

**FENERBAHÇE UNIVERSITY
TURKISH EDUCATION APPLICATION AND RESEARCH
CENTER EDUCATION AND TRAINING DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) Purpose of this Directive is to set forth the principles and procedures related to the education-teaching processes to be carried out in language courses to be opened for foreign students who will study in Fenerbahçe University Turkish Teaching Application and Research Center and foreigners who want to learn Turkish.

Scope

ARTICLE 2- (1) This Directive covers the provisions related to the educational processes carried out within Fenerbahçe University Turkish Teaching Application and Research Center.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on the provisions of Article 44 and 49 of the Higher Education Law No. 2547 and dated 4/11/1981; the provisions of the Regulation on Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette No. 29662 and dated 23/03/2016; the provisions of Turkish Education Application and Research Center Regulation, Fenerbahçe University, published in the Official Gazette dated 20/01/2020 and no. 31014 and the articles of Fenerbahçe University Associate Degree and Undergraduate Education Regulation published in the Official Gazette No. 31215 and dated 16/08/2020.

Definitions

ARTICLE 4 - (1) The following terms used in this directive shall bear the following meanings;

a) Level: One of A1, A2, B1, B2, C1 and C2 levels in accordance with the Common Application Text of European Languages,

b) Trainee: Except for Fenerbahçe University registered students, the person who has enrolled in Turkish Language Course opened in Turkish Teaching Application and Research Center,

c) Trainee ID Card: The identity card issued to the trainee who enrolled in the courses opened within Turkish Teaching Application and Research Center other than the registered students of Fenerbahçe University,

ç) Center: Fenerbahçe University Turkish Teaching Application and Research Center,

d) Central Board of Trustees: Fenerbahçe University Turkish Teaching Application and Research Center Board of Trustees,

e) Director: Fenerbahçe University Turkish Teaching Application and Research Center Director

f) Board of Overseers: Board of Overseers of Fenerbahçe University,

- g) Student Affairs System:** Fenerbahçe University Student Affairs System,
- ğ) Student:** Foreign students who are enrolled in Fenerbahçe University and do not have Turkish language proficiency,
- h) Rector:** Rector of Fenerbahçe University,
- ı) Senate:** Senate of Fenerbahçe University,
- i) Turkish Language Certificate:** Language certificate issued to students who are determined to have B2 and above language proficiency in Turkish Placement Examination or to trainees who have completed Turkish Language Course with B2 and above language proficiency,
- j) Turkish Language Course:** Fenerbahçe University Turkish Teaching Application and Research Center,
- k) Turkish Language Classes Certificate of Participation:** The document given to the trainee who attended at least 80% of the courses carried out by the Center but did not pass the threshold grade to complete the module he/she was trained in,
- l) Turkish Level Certificate:** The certificate showing the level of Turkish language issued to the trainee, who is successful at A1, A2 and B1 levels, with information about the four basic language skills of the trainee (reading, listening, speaking and writing),
- m) Turkish Placement Examination:** The exam determining the Turkish language level of the student/trainee who will start the Turkish Language Course,
- n) Turkish Proficiency Certificate:** Certificate showing the success level according to the letter grade corresponding to the success score of the candidate who participated in the exam as a result of the Turkish Proficiency Examination,
- o) Turkish Proficiency Examination:** The exam measuring the Turkish language proficiency of the student, trainee or applicants,
- ö) Directorate of International Affairs:** Directorate of International Relations of Fenerbahçe University,
- p) University:** Fenerbahçe University,
- r) Higher Education Council:** Higher Education Council,
- s) Board of Trustees:** The Board of Trustees of Fenerbahçe University.

Purpose of Turkish Language Course

ARTICLE 5- (1) The purpose of the educational activities carried out in the Turkish Language Course is to provide foreign students/trainees with the level of proficiency and competence to study in the Turkish language in the associate degree and bachelor's degree programs of the University. Apart from university students and trainees, the Center aims to teach Turkish to foreign nationals who want to learn Turkish and to promote Turkish culture and Turkey.

PART TWO

Turkish Language Course Principles Regarding Education and Teaching

Academic Period and Academic Calendar

ARTICLE 6- (1) A teaching period consists of 5 (five) modules lasting 25 (twenty-five) weeks, excluding final exams. Each module covers 5 (five) weeks excluding the final exam. Weekly

course hours are arranged as at least 20 (twenty) hours.

(2) Duration and dates of enrollment, exams and similar activities in a teaching period are shown on the academic calendar. Turkish Teaching Application and Research Center academic calendar may differ from Associate Degree and Undergraduate Education Regulation academic calendar. The academic calendar is finalized with the Rector's proposal and the approval of the Senate. The Senate may delegate authority to the Rector to make partial changes to the academic calendar in case of emergency, provided that its boundaries are clearly set.

(3) The teaching activities and exams of the language courses opened by the Center may also be held after the end of weekdays working hours and/or on Saturdays and Sundays, if necessary, with the suggestions of the relevant boards and the approval of the Rectorate.

Instruction Curriculum and Courses

ARTICLE 7- (1) Education in the Turkish Language Course consists of 5 (five) modules. Each module contains individual and/or combined levels at A1 (Beginner), A2 (Elementary), B1 (Pre-Intermediate), B2 (Intermediate), C1 (Upper-Intermediate), C2 (Advanced) levels. The levels to be opened in each module are determined by the Central Board of Trustees. Considering the academic needs and developments of the Central Board of Trustees, the number and duration of modules to be effective from the next academic year are decided by the Senate.

Examinations

ARTICLE 8- (1) The following measurement and evaluation activities shall be carried out by the Center.

a) Final Exam: It is the exam applied at the end of the module, where the four basic language skills of the trainee (reading, listening, speaking and writing) are measured. The history of this exam is included in the academic calendar of the Center. Information about the final exam will be announced to the trainees within the first week of the relevant module.

b) Make-up Exam: It is the exam applied to the trainee who has passed 60 (sixty) minimum grades required to be reached in four skills (reading, listening, speaking and writing) but has not passed 15 (fifteen) minimum grades in maximum one of four skills (reading, listening, speaking and writing) in order to move to a senior module.

c) Turkish Placement Examination: It is the exam where four basic skills (reading, listening, speaking and writing) are measured and placed in modules according to the language level of the student/trainee. Students who are determined to have B2 and above language proficiency as a result of this exam gain Turkish Language Certificate prepared by the Center. Letter grade and grade range of the Turkish Placement Examination are provided in Table 1.

ç) Turkish Proficiency Examination: It is the exam where four basic skills (reading, listening, speaking and writing) are measured and the student, trainee or those who request it receive a Turkish Proficiency Certificate according to their language competence. Persons who are determined to have B2 and above language proficiency as a result of this exam are entitled to receive Turkish Proficiency Certificate prepared by the Center.

(2) Turkish Proficiency Examination Grades are expressed in accordance with the standards of the Common Application Text of European Languages (CEFR). For this purpose, letter scores "A1" , "A2", "B1", "B2", "C1" and "C2" corresponding to the success levels of the people who want to obtain certificates are used. 100 grade range of the letter grade values is provided in

Table 1.

Table 1: Turkish Proficiency Examination and Turkish Placement Scores

Letter Grade	Grade Range
A1	20-49
A2	50-59
B1	60-69
B2	70-79
C1	80-89
C2	90-100

Module Success Grade and Moving up to Next Level

ARTICLE 9 - (1) Trainees who obtain 60 (sixty) grades or more by collecting 15 (fifteen) grades from each of the four skills (reading, listening, speaking and writing) are considered successful from the module they are studying and receive the right to participate in a senior module.

(2) If the trainee has passed 60 (sixty) minimum grades sufficient to move to a senior level in the final exam where four skills (reading, listening, speaking and writing) are measured but has not passed 15 (fifteen) minimum grades in maximum one of four skills (reading, listening, speaking and writing), he/she is subjected to the make-up exam. The trainee shall be entitled to participate in a senior module if he/she passes 15 (fifteen) threshold grades from the relevant skill in the make-up exam where the single skill is measured.

(3) If the trainee has passed 60 (sixty) grades in total from four skills (reading, listening, speaking and writing) measured in the final exam but has not passed 15 (fifteen) grades separately in at least two skills, he/she repeats the module that he/she has failed in the following period.

(4) As a result of the final exam and make-up exam, the trainee is considered unsuccessful from the level he/she continues in case he/she receives 59 (fifty-nine) or less grades from four skills (reading, listening, speaking and writing) and repeats the level he/she has failed in the following period.

(5) Final Examination Grade System to be applied in final exams is shown in the Table 2.

Table 2: Final Exam Grading System

	Skills	Grade	Minimum Grade
Comprehension	Listening	25	15
	Reading	25	15
Spoken	Dialogue	15	9
	Independent Speaking	10	6
Writing	Written Expression	25	15
Total		100	60

- (6) If necessary, the proposal of the Central Board of Trustees to change the module success criteria is decided by the Senate.
- (7) Students are obliged to monitor their success status from the Student Affairs System.

Registration and Fees

ARTICLE 10 - (1) The documents, application process, acceptance conditions and registration dates required to register to Turkish Teaching Application and Research Center shall be announced on the website of the Center.

- (2) The tuitions for the examinations conducted by the Center and the Turkish Language Course are determined by the Board of Overseers upon the recommendation of the Central Board of Trustees.
- (3) If the student/trainee who has paid the course and/or exam tuition is unable to attend the course and/or exam for various reasons, the tuition paid shall not be refunded, but if deemed valid, the decision taken by the Board of Trustees and the Board of Overseers shall be made about the student/trainee.
- (4) In order to repeat the level of failure, the trainee who fails from the level he/she continues and cannot move to the next level has to register by paying the fee of the relevant level again.
- (5) Students/trainees who have participated in Turkish Language Course learning activities are entitled to take the Turkish Proficiency Exam 1 (one) time free of charge.
- (6) Foreign students who do not participate in Turkish Language Course learning activities but will study in University programs can participate in Turkish Placement Examination free of charge. Students who want to obtain Turkish Proficiency Certificate can participate in the exam by paying for the Turkish Proficiency Exam.
- (7) Persons who do not participate in Turkish Language Course learning activities as trainees but want to obtain a Turkish Proficiency Certificate can take the Turkish Proficiency Exam held by the Center by paying the exam fee.
- (8) Turkish Teaching Application and Research Center's trainee registration procedures are carried out by International Relations Directorate and Center.

Objecting to Grades

ARTICLE 11- (1) Objection to grades shall be enforced in accordance with the provisions of Fenerbahçe University Associate Degree and Undergraduate Education Regulation. However, if there is a case affecting the student/learner's access to another exam, the objection and evaluation periods may vary.

Attendance to the Classes

ARTICLE 12- (1) It is obligatory for the trainee to continue the course program, practices and other studies deemed appropriate by the instructors. Unless a decision is taken by the Senate, it is the responsibility of the relevant instructors to determine the absenteeism limits and monitor the attendance status of the trainees.

- (2) The attendance requirement for Turkish Language Course is minimum 80%. Absenteeism of the trainee throughout a module shall not exceed 20% of the total course hours of the module concerned. Absenteeism time in one module is not added to absenteeism times in the other

module.

(3) Trainees whose attendance exceeds 20% shall not take the final exam at the end of the module if they do not submit a valid document for their attendance and shall be deemed unsuccessful at the level they continue their training.

(4) Attendance requirement is not sought in courses given with distance teaching methods. In this case, the activities of the students requiring attendance in the courses are determined by the Central Board of Trustees and announced in the first week of the relevant module.

(5) The duration of the trainees who received the medical report according to the principles determined by the Senate and the activities such as sports, culture, art and scientific activities and competitions, the trainees assigned by the University periods when they are unable to continue learning due to having to attend are not taken into account in the attendance period.

Absenteeism and/or leave in all cases shall not exceed 50% of the total course hours.

(6) When an application for registration freeze is made, trainees are obliged to continue the courses until the decision to freeze the registration is official. In case of rejection of the registration freeze application, the responsibility for absenteeism rests with the trainee.

(7) Students are obliged to monitor their absenteeism status from the Student Affairs System.

Make-up Certificate Handover Period and Requirements for Taking the Make-up Exam

ARTICLE 13- (1) Trainees shall submit their reports together with a petition to Turkish Teaching Application and Research Center Directorate within 3 (three) business days at the latest after the report completion date.

(2) Trainees who do not submit a valid document even if they exceed the absenteeism limit by 20% and trainees who exceed the certificate handover period even if they have documents forfeit their right to take the final exam.

(3) Report delivery of the trainees who will take the exam with the right of excuse is carried out as follows:

a) If the report handover period covers the exam dates, the handover period is not expected for 3 (three) business days. When the report is required, it can be submitted no later than a day before.

b) If the certificate is not submitted before the make-up exam, the trainee cannot take the make-up exam.

c) You are not allowed to take another make-up exam for the make-up exam that is not taken.

(4) There is no make-up exam for the Turkish Placement Examination included in the academic calendar of the Center.

(5) The trainees who will take the make-up exam are obliged to follow the information about the entrance date and the place of the exam from the Central Board of Trustees.

PART THREE

Documentation and Certificates

Documentation and Certificates

ARTICLE 14- (1) The following documents and certificates shall be issued by the Center.

a) Turkish Language Certificate: Language certificate issued to students who are determined to

have B2 and above language proficiency in Turkish Placement Examination or to trainees who have completed Turkish Language Course with B2 and above language proficiency,

b) Turkish Language Classes Certificate of Participation: Learning activities carried out by the Center It is the participation certificate issued to the trainee who participated in 80% of them but could not pass from the module he/she attended to to a senior module and who could not obtain the right to receive a Turkish Level Certificate or Turkish Language Certificate.

c) Turkish Level Certificate: It is a certificate that shows the language level of the trainee who successfully completed Turkish Language Course at A1, A2, B1 levels.

ç) Turkish Proficiency Certificate: It is the language proficiency certificate prepared in accordance with the Turkish Proficiency Examination Grades based on the standards of the Common Application Text of European Languages (CEFR) as a result of the Turkish Proficiency Examination applied by the Center.

(2) Validity period of Turkish Proficiency Certificate organized by Fenerbahçe University Turkish Teaching Application and Research Center is 2 (two) years.

PART FOUR

General Provisions

Trainee ID Card

ARTICLE 15 - (1) (1) The Trainee Identification Card valid at the University shall be prepared for the trainees enrolled in the Turkish Language Course opened within the center. The Trainee ID Card does not replace the Student ID Card. The validity period of the Trainee Identification Card covers the period during which the trainee is enrolled in the Turkish Language Course.

The conditions not covered hereunder

ARTICLE 16 - (1) Provisions of Higher Education Law No. 2547, Fenerbahçe University Associate Degree and Undergraduate Education Regulation and Senate and University Board decisions shall be applied in matters not included in this Directive.

Effectiveness

ARTICLE 17- (1) This Directive shall be effective from 2020-2021 Academic Year.

Enforcement

ARTICLE 18. (1) This Directive shall be enforced by the Rector of Fenerbahçe University.