



**INTERNATIONAL BURCH UNIVERSITY**  
**ENGLISH PREPARATORY SCHOOL PROGRAM**  
**2015-2016 ACADEMIC YEAR**

**ARTICLE 1: OBJECTIVE**

1. International Burch University English Preparatory School prepares the newly admitted undergraduate and graduate students for their designated departments by helping them acquire the necessary English language skills for their education.
2. IBU English Preparatory School provides a diverse language learning environment that places a high value on a creative and rigorous contemporary preparatory curriculum in a structured environment; develops character, meets the students' differing talents, interests and academic needs through a supportive staff in a well-structured programs; and encourages students to widen their horizons, gain an appreciation for and an excitement about learning English and achieve their full potential.
3. Its mission is to provide a challenging, comprehensive educational experience grounded in a rigorous EFL curriculum with an inclusive, diverse academic staff.

**ARTICLE 2: CONTENT**

4. This regulation is comprised of principles in relevance to employment process, structure, exam procedures, content, objectives and implementation of instruction conducted at IBU Prep School.

**ARTICLE 3: DEFINITIONS**

B2) Upper-Intermediate level

B1) Intermediate Level

A2) Pre-Intermediate Level

A1) Beginner-Elementary

IBU: International Burch University, the name of the university

EPS: English Preparatory School

TOEFL: Test of English as a Foreign Language

IELTS: International English Language Testing System

FCE: First Certificate Examination

YDS: Foreign Language Examination



#### **ARTICLE 4: ADMINISTRATIVE STRUCTURE**

1. IBU English Preparatory School is run by the Director.
2. EPS Director and staff members are supervised by the President of the University.

#### **ARTICLE 5: CONDITIONS OF STUDENT ACCEPTANCE**

1. Students who are accepted by the university will automatically be considered as registered preparatory school students.

#### **ARTICLE 6: EXEMPTION FROM PREPARATORY SCHOOL**

1. Students offered admission into a university program must fulfill one of the following requirements to be exempt from Preparatory School:
  - a) Successful completion of IBU English Preparatory School Program (more precisely, scoring minimum overall grade of 60 upon the completion of B2 level)
  - b) IBU Proficiency Test: at least 70% of the questions need to be answered correctly, and 70% on both the writing and speaking exams is required.
  - c) The external exams which are accepted are :

**TOEFL:** (PBT: 500), (IBT: 61)

**IELTS:** 5 (Academic)

**FCE:** C

**YDS:** 51 Pts.

#### **ARTICLE 7: EDUCATION MODEL**

1. The school runs a two-semester intensive program placing emphasis on basic communication skills such as reading, writing, listening and speaking. To successfully finish the program at the EPS, the students are required to reach B2 level as indicated.
2. The curriculum at English Preparatory School is fashioned to bring the level of students to the basic minimum required for study in their chosen faculties.



3. Students are placed in four groups (A1, A2, B1, and B2) according to the score they have achieved in the placement test with CEFR (Common European Framework) reference levels. These foreign language proficiency scales are accompanied by a detailed analysis of communicative contexts, themes, tasks and purposes.
4. The EPS recognizes the need to constantly evaluate and renew itself so as to better meet the needs of the students. It focuses on the areas of core syllabus specification, content-based instruction, academic reading and writing, computer based language learning.
5. The EPS program is comprised of **4** levels:
  - Beginner-Elementary (A1)
  - Pre - Intermediate(A2)
  - Intermediate(B1)
  - Upper-Intermediate(B2)
6. A level group is opened if there are a minimum of **10** students enrolled.
7. Students receive a weekly course load of up to 24 hours and a total of 160-224 hours per level.
8. Students in the 1<sup>st</sup> group complete 4 levels (A1, A2, B1, and B2). Each level is completed in **8 weeks** with 24 hours weekly.
9. Students in the 2<sup>nd</sup> group complete 3 levels (A2, B1, and B2). A2 and B1 levels are completed in **8 weeks** with 24 hours weekly while B2 level is completed in 16 weeks with 20 hours weekly.
10. Students in the 3<sup>rd</sup> group complete 3 levels (B1 and B2). Each level is completed in **16 weeks** with 20 hours weekly.
11. Students in the 4<sup>th</sup> group complete B2 level in **16 weeks** with 20 hours weekly.



Groups		1 <sup>st</sup> Group		2 <sup>nd</sup> Group		3 <sup>rd</sup> Group		4 <sup>th</sup> Group		
Periods		Levels	Weekly Hours	Levels	Weekly Hours	Levels	Weekly Hours	Levels	Weekly Hours	
Fall Semester	1 <sup>st</sup> quarter	A1	24	A2	24	B1	20	B2	20	
	2 <sup>nd</sup> quarter	A2		B1						
Spring Semester	1 <sup>st</sup> quarter	B1		20	B2	20	B2	20		
	2 <sup>nd</sup> quarter	B2								

12. To successfully finish the program at the EPS, students are primarily required to attend classes without exceeding the absenteeism limit, which is 15 % of the study hours, and achieve a Yearly Achievement Grade of 60 to have the right to register in their own departments. Yearly Achievement Grade is calculated on the basis of Level Achievement Grades and a Final Test for all.

Level Achievement Grades are calculated for every level for each group as follows:

Course Assessment (Quiz, Project, Presentation)	50 %
Homework	5 %
Class Participation	5 %
Attendance	5 %
Level Achievement Test	35%

Yearly Achievement Grade is calculated for each level group as follows:

### 1<sup>st</sup> Group

Level Achievement Grade at A1	15%
Level Achievement Grade at A2	15%
Level Achievement Grade at B1	15%
Level Achievement Grade at B2	15%
Final Test	40%



## 2<sup>nd</sup> Group

Level Achievement Grade at A2	20%
Level Achievement Grade at B1	20%
Level Achievement Grade at B2	20%
Final Test	40%

## 3<sup>rd</sup> Group

Level Achievement Grade at B1	30%
Level Achievement Grade at B2	30%
Final Test	40%

## 4<sup>th</sup> Group

Level Achievement Grade at B2	60%
Final Test	40%

- 13. Course assessment** is a medium to evaluate performance of each student. Quizzes, projects and presentations are regularly given by instructors of each course every two or three weeks in order to check the progress of each student. At the end of each level the average of quizzes, projects and presentations is taken to calculate the level achievement grade.
- 14. Class participation grade** is given by the class instructor(s) according to their observation throughout each level and the grade is submitted at the end of each level. Written assignments, speaking skills, homework, participation in class and class performance are the factors that make up the class participation grade.
- 15. Attendance** is regularly taken by instructors and considered in the calculation of the level achievement grade.



16. **Level Achievement Test** consists of reading comprehension, writing, vocabulary, and grammar components and is administered at the end of each level.
17. If the students fail to achieve an overall grade of 60 as Yearly Achievement Grade, at the end of the academic year they are eligible to attend the **Summer school**.
18. Summer school grading policy is the same as academic year requirements. After an intensive program of 8 weeks the students need to achieve an overall grade of 60 at the end of the Summer school.
19. Summer school is subject to additional payment of €600 (This amount is the tuition fee. Accommodation and other expenses are to be met by the student.)
20. Students who fail to graduate from the Preparatory School at the end of the Summer school repeat their studies in English preparatory school program in the following academic year.

#### **ARTICLE 8 : DURATION OF STUDIES IN THE ENGLISH PREPARATORY SCHOOL**

1. The total duration of the EPS is one year. Students are required to complete the program within a maximum of two years.
2. Students who fail to complete the program in two years have the option to register on suspended status.
3. Students on suspended status are enrolled after paying one-fourth of that semester's tuition fee. Students who are not enrolled within one month of the first day of classes as stated in the Academic Calendar are dismissed from University.
4. Suspended students do not attend the lessons at Preparatory School, but study on their own. They may start their faculties if they pass the proficiency exam held at the end of each semester, or if they submit an external exam result as indicated in the Article 6.
5. In order for the external exam applications to be taken into consideration, the students will need to have enrolled to University for the current semester.
6. Students who fail the IBU proficiency exam at the end of the semester may enroll again in the following semester with the same status.
7. Suspended students cannot benefit from University's scholarships.



8. The students who start their studies in B1 group have the opportunity to take the proficiency exam in January if their overall semester grade is minimum 70. If their overall grade is below 70, they continue their studies in B2 level.
9. The students who start their studies in B2 group graduate from EPS if they achieve an overall grade of 60 at the end of the semester. The ones who fail to achieve an overall grade of 60 have the opportunity to take the proficiency exam in January if their overall semester grade is between 50 and 59. If they fail to achieve an overall grade of 50, they repeat B2 level in the following semester.

### **ARTICLE 9: IBU PROFICIENCY & PLACEMENT TEST**

1. IBU Proficiency & Placement Test is the name given to a combination of tests prepared by the academic staff of the EPS for the students who want to be exempt from preparatory school. According to the score the student gets from this test, he/she will be assigned to the corresponding level group.
2. There is no make-up exam for IBU Proficiency & Placement Test. Medical reports are not accepted as an excuse for this exam.
3. The exam is held three times a year: in January, June, and September.
4. In order to be exempt from the Preparatory School, students must score at least **70**.

### **ARTICLE 10: ATTENDANCE & ADMINISTRATIVE REGULATIONS**

1. Attendance is obligatory at English Preparatory School.
2. Absenteeism limit is 15 % of the study hours.
3. The student who exceeds the absenteeism limit till the end of the term without a valid and documented excuse will not be able to graduate from the English Preparatory School.
4. Student, whose absence is more than the allowed number of hours, will fail in Preparatory School program regardless of his/her exam results.
5. Students who do not attend the exam unexcused will be considered to have obtained 0 (zero).
6. Students who are late for class will be marked as absent by the instructors.
7. Students who do not bring their class materials are also marked absent.
8. Any kind of exchange of stationary items or educational materials during exams and classes are not allowed.



9. Students who bring their mobile phones must keep them turned off during class time. Inappropriate action will be reflected on participation grade.
10. Mobile phones are collected during examinations.
11. Notebook computers cannot be used in the classrooms. If students bring them to classrooms, they must be kept in their cases.

#### **ARTICLE 11: IMPLEMENTATION AND EXECUTION**

The provisions of these regulations are executed by the IBU President.