

T.R.
NIGDE OMER HALISDEMIR UNIVERSITY
TURKISH TEACHING APPLICATION AND RESEARCH CENTER
EDUCATION-TEACHING AND EXAMINATION DIRECTIVE

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to determine courses, seminars, conferences, etc. organized by Niğde Ömer Halisdemir University Turkish Teaching Application and Research Center and to determine the education and training activities and the certificate and diploma conditions to be given to those who complete these programs.

Scope

ARTICLE 2- (1) This Directive covers educational activities organized by Niğde Ömer Halisdemir University Turkish Teaching Application and Research Center.

Basis

ARTICLE 3- (1) This Directive has been published in the Official Gazette dated 13/12/2013 and numbered 28850, with the sub-clause (2) and the 14th article of the first clause of the first clause of the 7th article of the Higher Education Law No. 2547, dated 4/11/1981. It has been prepared based on the provisions of the Turkish Language Teaching Application and Research Center Regulation

Definitions

ARTICLE 4- (1) In this Directive;

- a) Course Material Commission: Commission responsible for the preparation and selection of course materials,
- b) Diploma Exam: The exam applied to the trainee completing C1 course,
- c) Diploma: The document given to those who are successful in diploma exam,
- ç) Certificate of participation: The document stating the course that the trainees have failed in the Certificate and Diploma Exams,
- d) Class Exam: The exam of the trainee who successfully completes an exchange exam, which passes the higher level,
- e) Course: Turkish language courses opened in the center,
- f) Trainees: The person who has registered in the courses opened in the center and fulfilled the necessary responsibilities,
- g) Center: Niğde Ömer Halisdemir University Turkish Teaching Application and Research Center,
- ğ) Assistant Managers: Assistant manager at the center,
- h) Manager: Manager of the center,
- ı) Rector: Niğde Ömer Halisdemir University's rector,
- i) Turkish Proficiency Exam: The exam, in which the Turkish language levels of the candidates are determined and certified,
- j) Certificate: The certificate given to those who fulfill the necessary attendance and success conditions in the certificate programs opened at the center
- k) Placement Exam: The exam determining the Turkish language level of the trainee, who has just started the course,
- l) Exam Commission: Commission responsible for the preparation of exam questions,
- m) University: Niğde Ömer Halisdemir University,
- n) Board of Directors: The board of directors of the center,

EXPRESS

SECOND PART

Opening and Implementing Courses

Opening courses

ARTICLE 5- (1) Turkish language courses to be organized by the Center are opened upon the application of at least 10 people with the approval of the Board of Directors. The number and distribution of students in the classes can be determined by the decision of the Board of Directors according to the number of applications.

Duration and form of the courses

ARTICLE 6- (1): Courses consist of 3 main and 5 intermediate courses as shown in the table below.

	CLASS	LEVEL
Beginner	A1-A2	A
Intermediate	B1-B2	B
Advanced	C1	C

Table1.

The academic calendar is determined by the Board of Directors. The duration of the courses and the course hours for the courses are arranged by the Board of Directors, with a total of at least 960 hours. Summer courses or special intermediate courses upon request and / or application from trainees can be arranged.

Course Fees

ARTICLE 7- (1) The principles regarding the course fees are as follows:

- a) Courses to be organized by the Center, by decision of the Board of Directors, can be paid or free.
- b) Course fees are determined by the Board of Directors upon the proposal of the Director of the Center.
- c) The course fees of the trainees who cannot attend the course for various reasons are not refunded in any way. However, these trainees can continue to any of the following courses. The differences in the registration fee are also requested from the trainee.
- d) Those who will participate in the certificate and diploma exams, other than the trainees, pay the fee determined by the Board of Directors' Decision.
- e) Regulations regarding the payment of the course fee are determined and announced by the Board of Directors at least 15 (fifteen) days before the course starts.
- f) The most successful trainees of the Beginner Level A1-A2, Intermediate B1-B2, Advanced Level C1 courses can be granted 50% or 100% discount in attendance to the next course with the decision of the Board of Directors. The trainees to whom the discount will be given with the recommendation of the Director of the Center are determined by the Board.

THIRD PART

Course Registration, Registration Renewal, Course Attendance, Course Materials and Exams

Course Registration

ARTICLE 8- (1) The following documents are requested from those who will register for the courses:

Documents required for foreign students:

- a) 5 new photographs (maximum 6 months old) (3.5 X 5.5 cm.)
- b) Approved Passport document / (if any) Photocopy of identity document

c) Document showing the course fee has been paid.

Documents required for the Turkish students:

a) 2 new photographs (maximum 6 months old), (3.5 X 5.5 cm.)

b) Document showing the course fee has been paid.

(2) Applications are made personally.

(3) In special cases where no application can be made in person, or in cases the trainee pays the course fee from abroad, "Preliminary Acceptance Certificate" is sent to him by the decision of the Board of Directors. The trainee must present the registration documents to the Center and complete the registration.

Registration renewal:

ARTICLE 9- (1) Trainees attending the courses have to renew their registrations within the period determined at the beginning of each course. If the unsuccessful trainees want to repeat the same course, they have to pay the fee and register again.

Course Attendance:

ARTICLE 10- (1) The following rules are applied regarding course attendance:

a) 80% attendance is required for the courses. Absentee trainees are not accepted to the exams and are regarded unsuccessful in the class he has taken so far. The status of trainees who are absentees or don't renew the course registration with Education Annotated Visa and come to Turkey are reported to the relevant units with Rector's Office.

b) Attendance / absenteeism status of the trainees are followed by the relevant instructors. Trainees are notified to the Center.

Course Materials

ARTICLE 11- (1)

a) The Course Material Commission which is determined by the Board of Directors is responsible for the selection and preparation of the course materials.

Exams

ARTICLE 12- (1) The following principles are valid for exams:

a) The Examination Commission determined by the Board of Directors is obliged to prepare and carry out the exams conducted by the Center.

b) 4 different exams can be applied ; Placement Exams, Turkish Proficiency Exams and Diploma Exams.

c) The exams consist of 5 parts; listening, reading, writing, speaking and grammar skills.

ç) In order to be successful in the course trainees enroll in, at least 60 (sixty) points must be obtained out of 100 (hundred) as shown in the following parts in the evaluation made by the Examination Commission.

	Maximum	Minimm
Listening	20	10
Reading	20	15
Speaking	20	15
Writing	20	10
Grammar	20	10
Total	100	60

Table 2.

d) Separate exams are held for Basic, Intermediate and Advanced levels. By Board of Directors "Examination Commission" is established for each level. Exam commissions consist of at least three people. Head of the Center or one of the Deputy Managers to be appointed by him presides at the "Examination Commission". After the Examination

Commission examines the exam papers, he delivers the transcripts to the Central Manager with the exam papers. In addition, the pilot exams can be held by the responsible instructor to prepare trainees to the exam.

(2) The class for the level of the trainee is opened according to the Placement Exam result. At the beginning of the courses, trainees are taken to the placement test. Trainees' exam results are also valid for the Turkish Proficiency Exam as shown in Table 3:

MAIN CLASS LEVEL	INTERMEDIATE CLASS LEVEL	CLASS NAME	SCORE
ADVANCED LEVEL C	C1		80-100
INTERMEDIATE LEVEL B	B2		70-79
	B1		60-69
BEGINNER A	A2		40-59
	A1		0-39

Table 3.

(3) A make-up examination can be applied to the trainees who cannot attend the exams at the appropriate date determined by the Board of Directors, in line with their written requests, within maximum 3 days after the end of the exam.

(4) The results of midterm and final exams are announced within 7 business days at the latest as of the date they are made.

Rejection to the exam results

ARTICLE 13- The students can reject to written notes to the Head Office within seven days from the date of the announcement. The notes announced at the end of this period are finalized and are not changed in any way, they are not subject to re-examination. If a material error is detected in the exam papers and exam papers, this error is corrected by the "Examination Commission".

FOURTH PART

Certificate, Diploma, Certificate of Attendance, Course Repetition and Unregistration

Certificate, diploma and certificate of participation

ARTICLE 14- (1) Successful trainees at the end of each course are given a Language Certificate related to the relevant course. Trainees who attend the language courses of the

center but fail in the Certificate and Diploma exams are given a “Turkish Language Course Participation Certificate” indicating the course they attend at their request.

Course Repetition

ARTICLE 15- (1) Trainees have to repeat the same course if they fail in the registered course.

Unregistration

ARTICLE 16- (1) In the following cases, the trainee is dismissed from the course by the decision of the Board of Directors:

a) The trainee commits one of the disciplinary offenses that require the punishment of “Being taken out from Higher Education Institution” enumerated in the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18.08.2012 and numbered 28388,

b) In case the trainee doesn't pay the course fee,

ARTICLE 17- From the Turkish Education Application and Research Centers or Continuing Education Centers within the state universities, public institutions and / or organizations of the trainees; Language certificates obtained from the Embassies of Education can be considered valid at the Center. Letter value grades in these certificates are accepted as in the Center; The transformation of the number value grades is according to Table 3.

Language certificates from private institutions and / or organizations and official documents stating that the trainee sees the pre-graduate education curriculum in Turkish will not be accepted. These trainees are required to take the Turkish Proficiency Exam for the certificate.

FIFTH PART

Various and Final Judgments

Issues not regulated in the Directive

ARTICLE 18- (1) In cases where there is no judgment in the Directive, the Board of Directors' decisions are valid.

Validity

MADDE 19- (1) This Directive enters into force on the date it is accepted by the Senate of Niğde Ömer Halisdemir University.

Enforcement

ARTICLE 20- (1) The judgments of this directive are executed by the Rector of Niğde Ömer Halisdemir Üniversitesi.