



The American University of Kurdistan Policy of English Language Proficiency

Policy Number: AS026
Effective Date: November
13, 2022

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I. INTRODUCTION

Authority: The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.

Purpose: The purpose of this Policy is to set the principles by which the English Language Proficiency Standard will be applied.

Scope: This Policy applies for all applicants for admission to the University.

II. ROLES AND RESPONSIBILITIES

Responsible Executive: Provost

Responsible Administrator: Director of ARD

Responsible Office: ARD

Policy Contact: Director of ARD

III. DEFINITION

'Standard' means the English Language Proficiency Standard of the University expressed as TOEFL ITP qualification but recognizing other applicable qualifications.

IV. POLICY PRINCIPLES

All applicants must meet the English Language Proficiency requirements of the Standard prior to their admission, by demonstrating completion of a Recognized Qualification. An example of a recognized qualification is TOEFL ITP score of 537+, TOEFL iBT score of 75+ or IELTS 6.

Applicants presenting one of the following credentials are deemed to have fulfilled the requirement of a Recognized Qualification for admission purposes:

- International Baccalaureate (IB) Diploma—obtained either domestically or internationally
- A high school diploma issued by an institution with which the American University of Kurdistan (AUK) maintains a Memorandum of Understanding (MoU) explicitly recognizing the equivalency of said diploma; or
- A high school diploma awarded by an accredited institution in an English-speaking country.

By virtue of holding any of the above qualifications, applicants automatically satisfy the recognized qualification criterion, as per AUK's academic admission policies.

- An exemption, from the requirement to have completed a Recognized Qualification, will only be granted in exceptional circumstances where it can be demonstrated that the applicant meets the standard. Any exemption, or request for a waiver, must be sought in accordance with this Policy and approved by the Provost.
- A variation to the Standard for admission to a specific program/s or to include an additional qualification may be approved, in exceptional circumstances.

V. POLICY PROCEDURES

The Director of the Admissions and Registration Department is responsible for maintaining an official register of Recognized Qualifications. This register is submitted annually to the Provost to facilitate their comprehensive review of both the established Standards and the list of Recognized Qualifications. This systematic documentation ensures transparency and supports evidence-based decision-making in academic admissions policy.

Applicants holding a Recognized Qualification must submit official documentation verifying their credentials as part of the admission application process. The Admissions and Registration Department reviews this documentation to confirm eligibility in accordance with institutional standards.

The TOEFL requirements are non-negotiable criterion for admission, barring exceptional cases where alternative, rigorous assessments validate a student's readiness. This will be determined by the Provost.

Students may attempt the TOEFL test after completing any CAPA level. CAPA will grant immediate program exit upon achieving the required Bachelor's admission score.

POLICY – Language Proficiency for Admission

The TOEFL score will only be acceptable during the appropriate admissions period for the University Bachelor's programs.

CAPA students who have successfully completed the full CAPA level-sequence program and achieved the required TOEFL ITP score of 537 (as officially published) will be eligible for registration in bachelor's degree courses.

CAPA students who have successfully completed all six levels of the CAPA program but have not achieved the required TOEFL ITP score of 500+ may qualify for conditional admission, subject to the current guidelines published on AUK's official website.

Under this conditional status, students must maintain a minimum first-semester GPA of 2.50 and demonstrate satisfactory performance in their Introduction to Communication (B) course. Failure to meet these academic requirements may lead to dismissal from the university.

The Provost in consultation with Academic Council will evaluate the academic records of any conditionally admitted student who fails to achieve these benchmarks to determine their continued enrollment status. Notably, students in conditional admission status remain eligible for their scholarship awards during the conditional semester.

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VI. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** November 13, 2022
- c. **Revised:** June 1, 2025