

REPUBLIC of TURKEY
HAKKARI UNIVERSITY SCHOOL OF FOREIGN
LANGUAGES OPTIONAL FOREIGN LANGUAGE
PREPARATION CLASS TRAINING - TEACHING
AND EXAM DIRECTIVE

(Senate Date: 19/12/2012 Senate Number: 2012/9)

CHAPTER ONE
Objective, Scope, Basis and Definitions

Objective

Article 1- (1) The purpose of this directive is to regulate the procedures and principles related to foreign language education and exams carried out in "Hakkari University School of Foreign Languages Optional Foreign Language Preparatory Classes" in order to provide students studying in a foreign language with reading, writing, listening, comprehension, speaking and grammar skills at a level that will carry out academic activities in a foreign language.

Scope

Article 2- (1) This Directive covers the basic provisions related to the standards, scope, level, in-class and extracurricular studies, attendance, exams and success conditions of the On-Demand Foreign Language Preparatory education carried out at Hakkari University.

Basis

Article 3- (1) This Directive is the 14th and 49th articles of the Higher Education Law No. 2547 and article 3 of the Law no. 2923 dated 14/10/1983; It was prepared on the basis of the Regulation on the Principles to Be Observed in Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 04/12/2008 and numbered 27074, and article 16 of Hakkari University Education, Training and Examination Regulation.

Definitions

Article 4- (1) In this directives, following terms shall have the meaning next to them;

- a) ÖSYM: The Center for Measurement, Selection and Placement,
- b) Rector: The Rector of Hakkari University,
- c) Senate: Hakkari University Senate, ç) University: Hakkâri Üniversitesi
- d) Board of Directors: Hakkari University School of Foreign Languages Management Board
- e) Head of Student Registrar's Office: Hakkari University Student Affairs Department,
- f) The Board of Higher Schools, Hakkari University School of Foreign Languages Board,
- g) Preparatory Education, Optional Foreign Language Preparatory Education,
- ğ) Preparatory Class, optional foreign language preparatory education/class consisting of students,
- h) Measurement Evaluation and Material Development Unit, Hakkari University School of Foreign Languages Measurement Evaluation and Material Development Unit

PART TWO

Registration Acceptance, Consultancy and Application

Procedures and Principles Registration and Acceptance

Article 5- (1) The student who enrolls in the undergraduate and associate degree program of the university's academic language, which is Turkish, can continue to the "Optional Foreign Language Preparatory Class" if requested.

(2) All students enrolled in undergraduate and associate degree programs applying for preparatory education are accepted to the education taking into account the infrastructure opportunities of the university.

Consulting

Article 6- (1) Every student enrolled in the Optional Foreign Language Preparatory Class is appointed as a faculty member consultant by the School of Foreign Languages in order to monitor the academic status of the student and to guide the student on academic subjects.

Application Procedures and Principles

Article 7- (1) The application period and conditions for the Optional Foreign Language Preparatory Class are announced to the students together with the new student registration program. Applications are made during the university registration process and are finalized by the Department of Student Affairs and the Directorate of The School of Foreign Languages.

Level Determination Exam

Article 8- (1) The foreign language levels of the newly enrolled students are determined by the Level Determination Exam organized by the School of Foreign Languages at the beginning of the academic year in which they are enrolled in the University.

(2) The students' placement in the Optional Foreign Language Preparatory Class is determined by the School of Foreign Languages according to the results of the Level Determination Exam.

(3) Students who do not take the Level Determination Exam are placed in the beginner level classes in the Optional Foreign Language Preparatory Class.

(4) Excuse exams are not held for students who do not take the Level Determination Exam; students are deemed unsuccessful in this exam they did not take.

THIRD PART

Education Programs, Durations and Attendance

Optional Foreign Language Preparatory Class Education and Training Program

Article 9- (1) The Optional Foreign Language Preparatory Class is applied as an academic year according to the academic calendar determined by the University Senate.

Preparatory training -
teaching is done in the form of two semesters of 14 weeks each.

(2) The academic year in the Optional Foreign Language Preparatory Class is one academic year. This period is not included in the legal education period determined by Article 44 of the Law No. 2547. The preparatory class cannot be repeated.

(3) In the Optional Foreign Language Preparatory Class, an intensive foreign language program is applied, which is not less than 24 lesson hours per week. This program is carried out by supporting a series of source books determined by the Directorate of the School of Foreign Languages at the beginning of the academic year and meeting the standards of the Common Framework Programme of the European Union (CEF) with additional materials prepared by the material unit.

(4) Weekly syllabuses and hours in the Optional Foreign Language Preparatory Class are determined and announced by the Directorate of The School of Foreign Languages at the beginning of the academic year.

Obligation to Attend Classes

Article 10- (1) It is mandatory to attend classes and participate in all kinds of course activities (homework, projects, etc.) in the Optional Foreign Language Preparatory Class.

(2) There is an 80% requirement to attend Optional Foreign Language Preparatory Class courses. The student's excuse for not attending the course is taken into account at a maximum of 20%. Absences based on reports or other similar documents received from health institutions are not evaluated within this 20% excuse.

(3) The student who does not continue or cannot continue with or without excuses in more than 20% of the courses is deemed "absent" and "fails". Students who do not meet the attendance requirement cannot take the End of Year Exam of Preparatory Education. Even if they take the exam, their grade will be canceled.

(4) Instructors follow and control the attendance of the courses by signing students in each course and/or by registering electronically. Students' attendance records are processed daily by the instructor of the course to the student automation program.

FOURTH PART Preparatory Class Exams and Success Evaluation

Exam Types

Article 11- (1) Short exams (quiz), midterms and end-of-year exams are applied to monitor and measure the development of the student's language skills during the academic year. For students who fail the end-of-year exam, a make-up exam is held within the week following the announcement of the exam results.

(2) Exams can be written, oral or both written and oral on paper and/or in a computer-based environment.

(3) The exams are prepared by the "Measurement Evaluation and Material Preparation Unit" of the School of Foreign Languages. The Directorate of the School of Foreign Languages carries out the preparation, supply and preparation of the exams.

Quizzes

Article 12- (1) Short exams are conducted by the Measurement Assessment and Material Development Unit at least 4 (four) times in a period.

(2) The schedule of short exams is not announced in advance; applied on any day and within any course time.

(3) Short exams; As a test through the internet-based class, in-term reading assignments (reader quiz), writing quiz, etc. can also be done.

(4) There is no make-up exam and/or excuse exam for the student who cannot take the short exam.

Midterms

Article 13- (1) At least one midterm exam is held in each semester on the dates previously announced in the academic calendar.

(2) Midterm exams consist of grammar, reading and comprehension, listening-comprehension and written and/or oral expression sections.

(3) Students who do not meet the attendance requirement cannot take the midterm exam.

(4) Midterm exams are announced on the bulletin board, student automation system and/or university website no later than 15 (fifteen) days after the exam.

End-of-year Exam

Article 14-(1) This exam is a general proficiency exam to be held at the end of the spring semester. End-of-year exam; it measures the language skills and competencies of students in terms of grammar, reading and comprehension, listening-comprehension and written-oral expression.

(2) The end-of-year exam consists of grammar, reading and comprehension, listening-comprehension and written and/or oral expression sections.

(3) Students who do not meet the attendance requirement cannot take the end-of-year exam.

(4) The end-of-year exam is announced on the bulletin board, student automation system and/or on the university's web page no later than 15 (fifteen) days after the exam.

(5) The date of the end-of-year exam is determined in the academic calendar and announced in advance.

Accomplishment and Assessment

Article 15- (1) The grade to be based on determining whether the student has successfully completed the preparatory program. The success grade is determined by calculating 40% of the average of the grades taken by the student in the midterm exams, 10% of the grades he/she received from the quizzes and 50% of the grade he received in the end-of-year general exam.

(2) The success grade must be at least 70. Evaluation is not subject to the relative evaluation system.

(3) Students attending the University's Optional Foreign Language Preparatory Class are given a "Certificate of Success" indicating the level of language they have succeeded in if they meet the success requirement set by this directive of the Foreign Language Preparatory Class.

Failure Status

Article 16- (1) Students enrolled in associate or undergraduate diploma programs where the university's language of education is Turkish and continue to the "Optional Foreign Language Preparatory" Class start their associate or undergraduate degree programs in the following year, even if they do not meet the success requirement set out in this directive of the Foreign Language Preparatory Class.

(2) Students who fail the preparatory class are given a "Certificate of Attendance".

Excuses in Exams, Announcement of Exam Results and Objection to Results Article 17- (1)

Students who cannot take midterm exams for just and valid reasons report their excuses in writing to the School of Foreign Languages Within 5 (five) days following the exam date. Those whose excuses are accepted by the board of directors exercise their right to the exam during the excuse exam period determined by the administration.

(2) The instructor or the exam commission who performs the Excuse Exam delivers the exam results to the Directorate of The School together with the exam papers within 15 (fifteen) days following the exam date.

(3) Students can object to the exam results in terms of financial error by petitioning the Directorate of Higher School within 5 (five) days of the announcement. Subsequent objections are not accepted. Upon objection, the exam paper is examined by the head of the course no later than 5 (five) days after the subject is submitted to him and the result is reported to the Directorate of The School in writing. The grade change is made only by the Decision of the Board of Directors of the College.

(4) The results of oral exams cannot be contested.

(5) Excuse exam cannot be opened for the short exam and the end-of-year exam.

PART FIVE

Measurement, Evaluation and Material Development Unit

Definition

Article 18- (1) The Measurement, Evaluation and Material Development Unit determines target skills by taking into account the duration of education, physical conditions and external expectations before the start of the academic year and plans and implements how, what, how long and by whom these skills will be taught. In order to achieve a certain standard and quality by taking into account the content of the specified target skills, textbooks and additional materials, it prepares exams based on four basic skills with high objectivity, validity and reliability, and ensures its evaluation and evaluation together with the instructors.

operation

Article 19- (1) Unit employees shall be

- (2) The staff working in the unit are also obliged to teach.
- (3) The duties and responsibilities of the employees in the unit are determined by the unit coordinator.
- (4) The unit makes a general evaluation of the program and the necessary corrections with weekly meetings in line with the opinions and suggestions of the faculty members.

Duties and Responsibilities

Article 20- (1) Determines the courses to be taught during the year, course contents, number of courses and weekly course hours.

- (2) Determines textbooks and other materials to be used in the course for the targeted courses.
- (3) Prepares the possible "Exam Calendar" for the exams to be held during the year in the preparatory program.
- (4) Determines the course subjects that are processed both annually and weekly.
- (5) Conducts weekly meetings, makes a general assessment of the previous week's schedule and reviews the schedule of the next week and informs the instructors by making the necessary changes, if any.
- (6) It determines the subjects that will be included in the exam before each exam and informs the instructors and students about this subject.
- (7) After reviewing the recommendations on the preparation of materials for the content of the exam, it ensures the preparation and implementation of the necessary materials.
- (8) Makes the necessary changes to the program using class observations, "focus group" interviews, surveys, etc. tools.
- (9) Prepares class lists and class attendance forms and transmits them to instructors.
- (10) The student keeps the absence record and determines the number of students who will take the Final Exam at the end of the academic year.
- (11) Within the framework of the program implemented in the Preparatory Program of our School, it carries out the preparation, implementation and finalization of the exams applied in different level groups.
- (12) Prepares exams for different level groups in line with the scope of the exam, creates answer keys and determines the evaluation principles.
- (13) It prints and envelopes question papers and provides pre-exam distribution.
- (14) Organizes the exam and ensures that the exam is applied smoothly.
- (15) After the exam is finished, he receives the exam documents and gives them to the relevant instructors for evaluation.

- (17) Announces the exam results, keeps a record of the exams taken and keeps the exam documents
- (18) Prepares various visual and written materials (picture, exam question, etc.) in accordance with the content of the training program applied for use in oral exams, creates exam files, and sets criteria for application and evaluation.
- (19) It performs exam statistics, evaluates and reports results, and in this way gives feedback to the instructors who take the course to review the training program.
- (20) Determines criteria such as question style, number of questions and scoring according to curriculum and scope of the exam to be held
- (21) It provides the preparation of materials for the content of the exam.
- (22) If necessary, it makes a recommendation to the Directorate of The School to change the exam dates.
- (23) Enters the end-of-year and proficiency exam results into the ÖBS system together with the student affairs officer

CHAPTER SIX

Various and Final Provisions

Taking a Break from Education

Article 21- (1) The student who, when he/she first enrolled in the University, enrolled in an optional preparatory class, after taking or entering the Level Determination Exam, at least one semester, without making excuses or reporting, who has suspended (does not attend) preparatory class education; When he resumes his education, if he wants to receive on-demand preparatory training, he is taken to the Level Determination Exam and continues to a class that is suitable for his level according to the exam result.

Disciplinary Work and Procedures

Article 22- (1) In the disciplinary work and procedures of the students of the Optional Foreign Language Preparatory Class, the provisions of the Student Disciplinary Regulation of Higher Education Institutions published in the Official Gazette dated 13/1/1985 and numbered 18634 are applied.

Non-Provisioned Situations

Article 23- (1) In cases where there is no provision in this directive, The law no. 2923 dated 14/10/1983, the law no. 2547 and the Regulation on the Principles to Be Observed in Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 04/12/2008 and numbered 27074, Hakkari University Associate and Undergraduate Education and Training Regulation, YÖK Decisions and The Senate and The Council of Foreign Languages Are applied.

Other Provisions

Article 24- (1) Those that are directly applicable from the changes to the Preparatory Education Regulation published by the Higher Education Council/Interuniversity Board shall be applied without any changes to this directive.

Effective

Article 25- (1) This Directive shall take effect on the date it is adopted by the University Senate

Execution

Article 26- (1) The provisions of this directive shall be carried out by the Rector.