.tr

MORE INFORMATION

- English Preparatory School Web: https://prep.neu.edu.tr/
- UZEBİM Platform: https://uzebim.neu.edu.tr

CAMPUS LIFE

- Library: Open 7/24, 1 million books, 150 million digital resources
- Dining: 22 restaurant & cafe, vegan/vegetarian menu
- Sport: Olympic pool, yoga, fitness, dietitian support
- Psychological Counselling: Free, appointment-based system

DO NOT FORGET!

- At Near East University, education is not only academic; it's an integrated journey of social, cultural, and personal development. Let this brochure be your guide as you take your first steps!