



TED UNIVERSITY

English Language School

Student Handbook

2026-2027

SEPTEMBER 2026

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MESSAGE FROM THE DIRECTOR



Dear Students,

Welcome to the English Language School! It is a great pleasure to have you as part of our academic community. Whether you are beginning your language learning journey or continuing to build on your existing skills, you are now part of a vibrant environment that values communication, cultural understanding, and lifelong learning.

Our mission is to help you develop not only your language proficiency but also the confidence and critical thinking skills needed to succeed in both academic and professional settings. Language learning is more than mastering grammar and vocabulary—it is about connecting with others, embracing diversity, and opening new doors to the world.

At our school, you will find a dedicated team of instructors and staff committed to supporting your progress. We encourage you to make the most of every opportunity—participate actively in your classes, join clubs, and engage in activities designed to enhance your learning experience.

Remember, language learning requires patience, consistency, and curiosity. Every step you take brings you closer to achieving your goals. We are here to guide, support, and celebrate your growth along the way.

On behalf of the entire English Language School, I wish you a productive, inspiring, and successful academic year.

Müge Ayşe GENCER
Director of the English Language School

1. TEDU English Language School (ELS)

TED University is an English medium university, so the English Language School (ELS) at TED University aims at providing quality language education and to equip students with necessary academic skills in order for them to be able to pursue their studies in the departments.

The mission of English Language School is

- to provide high quality language instruction,
- to equip students with necessary skills for undergraduate studies and future professional lives,
- to help students develop critical, reflective and creative thinking skills,
- to guide students to become independent individuals.

The educational principles of TEDU English Language School are

- to make learning meaningful,
- to ensure the active participation of students,
- to create a positive learning environment,
- to apply different learning styles,
- to emphasize independent learning,
- to provide students with continuous feedback.

A TEDU student

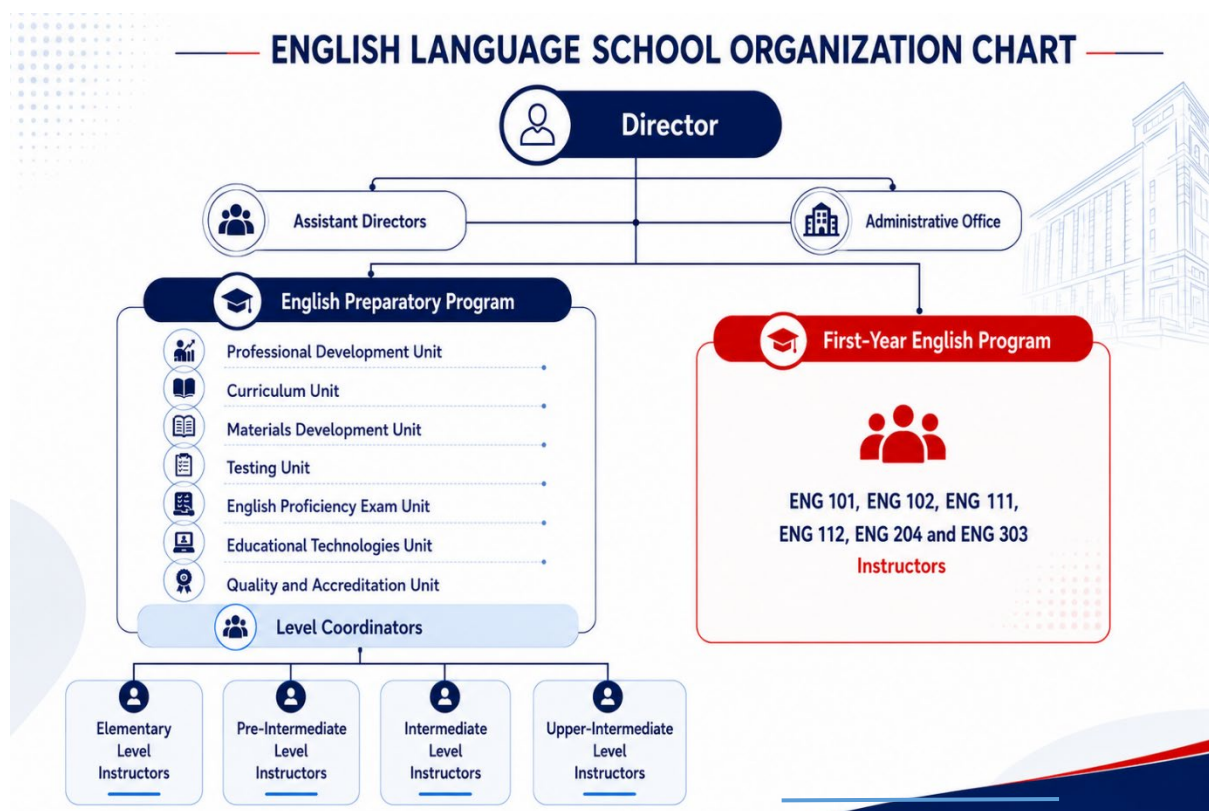
- is a responsible world citizen,
- aims to make positive changes in society,
- is culturally-aware,
- listens and respects others' opinions,
- is well-equipped with the 21st century skills,
(good communication skills, collaborative, digitally literate, and critical thinker ...)
- voices their opinions confidently.

1.1. ELS Structure

The English Language School has 2 programs: English Preparatory Program, offering English language courses (ENG 080, 081, 082, 083, 084, and 085), and First-Year English Program (FYEP) providing courses (ENG 101, 102, 111, 112, 204, 303) in the departments.

The ELS has a directorate that manages all academic and administrative affairs. The directorate consists of a director and two assistant directors, one in charge of academic affairs and the other is responsible for administrative affairs. There are also other units such as Curriculum, Material Development, Testing and Assessment, Professional Development, Accreditation and Quality, Educational Technologies, and Level Heads to ensure the quality of education at ELS.

The Administrative Office oversees all administrative processes of the ELS and communicates with relevant individuals, units, and faculties. It also coordinates with students, academic and administrative staff, as well as internal and external stakeholders of the university.



1.2. Education System at ELS

The English Preparatory Program at the English Language School runs on a modular-based system which encourages student motivation and enables students to fully acquire the necessary skills. The program comprises of 4 levels: Elementary, Pre-Intermediate, Intermediate, and Upper-Intermediate.

At the Elementary, Pre-Intermediate, and Intermediate levels, students must meet a minimum of 80% attendance and 60% in-term achievement in order to be eligible to take the end-of-term/module exam. Students who meet these requirements and take the end-of-term/module exam advance to the next level if they score 60% or above on the exam. Students who fail to meet the required conditions repeat the relevant level.

At the Upper-Intermediate level, students must meet a minimum of 80% attendance and 60% in-term/module achievement in order to be eligible to take the English Proficiency Exam (EPE). Students who meet these requirements are eligible to sit the EPE; those who achieve a score of 60% or above on the EPE qualify to proceed to undergraduate programs. Upper-Intermediate students who meet the attendance requirement and achieve 90% or above in their in-term/module assessments may begin undergraduate programs without taking the EPE. Students who score 59% or below on the EPE continue in Upper-Intermediate level.

You can see sample EPE questions on the website of the ELS. (<https://els.tedu.edu.tr/en/english-proficiency-exam-epe>)

1.2.1. Modules (Levels)

The total number of instruction per week is different depending on the specified level.

Level	Hours of Instruction per Week	Duration	CEFR
Elementary	25 hours	8 weeks	A1–A2
Pre-Intermediate	25 hours	8 weeks	A2+–B1
Intermediate	25 hours	8 weeks	B1–B1+
Upper-Intermediate (Short)	25 hours	8 weeks	B2
Extended Upper-Intermediate	15 hours	16 weeks	B2
Upper-Intermediate Success*	15 hours	16 weeks	B2

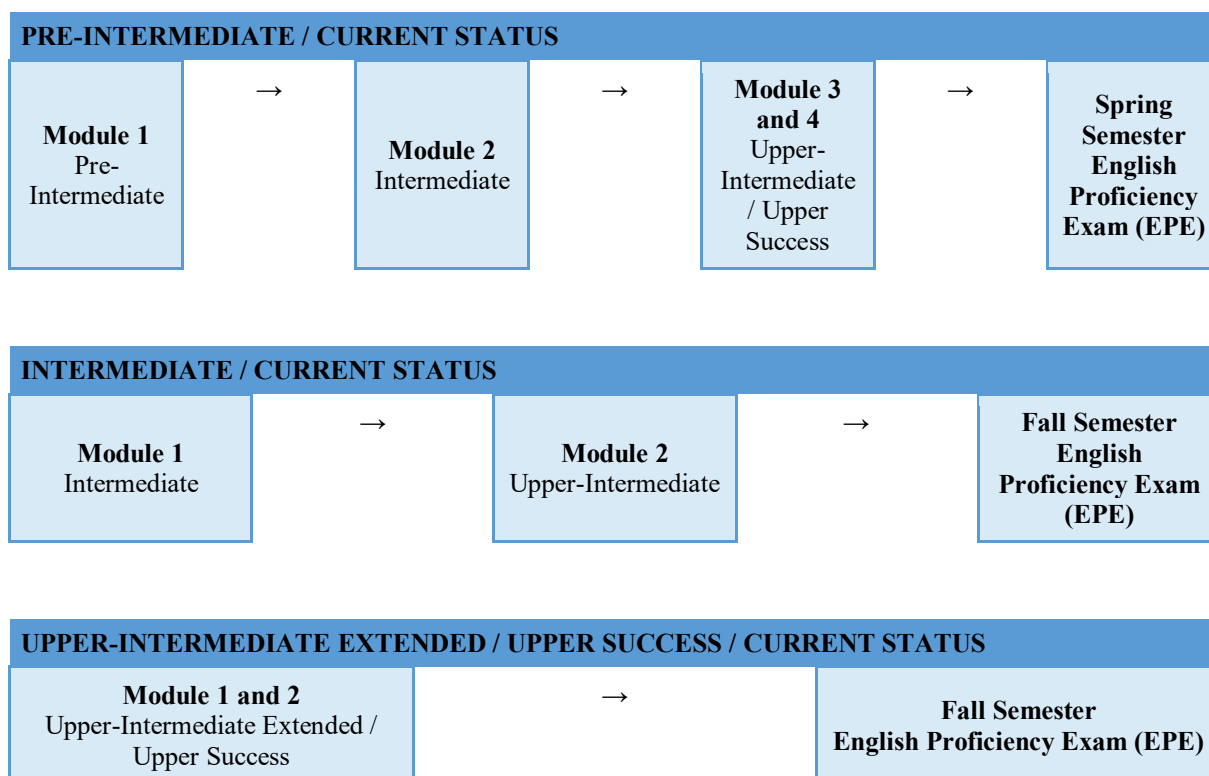
**(This applies to students who enrolled at the university before the 2026–2027 Academic Year; as of the 2026–2027 Academic Year, no new students will be admitted to the Upper Success group.)*

1.2.2. Eligibility to Pass onto a New Module

The program is conducted in a modular structure. At the Elementary, Pre-Intermediate, and Intermediate levels, students must meet a minimum of 80% attendance and 60% in-term/module achievement in order to be eligible to take the end-of-term/module exam. Students who score 60% or above on the end-of-term/module exam advance to the next level; those who fail to meet the required conditions repeat the same level. At the Upper-Intermediate level, students who meet the minimum 80% attendance and 60% in-term/module achievement requirements become eligible to take the EPE.

Sample Student Progression

This applies to students who enrolled in the 2025–2026 Academic Year or earlier and are in the Upper Success group.

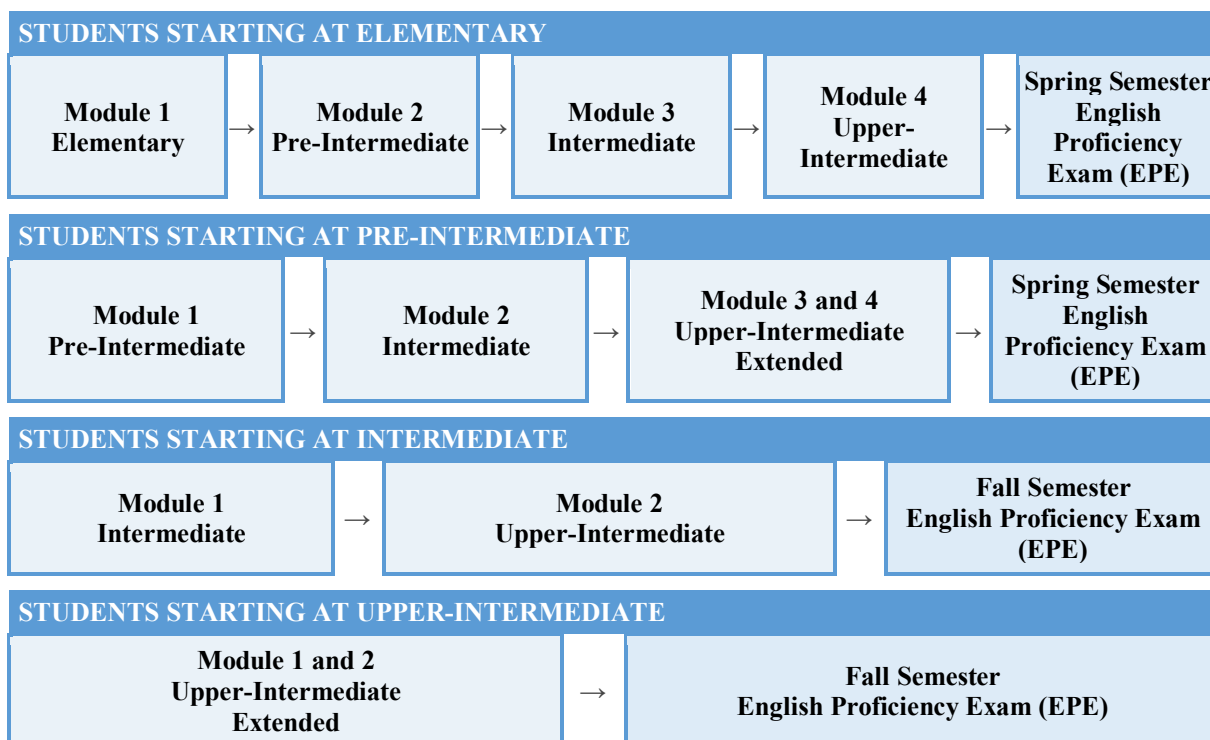


Note: This table summarizes the transition arrangements for students who enrolled before the 2026–2027 Academic Year.

Students who enrolled at the university before the 2026–2027 Academic Year and are placed in the Upper-Success group may take the following EPE, provided that they meet the 80% attendance requirement. As of the 2026–2027 Academic Year, the Upper-Success group will no longer be offered to newly enrolled students.

Sample Student Progression

This is the progression table applicable as of the 2026–2027 Academic Year.



Note: Participation in the EPE and progression to the undergraduate program are subject to the provisions of the relevant Directive.

Upper-Intermediate students must have at least 80% attendance and achieve at least 60% success in the in-term/module assessments in order to take the EPE. Students who score 60% or above on the EPE may progress to their undergraduate program. Upper-Intermediate students who meet the attendance requirement and achieve 90% or above in the in-term/module assessments may begin their undergraduate program without taking the EPE.

Students who are able to complete their education at ELS Preparatory Program can

- understand and take notes by differentiating the main idea and details of lectures, texts and speeches while listening,
- ask and answer questions by considering the lectures, texts and speeches that they listen,
- read the texts and summarize the important main ideas,
- summarize the reading and the listening texts by their own words,
- express themselves in written and spoken forms by using wide range of vocabulary and grammar points,

- make speeches concerning academic content and communicative purposes.

1.2.3. Duration of Study at English Preparatory Program

In accordance with the Undergraduate Education Regulations dated April 16, 2012, the duration of study in the English Preparatory School is one academic year. According to the same regulations, the maximum time a student can study in an English Preparatory School is two academic years (4 Semesters).

1.3. Exemption from Preparatory Program

The medium of instruction at TED University is English. Therefore, all TED University undergraduate students are required to take the TED University English Proficiency Exam (EPE). Students who pass the exam can start their faculty. Students who do not meet the English proficiency standards register at the English Language School. TED University English Proficiency Exam (EPE) is held three times a year:

EPE Administration	Preparatory Program Students	Upper-Success Group (enrolled in 2025–2026)
Beginning of the Fall semester	Students placed at the Upper-Intermediate level based on their EPL results, and students who advanced to or studied at the Upper-Intermediate level in the previous academic year	All
End of the Fall semester	Students who meet the prerequisites for the Upper-Intermediate level	Those who meet the attendance requirement
End of the Spring semester	Students who meet the prerequisites for the Upper-Intermediate level	Those who meet the attendance requirement

No make-up exams are administered for the EPL or the EPE. Newly enrolled students who are determined to be at the Upper-Intermediate level based on the EPL results administered at the beginning of the academic year are eligible to take the EPE. Students who achieve 60% or above on the EPE are exempt from the English Preparatory Program, while students who score 59% or below begin their studies at the 16-week Upper-Intermediate level.

The minimum scores required for exemption from the English Preparatory Program based on national and international exams and certificates approved by the Senate are provided in the table below. Any differences between programs are applied in accordance with the current EPE equivalency table determined by the Senate.

- TEDU EPE – TEDU English Proficiency Exam
- YDS / e-YDS – Foreign Language Proficiency Examination

- TOEFL iBT – Internet based TOEFL
- PTE (Academic) – Pearson Test of English
- CAE / CPE – Cambridge English Qualifications

In accordance with Senate Decision No. 8 dated March 8, 2024, students who complete the IB Diploma Programme with a diploma score of at least 29 out of 45 are exempt from the English Preparatory Program.

In accordance with Senate Decision No. 21 dated December 11, 2025, scores and certificates obtained from the IELTS and FCE examinations will not be accepted for exemption from the TEDU English Preparatory Program as of February 1, 2026. Even if these documents were obtained before this date, they cannot be used as proof of English proficiency.

1.3.1. National Examinations and Certificates

Examination / Certificate	Minimum Score for Undergraduate
TEDU EPE	60 (as of September of the 2026–2027 Academic Year)
YDS / e-YDS	80

1.3.2. International Examinations and Certificates

Examination / Certificate	Minimum Score for Undergraduate
CAE*	C
CPE*	C
TOEFL iBT**	Old system (before January 21, 2026, on a 120-point scale): At least 79; Writing at least 20. New system (January 21, 2026 and onwards, on a 6-point scale): At least 4; Writing at least 4.
PTE Academic	55

**These are the examinations accepted under Cambridge English Language Assessment.*

*** For the TOEFL iBT, examinations administered at universities and at the Turkish-American Association are accepted. TOEFL ITP, Home Edition and MyBest Scores are not accepted. TED University's TOEFL institution code is 2482. For the current equivalency information, you can visit the link: <https://els.tedu.edu.tr/en/equivalencies>*

- The validity period of the TEDU English Proficiency Exam (EPE) is 2 years.

- The validity periods of national and international examinations and certificates may not exceed the validity periods determined by the respective institutions administering the examinations.

2. Rules and Regulations

2.1. Attendance

At ELS, every student is required to attend 80% of the classes during each module. Students who fall below this attendance requirement will not be eligible to take the end-of- module/term examination.

2.2. Medical Reports

In accordance with Article 4(a) of TED University's Principles for the Implementation of Student Health Reports, attendance is mandatory in the English Preparatory Program, and students are required to attend 80% of the total class hours. Students are entitled to a maximum of 20% absence of the total class hours, and health reports are included within this allowance. For health conditions requiring 1–10 days of absence, a medical report issued by a single physician at any public, private, or university hospital is accepted. For absences of 11 days or more, only a medical board report issued by the relevant hospital is accepted. Individual or special circumstances are evaluated by the ELS Administrative Board. The health report must be submitted in person to the ELS Administrative Office within 3 working days following the end date of the report. If the report is accepted, the corresponding absence days/hours are not taken into account, and make-up examinations may be administered for quizzes, midterm examinations, and end-of-term/module examinations. No make-up examinations are administered for the Placement Test (EPL) or the English Proficiency Exam (EPE).

[Principles for the Implementation of Student Health Reports](#)

2.3. Punctuality

Students are expected to be in class at the start of every lesson. If students enter the classroom later than their instructor, they are marked absent, but can still attend classes. Students are obliged to follow their own absenteeism on Learning Management System (LMS).

It is students' responsibility to keep record of their own attendance and cross-check them with the official record posted on LMS, so they are responsible for checking whether the record is

accurate. Those who exceed the absenteeism limit can still attend the lessons; however, they are not allowed to take the end-of-term/module exams conducted in their levels.

Absenteeism limits may change each module or term due to national/religious holidays etc.

2.4. Absenteeism due to Participation in National or International Events

Students can participate in national or international competitions or events on behalf of the university or the country with the approval of the TEDU Rectorate. These students are exempt from absenteeism during the dates of the event and are eligible to take make-up exams of quizzes, midterms and end-of-term/module exams. There is no make-up for English Placement Exam (EPL) and English Proficiency Exam (EPE).

3. The Components of Education Program at ELS

3.1. Books And Educational Materials

TEDU ELS curriculum is based on Global Scale of English (GSE). All resources used in our school are chosen considering level appropriate objectives based on GSE. In order to meet the objectives and provide our students with quality education, a variety of both online and print resources are used. Students are informed about the course books at the beginning of each module and are expected to attend classes with all the necessary resources. In accordance with the law of intellectual property numbered 5846, students must use original copies of all books. Photocopies and / or counterfeit copies are not allowed.

3.2. Assessment and Evaluation during a Module

In order for a student to be considered successful at the relevant level, the total score of the components must be at least 60%. Students' performance during the module is assessed as follows:

Module (Level)	In-term Assessment (total 100%)			Students Meeting the In-term Requirements
	Midterm Exam	Quizzes	Online Homework	
Elementary	50%	45%	5%	Take the end-of-term/module exam
Pre-Intermediate	50%	45%	5%	Take the end-of-term/module exam
Intermediate	50%	45%	5%	Take the end-of-term/module exam

Module (Level)	In-term Assessment (total 100%)			Students Meeting the In-term Requirements
	Midterm Exam	Quizzes	Online Homework	
Extended Upper-Intermediate (16 weeks)	50%	45%	5%	Take the EPE
Short Upper-Intermediate (8 weeks)	50%	45%	5%	Take the EPE

- The in-term requirements are the same at all levels: at least 80% attendance and at least 60% in-term achievement.
- To progress to the next level, a minimum of 60% must be achieved on the end-of-module/term exam.
- The types and number of assessments may vary by level and are determined by the ELS.

The dates and the weeks of the exams are available on the Academic Calendar announced at the beginning of each module and the academic year. (<https://www.tedu.edu.tr/en/academic-calendar>)

4. Student Support

4.1. Office Hours

The instructors announce their office hours to the students at the beginning of each module. Students are expected to make use of their instructors' office hours in order to be able to see how they progress and to get guidance when needed. If students feel the need to ask their questions, they are encouraged to meet with their instructors during their office hours. Making appointments in advance is highly recommended.

4.2. Outside Class Support

Students are encouraged to do outside class work in addition to their classroom studies. The English Language School provides extra support such as video discussion sessions at the Speaking Center, online materials, useful links (websites for all skills as well as language use), literary texts (short stories, graded readers), handouts (supplementary materials to support class work), and reference materials.

Students who wish to work with a tutor one-on-one, they are expected to make appointments online in advance. All rules and procedures are shared on LMS.

4.3. Student Evaluation of the Program

The quality of teaching and the quality of the program are of utmost importance at the ELS. In order to maintain certain standards and to improve the program, students are asked to evaluate the education they receive and to voice their comments concerning the learning environment. This is done through student evaluation questionnaire, which is conducted at the end of each module. Questions focus on teaching, materials used, assessment, and administrative issues etc.

4.4. Student Representation

To ensure that students can fully exploit the program, “student representation” system is used at the ELS. A student from each section is chosen by classmates at each level. They come together with the level heads and one of the assistant directors at least twice or more when needed throughout a module. They also function as the point of contact and discuss problems in the meetings. They also inform their classmates regarding the announcements, issues and solutions shared with them.

4.5. Student Grievance

If students have complaints regarding academic or non-academic matters, they can submit a petition directly to the ELS Administrative Office by filling out a form from the office. Alternatively, students who wish to apply through the Directorate of Correspondence (YIM) should use the petition template below to submit their request to YIM. YIM forwards the petitions to the relevant academic or administrative units.

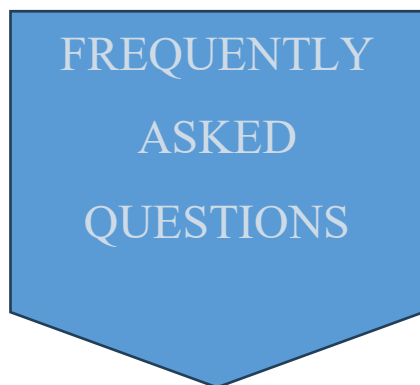
[Petition Template \(English\)](#)

Once the petition is written, it is sent to the ELS Administrative Office or the related academic or administrative department to be followed. Once it is discussed and evaluated or solved, the result is shared with the student.

4.6. Objection to Exam Results

Students may object to the evaluation of their grades—including midterms, quizzes, the end-of-module/term exams, and EPE—within three (3) working days following the announcement of the results. Objections must be submitted in writing to the ELS Administrative Office (B543). In line with the TED University ELS Examination Regulations, such requests may involve not only objections to material errors but also the full re-evaluation of the exam paper.

Once the exam is re-marked, the student is invited to a feedback meeting upon request, and the written feedback is shared with the student. Unless the student specifically asks for detailed feedback, the final decision regarding the objection is communicated in written form within seven (7) working days.



1. Is it mandatory to take the Placement Test (EPL)?

At the beginning of each academic year, newly enrolled students at TED University take the EPL. For second-year students, whether they need to take the EPL depends on their level and achievement status in the previous academic year. Students who advanced to the Upper-Intermediate level, successfully completed this level, or were placed in the relevant Upper-Success group in the previous academic year may take the EPE directly without taking the EPL.

2. Is it possible to take the EPL at a later date?

No. The EPL is administered on the date announced in the academic calendar, and no make-up examination is administered for the EPL.

3. Can I be exempt from the Preparatory Program based on my EPL result?

Students who are determined to be at the Upper-Intermediate level based on the EPL take the EPE. Students who achieve 60% or above on the EPE are exempt from the Preparatory Program, while students who score 59% or below begin their studies at the 16-week Upper-Intermediate level.

4. Can I complete the Preparatory Program at the end of the Fall Semester and start my undergraduate program?

Yes. Students who meet the requirements of at least 80% attendance and 60% in-term achievement at the Upper-Intermediate level may take the EPE, and those who achieve 60% or above on the English Proficiency Exam (EPE) progress to their undergraduate program. Upper-Intermediate students who meet the attendance requirement and achieve 90% or above in the in-term assessments may also begin their undergraduate program without taking the EPE.

5. What happens if I fail the EPE?

Students who achieve 59% or below on the EPE continue their studies at the 16-week Upper-Intermediate level. Separate transition provisions apply to students who enrolled before the 2026–2027 Academic Year and are in the Upper-Success group.

6. How long does the Preparatory Program take?

At ELS, the duration of study depends on the level in which the student is placed based on their EPL result. The duration of study is a minimum of one academic semester and a maximum of two academic years.

7. Can I move to a higher level during the semester?

Level progression takes place according to the modular structure of the program when the achievement requirements of the relevant level are met. Students at the Elementary, Pre-Intermediate, and Intermediate levels who score 60% or above on the end-of-module/term exam progress to the next level.

8. What is the attendance requirement?

Students must meet an attendance requirement of at least 80% in order to take the end-of-module/term exam or, at the Upper-Intermediate level, the EPE.

9. Can I obtain a document showing my current level or attendance status?

Yes. You can request this document from the ELS Administrative Office by email or in person.

10. Can I take a leave of absence (freeze my enrollment) during the Preparatory Program?

Yes. You may apply for a leave of absence for the reasons specified in the university regulations. Periods for which a student is officially granted leave are not counted toward the maximum period of study.

11. What should I do if I miss a quiz or examination due to health reasons?

The medical report must be submitted to the English Language School together with a petition within three (3) working days following the end date of the report. No make-up examinations are administered for the EPL or the EPE.

12. What happens if I have a documented learning difficulty or disability?

Students with special needs may request support within the framework of the arrangements provided by the relevant university units and ELS.