

1.4.8 ENGLISH FOR ACADEMIC AND PROFESSIONAL PURPOSES REGULATIONS

1. Purpose

The language of instruction at ADA University is English. The University aims to ensure that all its students are able to study their respective degree programs, to fully participate in courses, and to successfully complete all the required learning activities and coursework. It thus offers an English language program to its undergraduate students. The purpose of this document is to delineate the minimum language requirements for undergraduate students and the regulations of the University's English language program.

2. Scope and Recommendations

This document applies to all undergraduate degree programs offered at ADA University.

Undergraduate students are expected to be thoroughly familiar with the requirements and regulations set forth in this document.

3. Definitions

The *English for Academic and Professional Purposes (EAPP) Program* is a non-credit program that serves to prepare undergraduate students for the study of their degree program at ADA University.

4. English Language Requirements and Regulations

4.1 General Provisions

- a. All students of ADA University must have a level of English proficiency that is sufficient to study their respective degree programs and to successfully complete all the required learning activities and coursework.
- b. ADA University conducts an *English Proficiency Exam (EPE)* three times per year (in August, in December or early January, and in May). These exams serve as placement tests and also allow students to evaluate their overall progress in the *EAPP Program*.
- c. Newly admitted undergraduate students (incoming students) must either confirm their level of English in the *EPE* prior to the beginning of their studies, or they must present a valid *TOEFL iBT* or *IELTS* score upon admission.
- d. Incoming students who score at least 60% in the *EPE* or who previously achieved a *TOEFL iBT* score of 80 (or above) or an *IELTS* score of 6 (or above) will directly enroll in their respective degree programs.

4.2 English for Academic and Professional Purposes Program

- a. Incoming students who score less than 60% in the *EPE* or who previously achieved a *TOEFL iBT* score below 80 or an *IELTS* score below 6 must enroll in and successfully complete the *English for Academic and Professional Purposes (EAPP) Program*.

- b. *EAPP* is a non-credit program and thus does not count towards the total of credits earned in a degree program. Grades from *EAPP* courses do not count towards a student's TGPA and CGPA.
- c. Based on their *EPE*, *TOEFL iBT* or *IELTS* results, and unless they may directly enroll in their respective degree programs, incoming students are placed in one of the four levels and groups of the *EAPP Program* specified in the following table. Unless they fail and need to repeat a level, students remain in their respective groups until the completion of the *EAPP Program*.

CEFR Level	EAPP Level	Group
Elementary (A1)	1	A
Pre-Intermediate (A2)	2	B
Intermediate (B1)	3	C
Upper-Intermediate (B2)	4	D

- d. The number of sessions and classes students need to attend in order to complete the *EAPP Program* depends on their level and group (with classes consisting of 2 contact hours each):

Group	Sessions	Classes per Session	Classes per Week
A	4 x 7.5 Weeks	120	16
B	2 x 7.5 Weeks	112	15
	1 x 15 Weeks	199	13 – 14
C	2 x 15 Weeks	199	13 – 14
D	1 x 15 Weeks	199	13 – 14

- e. Each session consists of 3 different courses (*Listening and Speaking, Reading and Writing, Language Use*) and thus covers all 4 language skills. The number of classes per course depends on the *EAPP* level and the corresponding length of a session. It varies from 30 to 52 in a 7.5-week session and from 45 to 94 in a 15-week session (further details are outlined in the *EAPP* program description).
- f. A level is considered to be successfully completed if a student achieves an overall grade of C or better. If an *EAPP* student receives an overall grade below C, he/she must repeat the entire level and is placed on academic probation for one session or semester. Failure to achieve an overall grade of C or better for that level at the end of the probation period will result in academic dismissal from the University.
- g. To complete the *EAPP Program* and enroll in a degree program, students must successfully complete the upper-intermediate level. All students are expected to complete the *EAPP Program* and reach the upper-intermediate level within one academic year. Those students that were on the upper-intermediate level when being admitted to ADA University are expected to complete the *EAPP Program* within one semester.

- h. The total period required for the completion of the *EAPP Program* may not exceed two academic years. If a student fails to achieve the required level of English proficiency within two academic years, he/she will be dismissed from the University.
- i. Only *EAPP* students who have successfully completed the *EAPP* level 4 may enroll in degree program courses. Students may alternatively take the *English Proficiency Exam* conducted in December or early January. If they score at least 60% in the exam, they are eligible to enroll in degree program courses.
- j. Further details on items such as course content and syllabus, learning outcomes, assessment methods and criteria, teaching and learning materials, and instructional methods and learning activities must be included in each course description that is to be made available to students prior to the beginning of a course. Further requirements for course descriptions are outlined in ADA University's *Curriculum and Course Development Policy*.