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## A.ACADEMIC CALENDAR

**FALL TERM**

Sep 6, 2017 Wednesday	Proficiency Exam
Sep 11, 2017 Monday	Classes Commence
<b>Oct 29, 2017 Sunday</b>	<b>National Holiday</b>
Oct 30- Nov 03, 2017 Monday-Friday	Mid Term Exams
<b>Nov 15, 2017, Wednesday</b>	<b>Religious Holiday</b>
<b>Dec 01 ,2017, Friday</b>	<b>Dini Tatil</b>
<b>Dec 25, 2017 Monday</b>	<b>Religious Holiday for International Students</b>
<b>Jan 01, 2018 Monday</b>	<b>New Year</b>
Jan 12,2 018, Friday	End of Classes
Jan 15-Jan 19, 2018,Monday-Friday	Final Exams
Jan 26, 2018, Friday	Re-sit Exams
Jan 31 , 2018, Wednesday	End of Term

**SPRING TERM**

Feb 19, 2018, Monday	Classes Commence
March 26-30, 2018, Monday-Friday	Mid-term Exams
<b>April 23, 2018, Monday</b>	<b>National Holiday</b>
<b>May 01, 2018, Tuesday</b>	<b>National Holiday</b>
<b>May 19, 2018 Saturday</b>	<b>National Holiday</b>
June 06, 2018 Wednesday	End of Classes
June 7-13, 2018, Thursday-Wednesday	Final Exams
June 18 , 2018 Monday	Re-sit Exams
June 19, 2018 Tuesday	End of Term

**SUMMER TERM**

June 27, 2018, Wednesday	Classes Commence
<b>July 20, 2018 ,Friday</b>	<b>National Holiday</b>
<b>Aug 01, 2018, Wednesday</b>	<b>National Holiday</b>
Aug 14, 2018, Tuesday	End of Classes
Aug 15-17, 2018 Wednesday-Friday	Final Exams
<b>Aug 20-24, 2018 Monday-Friday</b>	<b>Religious Holiday</b>
Aug 29, 2018, Wednesday	End of Term

**B.PLACEMENT AND PROFICIENCY EXAM**

- Students who register in the English stream of the departments at Near East University are required to take the English Placement and Proficiency Exam.
- Students who achieve a score of 70% or above are also subject to a Speaking Exam. Successful students move on to their departments.
- Students who achieve a score below 70% remain in the English Preparatory School to study English for one or two semesters depending on their level.
- Students who hold the following certificates are exempt from the Placement and Proficiency Exam and can register directly to their Departments:

TOEFL IBT	72
TOEFL CBT	200
TOEFL PBT	533
KPDS	60
ÜDS	60
YDS	60
PTE	55
CAE	C
CPE	C
FCE	C

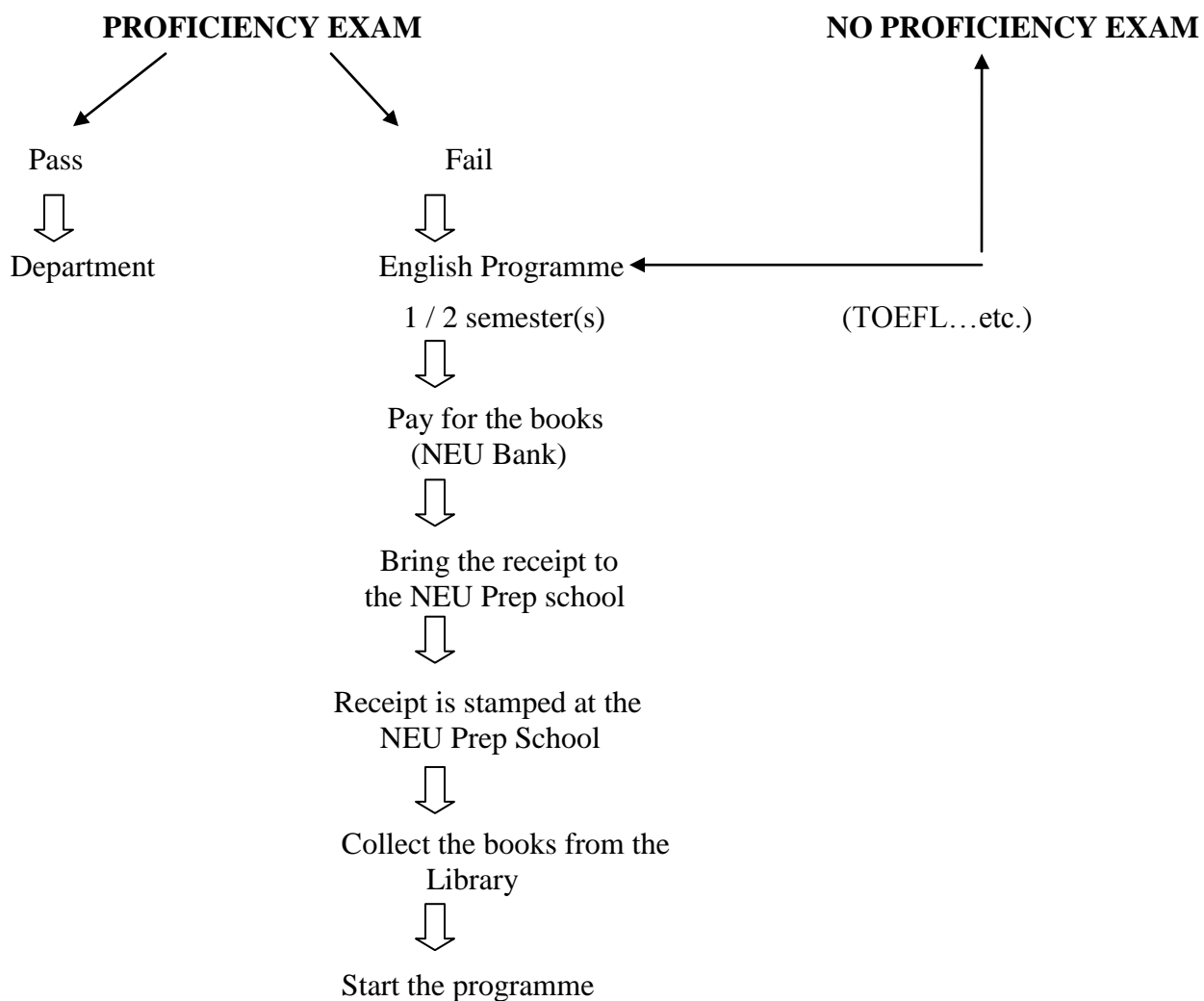
**C.GENERAL INFORMATION**

- The learning programme in the preparatory school is a two-semester (with levels) programme that includes courses ENG 010 (Beginner /Elementary) and ENG 020 (Pre-intermediate to intermediate).
- Students who register directly in the spring semester or those students who have not successfully passed the ENG 010 exams in the fall semester follow ENG 010 in the spring semester.
- Students who register in the spring semester for ENG 010 or have been unsuccessful in ENG 020 course in the spring semester have the chance of attending the summer school programme so as not to lose a semester.If successful in this programme, the students can register with their departments in the upcoming fall semester.
- Students who register in the fall semester and are at the pre-intermediate level continue preparatory school only for one semester.

□ When students complete semesters successfully, they can apply for a **Pearson Assured certificate** (details are given on prep school's webpage) which will provide them with various privileges.

### C.1. Registering for Preparatory School Programme

All students who are accepted to enroll into an English-medium department and sent to English preparatory school should take the following steps:



### C.2. Preparatory School Programme

All students who are accepted to enroll into an English-medium department and sent to English preparatory school, to take the following steps:

- 1) Students take written English Proficiency and Placement Exam and if they are successful, they take an oral exam
  - Students who are successful can go to their departments the following semester
  - Students who are unable to pass the proficiency exam are registered to a class according to their exam results.
  - Students who do not take the proficiency exam are directly registered to a class
  - \*For all the processes mentioned above, a registration paper taken from the registration office is needed
  - \*All the registration processes are done by the English Preparatory School secretaries
  - \*If the student has taken an internationally accepted exam and has a document showing his/her score, he/she needs to see the admin.
- 2) The payment for the coursebooks is paid into NEU's bank.
- 3) The receipt is stamped at the English Preparatory School by the secretaries.
- 4) The coursebooks are collected from the main library.
- 5) The Registration Form is submitted to the class teacher once the classes start.
- 6) Learners start the learning programme. They attend the classes and assessed frequently throughout the semester.
- 7) Students decide whether they would like to get a Pearson Assured certificate and if they do, they follow the necessary procedures and make the necessary amount of payment to the Near East Bank
- 8) At the end of the semester, students' total grade is calculated
  - If their grade is enough to pass, they get a document from the preparatory school stating that they have completed the programme so that they can start their department the following semester
  - If their grade is not enough to pass, students repeat the same programme the following semester
  - \*All the documentation processes about the passing/repeating are done by the secretaries
- 9) Those students who complete the programme successfully get their Pearson Assured certificates

## **D.LEARNING PROGRAMME & EXPECTATIONS**

The learning programme in NEU's English Preparatory School is a student-centred programme in which the students are guided by the lecturers and are expected to take the responsibility for their own learning. The students have the opportunity to reach their lecturers outside the classroom and learn about extra resources that will help them in their studies. As the preparatory school has a student-centred approach, the lecturers pay attention to students' individual needs and different learning styles. Thus, the learning programme is supported by the use of technology, a variety of materials and activities to make the lessons more motivating and attractive for the students and to be able to address everyone's needs. Furthermore, the students are guided to learn 'the language in use' rather than the language as isolated structures.

In meeting its objectives, the learning programme in NEU's English Preparatory School closely follows the CEFR which has internationally accepted standards in learning English. Thus every student in the English preparatory school is expected to do self-assessment to see whether he/she meets the expectations stated in the descriptors (can-do statements) of the CEFR for each skill. To meet the NEU's English Preparatory School's expectations and complete ENG 010(elementary), a student needs to reach level A2 in all aspects of language (Listening/Reading/Spoken Production/Spoken Interaction/Writing) and in order to complete ENG 020 (pre-int& intermediate), level B1+ in all aspects of language is required. The CEFR self-assessment grid is shown below:

**E.QUALITY STANDARDS AND CEFR**

**Common reference levels**

<b>Level group</b>	<b>Level group name</b>	<b>Level</b>	<b>Level name</b>	<b>Description</b>
<b>A</b>	<b>Basic user</b>	<b>A1</b>	<b>Breakthrough or beginner</b>	<ul style="list-style-type: none"> <li>• Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type.</li> <li>• Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has.</li> <li>• Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.</li> </ul>
		<b>A2</b>	<b>Way stage or elementary</b>	<ul style="list-style-type: none"> <li>• Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).</li> <li>• Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.</li> <li>• Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.</li> </ul>
<b>B</b>	<b>Independent user</b>	<b>B1</b>	<b>Threshold or intermediate</b>	<ul style="list-style-type: none"> <li>• Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.</li> <li>• Can deal with most situations likely to arise while travelling in an area where the language is spoken.</li> <li>• Can produce simple connected text on topics that are familiar or of personal interest.</li> <li>• Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.</li> <li>•</li> </ul>



		<b>B2</b>	<b>Vantage or upper intermediate</b>	<ul style="list-style-type: none"> <li>• Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization.</li> <li>• Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.</li> <li>• Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.</li> </ul>
<b>C</b>	<b>Proficient user</b>	<b>C1</b>	<b>Effective operational proficiency or advanced</b>	<ul style="list-style-type: none"> <li>• Can understand a wide range of demanding, longer clauses, and recognize implicit meaning.</li> <li>• Can express ideas fluently and spontaneously without much obvious searching for expressions.</li> <li>• Can use language flexibly and effectively for social, academic and professional purposes.</li> <li>• Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.</li> </ul>
		<b>C2</b>	<b>Mastery or proficiency</b>	<ul style="list-style-type: none"> <li>• Can understand with ease virtually everything heard or read.</li> <li>• Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.</li> <li>• Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.</li> </ul>

## F.COURSEBOOKS

The coursebooks used at the NEU English prep school are chosen with great care after the evaluation of the questionnaires given to both the lecturers and the students because it is important that the coursebooks address to the expectations of the learning programme.

Each student is responsible for purchasing the original copy of the coursebooks. Due to copyright, it is forbidden to use the copied version of the coursebooks.

NEU English prep school also has in-house booklets prepared by the prep school teachers. These booklets are designed to address the students' departmental needs (language-based and academic) and they include lots of practice to support learning. Students should consult their teachers about how to obtain the booklets.

## G.ASSESSMENT & GRADING

- During each semester students sit for one Mid-Term and one Final Exam the dates of which are predetermined and announced, in addition students also have 3 unannounced Quizzes.
- The exams consist of and evaluate various skills such as usage, vocabulary, reading, writing, listening and speaking in a variety of question forms some of which entail multiple choice, paraphrasing, gap filling, true, false, matching, and table completion.
- The semester achievement score is the accumulation of; exams, quizzes, the portfolio, class participation and attendance grade.

<b>Quizzes 2x10</b>	=	<b>20 (only the top 2 of the 3 will be considered)</b>
<b>Mid-Term Exam</b>	=	<b>50</b>
<b>Writing Portfolio</b>	=	<b>25</b>
<b>Task based Portfolio</b>	=	<b>15</b>
<b>Class Participation</b>	=	<b>10</b>
<b>Attendance</b>	=	<b>20</b>
<b>Final Exam</b>	=	<b>100</b>
		<b>140 / 240</b>

### Distribution for the Mid-Term:

Usage:	10 pts
Reading:	10 pts
Speaking:	10 pts
Listening:	10 pts
Vocabulary:	10 pts
	<u>50 pts</u>

### Distribution for the Final Exam:

Usage:	15 pts
Reading:	20 pts
Writing:	15 pts
Speaking:	15 pts
Listening:	20 pts
Vocabulary:	15 pts
	<u>100 pts</u>

□ Only the highest scoring 2 of the 3 Quizzes are taken into consideration during students' grade evaluation to prevent any misdoing to students as these test dates are unannounced. There is no make-up for the missed quiz(zes).

□ Students need to score a minimum of 140 points out of the total of 240 to complete the course. In order to be able to achieve this minimum pass grade students need to sit for all the above listed exams/tests (minimum 2 quizzes). Students who fail to achieve this minimum pass score repeat the course.

□ The exact same evaluation system is also applied in each course. At the completion of ENG 020 students who successfully accumulate a minimum of 140 points qualify to move on to their departments. Those who are unsuccessful stay and repeat the course in the Summer School.

Students, who are unable to take the Final Exam and Mid-Term due to **health reasons**, shall be allowed to take the Make-Up exam provided that they produce a **Health Certificate** taken from The Near East University Hospital or a state hospital within 7days of the exam date.

□ If there are any objections or challenges regarding exams, students, **within 3 days** of the announcements of the exam results, may put in a written letter of complaint to the English Preparatory School Administration Office. The applications of complaint shall be evaluated and decided upon by the Administrative Board.

The grading scale used in the prep school is as follows:

<b>240-point scale</b>	<b>100-point scale</b>	<b>Letter Grade</b>
<b>240-219</b>	<b>100-95</b>	<b>AA</b>
<b>218-207</b>	<b>94-90</b>	<b>BA</b>
<b>206-194</b>	<b>89-84</b>	<b>BB</b>
<b>193-181</b>	<b>83-79</b>	<b>CB</b>
<b>180-168</b>	<b>78-73</b>	<b>CC</b>
<b>167-155</b>	<b>72-67</b>	<b>DC</b>
<b>154-140</b>	<b>66-60</b>	<b>DD</b>

Assessment components for **Summer school** ENG 010 and ENG 020 are as follows:

Mid-term:	85
Attendance:	20
Portfolio:	10(Task-based portfolio)
Class participation	5
<u>Final:</u>	<u>100</u>
	132 / 220

- The distribution of points for mid-term and final exams is as follows:

<b>Midterm</b>	<b>Final</b>
Usage: 20 pts	Usage : 35pts
Reading: 15 pts	Reading: 15pts
Writing: 10pts	Vocabulary: 15pts
Speaking: 10pts	Writing : 10pts
Listening: 15pts	Listening: 15pts
<u>Vocabulary: 15 pts</u>	Speaking.: 10pts
85 pts	_____
	100pts

<b>220 points</b>	<b>100 points</b>	<b>Letter Grade</b>
220-209	100-95	AA
208-198	94-90	BA
197-185	89-84	BB
184-174	83-79	CB
173-161	78-73	CC
160-148	72-67	DC
147-132	66-60	DD

### **H.FEEDBACK and SUPPORT**

Teachers are responsible for getting feedback about each exam to learn about students' weaknesses and strengths. Teachers closely follow students to give support when needed and they keep a record of the guidance given for students to follow. Thus the teachers can shape their lessons according to the feedback they get.

Teachers can also get feedback about the students' improvement by looking at their '**portfolio work**'. Students regularly get feedback on their portfolio work about how they should improve themselves and at the end of the courses they have a portfolio which is totally composed of their own work. The aim is to give the students full responsibility of their own work.

**I. ATTENDANCE**

In order to be able to follow their lessons thoroughly and avoid missing the unannounced quizzes, it is of utmost importance that students in the English Preparatory School attend all their lessons. Students shall receive the following points in relation to their attendance.

For 0-15 hours of absenteeism	20 points
For 16-30 hours of absenteeism	10 points
For 31-40 hours of absenteeism	5 points
41 hours or more hours of absenteeism	0 points

**J. FREQUENTLY ASKED QUESTIONS****1) Which internationally-accepted exams are accepted to be exempted from the English Preparatory School?**

In order to qualify for exemption from the English Preparatory School students must have the following internationally accepted exams with their specified minimum points:

TOEFL IBT	72
TOEFL CBT	200
TOEFL PBT	533
KPDS	60
ÜDS	60
YDS	60
PTE	55
CAE	C
CPE	C
FCE	C

**2) After I pass the written Proficiency and Placement Exam, where do I take the oral exam?**

When the Proficiency and Placement Exam scores are announced, if ‘Oral Exam’ is written next to your name, it means that you passed the written exam and you need to take the oral exam (compulsory) as well. You need to contact to the English Preparatory School’s Secretaries’ Office to learn the time and the place of your oral exam.

**3) What happens when I pass the written and the oral exam?**

If you are successful both in the written and the oral exam, that means you are eligible to move on to your department. After your registration processes are completed at the prep school, you can start your department.

**4) What happens when I fail the written and/or the oral exam?**

If you fail one or both of the exams, you need go to the English Preparatory School’s Secretaries’ Office to be registered to the prep school.

**5) Where can I get the books necessary for the English Preparatory School?**

The procedure to be followed for getting your English Preparatory School books is as follows: 1) Deposit the required book fee to Near East Bank. 2) Take your receipt of payment to the Preparatory School Secretariat to be stamped and authorised. 3) Go and get your books from the Library.

**6) Can I borrow Readers’ books from the Preparatory school?**

In the English Preparatory School, one of the opportunities for enhancing the students’ language learning is book lending. If students want to borrow books, they must liaise with their lecturers during lesson time.

**7) How can I get information on my attendance during the semester?**

Students can get information on their attendance during the semester from their lecturers. Families can get all the information they need regarding their children by contacting 0393 2236464 (ext. 388).

**8) Where can I get information during the semester regarding notifications, exam dates, times and venue?**

You need to visit English Preparatory School’s page on the NEU website ([www.neu.edu.tr](http://www.neu.edu.tr)) to learn about all notifications and other information related to the English Preparatory School.

## **K.DISCIPLINARY REGULATIONS**

### **Disciplinary Regulations (Learner Malpractice)**

For the Near East University's student discipline regulations, please refer to the following address: (NEU website – Resources and Administration- Regulations – General Student Discipline Regulations): <http://www.neu.edu.tr/en/node/940>

## **L.COMPLAINTS POLICY AND PROCEDURES**

At NEU's English Preparatory School Administrative Unit, we aim to build positive relationships with all students. However, the school is obliged to have procedures in places in case there are complaints by students. The following policy sets out the procedures that the school will follow in such cases.

NEU's English Preparatory School Administrative Unit aims to be fair, open and honest in dealing with any complaint. We will give careful consideration to all complaints and deal with them as quickly as possible. We aim to resolve any complaint through dialogue and mutual understanding. Sufficient opportunity will be given for any complaint to be fully discussed and then resolved.

### **Complaints:**

For informal complaints it is always a good idea to talk to the person or people involved or responsible to sort it out. The informal process is suited to less serious complaints. A lot of issues can be resolved this way without the need for more lengthy processes.

Formal complaints must be lodged in writing with the student's lecturer and coordinators. The formal process focuses on investigating concerns and determining findings.

### **What is an appeal and the right of appeal?**

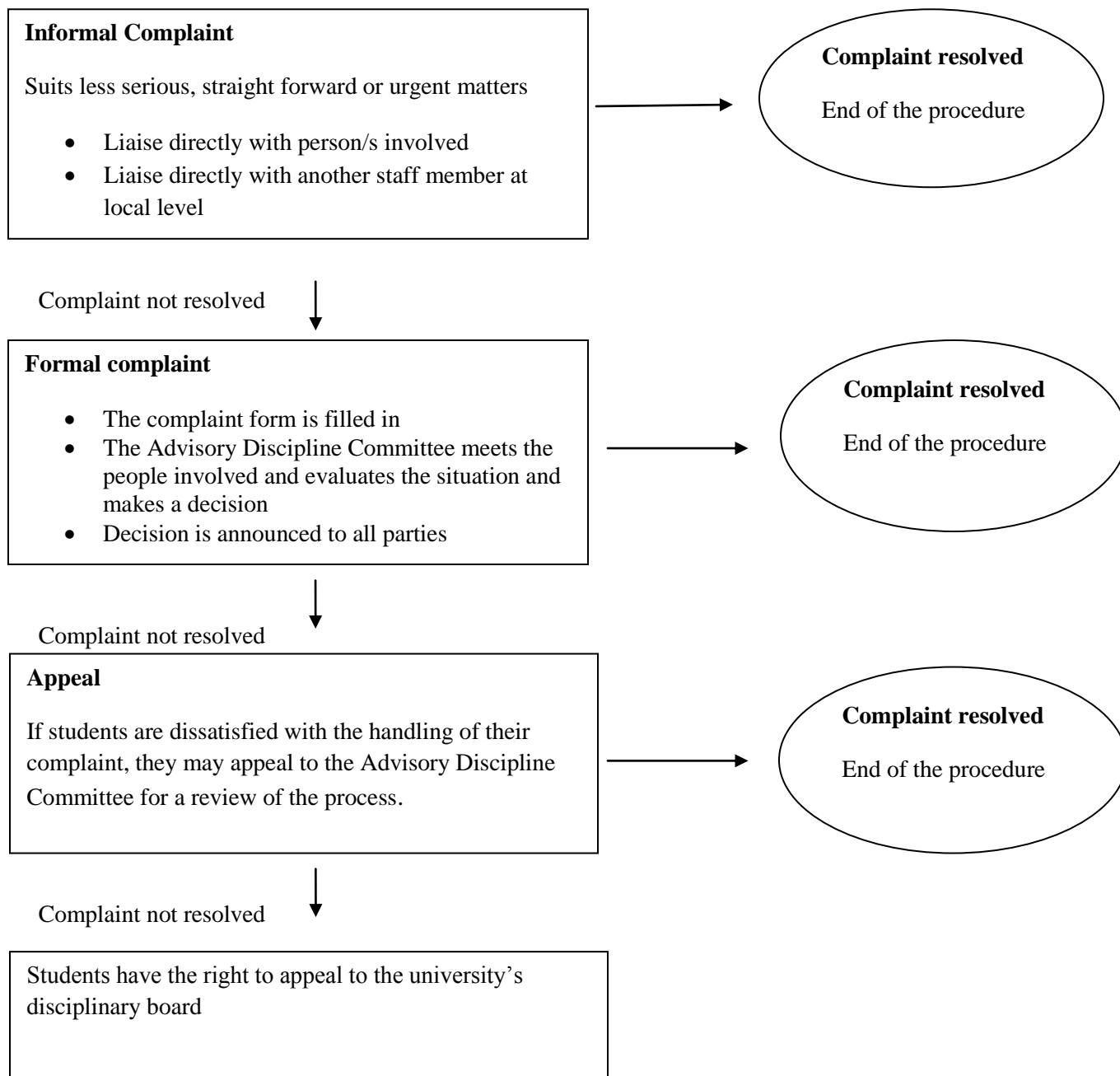
An appeal can be made when the learner is against any decisions or sanctions imposed by the Advisory Discipline Committee. The appeal must be made within 10 teaching days from the receipt of the written notification of the decision. The committee reviews the decision within 15 days and approves it exactly as it is or rejects it, reconsiders it and finalizes the decision.

### **How the system works for students**

Anything which negatively affects the studies or experience at university can be raised as a complaint. There are 3 types of complaints a student can raise

- Complaints about academic decisions and matters
- Complaints about a person
- Complaints about the administration or process

**Student Complaint Procedure**





## **M.. HEALTH AND SAFETY**

### **Policy**

Near East University considers the health, safety and welfare of staff and students to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the University's stated goal to promote excellence in teaching, learning and research.

### **Objectives**

Through the implementation of the Health and Safety policy, **the Director of Near East Preparatory School and the Director of Security** is committed to achieving the following objectives:

To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors.

To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.

To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.

To have an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff and students in implementing the Health and Safety Policy.

### **Responsible People**

The Director of Near East English Preparatory School and the Director of Security seek and expect the full co-operation and support of the whole school community to ensure that the Health and Safety Policy and arrangements are implemented effectively.

### **Plans related to Health and Safety**

In order to achieve the objectives of the Health and Safety Policy the following plans are prepared by the Director of Security in cooperation with the directorate of Preparatory School.

Fire Security Plan

Building Security Plan

Emergency Situation Plan

Evacuation of Building Plan

### **Training given**

The personnel, lecturers and students within the building are informed of the plans by the Director of Security. They are also informed about what precautions to take against earthquake and what first aid to apply. The relevant training is given once a year.

## **Fire Security Plan**

**Aim:** The aim of the plan is to protect the equipment within the building and the building itself against Fire. It is necessary to identify the precautions that should be taken in order to minimize the loss of life and supplies. In order to achieve this the procedures that should be applied are shown to the personnel within the building.

**Scope:** Activities for the Security Plan

**Responsible People:** The students, lecturers, personnel and Senior Management within the English Preparatory School are responsible for the implementation of this plan.

### **Definitions**

**Burns:** A chemical reaction that takes place when a flammable material reacts with oxygen and air.

**F.E:** Fire Extinguishers

### **Definitions of the Building**

**Residential Area:** It is situated within Near East University, 2km away from Nicosia International Fair Centre. It is built on an area of 9036.69 m<sup>2</sup>.

### **Near East's English Preparatory School Building and its facilities**

It is a four storey building with 2 blocks.

Ground Floor: Shops and Classrooms all equipped with computers and projectors.

First Floor: Classrooms all equipped with computers and projectors and a cafeteria.

Second Floor: Classrooms all equipped with computers and projectors.

Third Floor: Directorate, Secretaries Office, Lecturers' Offices and Administrators / Coordinators' Office.

#### **A: Areas that have the highest Risk of Fire.**

- a) Cafeteria
- b) Photocopy Rooms
- c) Technician Rooms

#### **B: Areas that have the second highest risk.**

- a) Director's Office
- b) Lecturers' Offices
- c) Kitchen
- d) Secretaries' Office
- e) Information Desk

### **Protection against Fire**

Precautions against Fire

### **Warnings**

Areas which are at high risk are labelled with a WARNING AGAINST FIRE.

NO SMOKING signs are placed within the building.

The doors are numbered and the keys are hung on metal plates. They are kept by the Security Personnel. The Security Personnel have the responsibility for the keys.

The last person to leave the rooms has to control the room before locking the door.

The Security Personnel on duty have the control of the room and sign the Security Report Book.

### **Protective Precautions**

The areas with a high risk of fire are equipped with Fire Extinguishers. These Fire extinguishers are controlled periodically by the Security Directorate. A list of all fire extinguishers and their places has been prepared. A form for an Exterior Fire Hydrant System and a closet for the Fire Extinguisher (system with and without water) is filled in every 3-months as a periodic control.

In the foot well of each stair within the English Preparatory School 2 fire extinguishers (6 kg each) are placed.

The equipment needed to extinguish fire is placed in Fire Precaution Equipment Room in the Security Centre.

The equipment is controlled every month.

A Fire truck is on duty 24 hours a day 365 days a year.

An ambulance is present within the University's Hospital.

Emergency Telephone Numbers for fire and emergencies are labelled on areas which are highly visible for people within the building.

In case of a fire the telephone number, 256 should be called.

The addresses and the telephone numbers of the personnel within the school are kept and the personnel are called when necessary.

### **Building Security Plan**

**Aim:** The main aim of the plan is to assure the internal and external security of the English Preparatory School building and to determine a standard way of protecting the lives and property and the safety of the students, staff and visitors within the school.

**Scope:** This Plan includes the security activities.

**Responsible People:** It is the responsibility of the security personnel to carry out this plan.

**Action Flow:**

The security plan is prepared by the Director of Security and the Director of the English Preparatory School. It is reviewed once a year.

The entrance to the photocopy centre, shops, classrooms and administrative offices is possible only to the people who have been given authority by the Director of Security and the Director of the English Preparatory School. The storage room, kitchen and the classrooms are locked. Only authorized people hold the keys to enter these places.

The security team is responsible for the security within the building between 07.00 - 24.00 and the security outside the building between 24.00 -07.00

**Entry and Exit of Students and Visitors**

The entrance to the English Preparatory School by students, staff and visitors is only possible through the main entrance gate. The emergency doors cannot be used as an entrance.

The entrance of the students, staff and visitors' to the building is under the supervision of the security personnel.

In the case of suspicious situations the security personnel has the authority to ask to check the contents of the bags and / or parcels of the people entering the building. The security personnel does not open the bags and / or parcels himself / herself. In the case of situations where checks cannot be properly carried out the contents of the bags and / or parcels can be asked to be taken out of the building. A person detected with a gun or a concealed weapon is asked to hand in the weapon or the gun and the Security Centre is informed immediately.

**Entry and Exit of Personnel**

Personnel are not allowed to use any entrance rather than the specified one for them. Personnel must wear identification cards. Personnel who do not wear identification cards can start working only after informing the related person in charge. The identification cards are given to personnel from their related departments. In the case of lost cards, personnel should inform the related department.

Security has the right to check bags and / or parcels when personnel leave the building if necessary.

**Personnel Visitors**

People visiting personnel can be accepted to the building and led to the person to be visited by security. This can be done only with permission taken from the personnel to be visited.

Personnel can meet their visitors in the cafeteria for a certain period of time.

Visitors cannot be taken into the working area.

If guests want to visit the building, permission should be taken from the English Preparatory School Director and then under the supervision of security personnel the visit can take place.

**The Entry and Exit of Service, Maintenance Personnel**

The entry and exit of Personnel who enter the building for service and maintenance is recorded and their place of work is also noted.

The service or maintenance person is led to the department (working area) under the supervision of security personnel.

The bags of the service or maintenance team are controlled by the security personnel during entry and exit.

**Entry and Exit of Items sent by Cargo / Mail**

All materials (items received by cargo or mail) are first examined carefully by the security personnel and are recorded before being delivered to the receiving person.  
For suspicious parcels expert personnel is called.

**Lost and Found Items**

Security personnel have to write the description, quantity and properties of the lost or found item. The item along with the report is sent for storage in the Security Centre.

The Security Directorate has to be informed about found identity cards, passports, money and cheques.

The lost items can be delivered to the owners after the necessary investigations are done, and reports are written. The owner of the valuable lost item has to give the description of the item, show their identification and sign the report about the lost item on collection of it.

The security personnel is responsible for all the keys within the building.

In times of warning about any attack to the building, the Security Centre must be informed by contacting them on the internal number 256. On receiving this warning the security personnel has to contact the Chief Commander. The necessary precautions and actions are taken and the incident is reported to the Nicosia Police Headquarters.

When a suspicious parcel is found, the area is secured by security / hazard tape. The incident is reported to the Nicosia Police Headquarters immediately. The entrance to the area is prohibited until the bomb disposal team arrives.

The duty rota of security personnel is done by the Director of Security. The control of the duty rota is carried out by the Chief Commander.

The education of security personnel is carried out within the Private Security Education Programme.

**Emergency Situation Plan**

**Aim:** The aim of the plan is to make sure that the personnel within the English Preparatory School is ready to respond to emergency situations properly and assist emergency personnel in times of need. (Security Personnel, Fireman, Rescue Teams)

**Scope:** All personnel within the English Preparatory School

**Disasters**

Any activity that can disrupt the daily routine within the school or any great event which cannot be dealt with.

**Internal Disaster**

Situations where students and personnel within the building are at risk.

**External Disaster**

Events taking place outside the building. (Earthquakes, Floods, Bomb Attacks, Plane Crashes)

**Joint Disasters**

As can be understood by the title, it is when a disastrous event outside the building affects the building, for example an earthquake affecting all the buildings.

**Activities in times of Disaster**

A crisis desk is formed as soon as news of a disaster is heard. All units get into action. Security Personnel have the authority to control people and vehicle traffic.

A proper communication network is provided.

Continuous contact with the Main Disaster Control Centre is maintained.

In times of disasters it is expected that all personnel and students come to the First Gathering Area without waiting to be called, as in times of these types of events the main communication lines can be affected. After forming an action plan here, it is expected to move to the North East area of the campus which will be provided with tents.

### **General Information about the institution**

Type of service provided by the institution and its capacity: English Preparatory School Number of Personnel: 110

**Residential Area:** It is situated within Near East University, 2km away from Nicosia International Fair Centre. It is a 4 storey building, built on an area of 9036.69 m<sup>2</sup>.

### **General Nature of Preparatory School**

**Ground Floor:** Shops and Classrooms all equipped with computers and projectors.

**First Floor:** Classrooms all equipped with computers and projectors and a cafeteria.

**Second Floor:** Classrooms all equipped with computers and projectors.

**Third Floor:** Directorate, Secretaries Office, Lecturers' Offices and Administrators / Coordinators' Office.

### **Emergencies**

#### **Communication Network**

Any information received by the operator is conveyed both to the Director of Security and the Director of the English Preparatory School. As soon as the alarm is given, the operators inform the Crisis Desk. If it is outside working hours, the security personnel on duty immediately informs the Chief Administrator.

#### **Precautions taken for Communication**

It is agreed that the phone number 390 will be used in times of Emergencies. Communication is made by wireless telephones between Security Personnel and the Security Centre.

#### **Crisis Desk**

The Crisis Team consists of the Director of the English Preparatory School, Assistant Director, Coordinators and the Lecturers. It is the responsibility of the Director of Security and the Chief of the Campus to call in the security team in times of need.

#### **Environmental Security**

It is the responsibility of Senior Management to provide coordination using the instructions given by the Crisis Desk in times of extraordinary situations.

### **Settling of the Groups**

Press: The car park area is allocated to Press Members.

The Information Desk is accessed via Security. The entrance to the building is prohibited.

Security Personnel are placed at each entrance and on every floor.

Communication is made via wireless phones and runners.

In times of need the Security Directorate and Police Force can be called for reinforcement.

Responsibility for the keys for the places within the school is given to the School Director.

Great care is taken not to have the press within the building.

**Coordination within the School****Public Relations**

The Public Relations Department communicates among personnel within the building and/or between the personnel and their families and guides the press in order to prevent any wrong information being released.

With the help of the Fire Security Plan, the necessary precautions are taken. It is the responsibility of the Coordinators to provide coordination within the building.

The cleaning personnel on each floor guides the evacuees within the school. It is their responsibility to help the operator / person at the Information Desk in times of need.

**Press Announcements (Oral)**

It is the responsibility of the Doctor with authority to make announcements to the Communication Centre.

**Written Press Announcements**

The Director of the English Preparatory School gives an explanation of the situation in written form which is to be sent to the Communication Centre to be delivered to the Communication Network.

**Technical service**

The Technical Service Team consists of one electrical technician, one mechanical technician and two constructors. They are ready under the supervision of Chief Constructor.

The controls of each detector for Fire, Gas and Smoke are identified.

Generators become active when the electricity is cut off.

In the case of a water cut, the water depot within the campus, tankers from Nicosia Council, and 2 tankers with a 20 ton capacity are ready to be used. A technician is present within the building to service / repair broken machines.

**10.11** Communication is constantly made via wireless phones to the Security Directorate. All personnel are called to be on duty.

**Technical Precautions within the Building**

A Fire Extinguishing Hydrant System with high pressure is placed within the building. It is the responsibility of the security personnel to inform the Security Centre when an extraordinary situation occurs.

Each section of the building is equipped with Fire Alarm Systems. There are emergency exit doors and stairs which will be used in emergency situations.

The main entrance to the building has a manual opening system whereas the emergency exit doors can be opened from inside out.

**Evacuation of Building Plan:**

**Aim:** The aim of this plan is to determine a standardized emergency action plan in case of an emergency which may affect the English Preparatory School to provide effective evacuation:

**Contents:** This plan includes evacuation procedures.

**Chain of Command:** Everyone inside this building is responsible for facilitating the emergency action plan.

**Descriptions**

**Assembly Area:** Assembly areas are places designated as the areas with the lowest risk for the employees and the students to meet during or after an emergency.

**Plan of Action:**

**Routes and Exits:** In the event of an emergency, routes and exits determined on the floor map are used. The floor maps with designated exits and routes are widely available in all waiting areas and inside the building.

In the event of an emergency, where the building needs to be evacuated, the decision is made by the English Preparatory School's Director as suggested by the English Preparatory School's Coordinators.

**Assembly Areas:** The designated assembly area in the vicinity of the English Preparatory School is the parking lot, which is located to the north of the building. (EK-A)

In the event of an emergency evacuation, the security personnel present at the building entrance is responsible for taking security measures around the building site.

All the students and visitors of the English Preparatory School are not allowed to enter the assembly site but instead are held at the security check point until further notice from the emergency officials.

Individuals gathered at the assembly areas are not permitted to enter the building.

**Evacuation in the event of a tremor / earthquake:** In the event of onset tremors and the earthquake alarms are heard, if inside the building, the following precautions need to be taken:

At the onset of tremors, everyone inside the building is should crouch beside a secure place such as a desk or a table.