

NEVSEHIR HACI BEKTAŞ VELI UNIVERSITY
FACULTY OF THEOLOGY
DIRECTIVE FOR COMPULSORY ARABIC PREPARATORY CLASS

FIRST CHAPTER

Purpose, Scope and Basis

Purpose and Scope

ARTICLE 1- (1) The purpose of this Directive is to specify the principles regarding education and examination procedures of Nevsehir Haci Bektas Veli University Faculty of Theology Compulsory Arabic Preparatory Class.

Basis

ARTICLE 2- (1) This Directive has been prepared based on the Article 49 Regulations for Higher Education Law numbered 2547 and as published in the Official Gazette dated 04.12.2008 and numbered 27074 Regulations for Higher Education Institutions on "Foreign Language Teaching and the procedures to be adopted for Foreign Language Education".

SECOND CHAPTER

Education and Exams

The purpose of Arabic Preparatory Class

ARTICLE 3- (1) The aim of Arabic Preparatory Class is to enable students to understand what they read and hear from Arabic resources relevant to their departments, to express their feelings and thoughts both in written and verbally, and to acquire Arabic Language proficiency.

(2) An audience or a guest is unacceptable to the Preparatory Class.

Programme Development Team

ARTICLE 4- (1) A "Programme Development Team", comprising of a chair and at least three instructors, is constituted by the Dean to develop and ensure the coordination of education activities in Preparatory Class and to fulfil the duties designated in this Directive. This team is appointed for a period of two years.

(2) Offering for consideration of the Head of the Department of Basic Islamic Sciences. an instructor is assigned by the Dean in order to ensure the coordination of education activities in Prep Classes and to fulfil the principles designated in this Directive.

ARTICLE 5- (1) The Programme and Curriculum of Prep Class is prepared by "Programme Development Team". The team conducts meetings and studies with the instructors teaching in Prep Classes to develop this programme and curriculum, to recover failures in the procedure and to cooperate with relevant institutions. At the end of every year, the team presents the Deanship a report related to these activities.

(2) Programme Development Team enables education to be carried out properly depending on curriculum in every class.

Registration for Prep Class and Exemption Exam

ARTICLE 6- (1) The students who newly enrolled at the beginning of the school year and who have studied at Prep Class are put to Exemption Exam to determine their levels of Arabic.

(2) The students who want to take this exam are obliged to apply within the period announced by Deanship.

(3) The students who do not take Exemption Exam are directly enrolled to Prep Class.

(4) Besides newly enrolled students, the students who have failed in Prep Class and who have suspended their registration can also take this Exemption Exam. While calculating students' scores, their midterm scores are not taken into consideration.

(5) An additional Exemption Exam is applied to the students who enrol in the Faculty with Additional Placement.

(6) The pass mark of Exemption Exam is 70 out of 100.

(7) The provisions related to Exemption Exam are also applied for the students who enrol in the Faculty by the internal and external transfer.

ARTICLE 7- (1) Preparatory Class education is carried out by the Faculty of Theology.

(2) The study period in Prep Class is only one academic year. Every academic year is arranged with academic calendar prepared by the Faculty Committee and approved by Senate.

ARTICLE 8- (1) In Prep Class, the following lectures are given: Vocabulary (Sarf); Semantics (Nahiv); Listening-Comprehension (İstima'); Reading-Comprehension (Kıraa); Verbal Lecture (Muhadese); Written Expression (İmla-İnşa); Arabic Phonology (Tashih-i Huruf).

(2) At least a 20-hour-programme is applied to the students in a week.

(3) With the offer of Programme Development Team and with the approval of the Faculty Committee, new lectures are added to available lectures. During the lecture process, every kind of tools and equipment are used.

Attendance

ARTICLE 9 – (1) In order to acquire the right of taking end of year exam, the students in prep classes are obliged to attend 80% of the lectures. Those students whose absenteeism exceed the 20 % of total annual lesson hour are not accepted to the end of year exam. Regardless of their grades during the year, these students are accepted as unsuccessful in Preparatory Class.

Examination Board

ARTICLE 10-(1) In order to prepare, apply and evaluate the examination, an Examination Board /Boards comprising of a chair and three instructors shall be assigned for a year by the Dean.

Exams

ARTICLE 11- (1) Written and/or Oral Exams are evaluated out of 100.

(2) In Preparatory Class Programme, an Exemption exam, midterms, quizzes, a final exam, a retake exam and a make-up exam are applied.

Midterm Exams

ARTICLE 12- (1) The aim of midterm exams is to prepare the students for the final exam.

(2) The number of midterm exams cannot be less than 2.

(3) The midterm exam dates must be announced in a month following the beginning of every academic year.

(4) A Make-Up Exam is held for the students who cannot attend the exam because of their reasonable and acceptable excuses.

Quizzes

ARTICLE 13-(1) Quizzes are the short exams held knowingly or unknowingly in the duration of the lesson. These exams can be applied in both of the semesters in order to arouse the students' attention, to evaluate what they learn and to make up their lack of information.

Final Exam

ARTICLE 14 (1) Final exam is held at the end of Spring semester and it encompasses all year around.

(2) This exam measures if the students have had enough Preparatory Education.

(3) Those students who have failed because of absenteeism cannot attend this exam.

(4) There is not a make-up exam of the end of year exam.

Retake Exam

ARTICLE 15- (1) Retake Exam is an exam held for the students who have failed in the final exam. In order to attend this exam, students must obtain the right to sit for final exam. The success conditions of Retake Exams are the same with the conditions of final exam.

Calculation of Final Mark

ARTICLE 16-(1) Final Grade for Preparatory Class is at least 60 out of 100. The final grade for Preparatory Class Students is determined by taking 60 % of the students' grades during the year and 40 % the end of year Proficiency Exam. Final Grades of the students cannot be below 70.

(2) On condition that unsuccessful students meet attendance conditions, they are not obliged to get a certain mark in order to sit for the exemption exam held in the following year.

Force

ARTICLE 17-(1) The provisions of this directive enter into force from the date of acceptance by Nevsehir Hacı Bektas Veli University Senate.

Executive

ARTICLE 18-(1) This Directive is executed by the Dean of Faculty of Theology.