



ANKARA BİLİM UNIVERSITY

ENGLISH PREPARATORY SCHOOL

General Information on Procedures

2026-2027 ACADEMIC YEAR ORIENTATION

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Our New Building

CLASSES AND COURSES



Kızılay

Our New Classroom Building

Classes Will Be Held in the Kızılay Building

Preparatory School classes will be held in our new Kızılay building.



ADDRESS

Kocatepe Mah. Ziya Gökalp Cd. No:10 Çankaya/ANKARA



Class Assignment

CLASSES AND COURSES

25-30

Students per Class



Based on Number of Classrooms

Prep classes are formed in groups of 25-30 students, depending on the number of available classrooms.



Late Registration and Additional Placement

Students who register late or arrive through additional placement are assigned to a new section if their number is enough to open one; otherwise, they are added to existing sections.



Your class and section details will be sent to you via the Student Information System (ÖBS) and during orientation.

09.10

Morning class start

50 min

Class length

10 min

Break between classes



You will learn your class hours along with your timetable.



Preparatory School Levels

CLASSES AND COURSES

LEVEL A

26

Hours/week

Students who do not take the Proficiency Exam, are placed in Level A by the Placement Test, or take no exam study at this level.

LEVEL B

24

Hours/week

Students placed in Level B by the Placement Test study at this level.

TRANSLATION & INTERPRETING

24

Hours/week

Translation & Interpreting students who fail the Proficiency Exam study at this level.



Course Books

CLASSES AND COURSES

LEVEL A	Life A2	Life B1	Life B1+
	Prism Reading 3	A Guide to Writing	Foundations
LEVEL B	Life B1	Life B1+	Prism Reading 3
	A Guide to Writing	Foundations	
TRANSLATION & INTERPRETING	Life B1+	Life B2	Prism Reading 3
	Prism Reading 4	A Guide to Writing	

 Course book

 Booklet (free for all students)



Obtaining Books

CLASSES AND COURSES



Free

Booklets



A Guide to Writing and Foundations

A Guide to Writing and Foundations booklets will be given free of charge to all Preparatory School students.



Distribution Day: Wednesday

Booklets will be distributed in class on Wednesday.

WHERE CAN YOU GET THE BOOK SETS?



Repeat and Translation & Interpreting Students

They can get the book sets right away from the sales point on campus.



Other Students Enrolled in 2026

After the Placement Test, they will learn their levels and get the sets from the sales point in the Kızılay building.



Communication

STUDENT–INSTRUCTOR COMMUNICATION



Communication via University Email

Throughout the term, all communication between students and instructors is conducted through university-domain student email addresses.



Activate Your Email

You can activate your email address, which is based on your student number, at the IT Department.



Personal Email Addresses Are Not Used

Grades, absence records, announcements, and other notices are not sent to personal email addresses such as Gmail or Outlook.



Announcements

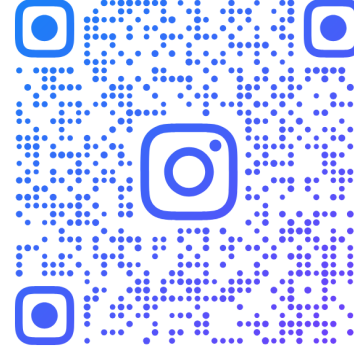
ANNOUNCEMENT CHANNELS



OUR WEBSITE

ankarabilim.edu.tr/hazirlik-okulu

You can also follow announcements on our website.



INSTAGRAM

@abuprepschool

Scan the QR code with your phone to reach our account.

@ABUPREPSCHOOL



Absence: General Rules

ABSENCE AND MEDICAL REPORTS

80%

Required Attendance Rate

78

Level A Absence Allowance (class hours)

72

Level B Absence Allowance (class hours)
Also applies to Translation & Interpreting groups



Practical Course Status

Since preparatory courses are considered practical courses, students must meet the stated rate.



Tracking via ÖBS

Absences in the Preparatory School are tracked through ÖBS. In addition to ÖBS, a sign-in sheet is kept in class.



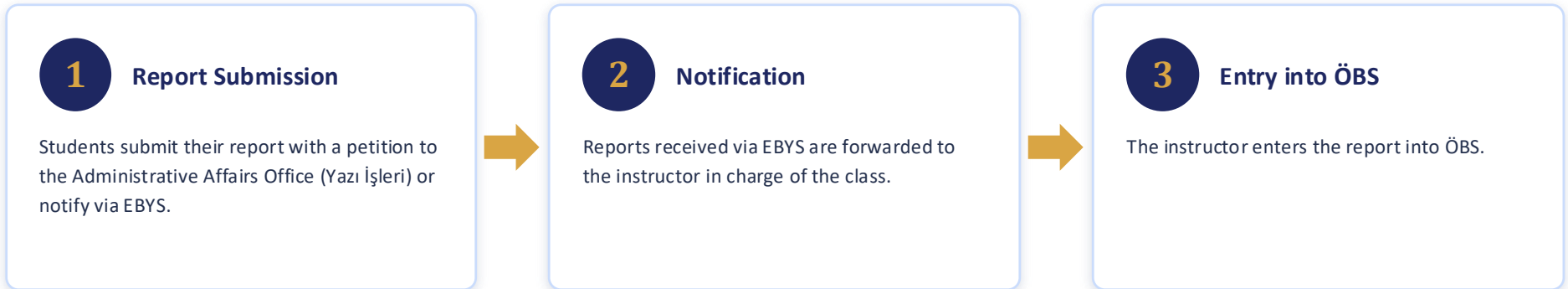
Class Attendance Is Very Important

Because an intensive programme is followed at all levels, attendance in class is very important.



Medical Report Process

ABSENCE AND MEDICAL REPORTS



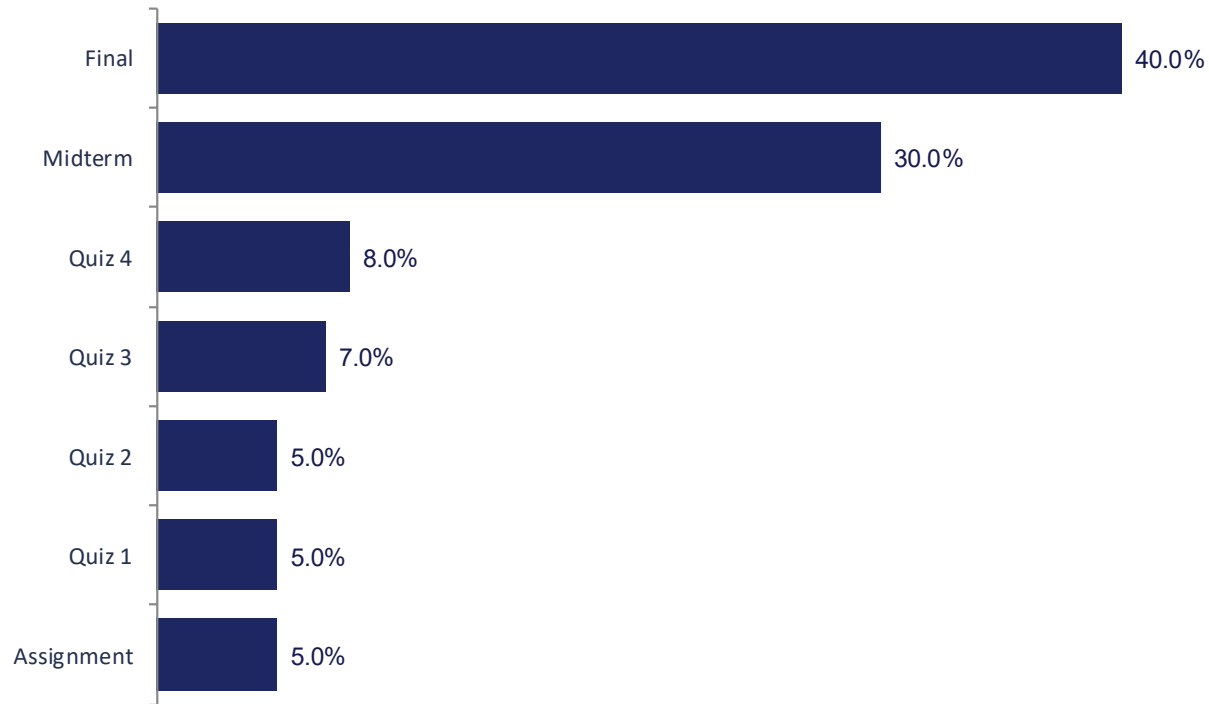
For exam make-ups: The issuing institution only needs to be affiliated with the Ministry of Health. Reports signed by a single doctor are accepted.

To avoid being marked absent: Only medical board reports are accepted. A board report must bear the signatures of at least 3 (three) doctors.



In-Term Assessment

TERM EXAMS



40%
Final

30%
Midterm



Exam Content

TERM EXAMS

QUIZ 1

14 October 2026

 Grammar

 Vocabulary

QUIZ 2

28 October 2026

 Reading

 Vocabulary

QUIZ 3

2 December 2026

 Listening

 Vocabulary

QUIZ 4

16 December 2026

 Grammar

 Reading

 Vocabulary



Midterm

9 November 2026



Final

4 January 2027



Exam Dates

TERM EXAMS

14 Oct

2026



Quiz 1

28 Oct

2026



Quiz 2

9 Nov

2026



Midterm

2 Dec

2026



Quiz 3

16 Dec

2026



Quiz 4

4 Jan

2027



Final



Exam content is given on the previous slide.



Term Achievement Grade



To be considered successful at their level, students must have an average of 60 across all in-term grades.

The passing threshold is the same for all levels and departments.

60

English – All Departments

60

English Translation & Interpreting



Changes in the Preparatory School

CURRENT REGULATIONS



Proficiency Exam



End-of-Fall Exam Cancelled/Removed

The Proficiency Exam held at the end of the fall term will no longer be held.



New Exam Schedule

The Proficiency Exam will be held only at the beginning of the fall term (September) and at the end of the spring term (June).

TERM ACHIEVEMENT GRADE

45 → 60

Students whose average on in-term exams is 60 will be considered successful at their level.

Cases requiring a Term Achievement Grade of 60

60

Moving from Level A to Level B

60

Completing Level B

60

Passing the Term in Translation & Interpreting Groups



Spring Term Proficiency Exam

WHO CAN TAKE THE EXAM HELD AT THE END OF THE SPRING TERM?

LEVEL B

Mandatory Entry

Level B students with a Term Achievement Grade of 60 or above qualify to take the exam. They must pass the exam to complete the Preparatory Programme.

LEVEL A

Optional Entry

Students who complete Level A may take the Proficiency Exam if they wish; taking the exam is not mandatory for them.



The threshold for advancing to Stage 2 is 70 points for English Translation & Interpreting students and 45 points for other departments.



Exam Process: Two Stages

END-OF-TERM PROFICIENCY EXAM

Stage 1

Students scoring 45 or above (70 or above in Translation & Interpreting) qualify for Stage 2.



Stage 2

The scores of students who complete Stage 2 are converted into the final result through a weighted average.



Result

The final result is announced as PASS or FAIL on the website and notice boards.



How the Stage 2 score is converted into the final result (weighting) and the end-of-year exemption are given on the next slide.



Weighting and End-of-Year Exemption

END-OF-TERM PROFICIENCY EXAM

Final Result Weights



The Term Achievement Grade is also included in the final result calculation of the end-of-term exam.



End-of-Year Exemption

Students with a Term Achievement Grade of **75** or above in both the Fall and Spring terms complete preparatory education without taking the end-of-year exam and move on to their departments.

For English Translation & Interpreting students, the required average in both the Fall and Spring terms is

90



Result Announcement and Passing Thresholds

END-OF-TERM PROFICIENCY EXAM



Final Proficiency Exam results are announced only as PASS / FAIL on the website and notice boards; numerical scores are not shared.

Passing Thresholds

60

All Other Departments

80

English Translation & Interpreting



Exam Results and Personal Data Privacy

PRIVACY



How Results Are Disclosed

During the academic term, exam results are disclosed only to the student individually, through the Student Information System.



Personal Data Protection Law No. 6698

Exam results are not disclosed to a student's family, friends, or anyone else seeking the information. Under Personal Data Protection Law No. 6698, this information can be given only to the person it belongs to.



Extracurricular Activities

CAMPUS LIFE



Duty to Inform

For students who will take part in on-campus events and student club activities, the organizing committee and/or the advisor instructor must inform the Preparatory School.

Written Notice

In standard cases, notification is made in writing.

Emergencies

In emergencies, verbal notification is accepted.



Checklist for New Students

FIRST WEEK

☐

I activated my student email address at the IT Department.

☐

I learned the medical report submission process (Administrative Affairs Office / EBYS).

☐

I checked my ÖBS login details and logged in to the system.

☐

I reviewed the in-term assessment percentages.

☐

I learned when my class and timetable will be announced.

☐

I learned the entry requirements for the Proficiency Exam.

☐

I learned the absence limits for my level.

☐

I saved the coordinator's email address for my questions.

You are advised to complete this list by the end of orientation week.



For Your Questions

ahmet.ates@ankarabilim.edu.tr

English Preparatory School Coordinator