	EPOKA UNIVERSITY			
	REGULATION ON THE PREPARATORY SCHOOL			
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Article 1

Aim

The aim of the Preparatory School is to advance the English knowledge and skills of students newly admitted to undergraduate and graduate programs of Epoka University to a level at which they will be able to follow the classes offered at the University.

Article 2

Scope

The English language curriculum at the Preparatory School has been designed as general-purpose and specific-purpose in accordance with the needs of the academic programs at Epoka University. The first half of the Prep School curriculum consists of basic English skills such as reading, writing, comprehension and speaking, and the second half, in addition to these skills, comprises English for a specific purpose oriented toward specific academic fields.

Article 3

The English Proficiency Exam and Placement Exam

Students matriculated at Epoka University are required to take an English proficiency exam whose passing grade is 70. Students providing evidence that they have previously scored minimum 68 in TOEFL IBT, 190 in TOEFL CBT, 520 in TOEFL PBT and 5.5 in academic IELTS are exempt from the proficiency exam and start studying in the programs they enrolled. These test scores are valid for three years.

Article 4


Students who have not been able to take the proficiency exam or who have not been able to pass it must take the placement exam. Then, according to the result of this exam, they attend the English preparatory program suited for their level. Students completing the prep school program continue their education in the undergraduate and graduate programs they were placed.

Article 5

Period of Study and Attendance

The period of study at the prep school is one year. The weekly number of class hours, which cannot be less than 20, is determined by the committees concerned. To be able to take the final

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exam, attendance to 80% of classes is mandatory. Students who do not fulfill the attendance requirement without a valid excuse are considered unsuccessful.

Article 6

Achievement and Assessment

Each student's grade average during the year is calculated out of the general average of the grades of the weekly, monthly and semester exams, class participation grade, and student assignment portfolio grade. This grade average constitutes 60% of the total grade. The final exam administered at the end of the academic year constitutes 40% of the total grade. The passing grade is 70 out of 100. Each student must score at least 60 on the final exam provided that s/he completes his/her passing grade to 70. Failing students attend the summer school. Students failing in the summer school may take the proficiency exam at the beginning of the new academic year. Students who fail this exam as well may study in the prep school for another year only once provided that they pay the tuition fee. In case these repeat students cannot pass the second year of the prep school as well, they are dismissed from the University.

Article 7

Leave of Absence

Prep school students are not granted a leave of absence for a semester. Those who have a valid reason may be granted a leave of absence for an academic year only once by the decision of the executive board concerned. Students on leave can take the proficiency exam with other students at the beginning of the new academic year. Other leaves of absence are subject to the "Regulations for Undergraduate Education and Examinations".

Article 8

Effective Date

These regulations shall take effect as of the date of their publication.

Article 9

Enforcement

The provisions herein are enforceable by the Rector of Epoka University.

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