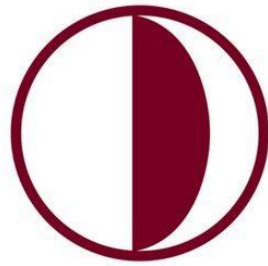


NEAR EAST UNIVERSITY



ENGLISH PREPARATORY SCHOOL

STAFF HANDBOOK

2025-2026 ACADEMIC YEAR

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FOREWORD

Welcome to Near East University English Preparatory School.

This handbook has been designed to give you all the basic information about our school.

Near East English Preparatory School prepares students for English-medium academic study in the faculties. The English Preparatory School Language Program aims to bring students' level up to the basic minimum required for study in their chosen faculties.

Below you will find our Mission Statement along with the Organizational Structure, details of our policies, Code of Professional Practice for NEU English Preparatory School Teachers, Student Related Issues and What to do in Emergencies.

The structure of the school consists of three parts. There is a Directorate that co-ordinates and manages the activities within the school; a Coordinators Unit that is responsible for Curriculum and Material development, Testing, Teacher Training and the Teaching Unit.

1. NEU English Preparatory School's: Mission and Vision

1.1 Mission

The mission of the Near East University English Preparatory School is to enable students to use English not only as a foreign language but also as an effective tool for communication and learning in their academic and professional lives. In line with this goal, the school aims to develop students' four fundamental language skills—reading, writing, listening, and speaking—at an advanced level through instructional programs aligned with international standards, particularly the CEFR (Common European Framework of Reference for Languages).

In addition to providing language proficiency, the Preparatory School seeks to educate individuals who are capable of critical thinking, possess strong independent learning skills, and adhere to academic ethical values. Furthermore, by offering a multicultural learning environment, it supports students in gaining a global perspective.

1.2 Vision

The vision of the Near East University English Preparatory School is to become an exemplary institution not only for university students but also in the field of foreign language education at both regional and international levels. By integrating technology and innovative teaching methods into its curriculum, the school adopts a flexible and dynamic educational approach that takes into account individual differences among students.

The long-term goal of the school is to equip students not only with English language proficiency but also with skills such as academic writing, research methods, and presentation techniques, thereby preparing them for the global academic and professional arena. With a structure that supports the professional development of its instructors in line with international standards, the school aims to become a centre of excellence in language education through collaboration with universities worldwide.

1.3. Objectives and Goals of the Preparatory School

The objectives and goals of the Near East University English Preparatory School are the fundamental indicators that define the educational quality, developmental direction, and institutional purpose of the program. The established objectives cover the areas of education, research, and community contribution, and aim to enhance student achievement, teaching quality, and scientific productivity. Accordingly, these objectives and goals have been designed to be measurable, monitorable, and aligned with international standards.

A) Statement of Purpose

The overall aim of the English Preparatory School is to establish an instructional process in foreign language education that is aligned with international quality standards and that enhances individuals' academic, communicative, and cultural competencies, while ensuring that students begin their undergraduate education with a strong linguistic foundation. The program's objectives encompass education, research, and social responsibility, and aim to provide modern, innovative, accessible foreign language education grounded in ethical values.

B) Statement of Goals

In order to ensure the applicability and measurability of the stated objectives, the goals have been structured in alignment with learning outcomes. These goals focus on improving students' language proficiency levels, increasing academic performance, strengthening research culture, and expanding engagement with society.

C) Objectives and Goals Covering the Field of Education

Objective 1: To enhance quality in language education and educate students who meet international proficiency standards.

- **Goal 1.1:** Develop curricula in accordance with CEFR standards.
- **Goal 1.2:** Create instructional materials that ensure measurable improvement in all language skills.
- **Goal 1.3:** Improve digital and face-to-face learning environments to support accessible education.

Objective 2: To equip students with academic language proficiency.

- **Goal 2.1:** Prepare course content that develops academic reading and writing skills.
- **Goal 2.2:** Design activities that support presentation, discussion, and critical thinking skills.
- **Goal 2.3:** Implement academic preparation programs that facilitate students' adaptation to undergraduate education.

D) Objectives and Goals Covering the Field of Research

Objective 1: To promote innovative and scientifically grounded practices in language teaching.

- **Goal 1.1:** Support instructors' participation in professional development activities.
- **Goal 1.2:** Encourage academic studies on language teaching, assessment and evaluation, and learning strategies.

- **Goal 1.3:** Increase participation in national and international academic events.

E) Objectives and Goals Covering Community Contribution and Educational Services

Objective 1: To carry out language education activities that support social development through engagement with the community.

- **Goal 1.1:** Plan activities that involve students in social responsibility projects.
- **Goal 1.2:** Organize seminars, workshops, and project-based learning activities that promote cultural awareness.
- **Goal 1.3:** Develop educational and support services addressing the language learning needs of society.
- **Goal 1.4:** Increase university collaboration in academic and cultural activities that generate social benefit.

1.4 Decision-Making in the English Preparatory School

The NEU Preparatory School supports its mission and aspirations as mentioned earlier, by a decision-making procedure that has the following main goals:

- to engage students and teachers in the decision-making process
- to confer with all the pertinent parties prior to a decision being made
- to take decisions which are in accordance with the mission statement and beliefs of the NEU English Preparatory School as well as with the University rules and code of practice.

The decision-making procedure begins at classroom level where both students and teachers have the opportunity to express their opinions on the learning and teaching process and any other aspects connected to this process. These opinions are discussed during meetings firstly, The meetings discuss and decide to what degree the opinions of the students and teachers are feasible and whether or not any action is required to put them into practice. Action on a decision may be taken immediately by the department. However, on other occasions the decisions may be taken after consultation with the other relevant decision-making bodies within the university.

The decision-making process, be it in academia or organizational aspects, is carried out with due respect to the regulations of the university in general and to rules and regulations of the English Preparatory school in particular. Procedures concerning specific decision-making processes are described in the relevant sections of this handbook. All decisions discussed by the Vice Director need to be confirmed by the Director.

1.5 The English Preparatory School Website

The English Preparatory School has its own [website](http://prep.neu.edu.tr/) <http://prep.neu.edu.tr/> where detailed information about the English Preparatory School and its operations is provided. The page is frequently updated with new information and any relevant announcements. The intention of the website is to bestow to both current and prospective students as well as any other interested party's information on course contents, the academic calendar, timetables, the exam schedules and any announcements associated with the English Preparatory School. Contact

information for the English Preparatory School and links to the personal web pages of the individual teachers can also be found on this page.

1.6 List of Abbreviations

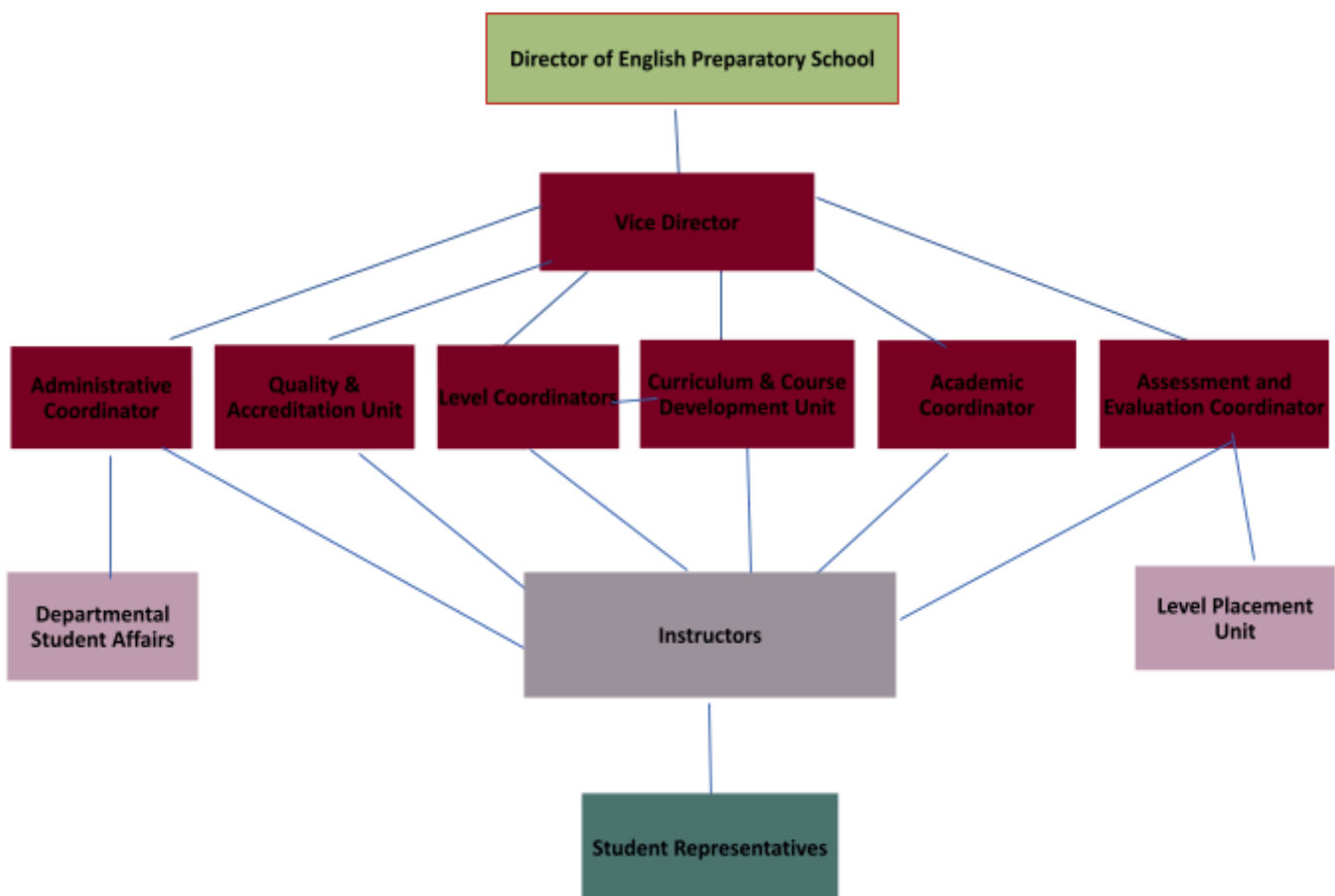
CEFR - Common European Framework of Reference (for Languages)

NEU - Near East University

QI - Quality Improvement

TRNC - The Turkish Republic of North Cyprus

1.7 The Organizational Chart for NEU English Preparatory School



1.8 Organizational Structure

Directorate

Near East University English Preparatory School is run by the Director and the Vice Director.

1.8.1. Director

The Director is the educational and instructional leader who is primarily responsible for the effective and efficient use of all resources in order to achieve the school's objectives, in accordance with the fundamental principles of the institution, and for managing and representing the school with a spirit of teamwork.

The authorities, duties and responsibilities of the Director are as follows:

1. To be responsible to the Rector for the effective and orderly execution of the academic and administrative management of the School of English Preparatory Program in all aspects.
2. To chair the units of the School of English Preparatory Program and ensure the conditions necessary for implementing the decisions taken.
3. To ensure productive work and coordination among the units of the School of English Preparatory Program.
4. To ensure the regular execution of educational activities, scientific studies, in-service training, and personal development activities.
5. To present a detailed report to the University Administrative Board at the end of each academic term regarding the overall functioning of the School of English Preparatory Program.
6. To supervise personnel at all levels within every unit affiliated with the School of English Preparatory Program.
7. To take necessary measures to ensure the academic, social, and cultural development of students.
8. To approve certificates and educational documents.
9. To ensure the development of the School of English Preparatory Program at an international quality level in English language education, to establish communication with relevant institutions, and when necessary, ensure the school's membership in such organizations.
10. To provide necessary guidance for curriculum preparation in accordance with the adopted philosophy and methodology regarding curriculum development; to review prepared curricula, have necessary revisions made, and approve them.
11. To request teachers to prepare lesson plans reflecting innovations added to the objectives of the education program, to examine them, provide necessary guidance, and observe classes when needed.
12. To take all necessary measures related to institutional order and discipline, to implement decisions in a timely and effective manner, and to ensure that students acquire the desired behaviors.
13. To evaluate candidate teachers in accordance with the legislation.
14. To carry out personnel record-related procedures in accordance with regulations.

15. To warn personnel who fail to perform their duties properly and, if such behavior continues, report the matter to higher authorities; to inform senior management regarding the rewarding of those who perform their duties with outstanding success.
16. When necessary, to coordinate peer observation among teachers and obtain feedback regarding such sharing.
17. To ensure the preparation of documents and forms related to the proper functioning of administrative affairs.
18. To inform teachers about training, fairs, courses, conferences and workshops organized by other institutions and universities.
19. To organize training programs for teachers within the framework of the educational program objectives foreseen for their professional development.
20. To represent the School of English Preparatory Program outside the university.

1.8.2. Vice Director

Authorities, Duties and Responsibilities

The Vice Director is the closest assistant to the Director in administration. The Vice Director is responsible for ensuring that administrative and educational activities are conducted appropriately and assists the Director in the following matters:

1. Before the start of the academic year, assists the Director in establishing authorized units and teams and supports the Director in assigning duties related to the courses to be taught.
2. Ensures that educational resources related to teaching and learning are available within the institution.
3. Assigns the administrative unit officer responsible for ensuring that classrooms, libraries, technological equipment, tools and materials are ready for education and supervises these preparations.
4. Carries out procedures related to the preparation of course schedules and the most efficient use of the building in order to ensure the smooth functioning of education.
5. Provides necessary guidance for the preparation of exams according to institutional needs, reviews prepared exams, and approves them after ensuring necessary revisions.
6. Works with the Director in evaluating exam results.
7. Supports the Director in analyzing the practices included in the educational program of the English Preparatory School and ensures that necessary changes are made.
8. Provides guidance for teachers' individual development and organizes training activities according to the needs of the school in order to support teachers in line with the school's innovative vision.
9. Holds regular meetings with teachers regarding the implementation and development of programs.
10. Keeps informed about innovations in the ELT world and informs all units accordingly.
11. Organizes orientation activities for newly appointed teachers.
12. Supervises teacher files and class files.
13. Listens to teachers' end-of-year evaluations and reports their requests and suggestions to senior management.
14. Conducts social responsibility projects.

15. Analyzes student achievements together with the Assessment and Evaluation Coordinator and provides feedback to teachers and the Director while offering necessary guidance.
16. Supports the Director in examining objections related to exams.
17. Ensures support is provided to students and teachers, in cooperation with the Information Technologies Unit Officer, regarding the use of online platforms included in the educational program of the School of English Preparatory Program.

1.8.3. Academic Coordinator

The authorities, duties and responsibilities of the Academic Coordinator are as follows:

1. Plan, coordinate and supervise educational activities.
2. Prepare the academic calendar and ensure its implementation.
3. Arrange the teaching loads of instructors and assign duties.
4. Organize English Proficiency and Placement Exams, assign invigilators and report results.
5. Monitor and evaluate student achievement and report to senior management.
6. Ensure the revision of the curriculum according to current needs.
7. Conduct academic processes in accordance with YÖK and YÖKAK regulations.
8. Approve the preparation and use of educational materials (books, exam papers, assessment tools).
9. Organize additional programs (workshops, speaking clubs, etc.) to support students' language development.
10. Ensure communication between instructors, students and administrative units.
11. Conduct academic board and commission activities.
12. Carry out continuous improvement activities to enhance educational quality.
13. Ensure transparency and accuracy in reporting and documentation.
14. Maintain academic activities in line with the institution's vision and mission.

1.8.4. Administrative Office Coordinator

Authorities, Duties and Responsibilities

The duties of the Administrative Office Coordinator are as follows:

1. Deals with student requests and complaints.
2. Provides internal and external communication and makes announcements.
3. Supervises and organizes the implementation of surveys coming from outside the English Preparatory School.
0. Carries out work related to documents to be prepared for student affairs.
0. Delivers classroom keys to academicians against signature and monitors them.
0. Directs relevant personnel regarding school cleaning, maintenance and repair issues.
0. Maintains and monitors the personal files of academic staff and presents them when requested.
0. Archives student information and reports it to relevant departments.
0. Ensures that students who will do internships at the school are placed in appropriate classes.
0. Organizes the flow of documents between units.

0. Ensures the regular functioning of printing, photocopy and information processing services and supports photocopying processes when requested by academic staff.
0. Protects and preserves documents, equipment and materials related to the duty.
0. Performs other duties assigned by senior school administrators.

1.8.5. Quality Representative

Duties, Authorities and Responsibilities

Purpose

The purpose of this regulation is to define the duties, authorities and responsibilities of the Quality Representative within the scope of the quality assurance system carried out within the School of Foreign Languages.

Scope

This regulation covers the coordination of quality processes for all educational, assessment and evaluation, administrative and academic activities conducted within the English preparatory program and the School of Foreign Languages.

Basis

This regulation is prepared based on:

- The University Quality Assurance Directive
- The quality assurance principles of the Council of Higher Education Quality Board (YÖKAK)
- Institutional Quality Assurance Policies adopted by the University Senate

Duties of the Quality Representative

The duties of the Quality Representative are as follows:

1. To coordinate the implementation and development of the quality assurance system in the School of Foreign Languages.
2. To ensure coordination between the University Quality Coordination Office and the School of Foreign Languages.
3. To carry out internal quality evaluation, monitoring and improvement activities.
4. To ensure monitoring of quality indicators related to educational, research and administrative activities.
5. To contribute to the preparation of the School's annual activity reports, self-evaluation reports and quality reports.
6. To ensure that academic and administrative staff are informed about quality processes and that awareness is increased.
7. To contribute to the evaluation of feedback from students, graduates, academic and administrative staff.
8. To organize meetings, workshops and training activities aimed at quality improvement.
9. To coordinate the collection and reporting of data required within institutional quality processes.
10. To contribute to the preparation of relevant documents and the execution of processes during accreditation and external evaluation procedures.

Authorities

The Quality Representative:

- Has the authority to evaluate whether activities carried out in the school comply with quality standards.
- May make improvement suggestions for the development of quality processes.
- May request data and information related to quality processes from academic and administrative units when necessary.
- May organize meetings and propose the establishment of working groups in order to ensure the effective execution of quality activities.

Responsibilities

The Quality Representative is responsible for:

- Ensuring that quality processes in the school are carried out regularly and effectively.
- Coordinating the accurate and timely preparation of reports related to the quality assurance system.
- Contributing to the dissemination of the institutional quality culture.
- Supporting continuous improvement activities in line with the university's quality policies.
- Protecting the confidentiality and accuracy of data obtained in quality processes.

1.8.6. Assessment and Evaluation General Coordinator

Purpose

The purpose of this job description is to define the duties, authorities and responsibilities of the Assessment and Evaluation General Coordinator who is responsible for planning, implementing and improving assessment and evaluation activities conducted within the English Preparatory Program.

Scope

This job description covers all processes related to the planning and execution of placement exams, midterm exams, quizzes, skill exams, final exams and other assessment and evaluation activities implemented in the English Preparatory Program.

Reporting Line

The Assessment and Evaluation General Coordinator works under the Director of the English Preparatory Program and carries out duties in coordination with the Director and Vice Directors.

Duties and Responsibilities

The duties and responsibilities of the Assessment and Evaluation General Coordinator are as follows:

1. To determine the assessment and evaluation policy of the preparatory program and ensure its implementation.
2. To ensure alignment between program learning outcomes and examinations.
3. To organize the preparation of placement exams, midterms, quizzes, skill exams and final exams.
4. To ensure that examinations comply with the principles of validity, reliability and assessment.
5. To create, develop and maintain a question bank.
6. To develop assessment rubrics for writing and speaking exams and organize standardization meetings.

7. To supervise the processes of securely printing, storing and administering exams.
8. To coordinate the assignment of exam invigilators and exam administration processes.
9. To analyze exam results and submit reports to the academic administration.
10. To prepare statistical analyses related to student achievement levels and exam performance.
11. To provide training and guidance to instructors on assessment and evaluation.
12. To review exam objections submitted by students and conduct necessary evaluation processes.
13. To ensure that assessment and evaluation processes comply with quality assurance standards.
14. To coordinate the use of digital assessment tools and online exam systems when necessary.
15. To perform other duties related to assessment and evaluation assigned by the academic board and administration.

Authorities

The Assessment and Evaluation General Coordinator has the authority to:

- Establish coordination with academic units regarding the execution of assessment and evaluation processes.
- Propose academic staff who will take part in exam preparation and evaluation processes.
- Make recommendations for improving the assessment and evaluation system.

1.8.7. Level Commission

Duties, Authorities and Responsibilities

Purpose

The purpose of this article is to define the duties, authorities and responsibilities of the Level Commission operating under the Assessment and Evaluation Coordination within the preparatory program conducted in the School of Foreign Languages.

Scope

This directive covers the academic and administrative duties of Level Commission members working at all levels of the preparatory program (A1, A2, B1, B1+ , B2).

Basis

This directive is prepared based on the provisions of the School of Foreign Languages Education-Teaching and Examination Regulations of the relevant higher education institution.

Formation of the Level Commission

1. The Level Commission operates under the Assessment and Evaluation Coordination.
2. The commission consists of at least three members appointed from among instructors teaching at the relevant level.
3. Commission members are appointed with the approval of the School Directorate.

Duties of the Level Commission

The duties of the Level Commission are as follows:

1. To contribute to the preparation of exams for the level for which it is responsible.
2. To create and develop a question pool for quizzes, midterm exams, short exams and final exams.

3. To check that the prepared exams are aligned with program learning outcomes and the curriculum.
4. To prepare answer keys and evaluation rubrics to be used in exams.
5. To determine evaluation criteria for writing and speaking exams.
6. To conduct item analysis and achievement analysis after exams.
7. To submit reports to the Assessment and Evaluation Coordination.
8. To review disputed exam questions and make evaluations when necessary.
9. To contribute to the development of learning outcomes and course content for the level.
10. To ensure that assessment and evaluation processes are carried out according to standards.

Authorities

The Level Commission has the authority to:

- Recommend editing, correcting or changing exam questions.
- Provide opinions on the development of assessment and evaluation tools.
- Make recommendations regarding exam format and content when necessary.
- Prepare program development recommendations based on exam results.

Responsibilities

Members of the Level Commission are responsible for:

1. Ensuring the confidentiality and security of exams.
2. Acting impartially and in accordance with ethical principles in assessment and evaluation processes.
3. Ensuring that student achievements are evaluated fairly, transparently and objectively.
4. Participating regularly in commission meetings.
5. Reporting the results of their work to the relevant coordination office.

1.8.8. Information Technologies Unit Officer

Authorities, Duties and Responsibilities

1. Responsible for preparing and continuously updating the English Preparatory School website.
2. Conducts needs analysis regarding information technologies used in English education and informs senior management.
3. Ensures that software and applications used in the educational program are installed in all classrooms and resolves any problems that arise.
4. Provides support to teachers regarding information technology issues.

1.8.9. Instructors

Authorities, Duties and Responsibilities

Teachers are obliged to perform their duties in accordance with the general objectives and fundamental principles of the institution and in line with relevant legislation. In line with the information and technological developments of the age, teachers carry out activities to prepare students for life both academically and as qualified individuals in accordance with their needs and goals.

1. The teacher, responsible for classroom organization and management, prepares the physical and psychological environment required for education.
2. Explains to students the methods, techniques and evaluation system related to the program to be followed.
3. Performs invigilation duties assigned by the administration of the English Preparatory School in accordance with regulations.
4. Uses educational techniques and technological resources that enable students to learn through research, practice and experience.
5. Contributes to the development of educational standards and assists the administration.
6. Sets an example to students through attitudes and behavior.
7. Emphasizes the development of students' individual and group working habits.
8. Participates in social responsibility projects and ensures awareness among the students under their responsibility.
9. Conducts activities within the scope of exams, projects and portfolios.
10. Keeps necessary written evaluations related to attendance, homework, projects, activities and exam results in class files on time.
11. Participates in meetings and in-service training.
12. Follows scientific and technological innovations related to the field and reflects them in teaching.
13. Ensures that course tools, equipment and materials under their responsibility are used appropriately and protected.
14. Monitors records related to their duties in electronic systems and updates or enters new information when necessary.
15. Performs additional duties assigned by the administrative unit.
16. Participates in the invigilation and marking of quizzes, Mid-term, and Final exams.
17. Contributes to the development, planning and implementation of the Quality Improvement Plan.
18. Learns the Genius system and act accordingly.

Responsibilities of Teachers as Invigilators

All invigilators are responsible for

- Arriving at the examination room at least 15 minutes before the beginning of the examination
- Informing the English Preparatory School's Administration if they are unable to attend the examination
- Ensure that the correct examination papers have been delivered
- Keeping a register of students attending an examination
- Distributing examination materials to students, and ensuring the security of materials at all times
- Supervising the examination for the duration of the scheduled time
- Communicating any problems / incidents / emergencies to the Assessment and Evaluation Coordinator
- The collection of answer sheets / examination papers from each student and assuring that the number of papers and signatures match

- Ensuring that all electronic devices are off during the examination
- Ensuring students are not disturbed either by other students or by invigilators
- Arranging the secure delivery of students' answers sheets to the relevant teacher for marking

1.9. Dealing with Cheating

A zero-tolerance policy is operated in the English Preparatory School with regards to cheating in examinations. Unauthorized material comprises of any notes / documents carried by students' and non-permitted equipment / gadgets for example, a mobile phone, laptop, and / or a tablet. In the case of invigilators spotting students with unauthorized material in their possession, including any information on a part of the body, clothing, on the wall or desk, it will inevitably be assumed that cheating has taken place. The invigilator should wait for the student to finish and submit his / her paper. If a student is caught cheating his / her paper will be signed by the invigilating teacher at the end of the exam, showing that the student has been caught cheating and the administration is to be informed immediately after the end of the exam. The student is also informed at once after the exam finishes in order not to cause confrontation which may lead to disturbing other students. The student does not receive a grade and their record sheet is completed with a "0" (zero) for that particular exam. There is no make-up exam for a student who has been caught cheating. The case may also be taken to the Disciplinary Committee for the Preparatory School.

Roles and responsibilities of Teachers as Markers

- To ensure work is marked on a regular basis.
- To use the Formative Feedback sheet in line with progress checks to advise students on how to improve for that section of work in their books.
- To ensure that students have the target level or grade clearly on display.
- To ensure that students are provided time to consider marking comments.
- To share good practice with marking in meetings.
- To ensure the curriculum area has a coherent and consistent approach to identifying learning milestones and identifies key tasks to be marked in detail.
- To create planned opportunities each term to moderate key assessment activities.
- To ensure consistency.
- To ensure Formative Feedback sheets are provided.

2. General Policies

2.1 Curriculum Policy

2.1.1. General Policy Statement

The curriculum of the Near East University English Preparatory Program is designed to enhance the quality of learning for all students, regardless of their learning profiles, and to support their academic, linguistic, and personal development.

The preparatory program is built on a modular structure aligned with international language standards, particularly the CEFR (Common European Framework of Reference for Languages). It is organized into levels that enable students to progress systematically from their initial proficiency levels to the targeted level of competence.

The program is structured to ensure coherence among learning outcomes, course content, and assessment practices, all of which are carefully aligned with the overall curriculum framework.

2.1.2. Core Objectives of the Curriculum

1. Raising Self-Competent Individuals

Near East University English Preparatory School aims to support students in their transition from high school to university and to help them realize their full potential. The program fosters self-competent individuals by equipping students with essential study skills, lifelong learning habits, and the ability to use English effectively as a life skill.

2. Meeting Students' Linguistic Needs

The curriculum provides students with a solid foundation in grammar and vocabulary, enabling them to use English accurately and appropriately in academic contexts and beyond.

3. Meeting Students' Academic Needs

The program prepares students for their academic studies by developing essential skills such as:

- Listening to instructors and taking notes
- Reading extended academic texts
- Producing structured academic writing

4. Encouraging Learner Independence

The program promotes learner autonomy as a key component of academic success. Students are encouraged to develop independent learning strategies and habits, both inside and outside the classroom.

5. Providing Support and Individual Attention

The curriculum ensures that all students receive adequate guidance and support, with additional individual attention provided to those who require it.

2.1.3. Curriculum Structure and Components

The Near East University English Preparatory Program ensures that all curriculum components are aligned with the Quality Improvement Policy and are mutually supportive.

These components include:

1. Learning Objectives

Clearly defined learning outcomes are specified in the syllabus and course outlines for all levels and semesters.

2. Teaching and Learning Materials

The curriculum includes:

- Core coursebooks
- Supplementary materials
- Self-access learning resources
- Materials developed by the Curriculum and Material Development Unit

3. Independent Learning

Students are supported through tutorials, regular homework, and structured independent study. Independent learning is further enhanced through:

- Blended learning
- Project-based learning

4. Assessment

Assessment is continuous and systematic, including:

- Course requirements
- Ongoing (formative) assessment
- End-of-course (summative) evaluation

2.1.4. Curriculum Development and Review

The curriculum is regularly reviewed and updated to ensure its relevance, effectiveness, and alignment with current needs. This process is based on:

- Student feedback
- Academic performance data
- Assessment and evaluation results
- National and international developments
- Innovations in educational technology

These review processes are conducted by relevant academic units and committees. Based on the findings, necessary improvements are made to ensure that the curriculum remains current, effective, and responsive to student and societal needs.

2.1.5. Supporting the Curriculum

1. Effective Curriculum Management

The implementation of the curriculum is supported through strategic planning, resource allocation, and continuous institutional development.

2. Ensuring a Cohesive Curriculum

All elements of the curriculum—syllabus, materials, assessment, and management—are aligned with each other and with institutional quality standards.

3. Ensuring Transparency and Coherence

The principles and structure of the curriculum are clearly communicated to all stakeholders, including students, instructors, and the university administration.

4. Teacher Development

Continuous professional development is considered essential. The institution provides ongoing training and support to ensure effective teaching practices.

5. Monitoring and Evaluation

The program is continuously monitored through systematic data collection and analysis. Necessary adjustments are made promptly to improve teaching and learning outcomes. Through its structured, flexible, and continuously evolving curriculum, the Near East University English Preparatory School ensures that students are well-prepared for academic and professional success, equipped with both language proficiency and essential lifelong learning skills.

2.2. Quality Policy

2.2.1. Purpose

This policy aims to ensure that all teaching, research, and community engagement activities are conducted in alignment with national and international quality standards. It seeks to enhance student and stakeholder satisfaction while supporting continuous improvement through data-driven and risk-based management practices.

The policy also ensures that the English Preparatory Program delivers a learning experience that is fit for purpose, meeting academic requirements and aligning outcomes with institutional objectives.

2.2.2 Scope

This policy covers all processes related to:

- Curriculum design and development
- Teaching and learning practices
- Assessment and evaluation systems
- Student support services
- Faculty development and performance
- Institutional resource management
- Research and community engagement activities

2.2.3. Core Principles

The English Preparatory School operates in accordance with the following principles:

- Student-centered learning approach.
- Evidence-based and data-driven decision making.
- Commitment to continuous improvement.
- Ethical conduct, transparency, and accountability.
- Active stakeholder participation.
- Inclusiveness, accessibility, and equality.

2.2.4. Quality Policy Statement

The Near East University English Preparatory School is fully committed to delivering a high-quality learning program that is aligned with both national and international standards in English language education.

The institution ensures that:

- All academic requirements of students are met.
- Teaching methods, assessment practices, and resources are continuously reviewed.
- Programs remain relevant to learners' needs and global developments.
- Education is accessible, inclusive, and responsive.
- Continuous monitoring and evaluation ensure that the program remains effective, up-to-date, and aligned with quality standards.

2.2.5. Strategic Objectives

Short-Term Objectives

- Improve overall student language proficiency levels.
- Increase student satisfaction.
- Strengthen faculty competencies and professional development.

Quality Improvement Objectives

- Enhance lecturer autonomy.
- Enhance student autonomy.
- Improve overall teaching standards.
- Use institutional resources more effectively.
- Provide a rich and needs-based curriculum.
- Revise and improve supplementary materials.
- Strengthen the assessment system (e.g., exam bank development).
- Improve management systems.
- Enhance staff recruitment processes.
- Achieve accreditation from internationally recognized institutions.
- Expand institutional services.
- Promote social responsibility among students.

2.2.6. Teaching, Learning, and Curriculum Quality

The program is structured in alignment with CEFR standards and follows a modular system that enables students to progress systematically.

Teaching practices are based on:

- Communicative Language Teaching (CLT)
- Task-Based Learning (TBL)
- Project-Based Learning
- Cooperative Learning
- Curriculum components (learning outcomes, materials, and assessment) are aligned and regularly reviewed based on:
 - Student feedback
 - Academic performance data
 - Technological developments
 - National and international benchmarks

2.2.7. Assessment and Evaluation

Assessment processes are:

- Multi-dimensional
- Both formative and summative
- Evaluation results are used to:
 - Monitor student progress
 - Improve teaching practices
 - Inform institutional decision-making

2.2.8. Monitoring and Continuous Improvement

All processes are monitored within a Quality Assurance System using the Plan–Do–Check–Act (PDCA) cycle.

Data sources include:

- Student performance
- Course evaluations
- Instructor feedback
- Program outcome achievement
- Findings are used to implement continuous improvements.

2.2.9. Stakeholder Engagement

The English Preparatory School actively involves both internal and external stakeholders in decision-making processes. Feedback is systematically collected, analyzed, and used to enhance institutional effectiveness.

2.2.10. Governance and Leadership

Governance is based on:

Transparency
Accountability
Participation
Effectiveness

Roles and responsibilities are clearly defined, and leadership promotes a culture of quality, collaboration, and continuous development.

2.2.11. Staff Development

The institution is committed to ongoing professional development of teaching staff through training, support, and performance evaluation systems.

2.2.12. Social Responsibility and Sustainability

The school integrates social responsibility and sustainability into its educational practices by:

Promoting social awareness
Encouraging community engagement
Supporting sustainable development initiatives

2.2.13. Internationalization

The school supports a multicultural learning environment and aims to:

Improve students' language proficiency according to international standards
Support international student integration
Align programs with global educational needs

2.2.14. Implementation and Responsibility

The implementation of this policy is the responsibility of:

School leadership
Quality assurance units
Academic and administrative staff
All stakeholders contribute to the effective execution and monitoring of the policy.

This policy is reviewed and updated at least once every academic year to ensure its relevance, effectiveness, and alignment with institutional goals and external standards.

2.3 Assessment Policy

Assessment and evaluation at the Near East University English Preparatory School are designed as integral components of the teaching and learning process, supporting both student development and program effectiveness.

Curricula are developed to be relevant, appropriate, and conducive to fostering independent learners. Within this framework, assessment functions as a key mechanism for evaluating the effectiveness of curriculum delivery and the achievement of intended learning outcomes.

The primary purpose of assessment is to monitor student progress, support learning development, and guide students toward achieving the expected competencies. In addition, assessment provides critical insights into areas of learning difficulty and informs the implementation of appropriate remedial actions. It also serves as an important feedback mechanism for evaluating the effectiveness of instructional practices.

Assessment processes are characterized by the following features:

- Multi-dimensional, addressing a wide range of skills and competencies
- Both formative and summative, ensuring continuous as well as outcome-based evaluation

Assessment results are systematically used to:

- Monitor student progress
- Improve teaching practices
- Inform institutional decision-making

Assessment is implemented as a continuous and integral component of the learning process. Students are evaluated through a variety of tools, including pop quizzes, task based videos, presentation, writing portfolios, mid-period and end period exams and classroom participation.

A balanced and comprehensive assessment approach is adopted. Students are assessed across all language skills—speaking, listening, reading, and writing—as well as grammar (usage) and vocabulary. In addition, performance in project-based learning activities is evaluated. Assessment formats are designed in accordance with student needs and program objectives. All students are provided with equal opportunities to demonstrate their knowledge and skills. Clear information regarding the nature and content of assessments is communicated in advance.

Assessment and Evaluation Coordinator is responsible for ensuring the standardization and quality of assessment tools. This includes the development of quizzes and examinations aligned with CEFR standards, as well as providing guidance for the preparation of assessment components. Careful attention is given to accurate marking and transparent reporting of results.

All assessment practices are designed to be fair, inclusive, and free from bias, with sensitivity to differences in race, gender, and cultural background.

Auditable documented instructions to developers and designers of assessment methods.

The Director holds regular meetings with the Assessment and Evaluation Coordinator and the teachers on assessment methods, where auditable documented instructions are given to the developers and designers of assessment methods.

Designing the Performance and Proficiency Tests

Performance Test

- Identify the objectives
- Categorize the question types for each topic and allocate points
- Get feedback from the lecturers about where they are in the syllabus
- Liaise with the members of the Training Unit to prepare a bank of questions
- Select the most suitable questions after considering point 3
- A draft copy is produced
- Proofreading takes place
- Any changes or corrections are made
- Internal Verification
- Lead Internal Verification
- Exams are produced

Proficiency Exam

- Objectives are identified

- Categorize the question types for each level (A1.A2,B1,B1+ ;B2) and allocate points
↓
- Liaise with the members of the Training Unit to prepare a bank of questions
↓
- Select the most suitable questions after considering point 3
↓
- A draft copy is produced
↓
- Proofreading takes place
↓
- Any changes or corrections are made
↓
- Internal Verification
↓
- Lead Internal Verification
↓
- Exams are produced

2.4 The Marking Policy

At Near East Preparatory School we recognize that teachers' marking of students' progress is one of the central functions in the learning process to ensure standardization.

The focus of giving feedback is on helping students gain a clear understanding of how well they have gained knowledge, concepts and skills.

Marking is most effective when the student knows:

- The purpose of the task
- How far they have achieved this
- How to move closer towards their goal of learning.

Marking and implementation of this policy is the responsibility of all teachers.

Aims:

- To establish a consistent approach to the way we feedback on learners' work, so that students feel valued and have a clear understanding of how well they are doing.
- To ensure all students are provided with regular feedback to help them reach or exceed their full academic potential.

Principles:

1. Teacher and peer dialogue around learning.
2. Clarification of what good performance is (goals, criteria, standards expected).
3. Opportunities to close the gap between current and desired performance.
4. Delivery of high-quality information to students about their learning.
5. Encouragement of positive motivational beliefs and self-esteem.

How is marking carried out?

Teachers follow an agreed system and consistent procedures in their marking.

Roles and responsibilities

Teachers

- To ensure work is marked on a regular basis.
- To use the Formative Feedback sheet in line with progress checks to advise students on how to improve for that section of work in their books.
- To ensure that students have the target level or grade clearly on display.
- To ensure that students are provided time to consider marking comments.
- To share good practice with marking in meetings.
- To ensure curriculum area has a coherent and consistent approach to identifying learning milestones and identify key tasks to be marked in detail.
- To create planned opportunities each term to moderate key assessment activities
- To ensure consistency.
- To ensure Formative Feedback sheets are provided

2.5 Internal Verification Policy

The purpose of Internal Verification is to ensure that assessments are valid, reliable, practicable and fair and assessors must apply the standards of assessment uniformly and consistently.

The internal verifier's role is to make sure that

- Assessments are appropriately conducted
- Any possibility of malpractice conducted is minimized
- Assessment instruments are valid.
- Teachers (Assessors) judgements are reliable (consistent & accurate)
- Standardization exercises are arranged
 - a) agreement trials where discrepancies are discussed
 - b) double marking
 - c) blind marking (for writing skill)

- Assessment and verification records are maintained
- Assessment decisions are sampled
- Teachers (assessors) are supported

Senior management is responsible for organizing internal verification which includes

- Scheduling assessments
- Ensuring internal verification records are kept
- Timing the assessment
- Providing re-assessment opportunities
- Providing training for internal verifiers
- Reviewing internal quality assurance systems

2.6 Record Retention Policy

Purpose

The purpose of this Policy is to ensure that necessary records and documents of the NEU Preparatory School are adequately protected and maintained and to ensure that records that are no longer needed by NEU Preparatory School or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Policy

This Policy represents the NEU English Preparatory School policy regarding the retention and disposal of records and the retention and disposal of electronic documents. It is the responsibility of Administration Unit to keep all the records.

2.6.1. RECORD RETENTION SCHEDULE

Record Type	Retention Period
Personnel Records	Whole employment period
Quiz Papers	3 years
Portfolio work	3 years
Final Exam Paper	3 years
Annual Reviews / Staff Appraisal	3 years
Electronic documents	3 years
Correspondence & Internal Memoranda	3 years
External / Internal Contracts	3 years
Class attendance sheet	3 years

2.7 Learner Training Policy

The purpose of the English Preparatory School's Training Policy is to ensure that all students are given equal opportunities and guidance to develop themselves as autonomous learners and self-competent individuals.

Students are guided in study techniques and how to develop the necessary skills for language learning.

The English Preparatory School's major priority is to raise students' awareness about the importance of English by eliciting their ideas and giving them a questionnaire on the topic. The English Preparatory School also puts emphasis on giving students the necessary training in how to use the language efficiently to communicate and to express themselves in their academic studies. This is provided by focusing on the meaning and production of the language rather than focusing too much on the rules of the language.

As part of its Training Policy, the English Preparatory School recognizes continuous assessment as necessary. Frequent testing is carried out during the semester and thus the students' progress can be tracked easily for any kind of support, if needed.

The responsibility for carrying out the training policy lies with all the members of staff and management. All coordinators and managers coach and guide the staff towards fulfilling the necessities of the training policy. Regular meetings are organized and questionnaires are given to indicate the achievement of objectives and to identify any further needs. In addition, workshops are arranged to keep the staff up-to-date about the improvements in English language teaching.

2.8 Safe Storage of Exam Papers Policy

Aim

The aim of this policy is to ensure the confidentiality, security, and integrity of examination papers before and after examinations. This applies to both hard copy and electronic formats.

Procedure

1. Review and Preparation of Examination Papers

- The Assessment and Evaluation Coordinator is responsible for reviewing all examination papers and providing feedback prior to printing.
- Examination materials are finalized only after this review process is completed.

2. Printing and Packaging

- **Level Commissions** are responsible for:
 - Printing examination papers
 - Organizing and placing them into envelopes
 - Sealing the envelopes securely
- Once prepared, all examination envelopes are delivered to the Vice Director.

3. Secure Storage of Hard Copies

- The **Vice Director** is responsible for the secure storage of all examination papers.
- Examination materials are kept in a locked and secure area with restricted access.
- Access is limited to authorized personnel only to maintain confidentiality.

4. Distribution on Examination Day

- On the day of the examination, the **Vice Director** distributes the sealed envelopes to the relevant staff.
- Distribution is carried out in a controlled and secure manner to ensure the integrity of the examination process.

5. Confidentiality

- All staff involved in the preparation, handling, and distribution of examination papers must maintain strict confidentiality.

- Examination materials must not be shared, copied, or disclosed under any circumstances.

6. Electronic Storage

- Electronic copies of examination papers must not be stored on:
 - Portable devices (e.g., USB drives)
 - Laptop hard drives
 - Local computer drives (C-drive)
- Approved storage methods include:
 - Password-protected shared drives
 - Secure personal drives with restricted access

7. Security Breaches

- Any suspected breach of examination security must be reported immediately to Director or Vice Director.
- Immediate action must be taken to protect the integrity and confidentiality of the examination process.

2.9 Health and 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 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, teachers 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, teachers, 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

Plan Flow

It is the responsibility of the Director of Security to prepare the plan. It is renewed once a year. During the preparation of the Fire Security Plan, a risk investigation is done in all areas within the building.

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 English Preparatory School Building and its facilities

- It is a four storey 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
- d) Kitchen

B: Areas that have the second highest risk.

- a) Director's Office
- b) Lecturers' Offices

c) Secretaries' Office

d) Information Desk

Protection 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 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 have the authority to ask to check the contents of the bags and / or parcels of the people entering the building. The security personnel do 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 are 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 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 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: 110

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.

2.10 Policies and Procedures related to Teachers

2.10.1 The E Policy

Emerging models of online collaboration are fundamentally changing the way we work and communicate. This new model can help build stronger, more successful relationships and contribute to language teaching and the learning process. However, in order to avoid any problems and misunderstandings, NEU English Preparatory School considers any social media activity performed by its staff to be subject to certain principles and guidelines.

- Be honest about your identity.
- Make sure not to use any libelous inscription.
- Always review what you are about to post, consult with one of the admin members if unsure.
- If you make a mistake, admit it-and be upfront and quick with your correction.
- Respect confidentiality of all participants and never disclose student information.
- Always give reference to the sources of written content, images and ideas you use.
- Handle negative comments and developments quickly and professionally.

2.10.2. Specific ways of communication for English Preparatory School

- **Neu English preparatory school webpage**

The Neu English Preparatory School webpage aims to include information related to the mission and vision of the school, academic staff and the learning programme in detail. It is the responsibility of the marketing person to inform the related unit of the university after liaising with either the Assistant Director or Director to send any information that needs to be published on the internet. He / She is responsible for continuous monitoring, maintenance and timely response.

- **Neu e mail**

All teachers are responsible for checking any email sent either from the Rectorate or NEU English Preparatory School Administration on a daily basis and act accordingly. Any information related to NEU University or NEU Prep school is not meant to be forwarded to anyone who is not a member of NEU English Preparatory School.

- **NEU Prep school Instagram Page**

The aim of the NEU Preschool Instagram Page is to share information related to English Language teaching and social activities shared among the members of Near East University Preparatory School. All teachers are personally responsible for the content they publish on NEU English Preparatory Instagram page. The admin has the full responsibility to block any inappropriate material.

- **Online communication among staff**

Senior management is responsible for generating communication related to any academic or administrative issue via a private whatsapp group set up to be used only by the staff.

2.11 The Invigilation Policy

Aim: This policy aims to ensure the fair and orderly conduct of examinations and to set out the responsibilities of the invigilators who act on behalf of Near East English Preparatory School. It informs the Assessment and Evaluation Coordinators and invigilators about what is expected of them.

Invigilation Procedures

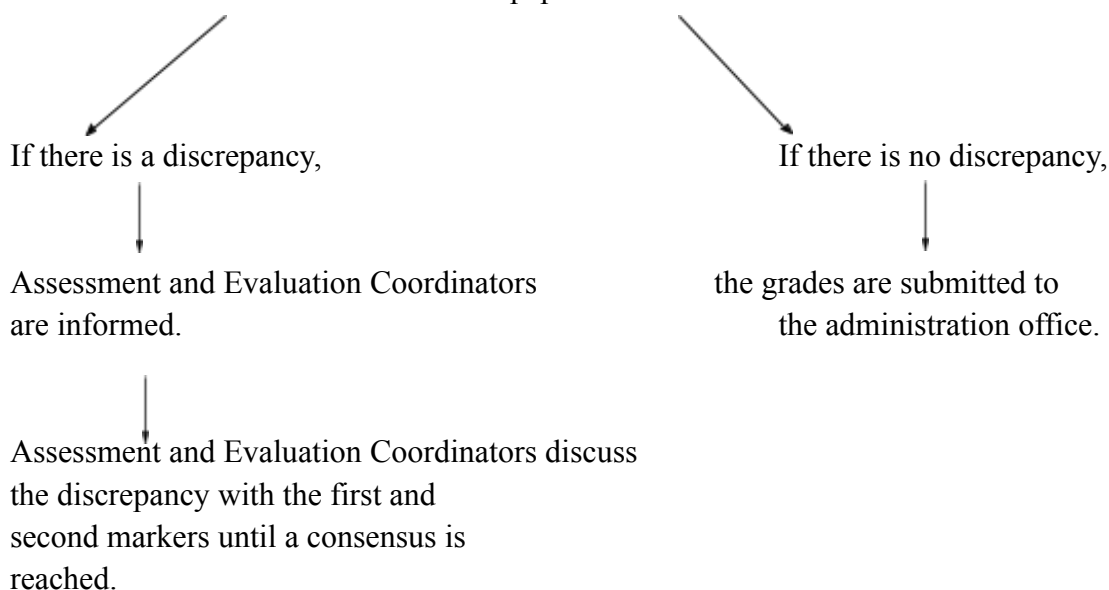
- Exam papers are distributed and announcements are made to the teachers by the coordinators
- ↓
- Invigilators report to the exam room 15 minutes before the starting time of the examination
- ↓
- Students ID and exam entrance papers are checked and an attendance record is signed by each student
- ↓
- Mobile phones are collected and numbers are given to the students so that they can collect their phones after the examination.
- ↓
- Exam papers and materials are distributed appropriately by the invigilators
- ↓
- Announcements are made to the students
- ↓
- During the exam it is imperative that invigilators walk around and monitor the students
- ↓
- Exam papers and the attendance records are collected, counted and delivered back to the coordinators
- ↓
- Any matters of concern are reported to the coordinators.

Marking Procedures

- Criteria prepared for each section / skill
- ↓
- A master key for each section / skill is prepared
- ↓
- A list of first and second markers is prepared
 - The lecturers are given the answer key(s) after the exam
- ↓
- Due dates for submission of grades is given
- ↓
- Marking is carried out

Procedure for the verification of the Accuracy of Assessment

The first and second markers mark the papers.



2.12 Staff Development Policy

NEU English Preparatory School’s Staff Development Policy is to provide our teachers with the necessary support and guidance in order to maintain effective teaching and be able to follow up to date trends that serve our Quality Improvement Policy. With its ‘open-door’ policy, it also aims to create a friendly environment in which lecturers feel comfortable to ask for support.

How to help teachers develop

NEU English Preparatory School aims to create the conditions whereby teachers improve themselves professionally at a faster pace. The rationale behind this is achieved by questionnaires, meetings and reflection sheets.

Levels of staff development in NEU Preparatory School

Staff development in NEU English Preparatory School is observed at two levels within the school.

Micro level

The support that is provided by the coordinators on regular basis includes:

- Weekly discussions within the units
- Meetings with individual teachers
- Providing help to new lecturers with lesson planning and testing
- Observations and feedback

Macro level (whole school)

Support to lecturers school-wide is provided mainly by:

- Workshops
- Seminars
- Input from outside consultants organized according to the needs of the school

Coordination of staff development in the school

Overall responsibility for ensuring that the school fulfils its duty to provide support to lecturers to enable them to develop lies with the Directorate and the Staff Training Unit.

Workshops and seminars

NEU English Preparatory School actively encourages lecturers to attend national and international workshops and seminars.

Procedures for attendance at national and international conferences

- Any staff member wishing to attend a conference (during a working week) makes a written request to the Academic Coordinator with details of absenteeism from work.
- The Academic Coordinator is responsible for the arrangement of the cover lessons.
- The Academic Coordinator informs the teacher of the decision after consultation with the Director.

2.13. Staff Appraisal Policy

The Staff Appraisal system aims to consider the needs of each staff member and post. It is an ongoing process throughout the academic year and the actions to be taken to improve staff performance are as follows:

- Behavioural issues: A warning is given through an informal meeting.
- Low teaching performance: The teacher is observed in class.
Feedback is given on the areas that need to be improved.
The teacher is observed again if necessary.
- Incomplete task completion: A warning is given through an informal meeting.
The member of staff is asked to re-do the task.
The position may be changed.

In addition to these, the Assistant meets individually at least once a year with each member of staff and looks at the performance of the individual in his or her job to discuss the performance could be improved.

The purpose of the appraisal meeting is to

- Clarify objectives
- Identify changes in the nature of work done
- Point out possible new directions
- Review the strengths and weaknesses of the staff in order to assist development
- Support the good work of the staff

In addition, at the end of each academic year a Personnel Evaluation Form will be completed by the Senior Management Team for all teachers.

Tracking Individual Teacher's File for Staff Appraisal

The individual teacher's file includes:

- Staff appointment form
 - roles and responsibilities
- Lesson plans
- Reflection sheet(s)
- Observation record sheet(s)
- Record of meetings attended
- Request forms
- Contribution forms
- Staff Induction Form
- Diploma & Certificates
- Lesson feedback form

Portfolio Tracking for Staff Appraisal

The procedure of tracking portfolio

- Collect all the writing portfolios from each class.
- Choose a student writing portfolio from each class pile
- Track each writing task by checking:
 - if appropriate feedback is given to the students
 - if correction symbols are given
 - if there are incomplete tasks
 - if the correct points are given
- Feedback is given to the teachers if necessary
- Teachers are given feedback for the following reasons:
 - when there is missing corrections/missing symbols
 - when there is no feedback given
 - when there are lot of missing tasks
 - when there is a problem with the calculation.
 - when the tasks are completed perfectly with additional guidance from the teacher.

2.14. Staff Recruitment Policy

- NEU English Preparatory School is committed to delivering high quality programs and educational standards. To support the achievement of this objective we recognize the importance of employing the most suitable applicant for all vacant positions.
- NEU English Preparatory School is committed to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, or physical impairment.
- **Recruitment and Selection Process:**
- The Administrative Unit in the Preparatory School contacts Student Affairs Directorate to find out the predicted learner numbers at the beginning of each academic year, to discuss the operational requirements of the Preparatory School. When the need arises to recruit new staff, the Director of the Preparatory School contacts the Vice Rectorate. Once the Vice Rector has given his approval, the usual practice of the Preparatory School is to publicly advertise all vacancies on the web and / or in a local newspaper. Taking into account the nature of position, the direct appointment strategy within the university may be considered.
- The Preparatory School senior management is responsible for the selection of teachers. Applicants are required to submit a fully-completed application form together with a recent photo and a cover letter. A selection committee is established by the Vice Director to shortlist applicants. It may vary in size depending on the situation and position. The shortlisted applicants are required to attend an interview and give a demo lesson of about 10-20 minutes.
- Senior management is responsible for preparing and reviewing standardized selection questions, guidelines for interview panels and guidelines for assessment, all of which are recorded.

The New Staff Induction Programme

Effective teaching fully depends on highly qualified staff which can be achieved by effective new staff induction. The induction procedure is very important as its role is to provide new staff with any necessary information and support at an early stage to enable successful employment. With the help of structured induction the new staff members are able to meet their responsibilities and fully participate in the life of the establishment. It also allows us to identify any training and development needs that have to be met in order to enable the new employee to undertake the role effectively.

The Documented Staff Induction Programme includes the following:

- orientation (new employees are welcomed and provided with general information about the workplace and the organization).
- introduction and providing information about the work of the team and / or the unit along with the academic objectives to be met during the academic year.
- providing new employees with induction along with the staff handbook. The staff handbook is regularly updated so that it is relevant and current.

Orientation Session's Guidelines

The orientation procedure includes:

- formal welcome from the head of the Preparatory School and coordinators
- overview of the structure, objectives and functions of the units (including an up-to-date organization chart)
- introduction to key members of staff
- overview of opportunities for staff development and whom to contact
- opportunity for new members of staff to meet and talk to established members of staff (to share experience and clarify any issues)
- overview of role specific information which specifies role requirements and enables each new employee to consider how he / she may best contribute his / her existing skills, knowledge and experience in his / her position.

Assessment

The probation period of one academic year is applied upon the induction to ensure all the standards of the institution are met over a certain period of time. At the end of the probation period the performance of new staff is evaluated / assessed and the assessment is documented.

2.15. Grievance Procedure

- Members of staff who have a grievance in connection with their work should firstly discuss that grievance with their Director / Vice Director. If the matter is not resolved, it is then discussed with the institution's rector's office whose decision or decisions shall be final.
- In the case of the Director reference can be made to the rector's office.

2.16. Complaints Policy

At NEU English Preparatory School Administrative Unit, we aim to build positive relationships with all students and staff. 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 English Preparatory School's Administrative Unit aims to be fair, open and honest in dealing with any complaint. We 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 is 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 for sorting 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 teacher and coordinators. The formal process focuses on investigating the complaints and reaching a solution.

What is an appeal and the right of appeal?

An appeal can be made when the member of the staff or the student is against any decisions or sanctions imposed by the Advisory Discipline Committee. The appeal must be made within 10 working 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.

Procedure of how to file a complaint and make an appeal

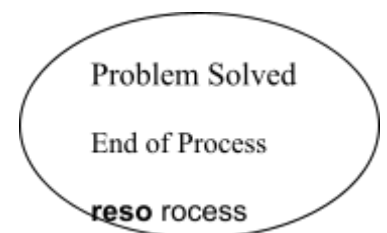
How the system works (for the teachers)

- At the beginning of each course the teacher states his / her rules and regulations governing classroom management to the students. The teacher also explains the consequences of unacceptable behaviour.

- **When unacceptable behaviour occurs;**

The teacher approaches the student outside the class
The teacher asks if the student is all right.
The teacher states that the behaviour is not acceptable and explains why

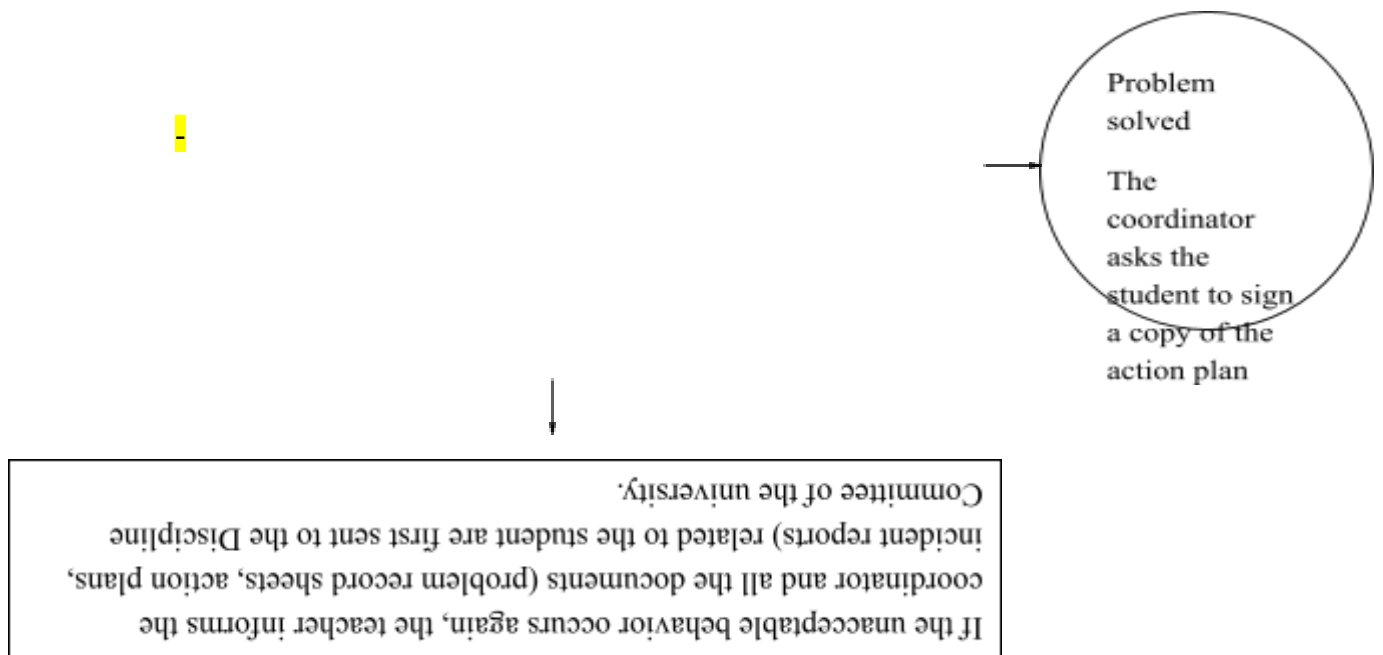
If unacceptable behavior occurs again, the teacher consults with the coordinators
The teacher approaches student outside the class



When unacceptable behaviour occurs again



If unacceptable behavior occurs again, the teacher consults with the coordinators
The coordinator talks with the relevant teacher in an advisory capacity and makes recommendations
The coordinator also approaches the student in order to raise awareness and make sure that student understands why the behavior is not acceptable
The coordinator listens to the student to see how the student perceives the behavior.
Both parties agree on what not to do
The coordinator suggests a course of action



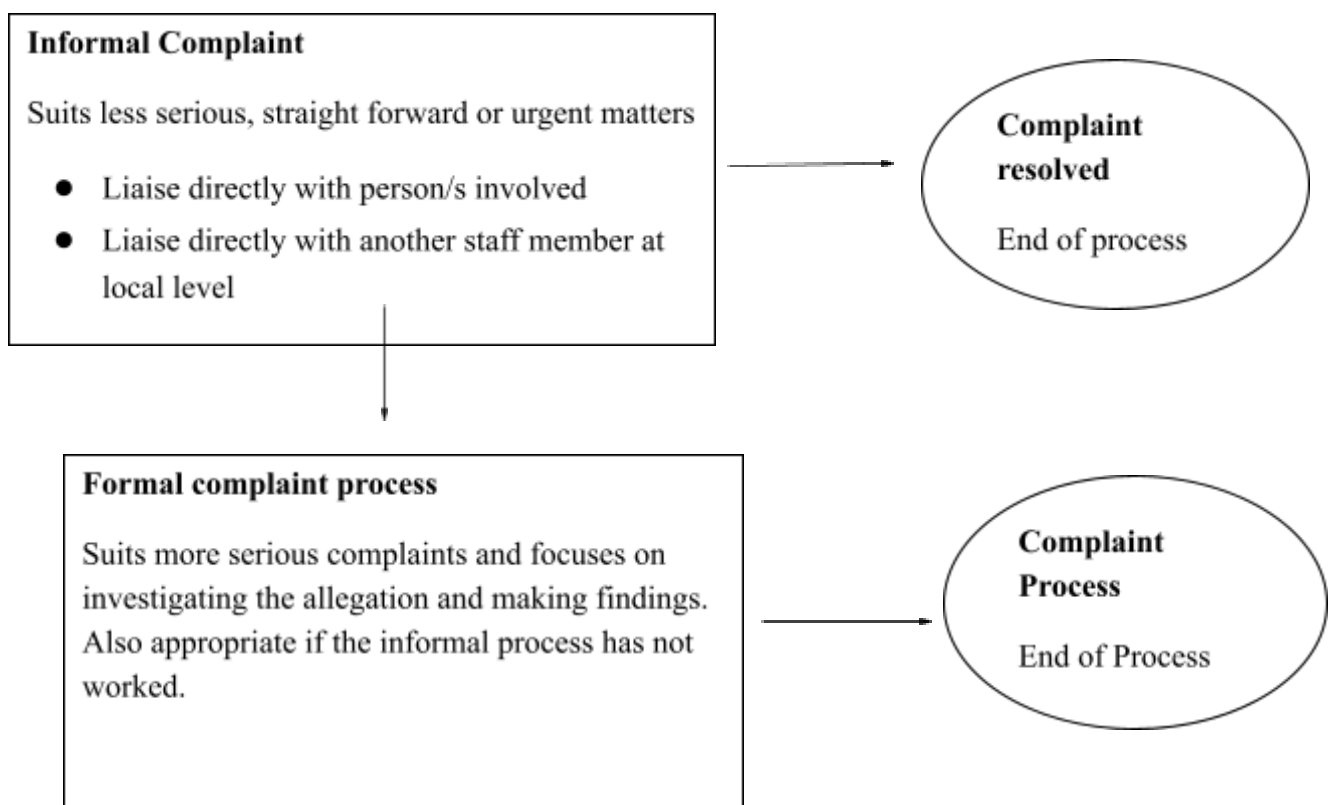
How the system works for students

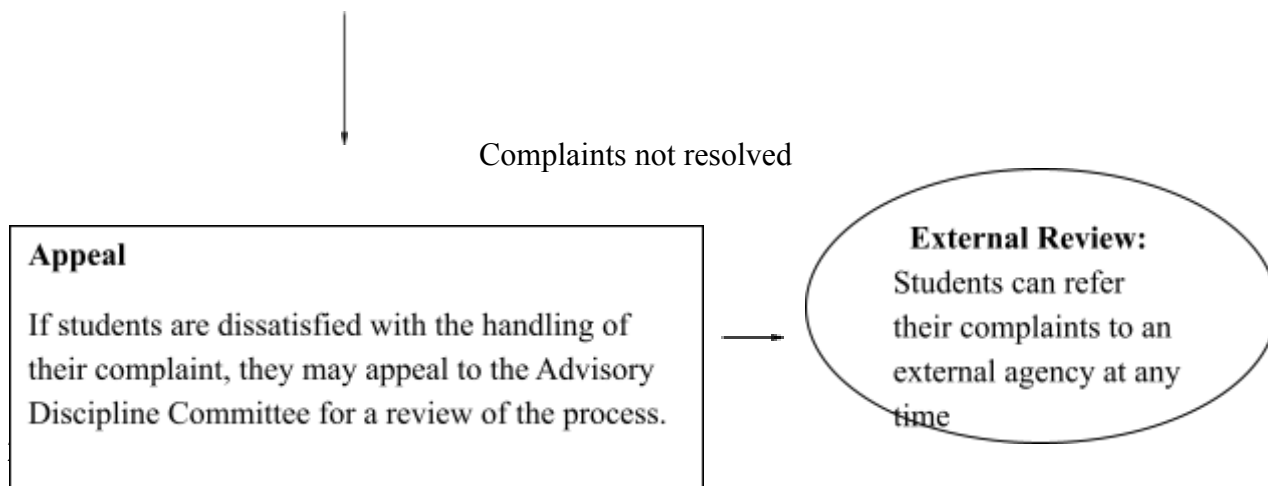
Anything which negatively affects the studies or experience at university can be raised as a complaint.

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





A zero-tolerance policy is operated in the English Preparatory School with regards to cheating in examinations. Unauthorized material comprises of any notes / documents carried by students' and non-permitted equipment / gadgets for example, a mobile phone, laptop, and / or a tablet. Before the commencement of an exam, every student must be asked to place all of their books, notes and on the teacher's desk and put all bags at the front.

In the case of invigilators spotting students with unauthorized material in their possession, including any information on a part of the body, clothing, on the wall or desk, it will inevitably be assumed that cheating has taken place. The invigilator should wait for the student to finish and submit his / her paper. If a student is caught cheating his / her paper will be signed by the invigilating lecturer at the end of the exam, showing that the student has been caught cheating and the administration is to be informed immediately after the end of the exam. The student is also informed at once after the exam finishes in order not to cause confrontation which may lead to disturbing other students. The student does not receive a grade and their record sheet is completed with a "0" (zero) for that particular exam. There is no make-up exam for a student who has been caught cheating. The case may also be taken to the Disciplinary Committee for the Preparatory School, where the procedures to discipline the student are explained in the Code of Discipline for students will be followed.

3. NEU English Preparatory School's Priorities

3.1. Effective Teaching

The ultimate aim of NEU English Preparatory School is to improve the quality of learning of all students irrespective of their learning profile. All staff and activities in the school are focused on achieving this aim. Effective teaching plays a pivotal role in creating and

sustaining an effective teaching and learning environment and to this end, NEU English Preparatory School has developed its own effective teaching criteria based on the students', teachers', trainers', and managers' views and experiences as well as research and literature on school effectiveness, school improvement and effective teaching.

NEU English Preparatory School expects all members of its staff to teach effectively, to carry out teaching-related and other non-teaching-related duties competently, and to show a positive attitude and behave positively towards their students, colleagues and their work. This not only contributes to improving students' learning but also promotes a healthy and stimulating working environment thereby increasing staff ownership of the school's goals.

NEU English Preparatory School believes that school improvement and individual improvement go hand in hand. There is, therefore, a commitment to providing the necessary support and guidance to help each member of staff to further develop themselves and thus reach their full potential. NEU English Preparatory School is also committed to rewarding and recognizing good and outstanding performance and to taking a problem-solving approach in cases of poor performance.

Please find below more detailed procedures for ensuring and maintaining effective teaching throughout the school.

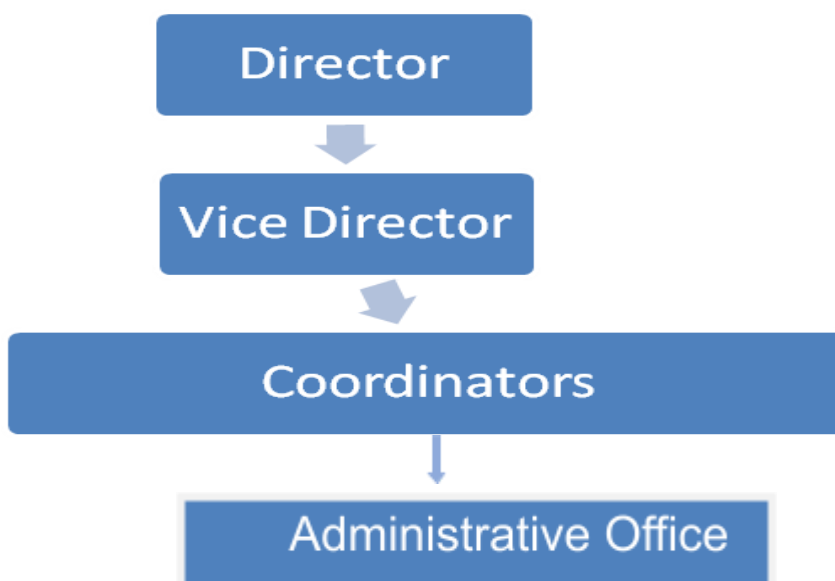
Effective working practice

NEU English Preparatory School expects the following from all teachers.

- Effective teaching
- Being effective in carrying out other duties
- Positive attitude and behaviour

These are all essential elements of creating an effective teaching and learning environment. Teaching and learning are monitored by the Vice Director and Director by different means.

In the English Preparatory School, the flow of **Academic Issues** is as follows:



3.1.1 Time allocated for teaching and meetings

NEU English Preparatory School gives sufficient time and opportunities for its entire staff during an academic year. The time allocated for the activities and events that take place during an academic year is stated below:

- Teaching hours for each staff have been allocated as 20 hrs.
- Teachers have office hours (4 hours) every day to have tutorial sessions with their students or complete the duties they are given.
- Teachers hold regular meetings with the Director every two weeks (approximately 10 minutes) to discuss examination results and identify strategies for improving areas of weakness.
- Teachers also participate in weekly meetings with instructors teaching at the same level to ensure consistency and coordination in teaching practices.
- The Level Commission is responsible for organizing meetings related to the syllabus, including the planning of course content, topics, and assignments.

3.2 Student Induction, Feedback and Evaluation

Class visits are an essential element of the school's operations and contribute to improving the quality of students' learning by providing valuable information about the teaching and learning environment.

At the beginning of each semester each class is visited by a coordinator in order to introduce him / herself, give a welcome talk to the students and to inform the students about the rules and regulations in school. These visits take place throughout the semester on a regular basis in order to get and provide information about the learning process.

3.3 Curriculum Development

Level commissions and teachers are responsible for developing the English Preparatory Program curriculum. The director and vice director review the syllabus and approve the final curriculum. The English Preparatory Program's syllabus is based on the needs of students for faculties in terms of both language and academic skills. The syllabus design ensures a gradual development in both areas so that the students are well equipped to deal with the language and skills demands of their continuing academic studies when they leave the Preparatory Program. All aspects of the Curriculum (syllabus, materials, and tests) are constantly evaluated through regular formal and informal evaluation, which allows the coordinators to constantly improve the quality of provision offered to students.

3.4. ASSESSMENT

During a 7-8-week course, students gather points from the following (Total: 180 points)

Attending %70 of the lessons and above	10 points
Project Based Learning (video & presentation)	20 points
Mid-Period Exam	30 points
(2) Pop quizzes	20 points
(2) Writing tasks	20 points
Final (speaking &Gr/Vocab/Reading)	80 points

Total: 180 points

- Students must obtain at least 25 points out of 60 on the final exam and at least 5 points in the speaking assessment in order to pass the level. Students who achieve 90 out of 180 overall may proceed to the next level. Students who fail to reach 90 out of 180 or do not obtain at least 25 points in the final exam must 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.

3.5 PORTFOLIOS

English Preparatory School sees portfolios as a more creative tool in evaluating a student's achievement. The purpose of the portfolio is to see the student's improvement in a certain skill or skill over the long term.

3.6 Evaluation of the Learning Environment in the English Preparatory Programme

The Learning Environment is constantly evaluated by the Directorate in the following ways:

- Students' feedback to teachers
- Students and teachers' feedback to Coordinators, Vice Director and Director
- Weekly meetings with the Director
- Class observations by the Director
- Evaluation of Learning Questionnaire
- Exam results

Evaluation of the Learning Questionnaire

In order to gather more quantitative data from students and teachers, the learning environment is evaluated in every course.

The Formative Evaluation of Learning

The formative evaluation of learning is a continuous process. As the name suggests, the Formative Evaluation of Learning is formative in nature, and seeks to be proactive by providing timely information that may be used by teachers and Coordinators. At the beginning of the semester during induction / the induction process the Quality Improvement Coordinator receives feedback from the students. Another part of the Formative Evaluation of Learning system consists of two parts: a Students' Questionnaire and a teachers' Questionnaire which are given after the end of term. The information gives an overview of

how all the students in the unit feel about the course during the semester, and provides a profile of each class in the programme.

Assessment Data

Students' grades are tracked by Director and discussed in meetings.

3.7 Teachers' Resources

The Teachers' Resource Corner which exists in the Vice Director's office provides a service to the teachers. The teachers can access the following in the resource corner:

- sets of course books, CDs, DVDs
- dictionaries and other reference material
- ELT journals
- visual-aids
- additional materials and exercises for each skill

Borrowing Books

- The borrowing procedures are much the same as in the library
- The loan period is one week for all books. The loan will be renewed so long as the book has not been reserved by another teacher.
- Teachers are required to sign for the books they borrow even if it is for a very short period

All teachers borrowing books from the Teachers' Resources Corner are responsible for the return of these books on the dates specified. Teachers who are unable to return the books they borrowed should report this to the coordinators.

Book request for the Teaching Unit

Book-requests (full title of the book, publisher and author) should be given to the Vice Director. If the request is approved, it will be passed on to the local representatives of the publishing company.

4. Procedures in the NEU English Preparatory School

4.1 Communication between Senior Management and the Rectorate

It is the responsibility of the Senior Management team to communicate with the Rectorate in formal matters.

At the NEU Preparatory School, we have allocations for different responsibilities and duties in order to maintain a higher quality in our objectives among the staff.

At the beginning of each academic year, a report is prepared by the Director confirming that the number of lecturers and coordinators is adequate to implement the education programme effectively.

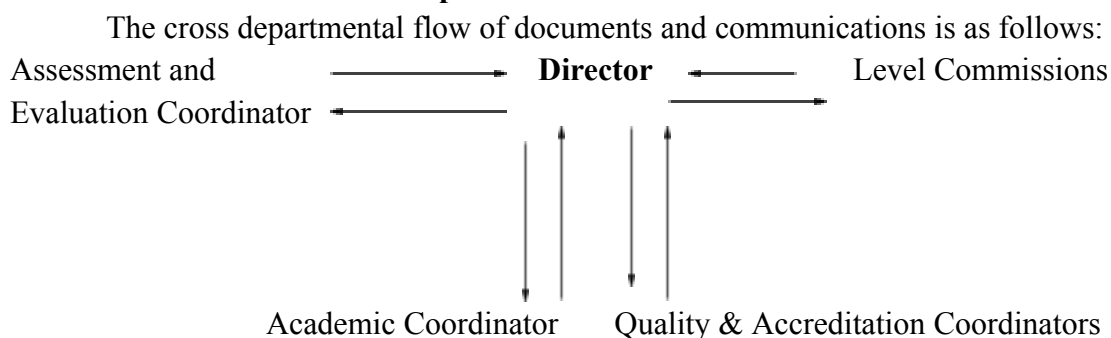
4.2 Communication in NEU English Preparatory School

Great importance is given to having easy and effective communication through formal and informal meetings with all members of staff.

4.2.1 Clear lines of communication are built into the organization structure

- **Cross departmental meeting minutes**
Meetings among all units are recorded.
- **Communication records between departments.**
Communication records, i.e. emails and notices, between units within the English Preparatory School are recorded.
- **Meeting Schedule**
Director is responsible for creating a meeting calendar at the beginning of each academic semester in order to make sure things work smoothly within the English Preparatory School.
- **Minutes show inclusivity of people from different departments.**
The senior management makes sure that all relevant parties attend meetings and all attendees are recorded.
- **Interviews with staff show communication across the organization is facilitated**
Communication across the organization is facilitated through questionnaires and formal or informal meetings.

Process Charts include cross departmental flow of documents and communications



Records of emails, staff notices and request forms concerning all the issues regarding staff are kept by the administrative unit.

Writing Formal Mails

Any member of staff wishing to write a formal letter in his/her capacity as a member of NEU preparatory school should consult the Directorate.

Internal mail

Please check your e-mail account on daily basis in order to keep up with any information sent by the coordinators.

Staff Notice Boards

There is a notice board in the Teachers' Offices for staff announcements, which the teachers are required to check daily.

4.3 Academic Calendar

Please see Appendix 1 for the 2025-2026 Academic Calendar

4.4 Student related issues

Guidelines for Classroom

Medical Reports

Medical Reports are not accepted as an excuse for non-attendance for lessons but are accepted for absenteeism during the mid and final exam periods.

Time-Keeping

A period of five minutes may be allowed in the first lesson for exceptional circumstances such as transportation problems.

If a student is persistently late, the teacher warns the student.

A student cannot be marked absent as a form of punishment legally, if he / she is present in the classroom, he/she must be marked present.

If a student is sent out of the classroom, he/she cannot be marked present or absent, a note explaining why the block is empty on the attendance sheet is required.

Course books

The payment for the course books has to be made at NEU bank. After that, the student can take the books from the bookstore in the library.

4.5 Troubleshooting Guide

In the table below, there are a number of common problems and how they may be solved.

IF THE PROBLEM IS	HERE'S WHAT TO DO
1) You have questions about financial matters.	1) Contact the Directorate.
2) You need stationary.	2) Contact the administrative unit
3) One of your students suddenly becomes ill in class.	3) Call 153.

4) A student is being disruptive in your class.	4) Contact Vice Director
5) You suddenly feel ill while teaching.	5) Set students some work if possible and contact Vice Director
6) You are having problems with your computer or projector.	6) Contact kader.aktas@neu.edu.tr
7) Your class has a broken window/desk, torn curtain.	7) Contact bakim.onarim@neu.edu.tr
8) You have more students than chairs.	8) Contact administrative unit
9) There is a problem with the air-conditioning.	9) Contact the administrative unit
10) Absence from school or lateness.	10) Contact Vice Director
11) There is a fire alarm.	11) Follow the Emergency Procedures in the Staff Handbook.
12) If you notice anyone acting suspiciously in the building, inform the security guards immediately.	12) Contact extension 308.
13) You notice the classrooms are unlocked prior to the first morning lesson and first afternoon lesson.	13) Contact the administrative unit
14) The office is locked while personal belongings such as bags and keys are inside.	14) Contact your office colleague.

5. Code of Professional Practice

5.1 Monitoring Student Attendance

It is essential for teachers to keep an accurate record of each individual's attendance for each lesson in the day. At the end of each week, the total number of absent lessons is transferred to the Attendance Record Sheets. Teachers are responsible for the security of their Attendance Record Sheets. It has been decided that teachers will not accept medical reports for non-attendance for lessons.

Teachers are required not to mark a student absent to punish misbehavior or failing to do homework or assignments. (If the misbehavior becomes disruptive and the teacher cannot deal with it, he /she can contact the Vice Director).

5.2 Record-keeping

5.2.1 Administrative Systems

Historical records from previous learners are kept by the administrative unit.

5.2.2 Class Files

Teachers are expected to keep the following in their class files:

- Course outline
- Links to online lecture recordings (if any)
- Attendance

- Course Materials
- Assessment Breakdown (examples of Good,Average,Poor)
- Exams,Quizzes questions
- Answer Keys
- Evaluation criteria
- Attendance report for Exams
- Quidelines for projects
- Sample student projects
- Exam Record Sheets
- List of common mistakes

5.3 Absenteeism from Work:

It is compulsory that any member of the academic staff informs the English Preparatory School in regard to any urgent absenteeism. **Vice Director** should be informed. Staff is required to provide information as to the reason for their absence, together with predicted length of absence, details of work to be covered and any other commitments for example, meetings, training courses, etc. This also applies on days when there are office hours or other duties.

Records of absenteeism are kept daily and a report is submitted to the Human Resources at the end of each month.

Approved absences (unpaid leave requests, institutional commitments etc.)

All arrangements for approved absences, such as unpaid leave or absences due to conference should be done via email. There cannot be any unofficial arrangements made. Teachers have to submit an official request to the Director of the English Preparatory School as far in advance as possible mentioning the beginning and end dates of the absence . In addition, there needs to be an explanation for the reason of the absence.

5.4 Cover for Absenteeism

Teachers who do not have a sick note should make up for their absenteeism. Teachers who have a sick note should also arrange make up hours for their teaching / office hours. These should be arranged by the teacher at an appropriate time for the students and should be announced to them and also on the online platforms in use. If the reason for absence is long-term sick leave, necessary arrangements are made by the Director of the English Preparatory School regarding the classes that belong to the teacher who requests the long-term sick leave. This request should follow the procedures described earlier and should be done in writing with the relevant supporting documents.

5.5 Meetings

Throughout the year, teachers are required to attend staff meetings held for various purposes. Participation in all institutional meetings is compulsory and staff members are expected to be present at these meetings and on time. Non-attendance at a meeting is only possible for serious matters or in an emergency. In such cases, prior notice should be given.

The purpose of the meetings is to inform the staff of recent developments, future plans, and to discuss teaching and administrative matters.

There are regular management meetings where issues are discussed and decisions are taken.

5.6 Timetables

The teaching timetable normally operates with contact hours between **9.00** and **16.50**.

Depending on the requirements of specific courses and levels, the timetable schedule may be subject to modification. The requirement of the office hours is 4 hours a day. In addition, teachers are asked to perform job-related duties, such as invigilating and marking for institutional exams inside the mentioned hours.

5.7 Dress Code

The purpose of the dress guidelines is to promote and maintain a positive and professional image of the school at all times. Appropriateness and modesty are the key terms to be followed by all staff.

- Teachers are expected to dress in a presentable, clean, neat and professionally appropriate manner at all times.
- Teachers are asked to pay particular attention to their appearance when representing the Near East English Preparatory School and the University in more formal settings.

As our professionalism continues to grow, staff members need to exhibit a look that confirms our professionalism when dealing with our students.

A dress code gives us a standard for our professional appearance.

Please note that the following **are not** considered as suitable items of clothing.

- Tight-fitting jeans or trousers
- Leggings
- Ripped jeans
- Very short skirts
- Shoes should not have very high heels **especially during the exam week**

5.8 Invigilation and Marking of Exam Papers

During the examination periods which take place at different times throughout the year, all teachers are required to participate in the administration (e.g. assessor / interlocutor), invigilation, standardization and marking of exam papers. If a teacher misses any invigilation or marking duty without due reason, s/he is expected to explain the reasons to the administration unit in writing.

5.9 Responsibility for the Building

As a member of staff, you are responsible for looking after NEU English Preparatory school's buildings, and equipment.

If there are broken / damaged chairs or windows, lecturers report them to the maintenance unit .(bakim.onarim@neu.edu.tr) Never let students enter the lecturer rooms, or labs if you are not present there yourself. You are required by law to maintain the no smoking rule inside the building.

5.10 Conduct

As professionals in an academic context all staff members are expected to act in a dignified, respectful and constructive manner.

- Any member of staff coming to work in a state unfit for carrying out their duties due to the effects of alcohol or drugs, or unsuitably dressed, will be required by the senior management to leave the University premises immediately. Disciplinary action may be taken
- Under no circumstances may a teacher give private tuition to any student in NEU
- It is forbidden for staff members to sell and receive goods (e.g. books) for money from students or staff
- Any teacher disclosing confidential information entrusted to them in the course of their duties, e.g. circulating test papers, revealing test results before being authorized (this includes giving any indication to a student of his / her success / failure) will be subject to disciplinary action.
- Individual members of staff are not allowed to use NEU photocopying facilities to make single copies of whole books that they may need for their own personal studies
- It is forbidden to do the photocopying for exam papers outside the Admin Office

5.11 Renewal of Contracts

Please refer to NEU Human Resources Department.

5.12 Applying for Posts at NEU

Members of staff who are interested in applying for positions within the university must inform the Director of the English Preparatory School of their desire to do so in advance (three months' notice mandatory). All teachers who wish to apply for positions (teaching or otherwise) outside the institution forewarn the Director of the Preparatory School in a timely manner so that alternative arrangements can be made.

5.13 References

Letters of reference can be provided by the Director of the English Preparatory School on request. References are issued on behalf of Near East University as the employer and sent in confidence directly to the establishment requisitioning them.

5.14 Security of Staff, Students and the Building

Security officers are stationed around the campus and they are responsible for the security of the staff and students using the buildings. In cases of emergency, security officers can be contacted by dialing '0' (zero) from any internal phone.

Offices and classrooms are not accessible outside of normal working hours.

Students do not have access to the classrooms as the buildings are locked after 20:00.

6. DISCIPLINARY ISSUES

6.1 Disciplinary Issues for Staff

The Code of Conduct and disciplinary procedures to be followed when the code is broken can be found online.

ARTICLE 1. Disciplinary penalties are as follows:

- a) Warning:** A written warning stating that the individual should be more careful in his/her role and behaviour.
- b) Condemnation:** A written warning stating that the individual's role and behaviour is inappropriate.
- c) Dismissal from an Administrative Post:** Dismissal from administrative posts including the Rector's Office, the Faculty Deanship, the Director of Graduate Schools, the Departmental Chairperson, the head of an Arts Faculty, Head of a Science Faculty.
- d) Salary Reduction:** A reduction between 1/10 and 1/8 of the gross monthly pay.
- e) To be Considered "Retired" from the post:** the individual is considered to be dismissed from the post voluntarily.
- f) Termination of employment at Near East University: this sort of penalty entails never to be hired again by any unit of Near East University.**

ARTICLE 2. The actual behavior and conditions that may result in a **Warning** are as follows:

- a)** acting recklessly or disorderly in completing the expected tasks on time, in accomplishing the given tasks according to the institutions rules and regulations, in completing tasks based on the rules and regulations of the institution and the safeguarding, the use and the maintenance of official documents, tools and materials
- b)** coming to work late, leaving work early and leaving the workplace without any excuse or permission
- c)** not abiding by the savings measures determined by the institution
- d)** making improper applications or complaints
- e)** not performing or acting in accordance with the title/post
- f)** showing indifference or ignorance to work and colleagues
- g)** violating the dress code
- h)** acting against the co-operation principle of the University
- i)** not acting and behaving in a manner appropriate for a faculty member in terms of their relations with students
- j) spreading/leaking** speeches made and decisions taken within the University units to outside sources without any authorisation and without any specific reason. (Applications made to official authorities due to legal reasons are outside the scope of this decision).
- k)** not answering questions asked by administrative units that are authorised by the laws and regulations on time and without any reason
- l)** not taking care of the training of staff who report to them

ARTICLE 3. The actual behaviour and conditions that may result in a **Condemnation** are as follows:

- a) acting improperly in completing the expected tasks on time, in accomplishing the given tasks according to the institutions rules and regulations, in completing tasks based on the rules and regulations of the institution and the safeguarding, the use and the maintenance of official documents, tools and materials
- b) acting or being disrespectful towards the person in charge in the course of duty
- c) acting against the reputation and trustworthiness of an academic staff member of the Near East University when off-duty
- d) using Near East University vehicles, equipment and the like for personal issues
- e) losing a document, equipment and the like that belongs to the Near East University
- f) maltreating colleagues, staff that report to them, students or owners of the university
- g) abusing/harassing colleagues or Chairpersons verbally or by action
- h) acting out of general moral and ethical rules within the University premises and writing texts or drawing signs or pictures of such nature
- i) disturbing the Near East University peace, poise or working conditions
- j) underreporting or reporting incorrectly or not reporting at all the conditions and situations that need to be reported to the relevant units within the University
- k) giving private lessons to the students of their faculty, the graduate school or the department for a fee
- l) causing situations in favour of or against faculty members/colleagues by **spreading/leaking** speeches made and decisions taken within the University units to outside sources, except for legal authorities, without any authorisation and without any specific reason

ARTICLE 4. The actual behaviour and conditions that may result in **Dismissal from an Administrative Post** are as follows:

- a) gaining any sort of benefit under any label, that is outside the legislation of the institution, from the institution under his / her responsibility or any other related enterprise directly or via an intermediary
- b) not applying or abiding by the decisions or orders, which are within the rules and regulations of the University, given by an upper administrator or committee
- c) not taking the necessary precautions to make sure that there are suitable working conditions for productive or peaceful work or not dealing with behaviour that may disturb the peaceful working environment or supporting, provoking or reinforcing such behaviour
- d) resisting to submit the annual report, which must be submitted at the end of every year according to the legislation, without any reasonable excuse or not doing the inspection required by the legislation
- e) not gathering the committees despite written warnings
- f) negligence in managing the unit under his / her administration or not carrying out the duties required by the legislation

ARTICLE 5. The actual behaviour and conditions that may result in a **Salary Reduction** are as follows:

- a) deliberately failing to complete the given orders and tasks properly and on time, not completing or fulfilling tasks set by the institution when on duty, not protecting, maintaining or misusing task related official documents, tools or materials
- b) being absent for 3-9 days or (for part-time staff members) being absent for 12-36 hours without any permission or excuse that is accepted/approved by the institution
- c) using Near East University official documents, tools, materials and the like for personal gains
- d) lying or giving false information to administrators/managers.
- e) maltreating/abusing or threatening colleagues, staff that report to them, students or the owners of the University
- f) using or helping the University premises to be used for meetings, ceremonies and similar purposes without any authorization
- g) briefing or spreading information regarding official matters to the press, news agencies or radio and television agencies without authorization (excluding scientific discussion and comments)
- h) causing situations in favour of or against faculty members/colleagues by **spreading/leaking** speeches made and decisions taken within the University units to outside sources, except for legal authorities, without any authorisation and without any specific reason
- i) attempting to gain any sort of benefit under any label, that is outside the legislation of the institution, from the institution under his/her responsibility or any other related enterprise directly or via an intermediary
- j) tearing off programmes and the like, modifying, drawing on or dirtying any administrative announcement that is approved by the administration
- k) tampering with work related documents in their possession, using or helping others to use such tampered documents
- l) using or helping others to use any premises within the borders of the University or its units without any permission or authorisation
- m) not attending announced meetings without an appropriate excuse.
- n) taking students, workers outside the premises by using force and violence, preventing work, or forcing or encouraging or forcing students to perform such behaviours.
- o) discriminating based on one's language, race, sex, political opinion, philosophical belief, religion and sect when on duty
- p) requesting gifts directly or with the help of a third party and accepting gifts to gain benefits even when off duty, requesting/taking loans from the students or the owners of the University

ARTICLE 6. The actual behaviour and conditions that may result in **To be Considered “Retired” from the Post** are as follows:

- a) being absent for 10 consecutive days or (for part-time staff members) being absent for 12-36 consecutive hours without any permission or excuse that is accepted/approved by the institution
- b) not attending meetings without permission or an excuse consecutively two or three times in a year

ARTICLE 7. The actual behaviour and conditions that may result in **Termination of Employment** are as follows:

- a) paid or unpaid, officially or unofficially, working in another institution, taking on extra duties or owning a private business, without any permission from Near East University Rectorate
- b) preventing or trying to prevent a course, a seminar, a conference, laboratory, graphics work, an exam or academic work from taking place for any reason
- c) using someone else's scientific work or any other work without specifying the source as though it is his/her own, plagiarising without stating the borrowed source
- d) for full-time staff, not attending work for a total 30 days in a year and for part-time staff not attending work for 80 hours without any permission or an acceptable excuse that is approved by the University
- e) harrasing their managers, colleagues or students by action
- f) behaving in a shameful or embarassing manner that is not suitable for a faculty member
- g) announcing confidential documents without authorization
- h) becoming a member of an illegal organization or contributing or taking part in such an organization
- i) reinforcing or provoking university students or members to take part in a disciplinary crime that may interrupt the working of the Near East University units
- j) using drugs
- k) searching, confiscating others' belongings, deliberately opening others' mail and the like or provoking others to do or take part in such activities when on duty
- l) forcing or reinforcing someone or a group to organise criminal action or take part in such action or give false testimonies or show false evidence or accept a crime

6.2 Disciplinary Issues for Students

First Part

General Provisions

Purpose

Article 1:

This ordinance is issued in accordance with the requirements of the TRNC's Ministry of National Education and Culture to determine the disciplinary procedures and regulations to be carried out against students who do not obey the code of conduct, commit to acts considered to be a criminal act in disciplinary terms, behave against social and moral values, commit behaviour which are against requirements of studentship, fail to comply with the requirements and responsibilities of educational regulations.

Scope

Article 2:

In this ordinance, the disciplinary offenses may be committed by students studying at a higher education institution, disciplinary penalties, the disciplinary authority in charge of executing

penalties, the disciplinary committee and the procedures of disciplinary investigation, how to raise an objection against the disciplinary penalties, procedures and the basics of executing the disciplinary penalties are specified.

Article 3:

Regulations and guidelines of the TRNC's Ministry of National Education and Culture constitute legal basis for this ordinance.

Definitions

Article 4:

In this ordinance the aforementioned are as follows:

The Higher Education Institution: The Near East University

Student: Persons studying at the Near East University

Expelling from university: Prohibiting students' entry to buildings and institutions of the university during the specified time.

Second Part

Disciplinary Penalties and Offenses

Disciplinary Penalties

Article 5:

Disciplinary penalties are:

- a) Warning: Students are warned in writing about their behaviour and are required to be more careful in their behaviour and attitudes.
- b) Reprimand: Students are warned in writing that their behaviour has been found offensive and defective.
- c) Expulsion from the educational institution from one week up to one month: Student is notified in writing that he/she is expelled from the institution and his/her rights to benefit from the institution are suspended during the time of expulsion.
- d) Expulsion from the educational institution for one or two terms: Student is notified in writing that he/she is expelled from the educational institution for one or two academic terms, and he/she cannot benefit from the services and facilities of the institution during the period of expulsion.
- e) Permanent expulsion from the educational institution: Student is notified in writing that he/she is expelled from the institution on a permanent basis.

Offenses requiring warning according to disciplinary regulations

Article 6:

Offensive acts and behaviour requiring a warning are as follows:

- a) indecent behaviour and acts that are inconvenient for studentship.
- b) becoming rude and disrespectful in relations with others, annoying others by shouting, singing, playing music, being a nuisance, making noise, causing untidiness and dirtiness.
- c) not providing the authorities with a timely response as required about an investigation.
- d) occupying places reserved for teaching staff or guests in meetings, ceremonies and conferences.

Offenses requiring condemnation according to disciplinary regulations

Article 7:

Acts and behaviour requiring condemnation are as follows:

- a) Acting and behaving in such a way that is inappropriate for educational principles and discrediting the nature of studentship,
- b) Writing or painting on the walls or other properties of the higher education institution,
- c) Misinforming or misleading the authorities of the higher education institution about the issue that is subject to investigation, or not providing the necessary information at all.
- d) Hanging advertisements except in the places determined by the authorities of the higher education institution.
- e) Disrupting the order and tidiness of courses, lectures, seminars, practice studies, conferences, and lab studies.
- f) Attending drunk to studies and facilities such as lessons, lectures, seminars, conferences that are organized in the higher education institution.
- g) Gambling or making others gambling.

Offenses requiring expulsion from university between one week and one month

Article 8:

Offensive acts and behaviours requiring expulsion from the university are as follows:

- a) Restricting or disturbing the freedom of learning and teaching directly or indirectly; disrupting peace and working order, or study order at the university.
- b) Behaving in violation of the order of ceremonies, disrupting the program of ceremonies.
- c) Carrying out political activities in the higher education institution.
- d) Continuing to occupy the places reserved for teaching staff and guests despite warnings not to do so.
- e) Preventing the execution of disciplinary procedures in a sound way.
- f) Handing out manifestos or bulletins, hanging posters or banners without taking necessary permission.
- g) Handing out a document issued under his/her name and having the document used by somebody else illegally, or using a document issued under the name of somebody else.
- h) Writing, painting, or attaching immoral writings, pictures, posters on the walls, doors, and other places.
- i) Ripping, tearing, changing, messing, or besmirching announcements, programs, advertisements that are made public through the permission of the higher education authorities.

Offenses requiring expulsion for one or two terms

Article 9:

Acts and behaviour requiring one or two terms expulsion or suspension from the university are as follows:

- a) Threatening the teaching staff, general staff and administrative staff of the higher education institution, humiliating or insulting them verbally or in any written form, assaulting them in any form.

- b) Individually or collectively delivering speech, making publications, provoking students in aggressive forms against the members of the higher institution, and carrying out acts in such ways against the institution and its members.
- c) Attempting to carry out acts such as boycott, invasion, occupation, or blocking that can prevent services and teaching facilities of the institution.
- d) Carrying out activities that can cause discrimination against language, race, color, religion, and sex.
- e) Physically assaulting the staff and students of the institution.
- f) Damaging properties of the higher institution, writing ideological or political slogans, painting and hanging pictures on the walls for ideological or political purposes.
- g) Committing to theft.
- h) Consuming alcoholic drinks and beverages in the premises of higher education institutions.
- i) Provoking students and other people to carry out acts to prevent and bring the services of the higher education institution to a standstill.
- j) Without taking necessary permission, organizing or participating in meetings, or delivering a speech, attending the meetings, ceremonies or conferences without having the authority to act on behalf of the students.
- k) Breaking the rules that prohibit or restrict entry to premises of the higher education, and attempting to break in to the premises despite the restrictions.
- l) Attempting to cheat in the exams, or helping others to cheat.

Offenses requiring permanent expelling from the higher education

Article 10:

Acts and behaviour requiring permanent exclusion from the higher education institution are as follows:

- a) Using physical force to take the staff and students out of the institution, preventing staff from carrying out their tasks, forcing students to prevent staff from carrying out their tasks.
- b) Causing a disturbance in the higher education institution by agitating the people for political or ideological purposes, boycotting, occupation, and prevention of carrying out tasks, and causing annoyance so that the staff that will slowdown in their work, forcing students to act in that way.
- c) Carrying out verbal or written propaganda for political or ideological purposes, keeping posters, pictures, illustrations, articles in possession for political or ideological purposes, and using, reproducing, exposing or advertising them in the higher education premises.
- d) Threatening a person or a group to carry out an offensive act, or participate in an offensive act, or forcing someone to falsify evidence or declare false evidence, or forcing someone to bear the offense.
- e) Becoming a member of outlawed organizations, acting on behalf of such organizations, or helping such organizations.
- f) Using or keeping drugs in their possession, or trading drugs.
- g) Having been penalized as a result of crimes committed against the state.
- h) Carrying, holding in possessing, or keeping fire arms, their ammunition, knives, blades, specially designed blades for assaulting purposes, explosives, or bringing such weapons into

the educational institution, or being convicted or sentenced for such crimes.

- i) Establishing publicized or hidden foundations or associations in the premises of the university without obtaining the necessary permission from the higher education institution.
- j) Cheating by threatening others, attempting to stop staff from taking out the cheaters, having someone else to take the exam for himself/herself, or taking the exam on behalf of others.
- k) attempting to obstruct or prevent disciplinary proceedings carried out by the disciplinary committee or persons in charge by threatening or forcing them.
- l) Attempting to rape.
- m) Hosting or helping to hide convicts who are being chased after by the security forces of the state.
- n) Preventing students from entering classes, from taking courses, entering exams, or obstructing the administration of examinations or execution of courses, forcing students to leave the classes, or provoking students to leave the classrooms or abandon courses.
- o) Regardless of the form and reason, attempting to torture someone or getting someone tortured.

Offenses considered or foreseen for disciplinary proceedings

Article 11:

Anyone who commits offenses or acts similar to those mentioned above is subject to the same disciplinary procedures and penalties mentioned above.

Recurrence of offenses or actions subject to disciplinary procedures

Article 12:

In case of the recurrence or repetition of actions requiring disciplinary punishment, disciplinary punishment one level heavier is put into force. If the same crime occurs the third time, one level heavier punishment is put into force.

Third Part

Disciplinary Investigation

Persons in charge of investigation

Article 13:

Persons in charge of carrying out disciplinary procedures:

- a) The Faculty Dean is in charge of carrying out disciplinary investigation for offenses committed by faculty students.
- b)The Institute Director is in charge of carrying out disciplinary investigation for offenses committed by institute students.
- c) The College director is in charge of carrying out disciplinary investigations for offenses committed by college students.

The Disciplinary Investigation Officer can himself/herself carry out the disciplinary procedures, or appoint someone else to carry out the investigation.

Investigation Period

Article 14:

Disciplinary investigation starts on the first working day after the incident has been learnt. In this case the investigation is carried out by the appointed investigators, the decision of the

investigation is delivered to the investigators. The investigation is concluded within 15 days at the latest, after its starting date.

Execution methods of investigation

Article 15:

The investigator who interviews witnesses, can carry out an inspection and interview or ask for the opinion of experts. Each stage of the investigation is recorded. The record includes the details of proceedings, stating where, when, how, and with whom the proceedings were carried out, what procedures and steps were taken, answers to the questions, and the file or record is signed by the reporter who writes down the details, other interviewers and interviewees, and witnesses are to be ready at the time of interview. The identification details of the witness are clearly stated including the personal details and address. The witness is asked to swear an oath in accordance with the regulations and the method of the oath is stated in the report.

All staff of the higher education institution are obliged to provide all sorts of information, files and other documents and help without causing any delays.

Défense Rights

Article 16:

a) The student, who is subject to the disciplinary proceedings, is informed in writing about the nature of the offense at least 3 days prior to the date he/she is expected to be interviewed for his/her defence. In this letter of notification inviting defence, the student is required to be available at the time and place to proceed with his/her defence. In a case where it is not possible to notify the student, the notification stating that the student has to see the investigator in charge of the investigation is announced in writing in certain parts of the educational institution.

b) In the letter of invitation for defence it is stated that if the student does not respond to the invitation without pointing out an excuse, or if does not put forth his/her excuse in time, it will be considered that he/she has given up his/her right to defend himself/herself, a decision will be made about his offence by evaluating the available evidence.

c) A student who gives out a valid excuse for not attending to the invitation or if it is understood that student has a valid reason not to respond to invitation, the student is given another time or is asked to submit his/her defence in writing within a specified period of time. If students are arrested, they are informed that their defence in writing is acceptable and they can send/submit their defence to investigation committee.

d) Investigation is carried out in such a way that the student is allowed to defend himself/herself. However, the period of investigation is not allowed to be extended for plea reasons.

Investigation Report

Article 17:

A report is edited when the investigation is finalized or concluded. The report must include, the approval to start the investigation, the date of the start of the investigation, the identity of

the person who is subject to investigation, offense issues, the phases of investigation, evidence, and the defence received and are summarized. Each of the offense issues is analysed separately and discussed if it is to be accepted as an offence in accordance with the hard evidence. The type of disciplinary penalty according to the nature of the offense is proposed. If available, originals or copies of documents are attached to the report. The investigation report is forwarded to authority who started the investigation.

Measures and Precautions in Investigation Period

Article 18:

The investigation officers, if they consider it necessary, may ask the authorities who are required in the investigation to prevent or ban the entry of students subject to investigation onto the premises or properties of the higher education institution. The decision of the authority is put into force.

A student's replacement in the institution, or leaving the institution for any reason does not obstruct the process of starting and carrying out an investigation, and making the necessary decisions.

Execution of criminal prosecution and disciplinary prosecution together

Article 19:

Starting a criminal prosecution as a result of the same incident does not cause a delay in starting the disciplinary proceedings.

Conviction or acquittal of the defendants in accordance with the Criminal Law does not prevent the execution or implementation of disciplinary investigation.

Conclusion of the investigation

Article 20:

a) The investigation report and file are reviewed by the deans of faculties or directors (or principals) of the institutes, conservatories and colleges and the investigation is concluded straightforwardly, or forwarded to the authorized disciplinary committee immediately. The Disciplinary Committee gathers the information within three days at the latest and reviews the file and report.

b) The deans, directors, or the discipline committee who reviewed the file, if they believe something is missing or incomplete, and consider completion of these issues necessary, can ask for completion of missing or incomplete details by the same investigator or by a member of the disciplinary committee.

c) The dean, director, or disciplinary board, ask for a defence from the student again, before giving the final decision. In this case, principles stated in Article 16 are put into force.

Officers and boards authorized to execute disciplinary punishments

Article 21:

Punishment or penalties that require a warning, reprimand, and expulsion from the higher education institution from one week up to a month are directly given by the faculty deans, or principals or directors of institutes or colleges.

Punishment requiring expulsion from the higher education institution for one or two terms,

and punishment requiring permanent expulsion from the higher education institution are given by the authorized disciplinary board.

Assembly of Disciplinary Board

Article 22:

The Disciplinary Board assembles at the time and place as determined and by the invitation of the Chairmen.

Arrangement of Board's proceedings

Article 23 - Preparation of the meeting's agenda, announcement to those concerned, execution of proceedings of the Board on a regular and orderly basis are provided by the chairman.

Majority required for assembling meeting

Article 24:

The majority required for holding a meeting of the Disciplinary Board is more than half of the total number of the Board members.

Rapporteur

Article 25:

The task of rapporteur is carried out by the member appointed by the president. The rapporteur member completes the review of the file and preparation of the report within two days at the latest and presents the report to the president.

Interviewing Procedure

Article 26:

At the meeting of Board, after listening to the presentation of the rapporteur, the issue is reviewed. If considered necessary by the Board, the Board may listen to the investigators. In the case it is believed that the issue is cleared and enlightened, voting procedure is carried out about the decision, and the decision is announced by the chairman.

Voting

Article 27:

Each member of the Board is responsible to vote either in favour of acceptance or rejection of the decision. A noncommittal vote is not accepted. In the case where votes are equal in number for acceptance and rejection, the side of vote supported by the president, is considered to be the majority. A summary of decision is decided through a report signed by the members.

Decision

Article 28:

The Disciplinary Board or the authorized person to execute the disciplinary punishment is free to accept or reject the mode of punishment proposed in the report of investigation, and can put

another disciplinary punishment into force providing that the reasons for this application are explained.

Decision Time

Article 29:

Officers authorized to execute disciplinary punishments must execute the punishments requiring a warning, reprimand, or expulsion from one week to one month within 5 days after the completion of the investigation. In cases where other disciplinary penalties are required, the file is immediately forwarded to the Disciplinary Board. The Disciplinary Board must decide within ten days at the latest after receiving the file.

Matters to be considered when issuing disciplinary punishment

Article 30:

- a) The officers and the Disciplinary Board authorized to execute disciplinary punishment takes into account the severity of the offense, the aim of the convicted student in committing the crime, whether the student has been convicted or penalized before, whether the student regrets the results of his/her offense, behaviour and the attitudes of the student while deciding on the mode of punishment.
- b) In a case where the student has a committed crime with students from other universities, the weight of punishment to be issued for this student is increased one level up.
- c) In a case where offenses were committed collectively by students and specific offenses were committed and each individual student was not identified, each student forming the group is punished according to the decision of the officer in charge of investigation, or of the Board.

Fourth Part

Enforcement and appeal

Notification of punishment

Article 31:

At the end of the disciplinary investigation, the following institutions and persons are informed about the decision by the authorized officer who is in charge of the investigation:

- a) the student who is subject to the disciplinary investigation.
- b) the parents of the student, in a case where they are not reachable, the closest relative as identified by the student.
- c) Persons or private or state institutions that awarded the university with a scholarship.
- d) In a case where a student is subject to a disciplinary punishment requiring permanent expulsion, the following institutions and organizations are also notified in writing:
 - 1 - All the higher education institutions in Cyprus,
 - 2 – The Police Department
 - 3 – The Military Affairs Office
 - 4 – The Embassy of the student’s nationality

Enforcement

Article 32:

Disciplinary penalties are put into force and executed starting from the date that has been issued.

Appealing period and judicial procedures.

Article 33:

Disciplinary penalties in the form of a warning and reprimand are absolute and judicial procedures cannot be sought for these penalties. Penalties given by disciplinary officers and The Disciplinary Board, requiring expulsion from one week to one month, and, one or two terms cannot be appealed against to a higher level administrative body. However, judicial appeal can be carried out against these penalties.

The University Executive Body reviews the decision of permanent expulsion produced by the Disciplinary Board within 15 days, and approves the decision exactly as it is, or rejects the decision.

In case of rejection of the decision by the University Executive Body, the Disciplinary Board or the officer in charge taking the reason of rejection into consideration finalize the decision about the appeal.

Timeout

Article 34:

Fifth Part

Miscellaneous Provisions

Notification and Address Report

Article 35:

a) All sorts of notification are considered completed after the decision in writing is delivered to the address the student submitted to the higher education institution at the time of registration, and by announcing the decision in writing at the higher education institution through notification documents.

b) Students who did not inform the university about address changes, who falsified the permanent accommodation details, cannot claim that the notification is incomplete once the notification is made to the students' address at the university.

Submitting investigation files

Article 36:

Disciplinary investigation files are submitted and taken in. The persons who hand out and hand in the files sign the documents of delivery.

Correspondence form

Article 37:

Correspondence carried out between persons is made through recorded delivery. In the case where the document is handed directly to the person, a signature of the recipient is obtained and the signed document is enclosed in the disciplinary field.

Prohibitions

Article 38:

Privacy is essential in every stage of the investigation. Anyone who breaks this rule is subject to disciplinary proceedings.

Enforcement

Article 39:

This ordinance is put into force on the date the Board of Trustees of the university approves it.

Enforcement

Article 40:

This ordinance is enforced by the Rector of the university.

Article 41:

A copy of this ordinance is given to student at the time of registration, and a copy is sent to address of his/her parents via recorded delivery.

Ordinance of School Discipline Regulations consists of 41 articles.

In the case where a disciplinary investigation is started, authorization to issue penalty is subject to timeout. In a case where the offensive act is not punished within two years, then the authority to execute punishment is subject to timeout. However, in the case where the disciplinary officer or the Disciplinary Board is in need of judicial justification, this timeout starts on the date the judicial decision is made absolute. The need which requires judicial justification is made clear through a between-decision.

7. 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 Sađlık, 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.

Near East University¹ English Preparatory School
ENGLISH PREPARATORY SCHOOL | Brief Review
2025–2026 Academic Year

 **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**

Students should:

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





 **CONTACT**

- English Preparatory School (administration office): 90 (392) 223 64 64 – 5388, E-mail address: 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!

Appendix 1
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)

	FALL TERM
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
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
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
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
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	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 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	Classes Commence (including the Preparatory Schools)
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)

Appendix 2

REFLECTION SHEET

Name: _____

Date: _____

Based on the responses on the feedback form given to the students;

My positive aspects are:

Areas I need to improve further:

How I plan to work on the areas I need to improve:

Any additional comments:
