

**NEVSEHIR HACI BEKTAS VELI UNIVERSITY**  
**TURKISH AND FOREIGN LANGUAGE TEACHING APPLICATION AND**  
**RESEARCH CENTER (NEÜ TÖMER), EDUCATION-TRAINING AND**  
**EXAMINATION DIRECTIVE**

**FIRST PART**

**Purpose, Scope, Basis and Definitions**

**Purpose and Scope**

**ARTICLE 1- (1)** This Directive regulates the following principles: The type of the courses opened in Nevşehir Hacı Bektas Veli University Turkish and Foreign Language Teaching, Application and Research Center (NEÜ TÖMER), the duration and content of the courses, the terms of these courses, the courses, the registration conditions for the courses, the materials used in the courses.

**Basis**

**ARTICLE 2- (1)** This Directive has been prepared based on the 14th article of the Higher Education Law numbered 2547.

**Definitions**

**ARTICLE 3 - (1)** In this Directive;

- a) Center (NEÜ TÖMER): Refers to Nevşehir Hacı Bektas Veli University Turkish and Foreign Language Teaching Application and Research Center.
- b) Director: Refers to the Director of the Center.
- c) Rector: Refers to the Rector of Nevşehir Hacı Bektas Veli University.
- ç) University: Refers to Nevşehir Hacı Bektas Veli University.
- d) Board of Directors: Refers to the Board of Directors of the Center.

**SECOND PART**

**Admission and Registration Conditions, Fees**  
**Admission and Registration Requirements**

**ARTICLE 4 - (1)** Nevşehir Hacı Bektas Veli University students and staff as well as people from outside Nevşehir Hacı Bektas Veli University can attend the courses offered by NEÜ TÖMER.

(2) The trainees can register for a course at the desired date by letter or personal application.

(3) "Acceptance Certificate" is sent to the trainees who apply from abroad by depositing the course fee.

**ARTICLE 5 - (1)** Registrations of the students are made according to the principles determined by the Higher Education Council and the Central Executive Board.

(2) The originals of the documents required for registration or their copies certified by the University are accepted. For military service and criminal record, proceedings are made based on the declaration of the candidate.

(3) Unless another document is requested by the Board of Directors, 5 passport photos, a copy of the university-approved identity card (passport for foreign nationals) and a document showing the payment of the fee are requested from the trainees for registration.

(4) The course fees paid by the trainees who cannot attend the course for various reasons are not refunded. However, the trainees who have deposited their money can register for one of the equivalent courses to be opened later.

(5) Candidates who do not make their final registration between the specified dates cannot claim any rights.

(6) Persons enrolled in the courses organized by NEÜ TÖMER shall be given a visual and approved temporary student ID document.

### **Course Fees**

**ARTICLE 6 - (1)** Course fees to be taken from trainees are determined by the Board of Directors for each course.

## **THIRD PART**

### **Education and Training Principles**

#### **Courses to be opened and their content**

**ARTICLE 7 - (1)** Which courses will be opened at NEÜ TÖMER is determined by the Board of Directors at the beginning of each term, taking into account the requests. Normally, courses with less than 10 applicants are not opened; However, courses with less than 10 applicants can be opened with the recommendation of the Board of Directors and the approval of the Rector.

**ARTICLE 8 - (1)** In the courses offered, students are given education according to their language level, in accordance with the courses they are placed in.

(2) The contents of the courses to be given in the courses are prepared in order to gain the skills determined on the basis of Foreign Language Proficiency Criteria prepared by the Department of Modern Languages of the Council of Europe.

**ARTICLE 9 - (1)** In this Center; other than Turkish in Turkey made the teaching of other languages and dialects and diction at the same time, effective speaking, opened the courses to improve their language skills such as oral and written expression.

(2) the duration of training courses to be opened other than Turkish in Turkey, course content, teaching hours and examinations; It is determined separately by the Board of Directors.

#### **Preparation and selection of materials to be used in courses**

**ARTICLE 10 - (1)** The principles regarding the preparation and selection of course materials to be used in the courses are determined by the Board of Directors.

#### **Language levels, duration of study and lesson hours**

**ARTICLE 11 - (1)** NEÜ TÖMER in teaching Turkish in Turkey, prepared by the Modern Languages Section of the Council of Europe and made according to the following language level.

Language Levels	Rates		Description
1. Basic Level	A1	Introduction / Discovery	For those who never know
	A2	Search or Basic Requirement	
2. Intermediate Level	B1	Threshold	For those with intermediate knowledge
	B2	Advanced or Independent	
3. Advanced Level	C1	Autonomous	For those who know advanced (good)
	C2	Mastery	

(2) In this Central, Turkey Turkish education, the Basic Level 1 for beginners; It is programmed as a minimum of 760 hours and a maximum of 950 hours.

(3) The hours of the courses to be given in each of the six language levels mentioned above are regulated by the Executive Board.

#### **Attendance status**

**ARTICLE 12 - (1)** It is compulsory to attend the courses at the center. Students are required to attend at least 80% of the lessons. Students whose absenteeism exceed 20% of the total course time cannot take the final exam and are considered unsuccessful. The health reports that students will receive are not taken into account in the calculation of their attendance time.

### **FOUR PART**

#### **Exams and Evaluation of Success Exams and their evaluation**

##### **Exams and their evaluation**

**ARTICLE 13 - (1)** The exams applied at NEÜ TÖMER are as follows: Placement exam, short-term exam, mid-term exam, final exam and certification exam.

(2) Placement exam:

**a)** It is an exam that determines which language proficiency of candidates who want to study at NEÜ TÖMER corresponds to the language level (course) specified in the 1st clause of Article 11.

**b)** Candidates who have not studied at NEÜ TÖMER but want to document their language level can also take this exam.

**c)** This exam is applied separately in the following areas:

-Listening,

-Reading,

-Talking,

-Writing,

-Grammar as a supportive skill.

**ç)** In this exam, those who score 50 and above over 100 full points start from B1 level, and those who score below 50 start from A1 level. While doing this assessment, the average of the

skills in 4 areas (Listening, Reading, Speaking, Writing) and Grammar as a supportive skill is taken. Each skill is evaluated over 100 points.

**d)** If the candidate wants to continue his education in the programs of Nevşehir Hacı Bektaş Veli University without taking a course at NEÜ TÖMER, the average of 4 skills (Listening, Reading, Speaking, Writing) should be at least 70 out of 100 points.

**e)** Nevşehir Hacı Bektaş Veli University students and staff who take the placement exam are free of charge.

**f)** Candidates who are not members of Nevşehir Hacı Bektaş Veli University are charged a fee determined by the Board of Directors. There is no additional placement test fee for those who pay to attend the courses organized by the center.

**g)** The placement test is held by a commission formed by the Board of Directors from among the academic staff proposed by the Director of the Center.

**ğ)** Exam results are sent to the candidates in writing or via e-mail and announced on the website of NEÜ TÖMER.

**(3) Short-term exam:** (a) It is a short-term exam within the level (course), with or without notice, during the course time.

**(4) Midterm exam:**

**a)** It is an exam within the level (course) applied to the students studying at NEÜ TÖMER.

**b)** At least two midterm exams are held in each course, with prior notice.

**c)** The contribution of midterm exams to the level success grade is 40%.

**d)** Homework and quizzes can be substituted for one of the midterm exams with the decision of the Board of Directors.

**d)** Students who cannot attend the midterm exams due to a justified and valid reason accepted by the board of directors are entitled to a make-up exam.

**1)** For exams other than midterm exams, no make-up exam is given.

**2)** For the same midterm, more than one make-up exam is not held.

**3)** Students who want to take advantage of the make-up exam must apply to the Center by themselves or a relative within five days after the end of the level (course) and the end of the excuse.

**4)** The dates of the make-up exams are determined by the Board of Directors and are scheduled to be held within a maximum of two days.

**(5) Final exam:** a) It is the exam administered at the end of each level (course).

**b)** Students who continue their education until the end of the "3rd Advanced Level" at NEÜ TÖMER and have the right to enter the final exam are not applied for this level (course); These students are taken to the certification exam.

**c)** The contribution of the final exam to the level (level) success score is 60%.

**ç)** To pass the next level, the level (course) success score must be at least 60 out of 100 full points.

**d)** Students whose level (course) success score is below 60 out of 100 points are given the right to a second exam. Students who are not successful on the second, repeat the same level (course) course. The time of the second exam is determined by the decision of the Board of Directors.

**(6) Certificate exam:** a) It is the exam administered to students who continue their education until the end of the "3rd Advanced Level" in NEÜ TÖMER and are entitled to take the final exam.

**b)** This exam is qualitatively the same as the placement test and is administered separately in the same areas (Listening, Reading, Speaking, Writing) and as a supporting skill Grammar skill.

**c)** Candidates who do not study at NEÜ TÖMER but want to document their language level can also take this exam, as it can replace the placement exam.

ç) In order for the student to be successful in the certification exam, the grade point average of 4 skill areas (Listening, Reading, Speaking, Writing) and Grammar as a supportive skill must be at least 60 out of 100 points.

d) Students whose certification exam score is below 60 out of 100 points are given a second exam right. The time of the second exam is determined by the decision of the Board of Directors. Students who are not successful in the second, repeat the "3rd Advanced Level" course.

e) If the candidate is not a NEÜ TÖMER student and wants to continue his education in the programs of Nevşehir Hacı Bektaş Veli University without taking a course at NEÜ TÖMER, the average of the skills in 4 fields must be at least 70 out of 100 points.

f) Candidates who want to take the certificate exam are charged the exam fee determined by the NEÜ TÖMER Board of Directors, regardless of whether they are a member of Nevşehir Hacı Bektaş Veli University or not.

g) No certificate exam fee is collected from students and staff who enroll in NEÜ TÖMER and pay course fees.

ğ) The certificate exam is held by a commission formed by the Board of Directors among the academic staff recommended by the Director of the Center.

h) Exam results are sent to the candidates in writing or via e-mail and announced on NEÜ TÖMER's website.

#### **Calculation of course success score and course success grade**

**ARTICLE 14 - (1)** Course success score; It is determined by dividing the sum of the level (course) success points of the 1st and 2nd levels and the average of the 3rd level midterm by three, adding 40% of the score obtained to 60% of the certification exam score.

In order for the student to be considered successful, the score determined in this way must be at least 60 out of 100 points.

The formula for calculating the success score:

$$\{[(\text{Level 1 (course) success score}) + (\text{Level 2 (course) achievement score}) + (\text{Level 3 (course) midterm grade}) / 3] \times 0.40\} + \{\text{Certificate exam score} \times 0.60\} = \text{Course success score}$$

(2) In return for the score calculated as above, one of the letter grades below is appreciated as a success grade.

Success grade	Success score	In the 4-point system (Coefficient)	Degree of success
AA	90-100	4.00	High success
BA	85-89	3.50	Very good
BB	80-84	3.00	Good
CB	75-79	2.50	Medium to Good
CC	70-74	2.00	Medium

DC	65-69	1.50	Pass-Medium
DD	60-64	1.00	Passes
FD	50-59	0.50	Weak
FF	00-49	0.00	Too Weak

### **Certificate and certificate of participation**

**ARTICLE 15 - (1)** Students who enroll in the center's programs arranged in accordance with the provisions of this Directive and fulfill the conditions of attendance and success are given a certificate showing the course level they have completed at the levels specified in paragraph 1 of Article 11.

**(2)** The language, level, aim and duration of the successfully completed program are indicated on the certificate.

**(3)** Students who cannot fulfill the conditions of success in accordance with the provisions of this Directive are given a document stating that they have attended the course only.

### **FIFTH SECTION**

#### **Miscellaneous and Final Provisions**

##### **Disciplinary affairs**

**ARTICLE 16 - (1)** Students are deemed to be students of Nevşehir Hacı Bektaş Veli University as long as they attend courses and must comply with the relevant laws and regulations. The provisions stated in the Higher Education Institutions Student Discipline Regulations and Nevşehir Hacı Bektaş Veli University Education and Training Regulations published in the Official Gazette dated 13/01/1985 and numbered 18634 are applied to students who commit disciplinary offenses.

**(2)** The NEÜ TÖMER disciplinary board is the NEÜ TÖMER Board of Directors.

Tuition fees

**ARTICLE 17 - (1)** The instructors who teach within the center are paid tuition fees within the framework of the principles to be determined by the decision of the Board of Directors in accordance with the provisions of the current legislation.

Provisions not included in the directive

**ARTICLE 18 - (1)** For matters not covered in this Directive, the decisions to be taken by the University Senate upon the recommendation of the Executive Board are implemented.

Enforcement and execution

**ARTICLE 19 - (1)** This Directive takes effect on the date it is approved by the Senate of Nevşehir Hacı Bektaş Veli University and is executed by the Director.