FENERBAHÇE UNIVERSITY

TURKISH EDUCATION APPLICATION AND RESEARCH

CENTER EDUCATION AND TRAINING DIRECTIVE

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

**ARTICLE 1-** (1) The purpose of this Directive is to set forth the principles and procedures related to the education-training 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, Regulation on the Principles to be Followed in Foreign Language Education and Foreign Language Education in Higher Education Institutions, published in the Official Gazette dated 23/03/2016 and numbered 29662, the provisions of the Fenerbahçe University Turkish Language Teaching Application and Research Center Regulation published in the Official Gazette dated 20/01/2020 and numbered 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:

1. **Level:** One of A1, A2, B1, B2, C1 and C2 levels in accordance with the Common Application Text of European Languages,
2. **Trainee:** Except for Fenerbahçe University registered students, the person who has enrolled in Turkish Language Course opened in Turkish Teaching Application and Research Center,
3. **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 Directors:** Fenerbahce University Turkish Language Teaching Application and Research Center Board of Directors,

**e) Director:** Fenerbahçe University Turkish Teaching Application and Research Center Director, **f) Board of Trustees:** Fenerbahce University Board of Trustees,

1. **Student Affairs System**: Fenerbahçe University Student Affairs System,

**ğ) Student:** Foreign students registered at Fenerbahçe University,

1. **Rector:** Rector of Fenerbahçe University,

**ı) Senate:** Senate of Fenerbahçe University,

1. **Turkish Language Certificate:** Language certificate issued to students who are determined to have B2 and above language proficiency in the Turkish Level Determination Exam or to students/trainees who have completed the Turkish Language Course with B2 and above language proficiency,
2. **Turkish Language Course:** Courses opened by Fenerbahçe University Turkish Teaching Application and Research Center
3. **Turkish Language Course 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 minimum grade to complete the module he/she was trained in,
4. **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),
5. **Turkish Level Determination Exam:** The exam that determines the student's/trainee's Turkish language level,
6. **Turkish Proficiency Certificate:** Certificate showing the success level according to the letter grade corresponding to the success grade of the candidate who participated in the exam as a result of the Turkish Proficiency Exam,
7. **Turkish Proficiency Exam:** 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,

1. **University:** Fenerbahçe University,

**r) Council of Higher Education:** Council of Higher Education,

**s) Board of Directors:** Fenerbahce University Board of Directors.

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 Training**

**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 (PreIntermediate), B2 (Intermediate), C1 (Upper-Intermediate), C2 (Advanced) levels. The levels to be opened in each module are determined by the Central Board of Directors. The proposal of the Central Board of Directors to change the number and duration of modules, effective from the next academic year, taking into account academic needs and developments, is decided by the Senate.

Exams

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

1. 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 date 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.
2. Make-up Exam: It is the exam applied to students/trainees who have passed the minimum grade of 60 (sixty) in total in four skills (reading, listening, speaking and writing) in order to pass to the next level module, but who have not passed the minimum grade of 15 (fifteen) in at most one of the four skills (reading, listening, speaking and writing).
3. Turkish Level Determination Exam: It is the exam where four basic skills (reading, listening, speaking and writing) are measured. According to the exam results, the student/trainee is placed in the module appropriate to his/her language level. 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 Level Determination Exam are provided in Table 1.

ç) Turkish Proficiency Exam: 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.

1. Turkish Proficiency Exam Grades are expressed in accordance with the standards of the Common Application Text of European Languages (CEFR). For this purpose, letter grades "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 Exam and Turkish Level Determination Exam Grades

|  |  |
| --- | --- |
| Letter Grade | Grade Range |
| A1 | 0-49 |
| 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) Students/trainees who collect 15 (fifteen) minimum grades from each of the four skills (reading, listening, speaking and writing) and obtain a grade of 60 (sixty) or above are considered successful in the module they study and gain the right to participate in the next level module.

(2) If the student/trainee passes the 60 (sixty) minimum grade in the final exam where four skills (reading, listening, speaking and writing) are measured to advance to the next level, but cannot pass the 15 (fifteen) minimum grade in at most one of the four skills (reading, listening, speaking and writing), he/she is subjected to a make-up exam. If the student/trainee passes 15 (fifteen) points in the relevant skill in the make-up exam where a single skill is measured, he/she gains the right to participate in the next level module.

1. If the student/trainee passes the minimum grade of 60 (sixty) in total from the four skills measured in the final exam (reading, listening, speaking and writing), but fails to pass the minimum grade of 15 (fifteen) separately in at least two skills, he/she repeats the module he/she failed in the following semester.
2. If a student/trainee receives a total of 59 (fifty-nine) or lower from four skills (reading, listening, speaking and writing) as a result of the final exam and make-up exam, he/she is considered to have failed the level he/she is continuing and must repeat the level he/she failed in the following semester.
3. The Final Exam Grading System to be applied in final exams is shown in Table 2.

Table 2: Final Exam Grading System

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

1. The proposal of the Central Board of Directors to change the module success criteria when necessary is decided by the Senate.
2. Students/trainees are responsible for following their success status through the Student Affairs System.

**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.

**Registration and Fees**

1. The tuition fees for the exams conducted by the Center and the Turkish Language Course are determined by the Board of Trustees upon the recommendation of the Center's Board of Directors.
2. If a student/trainee who has paid the course and/or exam fee cannot attend the course and/or exam for various reasons, the fee paid will not be refunded. However, in cases deemed valid, a decision will be made regarding the student/trainee by the decision of the Board of Directors and the Board of Trustees.
3. Students/trainees who fail the level they are currently attending and cannot move on to the next level must re-register by paying the relevant level fee in order to repeat the level they failed.
4. Students/trainees who have participated in Turkish Language Course learning activities have the right to take the Turkish Proficiency Exam once free of charge.
5. Foreign students who do not participate in Turkish Language Course learning activities but will study in university programs can take the Turkish Level Determination Exam or Turkish Proficiency Exam once free of charge.
6. Foreign students studying at university and wishing to obtain a Turkish Proficiency Certificate can take the Turkish Proficiency Exam by paying the fee.
7. Those who do not participate in the Turkish Language Course learning activities as students/trainees but wish to obtain a Turkish Proficiency Certificate can take the Turkish Proficiency Exam conducted by the Center by paying the exam fee.
8. Student/trainee registration procedures of the Turkish Language Teaching Application and Research Center are carried out by the International Relations Directorate and the Center.

Objecting to Grades

**ARTICLE 11-** (1) Objections to grades are carried out in accordance with the relevant article provisions of the Fenerbahçe University Associate and Undergraduate Education Regulation. However, if there is a situation that affects the student/trainee's ability to take another exam, objection and evaluation periods may vary.

Attendance to the Course

**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 made by the Senate, determining the absence limits and monitoring the attendance status of students/trainees are the responsibility of the relevant instructor.

(2) The attendance requirement for Turkish Language Course is minimum 80%. The student/trainee's absence during a module cannot exceed 20% of the total course hours of the relevant module. The absence period in a module is not added to the absence periods in other modules.

(3) Students/trainees whose absences exceed 20% cannot take the final exam at the end of the module if they do not submit a valid document for their absences and are considered to have failed the level at which they continue their education.

(4) Attendance is not required in courses given via distance education methods. In this case, the activities of students/trainees requiring attendance in the courses are determined by the Central Board of Directors and announced in the first week of the relevant module.

(5) The periods during which students/trainees who have received a health report in accordance with the principles determined by the Senate are on sick leave and the periods during which students/trainees assigned by the University to participate in sports, culture, art and scientific activities and competitions and their preparation work are unable to continue their education are not taken into account in the calculation of the duration of attendance. In any case, the total absence and/or leave cannot exceed 50% of the total course hours.

(6) When an application is made to freeze registration, students/trainees are required to attend classes until the decision to freeze registration becomes official. If the application to freeze registration is rejected, the student/trainee is responsible for the absence.

(7) Students/trainees are responsible for monitoring their absences through the Student Affairs System.

Deadline for Submitting Make-up Certificate and Conditions for Taking 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) Students/trainees who do not submit a valid document despite exceeding the 20% absence limit and students/trainees who have documents but exceed the document submission deadline lose their right to take the final exam.

(3) The report submission for students/trainees who will take the exam with an excused absence is done as follows:

a) If the report submission period covers the exam dates for which an excuse is valid, a 3 (three) business day submission period is not expected. When a report needs to be delivered, it can be done at least one day in advance.

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

c) Permission to take another make-up exam for a missed make-up exam will not be granted.

(4) There will be no make-up exam for the Turkish Level Determination Exam included in the academic calendar of the Center and the University.

(5) Students/trainees who will take the make-up exam are responsible for following the information regarding the exam date and exam location from the Central Board of Directors.

**PART THREE**

**Documents and Certificates**

Documents and Certificates

**ARTICLE 14-** (1) The documents and certificates specified below are issued by the Center.

1. Turkish Language Certificate: It is a language certificate issued to students who are determined to have a language proficiency of B2 and above in the Turkish Level Determination Exam or to students/trainees who have completed the Turkish Language Course with a language proficiency of B2 and above.
2. Turkish Language Course Participation Certificate: It is a participation certificate issued to trainees who have attended 80% of the learning activities carried out by the Center, but have not been able to move on to the next level module from the module they are attending and have not earned the right to earn a Turkish Level Certificate or Turkish Language Certificate.
3. Turkish Level Certificate: It is a document showing the language level of the trainee who has successfully completed the Turkish Language Course at A1, A2, B1 levels.

ç) Turkish Proficiency Certificate: It is a language proficiency certificate prepared according to the Turkish Proficiency Exam Success Grades based on the Common European Framework of Reference for Languages ​​(CEFR) standards, as a result of the Turkish Proficiency Exam administered by the Center.

(2) The validity period of the Turkish Proficiency Certificate issued by Fenerbahçe University Turkish Language Teaching Application and Research Center is 2 (two) years.

**PART FOUR**

**General Provisions**

Trainee ID Card

**ARTICLE 15-** (1) A Trainee ID Card valid at the University is prepared for students who register for 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 ID Card covers the period during which the student is registered for the Turkish Language Course.

Legal Clauses

**ARTICLE 16-** (1) In matters not included in this Directive, the provisions of the Higher Education Law No. 2547, Fenerbahçe University Associate and Undergraduate Education Regulation and the decisions of the Senate and the University Board of Directors shall apply.

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.