



**INTERNATIONAL  
BALKAN  
UNIVERSITY**

Excellence for the future!

**RULEBOOK ON THE CONDITIONS, CRITERIA, AND RULES  
FOR THE LANGUAGE SCHOOL**

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Based on Article 94 of the Law on Higher Education (“Official Gazette of the Republic of North Macedonia” No. 82/2018, 154/2019, 178/2021, and 58/24) and Article 32 of the Statute of the International Balkan University in Skopje, the University Senate, at its session held on 17.07.2024, adopted the following Rulebook on the Conditions, Criteria, and Rules for the Language School.

## Basic Provisions

### Article 1. Purpose

- a. This rulebook regulates the procedures and principles regarding foreign language education and exams at the International Balkan University Language School. The goal is to provide students who receive education in a foreign language with listening comprehension, speaking comprehension, reading comprehension, and writing skills at a level sufficient to carry out academic activities in that foreign language.

### Article 2. Scope

- a. This Rulebook covers the introductory provisions regarding the standards, scope, level, in-class and extracurricular activities, attendance, exams, success conditions, and exemption issues of compulsory or optional foreign language education at International Balkan University.

### Article 3. The Goals of the Language School

- a. **Language Proficiency:** Language School’s foremost goal is to develop students' proficiency in the English language, encompassing reading, writing, speaking, and listening skills to ensure effective communication in academic and real-life contexts.
- b. **Academic Readiness:** Language School aims to equip students with the academic skills and knowledge necessary to succeed in English-medium educational settings. This includes mastery of academic vocabulary, comprehension of complex texts, and critical thinking abilities.
- c. **Cultural Competence:** Language School strives to foster cultural awareness and appreciation by exposing students to diverse English-speaking cultures, literature, and traditions. This prepares them to engage respectfully and effectively in multicultural environments.
- d. **Personalized Learning:** Language School aims to provide a supportive and inclusive learning environment where each student's unique needs, interests, and strengths are recognized and addressed through personalized instruction and support.
- e. **Transition to Higher Education:** Language School aspires to prepare students for successful transitions to higher education in English-speaking countries or bilingual or international school settings. This includes developing study skills, exam preparation strategies, and academic confidence.
- f. **Character Development:** Language School nurtures students' character and values, promoting resilience, responsibility, integrity, and empathy. This holistic approach to education prepares students to become ethical and compassionate members of society.
- g. **Lifelong Learning:** Language School’s other goal is to instill a love for learning and a growth mindset in students, fostering curiosity, creativity, and a desire for continuous self-improvement. Language School aims to cultivate lifelong learners who are adaptable and resilient in the face of future challenges.

### Article 4. Functions of Language School

- a. The Language School is a specialized organizational unit of International Balkan University that focuses on improving students' foreign language.
- b. The Language School teaches, improves, and tests English language skills before enrolling them in educational programs conducted in English.

- c. The Language School coordinates all foreign language courses, especially Macedonian, Albanian, Turkish, and German.
- d. The Language School organizes language training courses for non-university students in cooperation with the Lifelong Learning Centre.

## **Structure, Functioning, and Duties of the Language School**

### **Article 5. Language School Coordinator**

- a. The Language School Coordinator, under the Rectorate, shall be responsible for establishing the English Preparatory Program and for the foreign language teaching activities of the departments/programs at the University that offer education in a foreign language, wholly or partly.
- b. The Rector shall appoint a member of the Faculty as Language School Coordinator. The duties of the Language School Coordinator shall be:
  - i. to draw up the educational plans of the preparatory programs,
  - ii. to supervise the educational and training activities of the preparatory programs,
  - iii. to appoint the unit coordinators of the preparatory programs and to propose them to the Rectorate,
  - iv. to draw up the draft academic calendar of the preparatory programs and submit it to the Rectorate,
  - v. Cooperation between the unit coordinators is needed to ensure that the preparatory programs in different languages are conducted in parallel and with integrity.

### **Article 6. The English Preparatory Coordinator**

- a. The Rector may appoint an English Preparatory Program Coordinator.
- b. The English Preparatory Program Coordinator shall appoint the teachers who will participate in the English Preparatory Program, prepare the curriculum, form the classes, ensure coordination between the teachers in the unit, and prepare and evaluate the course materials and examination questions.

### **Article 7. Language School Staff**

- a. The employees of the Language School are staff employed in teaching positions who perform education activities.
- b. Staff employed in the professional and administrative service and auxiliary technical persons.
- a. A person who meets the following criteria may be elected as a Senior Lecturer:
  - i. has completed the second cycle of academic studies or CELTA;
  - ii. has obtained a master's degree in the relevant field;
  - iii. shows ability for teaching and professional work;
  - iv. has 5 (five) years of successful experience in the teaching field;
  - v. has published expert papers;
  - vi. has achieved an average success of at least 7.00 (seven) GPA in the studies of the first and second cycles.
- a. A person who meets the following criteria may be elected as a Lecturer:
  - i. has obtained a bachelor's degree in the relevant field;
  - ii. shows ability for teaching and professional work;
  - iii. has successful experience in a similar field;
  - iv. has achieved an average success of at least 7.00 (seven) GPA in the first cycle of studies.

## **Registration, Admission, Exemption, and Language Proficiency**

### **Article 8. Enrolment**

- a. Students admitted to undergraduate programs with compulsory foreign language preparation must first enroll in the English language preparation program.
- b. Students admitted to undergraduate programs that do not have a compulsory English Preparatory Program may, by the decision of the Rectorate, take an optional English Preparatory Program for one year.
- c. Students wishing to take an optional English Preparatory Program must apply for an optional preparatory course to the Rectorate within five working days of enrolment at the University.
- d. The maximum period of compulsory preparatory courses is two years.

### **Article 9. Counselling**

- a. The English Preparatory Program Coordinator will assign an academic advisor to each student enrolled in an English Preparatory Program.
- b. The advisor will monitor the student's academic status and advise the student on educational matters.

### **Article 10. Conditions of Exemption, Application Procedures and Principles**

- c. Students enrolling for the first time in the university's programs with a compulsory English Preparatory Program shall be exempted from the course and proceed directly to the related program if they pass the English proficiency examination on the date announced in the academic calendar.
- d. Students who, on national or international exams, have obtained a score equivalent to level B2 of the Common European Framework of Reference for Languages may be exempted from the compulsory English preparatory course and may proceed directly to the course in which they have enrolled by submitting the originals of these documents to the Student Affairs Office within the enrolment period.
- e. The validity period of national/international examinations accepted for exemption from the compulsory English Preparatory Program at the University and the language proficiency examination conducted by the University shall be five years.
- f. Exchange students from a university teaching English shall be exempted from the compulsory English Preparatory Program with the approval of the Language School's Examination and Exemption Commission.
- g. Students who have spent at least the last three years of their secondary education in a school where English is designated as the medium of instruction shall be exempted from the compulsory English Preparatory Program and shall proceed directly to the undergraduate program in which they have enrolled.
- h. Students whose native language is English shall be exempted from the compulsory English Preparatory Program after a speaking test and shall proceed directly to the undergraduate program in which they have enrolled.
- i. The Language School's Examination and Exemption Commission's decision shall determine whether the student is exempt from the compulsory English Preparatory Program based on the certificate of success obtained by the student enrolled at the University for the first time after studying in the English Preparatory Program of another higher education institution.
- j. The rectorate may apply additional criteria in terms of English Language Proficiency.
- k. The English examination shall be held in two types:
  - i. Placement Examination
  - ii. Proficiency Examination

### **Article 11. Placement Examination**

- a. The placement examinations will assess the English level of newly enrolled students.

- b. The placement test given by the English Preparatory Program Coordinator at the beginning of the academic year, during which students enroll at the University, determines their English level.
- c. Students whose placement test level is B2 or above shall be exempted from the compulsory English Preparatory Program.
- d. The English Preparatory Program Coordinator determines the module in which students are placed in the English Preparatory Program based on the placement test results.
- e. The placement test is not compulsory. Students who do not take it will be placed in The English Preparatory Program's A1 (Elementary) module.
- f. There is no make-up test for students who do not take the placement test.
- g. The English placement examination dates shall be fixed in the academic calendar and announced in advance.

#### **Article 12. Proficiency Examination**

- a. The Proficiency Examinations will assess the English Language School students' English level at the end of the semester.
- b. Students who completed the B1 Intermediate level successfully have the right to enter the proficiency examination.
- c. The Proficiency Exam measures students' language knowledge and skills in listening comprehension, vocabulary and grammar, reading comprehension, written expression, and oral expression.
- d. Students who score at least 60 out of 100 points in the Proficiency Exam are exempt from the compulsory English Preparatory Program and entitled to begin their undergraduate studies.
- e. The English proficiency examination dates shall be fixed in the academic calendar and announced in advance.

### **Education Programs, Duration, and Attendance**

#### **Article 13. Duration and Attendance**

- a. Under the Common European Framework (CEF), the English Preparatory Program uses a modular system consisting of six levels: A1 Beginner, A2 Pre-Intermediate, B1 Intermediate, B2 Upper-intermediate, C1 Advanced, and C2 Proficient.
- b. Advanced or special classes may be opened for students who complete the B2 module within the semester but need help to start the courses of the diploma program in which they are enrolled.
- c. The English Preparatory Program includes 800 teaching hours.
- d. The English Preparatory Program shall be conducted in five quarters of an academic year under the academic calendar established by the Rectorate.
- e. Each quarter shall have a minimum duration of seven weeks, including module and end-of-module examinations, with a minimum of 180 hours.
- f. The standard duration of the English Preparatory Program is one year, with a maximum of two years. The maximum duration of the optional English Preparatory Program is one year.
- g. The time spent in the English Preparatory Program is not counted as part of the undergraduate or graduate program duration.

#### **Article 14. Compulsory Attendance at Courses**

- a. Attending classes and participating in various course activities, such as homework and projects, is compulsory in the English Preparatory Program.
- b. Attendance at 80% is compulsory in a module.
- c. Absences based on reports from health institutions or other emergency issues will be considered within an extra 10% excuse rate.

- d. Students who do not or cannot attend more than 20% of the lectures in a module without an excuse or 30% of the lectures in a module with an excuse will be considered 'absent' and 'unsuccessful' and will repeat the module in the following quarter.

## **Exams and Evaluation in the English Preparatory Programs**

### **Article 15. Examination Types**

- a. In English Preparatory programs, every module has short exams (quizzes), midterm exams, and module exams to monitor and measure the students' language skills development during the module.

### **Article 16. Short Exams (Quizzes)**

- a. Short exams (quizzes) are prepared, administered, and evaluated by the lecturers teaching the courses under the supervision of the English Preparatory Coordinator. At least one quiz is in each module.
- b. The quizzes' program is not announced in advance; it is held any day during class hours.
- c. There is no make-up exam and/or excuse exam for students who fail to take the quiz.

### **Article 17. Midterm Exam**

- a. The lecturers teaching the courses prepare, administer, and evaluate the midterm exam under the supervision of the English Preparatory Program Coordinator.
- b. At least one midterm exam is done in the fourth week of each module.
- c. There is no make-up exam and/or excuse exam for students who fail to take the midterm exam.

### **Article 18. End of Module Exam**

- a. The End-of-Module Examination is conducted once for each module on the dates announced in advance in the academic calendar by the Examination Commission. It consists of lecturers teaching that module under the supervision of the English Preparatory Program Coordinator.
- b. The tests for the Module Examination are prepared by the testing unit and applied centrally.
- c. The End-of-Module Exams include grammar, vocabulary, reading comprehension, and written expression.

### **Article 19. Grading and Evaluation**

- a. Success in the English Preparatory Program is measured by the success obtained from the exam and in-class practices applied in the module.
- b. To be eligible to participate in the End of Module Exam, students must join the midterm exam and score at least 60 points out of 100 points from the modules' exams and activities.
- c. The share of exams and activities in the success of a module is calculated as follows:
  - i. Quiz: 10%
  - ii. Classroom Activities (homework, in-class activity, project, presentation): 20%
  - iii. Midterm Exam: 30%
  - iv. End-of-Module Examination: 40%
- d. A minimum of 60 in the End-of-Module Examination is required to complete a module.
- e. Students with an end-of-module pass mark of 60 and above complete that module and progress to the next module.

**Article 20. Excused Absence from Examinations, Notification of Examination Results**

- a. Students who cannot sit the final module examination for justifiable and valid reasons must notify the English Preparatory Program Coordinator with a petition within 48 hours of the examination date.
- b. Those whose excuses are accepted by their advisors and the English Preparatory Program Coordinator shall use their examination rights during the excused examination set by the English Preparatory Program Coordinator.
- c. The Examination Board shall submit the results of the make-up examination to the English Preparatory Program Coordinator within 48 hours of the examination date.

**Article 21. Objection Against the Results**

- a. Students may appeal against the examination results for material errors by submitting a petition to the English Preparatory Program Coordinator within 48 hours of the announcement of the examination results. Objections submitted later will not be accepted. Following the objection, the examination paper will be examined within 48 hours by an examination board consisting of at least two lecturers appointed by the English Preparatory Program Coordinator, who will announce the result.

**Article 22. Preservation of Examination Papers**

- a. The language school coordinator shall keep all examination papers for three years.

**Article 23. English for Special Purposes Courses**

- a. English for Special Purposes Courses is a module program designed to help students enrolled in departments that require particular terminology, such as dentistry, adapt to the terminology of the specific field.
- b. English for Special Purposes Courses are offered in addition to the preparatory school.
- c. To participate in English for Special Purposes Courses, students must have reached B1 Intermediate level.
- d. English for Special Purposes Courses is a 90-hour programme. This course is offered in the spring term.

**Article 24. Summer School**

- a. Summer school in preparatory classes is an intensive module program organized to make up for the deficiencies of students who have yet to reach the B2 level.
- b. Summer school is subject to a fee in addition to the annual tuition fee. The Board of Trustees determines and announces the fee for summer education at the beginning of every academic year.
- c. The summer language preparation module shall consist of 180 teaching hours and seven weeks, including in-module and final examinations.

**Article 25. Success Status**

- a. Students who complete the 'B2' module are deemed to have completed the English preparation class and are entitled to continue their teaching program.
- b. Students who complete the 'B1' module have the right to take a proficiency exam. A minimum score of 60 on the proficiency exam is required to complete the English preparation class and join their study programs.

**Article 26. Failure Status**

- a. Students who do not meet the pass requirement in the compulsory English preparation class at the end of the first academic year shall continue in the class until they complete the 'B2' module.
- b. Students who do not complete the preparatory course of programs within two years shall be dismissed.
- c. Students enrolled in a program where the medium of instruction is Turkish, and Macedonian and who continue the English preparatory course on an optional basis shall commence the programs they are

enrolled in the following academic year, even if they do not meet the pass requirement specified in this Regulation.

#### **Article 27. The Certificate of English Proficiency**

- a. The English Language School will issue a Certificate of English Proficiency to students who pass the English Proficiency Test successfully.
- b. The Certificate of English Proficiency shall consist of the following data:
  - i. Student Identification indicators (Name, surname, and the personal number);
  - ii. English Language Proficiency Level;
  - iii. Year of attendance at the Preparatory English Language School;
  - iv. Unique Serial Number of the Certificate.

### **Other Language Courses**

#### **Article 28. Language Courses at the University**

- c. The Language School conducts compulsory (English, Vocational English, Macedonian, and Turkish) and elective language courses (Albanian, German, etc.) offered during undergraduate education at the University.
- d. The Language School must make the academic staff available to deliver the language courses requested by the students and departments.
- e. The Language School works to determine the standard of language education at the university and to improve the quality of education.

#### **Article 29. Language Courses out of the University**

- a. The Language School, in cooperation with the Lifelong Learning Centre, conducts various language courses (English, Turkish, Macedonian, Albanian, German, etc.) for students and the general public at the University.
- b. The Language School works to improve the range and level of languages taught at the University.

### **Final Provisions**

#### **Article 30. Disciplinary Measures**

- a. Students' disciplinary measures are written in the "Student Disciplinary Rulebook".
- b. The maximum timeframe for completing the English Language Preparatory Course includes the expulsion period, during which the students were evicted from school for disciplinary reasons.
- c. The students evicted from school for disciplinary reasons shall pay their semester fee, not considering the duration or starting date of the exclusion period.

#### **Article 31. Rights and Responsibilities of the Students**

- a. The rectorate published the "Document on Rights and Responsibilities of the Students," which outlines students' rights and responsibilities.

#### **Article 32. Cases Where There Is No Regulation**

- a. In cases where there is no provision in this Regulation, the Law on Higher Education ("Official Gazette of the Republic of North Macedonia" No. 82/2018, 154/2019, 178/2021, and 58/24), the Rulebook on the Conditions, Criteria, and Rules for the Enrolment and Studying in the First Cycle Studies of International Balkan University, the decisions of the Senate of International Balkan University and decisions of the Rectorate of International Balkan University shall be applied.

**Article 33. Final Provisions**

- a. This rulebook shall enter into force upon publication in the university bulletin and IBU website.
- b. The changed rulebook on the conditions, criteria, and rules for enrolment and study in the Language School will be implemented starting from the academic year 2024/2025.

Skopje, July 15, 2024

Senate of the  
International Balkan University  
Prof. Dr. Kire Sharlamanov  
President of Senate