



FENERBAHÇE UNIVERSITY
TURKISH LANGUAGE TEACHING APPLICATION AND RESEARCH CENTER
EDUCATION-TRAINING AND EXAMINATION DIRECTIVE

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this directive is to regulate the procedures and principles for the teaching and assessment processes in the language courses offered by the Fenerbahçe University Turkish Teaching Application and Research Center, both for international students enrolled at the University and for non-students who wish to learn Turkish.

Scope

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

Basis

ARTICLE 3 - (1) This Directive has been prepared on the basis of Articles 5, 12, 14, 44, and 49 of the Higher Education Law No. 2547 dated 4/11/1981; the provisions of the Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be Followed in Teaching in Foreign Language published in the Official Gazette No. 29662 dated 23/03/2016; the provisions of the Fenerbahçe University Turkish Teaching Application and Research Center Regulation published in the Official Gazette No. 31014 dated 20/01/2020; the provisions of the Fenerbahçe University Associate Degree and Undergraduate Education Regulation published in the Official Gazette No. 32500 dated 25/04/2024; and the provisions of the Fenerbahçe University Graduate Education Regulation.

Definitions

ARTICLE 4 -(1) Definitions of the terms in this Directive are as follows:

- a) Level: One of the A1, A2, B1, or B2 levels in line with the Common European Framework of Reference for Languages (CEFR), or the proficiency exam preparation classes Proficiency Exam-Oriented Turkish 1 and Proficiency Exam-Oriented Turkish 2,
- b) Trainee: A person enrolled in a Turkish language course offered by the Turkish Teaching Application and Research Center, excluding students enrolled at Fenerbahçe University,

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- c) Trainee Identity Card: An identity card issued to trainees enrolled in courses offered by the Turkish Teaching Application and Research Center, excluding students enrolled at Fenerbahçe University,
- d) Center: Fenerbahçe University Turkish Teaching Application and Research Center,
- e) Center Administrative Board: The Administrative Board of the Fenerbahçe University Turkish Teaching Application and Research Center,
- f) Director: The Director of the Fenerbahçe University Turkish Teaching Application and Research Center,
- g) Board of Trustees: Fenerbahçe University Board of Trustees,
- h) Student: International student enrolled at Fenerbahçe University,
- i) Registrar's Office: Fenerbahçe University Registrar's Office,
- j) Student Information System (OIS): Fenerbahçe University Student Information System,
- k) Rector: Fenerbahçe University Rector,
- l) Senate: Fenerbahçe University Senate,
- m) Turkish Language Course: Courses offered by Fenerbahçe University Turkish Teaching Application and Research Center,
- n) Turkish Language Course Participation Certificate: Certificate awarded to trainees who have attended at least 80% of the courses offered by the Center but have not achieved the required grade to complete the level of instruction,
- o) Turkish Level Certificate: Document indicating the Turkish language level awarded to trainees who have successfully completed the A1, A2, or B1 levels,
- p) Turkish Proficiency Certificate: Certificate indicating the level of achievement based on the letter grade corresponding to the score of the individual who took the Turkish Proficiency Exam,
- q) Turkish Proficiency Exam: Exam that measures the Turkish language proficiency of a student or trainee,
- r) Department of International Relations: Fenerbahçe University Department of International Relations,
- s) University: Fenerbahçe University,
- t) University Board of Directors: The Board of Directors of Fenerbahçe University.

Purpose of the Turkish language course

ARTICLE 5 - (1) The purpose of the teaching activities in the Turkish Language Course is to provide international students with the competence and proficiency necessary to study Turkish in the associate, undergraduate, and graduate programs of the University. In addition to university students, the Center aims to teach Turkish to anyone interested in learning the language and to introduce Turkish culture and Turkey.

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PART TWO

Principles of Turkish Language Course Teaching

Academic term, academic calendar, and summer school

ARTICLE 6 - (1) A teaching period consists of four modules, lasting a total of 32 weeks, excluding final exams and summer school. Each module lasts 8 weeks, excluding the final exam. Weekly course hours are set at a minimum of 20 hours for A1, A2, B1, and B2 levels.

(2) The summer school consists of a single module lasting 8 weeks, excluding the final exam.

(3) Course hours for Proficiency Exam-Focused Turkish 1 and Proficiency Exam-Focused Turkish 2 levels are set at a minimum of 12 hours per week.

(4) The duration and dates of registration, exams, and other related activities in an academic period are indicated in the academic calendar. The academic calendar of the Center may differ from the academic calendar prepared according to the Associate Degree and Undergraduate Education Regulations and the Graduate Education Regulations. The academic calendar of the Center is finalized based on the proposal of the Center Board of Directors and with the approval of the Senate. The Senate may delegate authority to the Rector to make partial changes to the academic calendar in emergencies, provided that the scope of this authority is clearly defined.

(5) The teaching activities and exams of the language courses offered by the Center may be held after the end of working hours on weekdays and/or on Saturdays and Sundays, if necessary, with the recommendations of the relevant boards and the approval of the Rector.

Duration of instruction

ARTICLE 7 - (1) The provisions of Article 44 of the Higher Education Law No. 2547, as well as those specified in the Fenerbahçe University Associate and Undergraduate Education Regulation and the Fenerbahçe University Graduate Education Regulation, apply to periods of instruction in the compulsory or optional Turkish language course.

(2) The normal education period in the Turkish Language Course is 1 year, and the maximum education period is 2 years. If students in the Turkish Language Course do not succeed at the end of the first year, they continue the course in the following year. However, students who pass the proficiency exam held at the end of the first semester are deemed to have completed the Turkish Language Course.

(3) The time spent in the Turkish Language Course is not counted toward the duration of the program or the maximum education period.

Teaching plans and lessons

ARTICLE 8 - (1) Teaching in the Turkish Language Course consists of four modules. Each module includes separate and/or combined levels at A1 (Beginner), A2 (Lower Intermediate), B1 (Intermediate), and B2 (Upper Intermediate), as well as Proficiency Exam-Oriented Turkish 1 and Proficiency Exam-Oriented Turkish 2 levels for students who have completed the B2 (Upper

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Intermediate) level but need to wait one or two additional modules before participating in the proficiency exam, and for students who do not succeed in the proficiency exam. The proposal of the Center Administrative Board to change the number and duration of modules, taking into account academic needs and developments, and to be effective from the next academic period, is decided by the Senate.

Exams

ARTICLE 9 - (1) The following measurement and evaluation activities are conducted by the Center.

- a) Midterm Exam: This exam is administered in the middle of the module and assesses the student's/trainee's knowledge and skills in vocabulary, grammar, reading, listening, and writing. The date of this exam is listed in the Center's academic calendar. Information about the midterm exam is announced to students/trainees within the first week of the relevant module.
- b) Final Exam: This exam is administered at the end of the module and assesses the student's/trainee's four basic language skills: reading, listening, speaking, and writing. The date of this exam is listed in the Center's academic calendar. Information about the final exam is announced to students/trainees within the first week of the relevant module.
- c) Quizzes: These are exams that assess vocabulary, grammar, reading, and/or writing skills within a module. Information about quizzes is announced to students within the first week of the relevant module, and each module includes at least two quizzes. The dates and/or number of these exams may be changed, provided that students are notified at least two weeks in advance. Quizzes are not included in the Center's academic calendar, and make-up exams are not provided for quizzes.
- ç) Make-up Exam: This exam is available to students/trainees who cannot attend the midterm and/or final exam, provided they submit a medical report and/or other valid excuse. Students/trainees whose excuses are accepted by the Center may take their exams on the dates specified in the Center's academic calendar. The make-up exam for the midterm is held before the final exam.
- d) Turkish Proficiency Exam: This exam assesses the four basic language skills: reading, listening, speaking, and writing, and participants with B2 or higher proficiency are awarded a Turkish Proficiency Certificate.

The Turkish Proficiency Exam for enrolled students at the University is administered in the following two situations:

- i.) If students at the Center complete their Turkish language education at the B1 level with a grade point average of at least 80, and at the B2 level with a grade point average of at least 70, they are eligible to take the exam at the end of the fall semester (2nd module), at the end of the spring semester (4th module), or at the end of the summer school/beginning of the fall semester. The

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student participating in the exam is expected to successfully complete the second module of the semester. The Turkish Proficiency Exam is not held after the 1st and 3rd modules.

ii.) This exam is for students enrolled in the associate, undergraduate, and graduate programs of the University who cannot submit a valid language certificate.

(2) Turkish Proficiency Exam success grades are reported according to the standards of the Common European Framework of Reference for Languages (CEFR). For this purpose, the letter grades “A1”, “A2”, “B1”, “B2”, “C1”, and “C2”, corresponding to the proficiency levels of individuals seeking a certificate, are used. The 100-point grade range corresponding to each letter grade is shown in Table 1.

Table 1: Turkish Proficiency 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, progression to the next level, and completion of Turkish language instruction

ARTICLE 10 - (1) Students/trainees who complete the module with a grade point average of at least 70 out of 100 are considered successful in the relevant module and are eligible to attend the next level. Students whose end-of-module grade point average is below 70 are considered unsuccessful and must repeat the level they failed in the following module.

(2) The module success grade is calculated based on the student’s/trainee’s midterm exam grade, final exam grade, quiz grades, attendance/absenteeism rate, and out-of-class work. The Module Success Grade System used to calculate the module success grade is shown in Table 2.

Table 2: Module Success Grade System

Measurement Method	Rate
Midterm Exam	30%
Final Exam	40%
Quizzes	15%
Out-of-Class Work	10%
Attendance	5%

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- (3) Students who are entitled to take the Turkish Proficiency Exam by successfully completing the B1 level with a grade of 80 or above and the B2 level with a grade of 70 or above are considered to have completed the Turkish Language Course and graduate if they score at least 70 points on the Turkish Proficiency Exam.
- (4) A student who successfully completes the B1 level but does not achieve the required score on the Turkish Proficiency Exam to complete the Turkish Language Course continues their education at the B2 level in the following module.
- (5) Students who have successfully completed the B2 level but need to wait one or two more modules to participate in the next end-of-semester proficiency exam, or who did not pass the proficiency exam, continue with Proficiency Exam-Focused Turkish 1 and Proficiency Exam-Focused Turkish 2 courses in the following module. Participation and attendance in these courses are mandatory for these students. In evaluating the passing grade of the Turkish Language Course for students in this situation, 30% of the overall grade from the Proficiency Exam-Focused Turkish 1/Proficiency Exam-Focused Turkish 2 courses and 70% of the grade from the Turkish Proficiency Exam are used as the basis. Students who achieve a grade of 70 or higher complete their education and graduate.
- (6) Out-of-class work is graded using the Out-of-Class Work Assessment Chart, prepared for this purpose. The Out-of-Class Work Assessment Chart is established by the Center Administrative Board. The grading of out-of-class work is the responsibility of the instructor teaching the relevant level or, in cases where there is more than one instructor, the instructor primarily assigned to that level.
- (7) The attendance grade of students is determined using the Course Attendance Grade Chart established by the Center Administrative Board.
- (8) Module success criteria may be changed based on the proposal of the Center Administrative Board and with the approval of the Senate.

Registration and fees

- ARTICLE 11** - (1) The documents required to register as a trainee at the Center, the application process, admission requirements, and registration dates are announced on the Center's website.
- (2) The tuition fee for the exams administered by the Center and for the Turkish Language Course is determined based on the proposal of the Center Administrative Board, the positive recommendation of the University Board of Directors, and the approval of the Board of Trustees.
- (3) If a student/trainee who has paid the course and/or exam fee cannot attend the course or exam for any reason, the fee is not refunded, but if the student/trainee is unable to start the course for a justified and valid reason, the University Board of Directors decides on the matter.
- (4) International students enrolled in the associate, undergraduate, and graduate programs of the University register for their courses through the Student Information System at the beginning of each semester.

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- (5) A semester fee is charged to enrolled students of the University who will receive instruction at the Center.
- (6) A trainee who fails the level they are attending and does not progress to the next level must register and pay the fee for that level again in order to repeat it.
- (7) Trainees who have participated in Turkish language course learning activities are entitled to take the Turkish Proficiency Exam free of charge on a single occasion.
- (8) International students must submit their external language proficiency certificates to the University upon first registration. International students who do not participate in the Turkish language course learning activities at the Center but are enrolled in programs taught in Turkish at the University may take the Turkish Proficiency Exam organized by the Center free of charge on a single occasion if they cannot submit a document verifying their Turkish proficiency at the time of registration.
- (9) For external language proficiency certificates, the conformity of the documents must be approved by the Center Directorate. The Center Directorate has the authority to review these documents and may reject any that it deems suspicious or inadequate. For students who cannot obtain conformity approval for these documents, the procedures for the Turkish Proficiency Exam prepared for students enrolling in the University for the first time are followed to determine exemption from the Turkish language course.
- (10) International students enrolled at the university who wish to obtain a Turkish Proficiency Certificate may take the Turkish Proficiency Exam by paying the exam fee.
- (11) Individuals who do not attend Turkish language course activities as students/trainees but wish to obtain a Turkish Proficiency Certificate may take the Turkish Proficiency Exam administered by the Center by paying the exam fee.
- (12) The Center's registration procedures for students/trainees are carried out by the Department of International Relations, the Registrar's Office, and the Center.

Grade objection

ARTICLE 12 - (1) Objections to grades are handled in accordance with the provisions of the relevant articles of the Fenerbahçe University Associate and Undergraduate Education Regulation and the Fenerbahçe University Graduate Education Regulation. However, if a situation arises that affects a student's/trainee's eligibility to take another exam, the objection and evaluation periods may vary.

Attendance

ARTICLE 13 - (1) Students/trainees are required to attend the course program, applications, and other activities deemed appropriate by the instructors. Unless the Senate decides otherwise, it is the responsibility of the relevant instructors to set absenteeism limits and monitor the attendance of students/trainees.

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- (2) The attendance requirement for the Turkish language course is at least 80%. A student's/trainee's absenteeism during a module cannot exceed 20% of the total course hours for that module. Absence in one module is not counted toward the absence in another module.
- (3) Students/trainees whose absenteeism exceeds 20% cannot participate in the assessment and evaluation activities for that module and are considered unsuccessful at their current level of study. However, they may continue attending lessons despite exceeding the absenteeism limit.
- (4) Students may be granted up to three days of leave upon submitting a death certificate for the death of a first-degree relative. Students who fail to meet the attendance requirement for any reason, including disciplinary action or suspension, are not permitted to take exams. All medical reports, including committee reports, cannot be used to exceed the 30% absenteeism limit. Students and trainees who exceed the total absenteeism limit of 20% cannot receive points for the relevant criterion.
- (5) The attendance requirement does not apply to courses delivered via distance education. In this case, the activities that require student or trainee attendance in the courses are determined by the Center Administrative Board and announced during the first week of the relevant module.
- (6) When applying for enrollment suspension, students/trainees are required to continue attending courses until the suspension is officially approved. If an application for enrollment suspension is rejected, the student/trainee is responsible for any resulting absences.
- (7) Students who fail to attend the module following the last module they completed, without a valid excuse, must take the Turkish Proficiency Exam in order to resume their education. This exam is not included in the Center's academic calendar, and the exam date is determined by the decision of the Center Administrative Board and communicated to the relevant students.
- (8) The provisions of this article also apply to the Proficiency Exam-Oriented Turkish 1 and Proficiency Exam-Oriented Turkish 2 courses.

Excuse certificate submission deadline and make-up exam eligibility conditions

ARTICLE 14 - (1) Students/trainees are required to submit their excuse certificates to the Center Directorate within three working days following the end date of the certificate period.

(2) The submission of excuse certificates by students/trainees eligible to take the exam with an excused absence is as follows:

- a) If the certificate submission period overlaps with the exam dates for an excused exam, the three-working-day submission period does not apply. If necessary, the certificate may be submitted up to one day in advance.
- b) If the certificate is not submitted before the make-up exam, the student/trainee cannot take the exam.
- c) No additional make-up exam is allowed for a missed make-up exam.

(3) No make-up exam is held for the Turkish Proficiency Exam scheduled at the end of the fall, spring, and summer semesters for students who meet the necessary conditions.

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(4) The date, location, and other relevant information for the make-up exam are announced to students/trainees eligible to take the exam via e-mail and/or the Student Information System.

PART THREE

Documents and Certificates

Documents and certificates

ARTICLE 15 - (1) The following documents and certificates are issued by the Center:

- a) Turkish Language Course Participation Certificate: This certificate is awarded to trainees who have attended at least 80% of the Center's learning activities but have not passed the module they attended, and therefore have not qualified for a Turkish Level Certificate or Turkish Language Certificate.
- b) Turkish Level Certificate: A Turkish Level Certificate is awarded to trainees who have successfully completed the Turkish Language Course at the A1, A2, B1 levels.
- c) Turkish Proficiency Certificate: A Turkish Proficiency Certificate is awarded based on the results of the Turkish Proficiency Exam conducted by the Center, with grades determined according to the Common European Framework of Reference for Languages (CEFR) standards.

(2) The Turkish Proficiency Certificate issued by the Center remains valid for two (2) years from the date of the exam.

PART FOUR

Miscellaneous and Final Provisions

Trainee identity card

ARTICLE 16 - (1) The trainee identity card, valid at the University, is issued to trainees enrolled in the Turkish Language Course provided by the Center. The trainee ID card does not serve as a substitute for the student ID card. The trainee identity card is valid for the duration of the trainee's enrollment in the Turkish Language Course.

Situations for which no applicable provisions exist

ARTICLE 17 - (1) Situations not covered by this Directive are subject to the provisions of the Higher Education Law No. 2547, the relevant legislation, and the decisions of the Senate and the University Administrative Board.

Effective Date

ARTICLE 18 - (1) This Directive takes effect upon its approval by the Senate.

Implementation

ARTICLE 19 - (1) The provisions of this Directive are implemented by the Rector.

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