

Near East University

English Preparatory School

2025 English Preparatory School Desicions

Date	Meeting No	Desicion No	Desicion Title	Decision Text
10.10.2025	2025/08	1	Collection of Feedback on Preparatory School Instructional Processes	It was unanimously decided to collect opinions and feedback through surveys from the instructors working at the English Preparatory School, current students, and students who graduated from the Preparatory School in the 2024–2025 academic year, and to report the results to the administrative office.
		2	Determination of Class Representatives	It was unanimously decided that applications from students who wish to become class representatives will be collected via a survey, the applications will be evaluated by the administrative office, class representatives will be selected accordingly, and the results will be communicated to the relevant students by the administrative office.
15.09.2025	2025/07	1	Preparation and Announcement of 2025–2026 Fall Semester Period 1 Course Schedules	It was unanimously decided that course schedules for all levels and groups for the 2025–2026 academic year will be prepared, sent to students by their class instructors, and shared on the school's official webpage.
		2	Discussion of Office Hours	It was emphasized that Academic Office Hours and Student Office Hours must be implemented diligently, and it was unanimously decided that the necessary reminders will be made to the English Preparatory School instructors by the Director and the administrative office.
08.09.25	2025/06	1	Discussion of 2025–2026 Student Handbooks and Program Catalogs	It was unanimously decided that the student handbooks for the 2025–2026 Academic Year requested by the Quality and Accreditation Coordination Office will be submitted by no later than 18 September 2025 and published on the Preparatory School webpage.
		2	Discussion of the Start of the 2025–2026 Fall Semester	It was unanimously decided that the English Proficiency Exam for the 2025–2026 Academic Year Fall Semester will be administered between 15–19 September 2025. During the registration week, full-time academic staff will be present at the Preparatory School between 09:00 and 16:30. The start date of classes for the 2025–2026 Academic Year Fall Semester was announced as 22 September 2025, and it was unanimously decided that attendance will be taken starting from this date.

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		3	Preparation of Syllabus by Levels for 2025–2026 Fall Semester Period 1	It was unanimously decided that syllabus for the Fall Semester Period 1 of the new 2025–2026 Academic Year will be prepared according to levels and that the relevant files will be submitted by no later than 15 September 2025.
		4	Inclusion of Pop Quizzes in the Curriculum and Revision of Scoring	It was unanimously decided that pop quizzes will be included in the programs of all levels in both the 1st and 2nd periods. The score of writing exams, previously 20 points, will be reduced to 10 points, and the remaining 10 points will be allocated to pop quizzes. Accordingly, it was unanimously decided that writing exams will be worth 10 points and pop quizzes will be worth 10 points.
18.06.25	2025/05	1	Discussion of 2024–2025 Summer School Courses	Taking into consideration student requests and the level status of students who are likely to graduate from the Preparatory School, it was unanimously decided on the levels of classes to be opened in the 2024–2025 Summer School.
		2	Discussion of End-of-Semester Procedures for the 2024–2025 Spring Semester	It was unanimously decided that the end-of-semester grade sheets for the 2024–2025 Spring Semester will be submitted to the Preparatory School administrative office by no later than 20.06.2025. It was unanimously decided that the electronic files for the end of the 2024–2025 Spring Semester will be submitted by no later than 07.07.2025. It was unanimously decided that the documents to be archived for the end of the 2024–2025 Spring Semester will be submitted to the Preparatory School administrative office by no later than 08.07.2025.
30.04.25	2025/04	1	Discussion of Council of Higher Education Audit	It was unanimously decided to discuss the necessary issues within the scope of the Council of Higher Education audit for the 2024–2025 academic year, to initiate preparations for the next audit, and

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				to ensure that the administrative office operates under closer supervision during this process.
17.03.25	2025/03	1	Preparation and Submission of 2024–2025 Period 3 and 4 Final Exams	It was unanimously decided that final exams for all levels for Period 3 and Period 4 of the 2024–2025 academic year will be prepared by the level coordinators and submitted to the administrative office by no later than 02.04.2024.
12.03.25	2025/02	1	Discussion of Office Hours	It was emphasized that Academic Office Hours and Student Office Hours must be implemented diligently, and it was unanimously decided that the necessary reminders will be made to the Preparatory School instructors by the Director and the administrative office.
		2	Discussion of the Expected Council of Higher Education Audit and Necessary Preparations	It was unanimously decided that all preparations for the expected Council of Higher Education audit will be completed by the end of March.
		3	Discussion of Documents Issued to Students During the Interim Period	It was unanimously decided that students who wish to apply for scholarships and request documents indicating their English proficiency level and Preparatory School status will be issued one of the following documents according to their level: local exemption from the Preparatory School, graduation from the Preparatory School, or confirmation of continued enrollment in the Preparatory School. Therefore, it was accepted that the local document issued depends on the student's exam results, and that group instructors will guide students accordingly.
03.02.25	2025/01	1	Discussion of the Start of the 2024–2025 Spring Semester	It was unanimously decided that registrations for the 2024–2025 Academic Year Spring Semester will take place between 05–07 February 2025. During the registration week, full-time academic staff will be present at the Preparatory School between 09:00 and 16:30. The start date of classes for the 2024–2025 Academic Year Spring Semester was announced as

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				10 February 2025, and it was unanimously decided that attendance will be taken starting from this date.