



**ÇANKAYA UNIVERSITY
DEPARTMENT OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAM**

**2025–2026 ACADEMIC YEAR
STUDENT INFORMATION GUIDE**

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Dear Students,

The aim of the Çankaya University English Preparatory Program is to provide students—whose English proficiency is below the required level for departments in which the language of instruction is English—with the fundamental English skills necessary for success. The program adheres to international standards, ensuring that students can effectively pursue their academic studies in their departmental courses. To this end, our school implements a student-centered program that prioritizes the development of academic language skills through both in-class and extracurricular activities, while taking individual differences into account. Our program aims to foster students who can take responsibility for their own learning, cultivate effective study habits, and apply strategies for acquiring knowledge by promoting learner autonomy. Furthermore, our program aims to equip students with effective communication, critical and creative thinking, self-management, social, and research skills that support their academic, professional, and social lives. In line with this, by providing high-quality, technology-supported education that meets international standards, the program helps students become versatile, well-equipped, and responsible individuals.

The English Preparatory Program provides education aligned with the Common European Framework of Reference for Languages (CEFR) and the European Language Portfolio, supported by advanced technological infrastructure that includes face-to-face and distance learning opportunities, language laboratories, and in-class and extracurricular activities. Our expert team of Turkish and international instructors not only provides instruction but also offers academic counseling, valuing students as individuals first and foremost. The English Preparatory Program is a modern educational institution, characterized by a dynamic teaching staff that values professional development, nurtures teamwork, and utilizes technology effectively.

SECTION 1: BEFORE THE PREPARATORY PROGRAM

1.1. I have completed my university registration. Which exams do I need to take?

- Newly registered students who wish to be exempt from English Preparatory Education must take the English Proficiency Exam (or apply with an internationally recognized and Senate-approved equivalent exam score).
- Students who will attend the preparatory program must take the Placement Exam, which determines their starting level.

1.2. What are the dates of the English Proficiency and Placement Exams at the beginning of the 2025-2026 academic year?

- **English Proficiency Exam:** September 15–16, 2025
- **Placement Exam:** September 22, 2025

1.3. How can I access exam details (building, classroom, seat number, etc.) for the Proficiency and Placement Exams?

- The dates and details of these exams are announced on the English Preparatory Program's website (<http://cups.cankaya.edu.tr>) prior to the exam dates.

1.4. Where can I find detailed information about the Proficiency and Placement Exams?

- **English Proficiency Exam:** This exam includes sections on listening, reading, use of language, writing, and speaking.
Click the link for detailed information and sample questions:
[Click here for Proficiency Exam content and sample](#)
- **Placement Exam:** This exam includes sections on listening, reading, use of language, and writing.
[Click here for Placement Exam content](#)

1.5. What documents should I bring to the Proficiency and/or Placement Exams?

- Students must bring their Çankaya University student ID card, national ID card, a pencil, an eraser, and a ballpoint pen.

1.6. How can I learn the results of the Proficiency and/or Placement Exams?

- **English Proficiency Exam:** Results will be accessible via <https://sql.cankaya.edu.tr> using your student ID number and password once announced.
- **Placement Exam:** Results are not announced as scores. Course levels and class assignments are published at the beginning of the semester on the Preparatory School's website: <http://cups.cankaya.edu.tr>

1.7. What happens if I do not take the Proficiency and/or Placement Exams?

- Students who do not take the required Proficiency and/or Placement Exams will be automatically placed at the beginner level (A1) and will start their preparatory education from that level.

1.8. What happens if I am placed at a lower or higher level?

- To ensure accurate placement, students' language performance is monitored during the first week of classes. If there are concerns regarding the appropriateness of a student's assigned level, additional assessment tasks (e.g., a writing task) may be administered to gather further evidence of the student's language proficiency. Based on the evaluation of these performance indicators, the student may be reassigned to a more suitable level.

1.9. What happens if I am admitted after the start of the program (late-entry students, additional quota students, or transfer students)?

- Students who join the program after it has started are placed in an appropriate level through the established placement procedures. They are provided with the necessary academic support through study hours, course materials, and access to learning resources to facilitate their successful integration into the program and achievement of the intended learning outcomes.

1.10. What are the exemption conditions for the Preparatory Program?

- Students in departments other than language departments must score at least **60 out of 100** on the Proficiency Exam to be exempt.
- Students in the English Language and Literature and English Translation and Interpreting departments must score at least **75 out of 100**.
- The minimum passing scores for these departments and graduate programs are determined by the Senate upon the proposal of the relevant boards and announced on the website.
- Students are also considered exempt if they provide scores from officially recognized international exams accepted by the Senate (taken within the last 3 years) and administered by a state university. The equivalency table for such exams is provided below.

CUPS Proficiency Exam	TOEFL iBT (Highest score: 120)	PTE Academic (Highest score: 90)	FCE (Highest score: (A/190)	CAE (Highest score: A/210)	CPE (Highest score: A/230)
91-100	95 and above	76 and above	Grade A (180-190)	Grade B (191-200)	Grade C (200-210)
81-90	86-95	71-75	Grade B (176-180)	Grade C (180-190)	-
71-80	81-85	66-70	Grade B (171-175)	-	-

60-70	72-80	59-65	Grade C (160-170)	-	-
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- Students who, within the last three years, have completed their secondary education in a country where the designated foreign language (English) is spoken as the native language and have attended secondary education institutions where the citizens of that country are also educated, are considered exempt from the preparatory program.
- Students whose records confirm that they have successfully completed the preparatory program at Çankaya University in previous years are also considered exempt from the program.

SECTION 2: THE PREPARATORY PROGRAM

2.1. How long is the duration of the English Preparatory Program?

- The duration of the Preparatory Program is one year. An academic year consists of four periods, each lasting seven weeks.
- The A1, A2, B1, and B2 levels are each seven weeks long. However, for students taking the B2+ level, this duration is 14 weeks.
- The time students take to complete the preparatory program depends on the level they start from and whether they need to repeat any levels.
- Students who fail to complete the preparatory program successfully within two academic years will be dismissed according to the relevant regulation (<https://resmigazete.gov.tr/eskiler/2016/03/20160323-6.htm>).

2.2. What are the completion criteria of the Preparatory Program? What levels are offered?

- According to the programs structured in line with the CEFR (Common European Framework of Reference for Languages), the exit goal of the Preparatory Program is to successfully complete the Upper-intermediate level (either the B2 or B2+) and subsequently pass the Proficiency Exam.
- Students are placed in A1, A2, B1, and B2 or B2+ courses based on the results of the Placement Test given at the beginning of the academic year.

2. 3. What are the start and end dates of the terms/periods?

FALL TERM

- **Period 1:**
Class Period: 29.09.2025 – 14.11.2025
- **Period 2:**
Class Period: 17.11.2025 – 02.01.2026
Assessment Week: 05.01.2026 – 18.01.2026
- **English Proficiency Exam:**
12.01.2026, 13.01.2026

SPRING TERM

- **Period 3:**
Class Period: 16.02.2026 – 03.04.2026
- **Period 4:**
Class Period: 06.04.2026 – 22.05.2026
Assessment Week: 26.05.2026 – 15.06.2026
- **English Proficiency Exam:**
04.06.2026, 05.06.2026

2.4. What are the duration and weekly hours of the courses?

- | | | |
|----------------------|-----|-------------------------------------|
| • Beginner | A1 | 7 weeks and at least 22 hours/week |
| • Elementary | A2 | 7 weeks and at least 22 hours/week |
| • Intermediate | B1 | 7 weeks and at least 20 hours/week |
| • Upper-Intermediate | B2 | 7 weeks and at least 20 hours/week |
| | B2+ | 14 weeks and at least 20 hours/week |

2.5. What are the exam dates within the periods?

FALL TERM

Period 1:

- | | | |
|----------------|------------------|-------------------|
| • Midterm Exam | 24 October 2025 | (A1, A2, B1, B2+) |
| • Final Exam | 11 November 2025 | (A1, A2, B1) |

* Please check the updates on exam dates on www.cups.cankaya.edu.tr.

2.6. What materials are used in the preparatory program? How can online resources be accessed?

- On the first day of each period, students are informed by their academic advisor about the printed and online materials to be used and how to access them.
- Online course materials are accessible via Moodle (WebOnline). Digital resources for textbooks are accessed through the book's online platform.

2.7. What assessments and assignments are there in each level?

- Success in each period is evaluated through midterms, process assessment (online tasks, compulsory assignments, in-class performance, and quizzes), and a final exam.

2.8. How is the Level Achievement Grade calculated? What are the criteria for in-period and end-of-period assessment?

- | | |
|--------------------------|-----|
| • Midterm | 25% |
| • Process Assessment | 25% |
| ○ Online Tasks | 4% |
| ○ Compulsory Assignments | 14% |
| ○ In-Class Performance | 3% |
| ○ Quizzes | 4% |
| • Final Exam | 50% |

2.9. What is the Level Achievement Grade? What happens if I pass/fail a level?

- To pass, students (except English Language and Literature / Translation and Interpreting students) must score at least **60 points**. For the aforementioned departments, a **minimum of 75 points** is required.
- Students who fail at the end of a period must repeat that level. Those failing B2 or B2+ will continue in the corresponding available level (B2 or B2+) in the next term. In addition, a class may not be opened for a level if the number of qualifying students is insufficient. In such cases, students are placed in the nearest available level for instruction.

2.10. Is there any difference between the education in the Summer School and in the regular academic year? How is Summer School conducted and evaluated?

- Students may attend Summer School at the level determined by their performance. Classes open only if the number of students meets the minimum requirement set by the university. Evaluation of the Summer School is the same as the evaluation of the levels in a regular academic year.

2.11. When are the Proficiency Exams held before and after the Preparatory Program? What are the conditions for taking the Proficiency Exam?

Four Proficiency Exams are held within an academic year in the Preparatory Program. The first exam takes place at the beginning of the academic year to determine whether newly registered students are exempt and whether students who successfully completed B2 or B2+ in the previous year have passed the Preparatory Program. The others are held at the end of the first term, the second term, and the Summer School. To be eligible to take these exams, students must successfully complete the B2 or B2+ level. For these students, the Overall Achievement Grade is calculated as follows: 50% of a B2 or B2+ level grade + 50% of the Proficiency Exam score, totaling 100 points. To be considered successful, students must score at least 60 out of 100. Students in the English Language and Literature and English Translation and Interpreting departments must achieve a score of at least 75.

2.12. What happens if I fail the Proficiency Exam?

- **Scenario 1:** If a student successfully completes B2 or B2+ at the end of the first term but fails the Proficiency Exam, they repeat the level in the next term according to the rules stated in section 2.9.
- **Scenario 2:** If a student successfully completes the B2 or B2+ level at the end of the second term but fails the Proficiency Exam, they have two options:

- **Option 1:** They repeat the B2 level in Summer School. Students who successfully complete this level may take the Proficiency Exam at the end of the Summer School.
- **Option 2:** They take the Proficiency Exam held at the beginning of the new academic year. This exam is also open to students who passed B2 in Summer School but failed the Summer School Proficiency Exam.
- **Scenario 3:** Students who fail in both options in Situation 2 must repeat the B2+ level in the new academic year.

2.13. How is attendance evaluated? How can I track my absences?

- In each period, students have an absenteeism allowance for up to the number of weekly class hours (for B2+, up to twice the weekly hours). Students who exceed this limit must repeat the level, regardless of their grades.
- Absence records can be tracked via: <https://webonline.cankaya.edu.tr/>

2.14. What happens if I am unable to complete the Preparatory Program within one year?

- Students may continue their education in the second year. They are expected to complete the Upper-Intermediate level (B2 or B2+) and achieve the required final grade in the Proficiency Exam.

2.15. What are the start and end times of the classes?

- Classes start at 09:20 a.m. On days with 5 lessons, classes end at 15:10. On days with 4 lessons, classes end at 14:10, and on days with 3 lessons, classes end at 12:10.

2.16. Under what circumstances is a student dismissed from the Preparatory Program? What rights are granted afterward?

- Students who fail after two years in the Preparatory Program are dismissed from their respective departments. Dismissed students have the right to apply for the Proficiency Exam three times within three years, only at the beginning of an academic year, and by submitting a petition, according to the relevant regulation.

2.17. Under what conditions is my absence considered excused?

- The English Preparatory Program students can freeze their registration for one or two semesters due to valid and justified personal reasons. During this period, students are required to pay half of the tuition fee. No participation in classes or exams is allowed during the leave period.

2.18. Who can I consult for academic or administrative matters?

- Each student in the English Preparatory Program is assigned an academic advisor. Students can discuss any academic or administrative issues during the advisor's weekly office hours. When necessary, the advisor may refer students to the Academic Coordination Office, Administrative Coordination Office, or the Psychological Counseling and Guidance Center.

SECTION 3: TECHNICAL PROCEDURES

3.1. What are “SQL,” “Webonline,” and “Webmail,” and how can I log in to them?

- SQL, Webmail, and Webonline
 - o **SQL:** For tracking information about grades.
 - o **Webonline (Moodle):** For accessing the materials used in the course and online studies. Absences are tracked through the Moodle system.
 - o **Webmail:** For logging in to the university e-mail address.
- For SQL, Webonline, and Webmail, the username and password given to you by the University are used. Your username is c2312345 if your student number is 202312345. For the first time logging in, your password will be your Turkish ID number. The same username and password are used for all three portals.

3.2. How can I access asynchronous course resources?

- Asynchronous course resources can be accessed via Webonline (Moodle).

3.3. What will be the technical processes in case of distance education or hybrid courses?

- Detailed technical and academic information on these issues will be announced to our students via the Preparatory School web page.

SECTION 4: ADMINISTRATIVE ISSUES

4.1. How and within what period of time can exam and assignment grades be appealed?

- Students can object to the grades of exams and assignments for any material errors they think they may have. This objection must be made within 5 working days at the latest after the grade is announced.
- These objections are made by filling out the relevant ready-made forms available on the Preparatory School web page and submitting them to the secretariat with a signature.

4.2. How will I find out the result of my appeal?

- The student who makes an appeal is informed about the result of the appeal by the secretariat and/or the advisor lecturer within 3 working days at the latest after the appeal is made.

4.3. Where are medical reports submitted, and what happens to the absenteeism status in this context?

- Medical reports are submitted to the Document Unit at the Rectorate building, stating that they are from the English Preparatory Unit. Students' medical reports are counted as absenteeism.

4.4. In which cases and for which exams is a make-up exam given?

- Students who do not take the midterm and/or final exam can take the make-up exam if they apply to the secretariat of the Preparatory Education Unit within 7 working days from the end of the exam with a valid document showing their valid excuse and approved by the relevant unit of the university, by filling out the relevant ready-made form on the university website.

<https://cups.cankaya.edu.tr/wp-content/uploads/sites/37/2024/02/Telafi-Sinavi-Ara-Sinav-veya-Final-icin-Talep-Dilekcesi-Ornegi.pdf>

- A make-up exam can be given for the Midterm and Final exams. For other assessment components (assignments, tasks, online studies, the Proficiency Exam), no make-up is available. Students who miss the make-up exams for the Midterm and Final are not allowed another opportunity.

4.5. What happens if the student plagiarizes or uses unoriginal content (artificial intelligence, etc.) in the assignments or cheats in the exam?

- In case of plagiarism and cheating, action is taken against the student according to the principles specified in Çankaya University Disciplinary Regulations.

SECTION 5: OTHER ISSUES

5.1. What physical facilities are available in the preparatory building and classrooms?

- There are computer laboratories, language centers, and a canteen in the preparatory building. Classrooms are equipped with projectors and sound systems. Students can use the computer laboratories during their extracurricular time. They can also participate in activities at the language center to reinforce their speaking and writing skills by making an appointment through the relevant system.

5.2. What are the transportation facilities to the campus?

- You can visit <http://www.cankaya.edu.tr/duyuru/servis.php> for transportation options to the campus.

5.3. Can I change my class if I want to?

- Class changes are not allowed.

5.4. Are there extracurricular activities in Preparatory School? What is planned?

- Extracurricular activities are announced in the events section of <http://cups.cankaya.edu.tr/>

5.5. Will I have the opportunity to get to know my department during the preparatory education?

- Students are given the opportunity to get to know the departments they are enrolled in more closely by organizing introductory meetings with the departments and attending department courses as guest students.

5.6. What are the exemption requirements for Academic English courses for students who have successfully completed their studies at the Preparatory School Unit?

CUPS Proficiency Exam	TOEFL IBT ¹ (highest score: 120)	PTE Academic ² (highest score: 90)	CAE ³ (highest score: A/210)	CPE ³ (highest score: A/230)	ENG 121 Passing Grade	ENG 122 Passing Grade
91-100	95 and above	76 and above	Grade B (191-200)	Grade C (200-210)	AA	AA
86-90	91-95	73-75	Grade C (186-190)		BA	BA
80-85	86-90	70-72	Grade C (180-185)		BB	BB
75-79	80-85	65-69			CB	CB

Table 1. This is the equivalency table that can be used for exemption from the compulsory English courses (ENG 121- ENG 122) offered by the Modern Languages Unit for students whose medium of instruction is English.