

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
FACULTY OF THEOLOGY
COMPULSORY ARABIC PREPARATORY CLASS IMPLEMENTING DIRECTIVE
PART ONE
Purpose, Scope, Basis

Purpose

ARTICLE 1- The purpose of this Directive is to determine the principles of education and examination of the compulsory Arabic Preparatory Class of Nevşehir Hacı Bektaş Veli University, Faculty of Theology.

Scope

ARTICLE 2- (1) The scope of this Directive covers the principles regarding the compulsory Arabic Preparatory Class of Nevşehir Hacı Bektaş Veli University, Faculty of Theology.

Basis

ARTICLE 3- (1) This Directive was based on the 49. Article of Higher Education Law and The Principles of Foreign Language Education and Foreign Language as a Medium of Instruction in Higher Education Institutions Regulations which was released in the Official Gazette on 04.12.2008 and with number 27074.

Definitions

ARTICLE 4- (1) The terms in this directive mean:

- a) Dean: Nevşehir Hacı Bektaş Veli University, Dean of the Faculty of Theology,
- b) Deanship: Nevşehir Hacı Bektaş Veli University, Deanship of the Faculty of Theology,
- c) Faculty: Nevşehir Hacı Bektaş Veli University, Faculty of Theology,
- ç) University: Nevşehir Hacı Bektaş Veli University,
- d) Senate: Nevşehir Hacı Bektaş Veli University Senate.

PART TWO

Education and Examinations

The purpose of Arabic preparatory class

ARTICLE 5- (1) The purpose of Arabic preparatory class is to teach its students to understand texts and listening materials in Arabic, express their thoughts and opinions verbally and in script, improve their language skills.

(2) No visitors are accepted to the Arabic preparatory class.

Program Development Group

ARTICLE 6- (1) A Program Development Group consisted of 3 faculty members and appointed for 2 years is formed in order to develop and coordinate the educational activities in preparatory class and implement the other tasks attained by this directive.

ARTICLE 7- (1) Program and curriculum of the preparatory class is developed by Program Development Group. At the end of every academic year, this group presents a report to the Deanship about the meetings held with the faculty members regarding the developments in the program, define and elevate the difficulties in implementing the program, collaborations with other institutions.

(2) Program Development Group ensure the implementation of the curriculum in all classes.

Registration, proficiency exam and exemptions

ARTICLE 8- (1) At the beginning of the year, students who are newly registered and supposed to take the compulsory preparation class have to take the proficiency exam.

(2) Those who want to take the exam have to apply to the Deanship with a petition 7 days at the latest before the exam date. No other extra exams for Arabic proficiency is opened.

(3) Those who don't take the exam are directly registered to the preparatory class.

(4) Those who fail in the preparatory class and those who suspend their study in the previous year can take the exam along with the newly registered students. Midterm exams are not taken into account in evaluating these students' grades.

(5) Achievement score for exemption is 70 out of 100.

(6) Those meeting the criteria below are exempted from Arabic preparatory class:

a) Those who completed at least 3 years of their high school education at a high school in a country where the target language is official language and where the citizens of that country get education.

b) Those who are successful at the national foreign language exams approved by the Higher Education Council, international foreign language exams which have equivalency, and those who get 50 points in those exams.

(7) In order to be evaluated the exam scores defined in clause, the exams validity period defined by the exam holder is taken into account. If the validity period is not defined the Council of Higher Educational defines it.

ARTICLE 9- (1) Preparatory class education is conducted by the Deanship.

(2) Education period for the preparatory class is an academic year. Academic year is defined by the academic calendar set by Faculty Council and accepted by the Senate.

ARTICLE 10- (1) In the preparatory class vocabulary knowledge (Sarf); sentence knowledge (Nahiv); Listening-comprehension (İstima); reading-comprehension (Kiraat); verbal expression (Muhadese); written expression (İmla-İnşa); Kur'an phonetics courses are taught.

(2) The students have at least 20-hours program in a week.

(3) New courses can be added and the present ones can be removed with the proposal of the Program Development Group and confirmation of the Faculty Council.

Attendance

ARTICLE 11- (1) The students have to attend at least 80% of the classes in order to take the end of the year proficiency exam. Those whose absence exceed 20% of the classes are not accepted to the exam. These students are accepted as failed no matter what their midterm grades are.

Exam Commission

ARTICLE 12- (1) In order to prepare the exam questions and implement them, the exam commission consisting of 3 faculty members including one chairman is appointed by the Dean for a year.

Exams

ARTICLE 13- (1) Exams, either oral or written are assessed out of 100.

(2) In the preparatory class program, proficiency exam, mid-term exams, quizzes, final exams, make-up exams are used.

Mid-term Exams

ARTICLE 14- (1) The aim of mid-term exams is to prepare the students for the final exams.

(2) Mid-terms cannot be fewer than 2 in each term.

(3) Mid-term dates are announced one month following the start of the academic year.

(4) Make-up exams are made for the students who cannot take the exams because of an acceptable excuse. Principles for the make-up exams are determined by the Senate.

Quizzes

ARTICLE 15- (1) Quizzes are the short exams conducted in the course time and can be pre-announced or unannounced. These exams aim to increase students' interest to the course, to evaluate learning outcomes and to fulfil learning deficiencies.

Final exams

ARTICLE 16- (1) Final exams are made in the end of spring term and cover all the year.

(2) This exam evaluates the attainment level of the educational outcomes.

(3) Those who fail because of attendance cannot take this exam.

(4) There is no make-up for the final exams.

Make-up exams

ARTICLE 17- (1) Make-up exams are applied to the students who failed in the finals. In order to get the exam one need to meet the criteria for having the final exams. Success criteria for the make-up exams are the same with the final exams.

Assessment of Final Grade

ARTICLE 18- (1) In order to be successful, final grades have to be no less than 60 out of 100. Final grade of the student is calculated by 60% of the during the term exams and 40% of the final exams. Final exam grade cannot be lower than 70.

(2) The students who fail the previous year are not supposed to meet the grade requirements defined above.

PART THREE

Final Clauses

Validity

ARTICLE 19- (1) This Directive goes in effect as of it is accepted by the Senate.

Annulled Clauses

ARTICLE 20 - (1) The Compulsory Arabic Preparatory Class Implementing Directive is annulled with the validity of this Directive .

Implementation

ARTICLE 21- (1) This directive is implemented by the Dean.