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## FIRAT UNIVERSITY

### TURKISH LANGUAGE TEACHING APPLICATION AND RESEARCH CENTER

#### EDUCATION AND TRAINING GUIDELINES

## CHAPTER ONE

### Preliminary Provisions

#### Aim

**ARTICLE 1 - (1)** The purpose of this Directive is to organize the educational activities of Fırat University Turkish Application and Research Center and to determine the methods and principles in order to carry out Turkish language teaching effectively and efficiently.

#### Scope

**ARTICLE 2 - (1)** This directive covers the education and training activities carried out at Fırat University Turkish Application and Research Center, application methods and the rights and responsibilities of the teaching staff and students working within this scope.

#### Rest

**ARTICLE 3 - (1)** This directive has been prepared based on Article 49 of the Higher Education Law No. 2547 dated 4/11/1981, the Regulation on the Principles to be Complied with in Foreign Language Education and Foreign Language Education in Higher Education Institutions published in the Official Gazette No. 29662 dated 23/03/2016, Articles 5, 12, 14 and 58 of the Higher Education Law No. 2547 and Article 5 of the Fırat University Turkish Language Education Application and Research Center Regulation No. 28782 dated 3.10.2013.

#### Definitions

**ARTICLE 4 - (1)** In this Directive;

a) Trainer Certificate: The document given as a result of the course opened by FÜ TÖMER in the field of teaching Turkish to

foreigners, b) FÜ TÖMER Automation: Used only online by FÜ TÖMER.

automation, c)

FÜ TÖMER: Fırat University Turkish Language Teaching Application and Research Center,

c) FÜ TÖMER-TYS: FÜ TÖMER Turkish Proficiency Exam,

d) KAS: All FÜ TÖMER Level Passing Exams,

e) Levels: Each of the educational programs planned according to the Common European Framework of Reference for Languages (A1, A2, B1, B2, C1),

f) Course: Education levels at FÜ TÖMER,

g) Course Participants: Those who are not university students but want to learn Turkish voluntarily,

g) Director: FÜ TÖMER Director,

h) Student: Associate degree, undergraduate and graduate students,

i) Rector: Rector of Fırat University,

i) Senate: Fırat University Senate,

j) Certificate: Successfully completing the Turkish Preparatory Courses at FÜ TÖMER or

The document given to students/trainees who take the TYS,

k) TR-YÖS: Foreign Student Exam conducted by the Council of Higher Education,

l) Turkish Preparatory Courses: Any of the educational programs opened by FÜ TÖMER,

m) University: Fırat University,

n) Board of Directors: FÜ TÖMER Board of Directors,

o) YTB: Presidency for Turks Abroad and Related Communities,

expresses.

## CHAPTER TWO

### Application, Admission-Registration and Fees

#### Application, acceptance-registration

**ARTICLE 5 -** (1) The documents required for registration, the application process and the conditions for acceptance are determined by the decision of the Board of Directors and announced on the Center's website. The final registration procedures of the preliminary applications, which are checked by authorized personnel, are completed. Applications for exams and courses opened at FÜ TÖMER are managed, implemented and finalized by the relevant units at TÖMER.

(2) In programs where the language of instruction is entirely or partially Turkish, a Turkish preparatory class is mandatory.

(3) The list of students who are successful or exempt from the preparatory class is reported by FÜ TÖMER to the University's Student Affairs Department and relevant institutes for the purpose of course registration in the relevant associate, undergraduate and graduate departments and programs.

(4) All students who have not studied Turkish preparatory class before and who have not been successful in the exemption exam and who are placed in the University with the International Student Quota (including those who graduated from Turkish Secondary Schools or became citizens later) must take the FÜ TÖMER-TYS and receive a grade of at least B2 in order to start their courses in associate, undergraduate and graduate departments and programs.

(5) Certificates of students who have Turkish Certificates received from universities accepted by YTB, Yunus Emre Institute, Research Universities and Fırat University Board of Directors are accepted directly.

(6) Students/trainees applying from abroad to the Turkish Preparatory Courses to be opened at FÜ TÖMER are required to pay at least one course fee. An "Acceptance Certificate" is issued to those who pay the course fee and present the receipt. Students/trainees who receive an Acceptance Certificate must register at FÜ TÖMER and start their education within 60 days from the date of payment of the course fee. The registration of students who do not register or continue their education within 60 days will be cancelled and the course fee they have paid will not be refunded. No Acceptance Certificate is issued to trainees applying from abroad to the draw to be opened online.

(7) Courses are opened with a minimum of 7 (seven) students/trainees. If the number of students is below this number, the Board of Directors decides whether the course will be opened or not.

#### Fees

**ARTICLE 6 -** (1) Fees for exams and Turkish courses recommended by the FÜ TÖMER Board of Directors at the beginning of each academic year (annually) and approved by the University Board of Directors are announced on the TÖMER website.

(2) FÜ TÖMER-TYS is free for Fırat University students. Those who are not Fırat University students must upload the receipt showing that they have paid the exam fee to the FÜ TÖMER automation before the exam. (3) The relevant course fee is paid before the lessons start and the payment

receipt is uploaded to the FÜ TÖMER automation.

(4) Students who are accepted to the university with a scholarship and register for programs whose language of instruction is Turkish. The rates are also valid in Turkish preparatory classes.

## CHAPTER THREE

### Education and Training Activities/Duties and Responsibilities

#### Educational programs

**ARTICLE 7 - (1)** FÜ TÖMER prepares educational programs according to the curriculum determined for the education and teaching of Turkish. Educational programs include basic language skills such as listening, speaking, reading and writing in order to develop language skills.

(2) Based on Article 5, paragraph (f) of the FÜ TÖMER Regulation, FÜ TÖMER opens courses for trainer certificates in the field of teaching Turkish to foreigners.

#### Exchange rate levels

**ARTICLE 8 - (1)** The courses organized at FÜ TÖMER are divided into three levels: beginner, intermediate and advanced. The content of each level is determined according to different goals in language learning.

(2) There are five course levels in FÜ TÖMER: A1, A2, B1, B2 and C1.  
The trainee/student is subjected to 150 hours of training for 6 weeks at each level.

(3) Related courses consist of skills for listening, speaking, reading and writing training.

(4) A total of 960 students continue their education at FÜ TÖMER with scholarships from YTB.  
They are subjected to 200 hours of Turkish language learning and 200 hours of Academic Turkish and Speaking Club learning.

(5) Online Turkish courses are organised at FÜ TÖMER if needed.

#### ARTICLE 9 - (1) Materials

to be used in education are prepared by making use of current resources and educational technologies. In the selection of materials, students' needs and learning tendencies are taken into consideration.

(2) Relevant materials and books to be used will be provided in accordance with the recommendations of the teaching staff of FÜ. It is determined and accepted by the TÖMER Board of Directors.

#### ARTICLE 10 - Measurement

**and evaluation** (1) Students' learning levels are evaluated through written and oral exams held at the end of the term. Students' development levels are regularly monitored through interim evaluation methods.

#### ARTICLE 11 - (1) The teaching staff

to be assigned at FÜ TÖMER are selected from among academic staff who are experts in the field of language education; however, if necessary, staff may also be assigned in return for a course fee.

#### Tasks

**ARTICLE 12 - (1)** Duties of teaching staff: a) To ensure the

implementation of educational programs,

b) To provide individual support to students,

c) To update and develop the materials used in education,

c) To carry out measurement and evaluation activities during the education process.

**Student rights and responsibilities**

**ARTICLE 13-** (1) FÜ TÖMER students have equal rights to education with other students of the university. FÜ TÖMER students can benefit from student rights as long as they register for and continue in preparatory courses. (2) Students must actively participate in the

education process, attend classes regularly and complete the given

They are responsible for completing their homework on time.

**Turkish Preparatory Program Education and Training**

**Period ARTICLE 14-** (1) The normal education period in the Turkish Preparatory Program is one academic year, and the maximum education period is two academic years. If registered students fail to succeed in the Turkish Preparatory Program at the end of the first year, they must continue the Turkish Preparatory Program in the following academic year. For students who fail during this period (at the end of two academic years), the provisions foreseen for the compulsory English Preparatory Program in Article 44 of the Higher Education Law No. 2547 shall apply.

(2) A trainee/student who submits a valid excuse may be placed on temporary leave by the decision of the Board of Directors. The maximum period of temporary leave is 90 days. Students who activate their registration after the leave continue their education from the course they left. The student who exceeds the registration freeze period will have their registration in the relevant course deleted. If the education in the relevant course is not continued at FÜ TÖMER, the student/trainee will start their education from the course they left in the new term.

**CHAPTER FOUR****Exam Instructions****Exams**

**ARTICLE 15 -** (1) Exams administered at FÜ TÖMER: a) Fyrat

University TÖMER-Turkish Proficiency Exam, b) Level

Advancement Exams.

(2) Relevant exams are applied to students who want to study at FÜ TÖMER or Fyrat University or to students/trainees who want to receive a Turkish certificate, and as a result of these exams, the level of their Turkish language proficiency is determined.

(3) The relevant exams are conducted by an "Exam Committee" determined by the FÜ TÖMER Board of Directors.

**FÜ TÖMER exam committee**

**ARTICLE 16 -** (1) An "Exam Commission" is established for FÜ TÖMER-TYS and KAS, consisting of three faculty members determined by the Board of Directors.

(2) The "Exam Committee" determined by the FÜ TÖMER Board of Directors prepares for the relevant exams. is responsible for making, implementing and managing.

(3) The dates of FÜ TÖMER-TYS and KAS to be held during the term are determined by the Examination Committee. The exams are announced to the students at least seven (7) days before the exam through the official website and social media.

(4) Exam results are announced to candidates on the official website. Students/trainees are informed about the exam results. access their scores via FÜ TÖMER's automation system.

(5) The relevant commission is responsible for evaluating the objections and excuses regarding the exams made in accordance with the procedure and within the objection period.

**Exam Types****FÜ TÖMER-TYS (Fırat University TÖMER-Turkish Proficiency Exam)**

**ARTICLE 17 -** (1) This exam, which will be held at the beginning of the academic year, is held according to the academic calendar determined by the Fırat University Senate. Other FÜ TÖMER-TYS to be held after this will be held on the dates determined by the FÜ TÖMER Board of Directors.

(2) Students are subjected to the "FÜ TÖMER-TYS" prepared in accordance with the Common European Framework of Reference for Languages. In the FÜ TÖMER-TYS, open-ended or multiple-choice questions are asked about reading, listening, speaking and writing skills. These four basic skills are evaluated out of a total of 100 (one hundred) points. The rate of each skill affecting the exam is 25%.

(3) Speaking exam at FÜ TÖMER-TYS is conducted by a speaking exam committee consisting of at least three people. Questions are asked to the relevant trainee/student by each member of the committee and the average of the given scores is calculated.

(4) FÜ TÖMER-TYS is carried out to determine the Turkish level of students/trainees coming to FÜ TÖMER from within the country or abroad. Due to differences in the registration dates of students/trainees to our university, FÜ TÖMER-TYS is carried out on the second Wednesday of each month in addition to the dates determined by the FÜ TÖMER Board of Directors. The student's Turkish level is determined as a result of the exam. Students whose level is deemed suitable by the unit are exempted from FÜ TÖMER education and start their associate degree/undergraduate/graduate education in their own department; students who cannot go to their department start their FÜ TÖMER education from the course determined by the exam result. Students/trainees taking the exam are placed in the lot determined according to their score ranges in the table below:

LEVELS	SCORE RANGE
A1	0-30
A2	31-45
B1	46-60
B2	61-75
C1	76-100

(5) As a result of the exam; students who achieve a C1 level of Turkish proficiency are exempted from learning Turkish at FÜ TÖMER and start their associate/undergraduate/graduate education in their own department. Students with a score range of B2 continue both their TÖMER education and their department at Fırat University. Students who are below B2 continue their Turkish language education only at FÜ TÖMER until they reach B2 level.

(6) The certificate of the relevant Turkish proficiency level of the student/trainee who takes the FÜ TÖMER-TYS must take the exam within 1 (one) year from the date of taking the exam.

**Skip exam**

**ARTICLE 18 -** (1) Students/trainees attending Turkish Preparatory Courses at FÜ TÖMER take two exams, "Term Midterm Exam" and "Term Final Exam", which are only conducted face-to-face, in listening, reading, writing and speaking skills at all levels. Students/trainees who fail these exams take the "Term Make-up Exam".

a) The Midterm Exam is a test to determine how much progress students/trainees have made at a certain level. is made for the purpose of seeing.

b) The Level Completion Exam is held to determine whether the student/trainee has completed that level and is successful.

c) The Make-up Exam is administered if the student/trainee fails to obtain 70 points from the average of the Midterm and Final Exams.

Both exams aim to measure the general language skills of the students. Evaluation of the course exams  
The weights are as follows:

The Midterm Exam constitutes 40% of the student's/trainee's overall success grade.

The final exam is evaluated based on 60% of the overall success grade.

The Course Make-up Exam is successful if the student/trainee receives a total of 70 points from four (4) skills.

the type of exam that will be considered.

(2) According to the evaluation system applied in FÜ TÖMER:

a) Students/trainees whose total score from two exams is 70 or higher are considered successful and are entitled to move on to the next level.

b) Students/trainees whose total score from two exams is below 70 points are considered unsuccessful.

c) Students/trainees who are deemed unsuccessful are given the right to take one last exam called "Course Make-up Exam" and those who score 70 points or more from the relevant exam continue their education from the next course. Students/trainees who fail the exam must re-pay the course fee and take the relevant level again.

Students who wish to continue their education in another academic year after failing will be subject to the course fees of that term.

d) No fee is charged from students for the level advancement exam at FÜ TÖMER. This exam is conducted to quickly determine the student's language level and to enable them to move on to the next level, and it is free of charge.

### Objections

**ARTICLE 19-** (1) Students/trainees may object to any of the FÜ TÖMER-TYS and KAS exams by submitting a written petition to the FÜ TÖMER Directorate within three (3) working days after the results are announced on the official website. (2) Objections are reviewed and decided by the "Exam Committee" within

three (3) working days at the latest.

The Commission notifies the trainee of the decision in writing.

## CHAPTER FIVE

### Attendance and Dismissal, Excuses and Discipline

#### Continuation status and termination

**ARTICLE 20 -** (1) Trainees/students must attend 80% (120 lesson hours) of the courses given in each course.

(2) The days of absence of trainees/students whose absence exceeds 20% (30 lesson hours).

If they present a documented excuse, the excuse period is deducted from the duration of absence.

(3) Students/trainees who do not comply with the attendance conditions are deemed to have failed the course they are affiliated with. The course fee previously paid by the student/trainee who is deemed unsuccessful due to absenteeism will not be refunded. If the student/trainee requests, he/she can continue his/her education by paying the course fee again.

(4) Students/trainees who have excuses specified in Article 21 must submit a petition to FÜ TÖMER.

The relevant petition is evaluated and decided by the Board of Directors and notified to the trainee.

(5) Unless otherwise decided by the Board of Directors, those who do not pay the course fee trainees/students are terminated from the course.

#### Just and Valid Reasons

**ARTICLE 21 -** (1) The relevant provisions of the Fırat University Just and Valid Reasons Directive shall apply. (2) If the student/trainee cannot attend classes or exams due to residence procedures, he/she must document his/her situation.

(3) Students whose excuses are accepted by the Board of Directors and who are granted the right to take a make-up exam, They can use their exam rights on the day, place and time determined by the FÜ TÖMER Directorate.

#### **Discipline**

**ARTICLE 22** - (1) Those who behave in a way that disrupts the order of the institution and the classroom during the education process. The provisions of Article 54 of the Higher Education Law No. 2547 shall apply.

### **CHAPTER SIX**

#### **Final Provisions**

#### **Force**

**ARTICLE 23** - (1) This Directive shall enter into force on the date of its acceptance by the Fyrat University Senate.

#### **Cases Where There Is No Provision**

**ARTICLE 24** - (1) In cases not covered by this directive, other relevant legislation provisions and Senate decisions shall apply.

#### **Executive**

**ARTICLE 25** - (1) The provisions of this Directive are implemented by the Rector of Fyrat University.

Date and Number of the Senate Resolution Approving the Directive	
History	Number