

**NISANTASI UNIVERSITY DIRECTIVE FOR TURKISH LANGUAGE TEACHING
APPLICATION AND RESEARCH CENTER (NISANTASI TOMER) EDUCATION AND
EXAMINATION**

CHAPTER ONE

Purpose and Scope, Ground and Definitions

Purpose and Scope

ARTICLE 1 – (1) This Directive regulates the procedures and principles regarding the program, course, etc. educational activities to be organized by Nisantasi University Turkish Language Teaching Application and Research Center (NISANTASI TOMER) and the conditions for "Nisantasi Turkish Proficiency Certificate", "Participation Certificate", "Turkish Level Certificate" and "Turkish Proficiency Certificate" to be issued for students and trainees as a result of these activities.

Ground

ARTICLE 2 – This Directive has been prepared on the grounds of the provisions of sub-clause (2) of the first paragraph of Article 7 and Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547, Higher Education Institutions Student Discipline Regulation dated 18/08/2012 and numbered 28388 and Nisantasi University Regulation on Turkish Language Teaching Application and Research Center published in the Official Gazette dated 01/09/2019 and numbered 30875.

Definitions

ARTICLE 3 – In this Directive;

- a. Nisantasi Turkish Proficiency Certificate:** Refers to the document showing the success score of the student/trainee as a result of the "Nisantasi Turkish Proficiency Exam" and the level of success corresponding to the European Language Portfolio.
- b. Nisantasi Turkish Proficiency Exam:** Refers to the exam applied to measure the Turkish language proficiency of the student/trainee.
- c. Success Score:** Refers to the score that determines moving from one level to the next.
- ç. Level:** Refers to one of the A1, A2, B1, B2, C1 and C2 levels in accordance with the European Language Portfolio.
- d. Placement Exam:** Refers to the exam that determines the level of those who will start the program, the course, or those who want to determine their Turkish language level.
- e. Level Completion Exam:** Refers to the exam that the student should pass in order to pass to a higher level.
- f. Level Certificate:** Refers to the document given to the student/trainee who attends at least 85% of the total course hours of a program, regardless of whether it is successful or not, upon request.
- g. Trainee:** Refers to the person who has enrolled in Turkish language courses opened in the Center, apart from the enrolled students of Nisantasi University.
- ğ. Centre:** Refers to Nisantasi University Turkish Language Teaching Application and Research Center (NISANTASI TOMER)
- h. Director:** Refers to the Director of the Center.
- I. Deputy director:** Refers to the Deputy Director of the Center.
- i. Student:** Refers to the foreign student enrolled in Nisantasi University.
- j. Program / Course:** Education-teaching activity for a certain period of time, which is organized to provide students and trainees with Turkish proficiency,
- k. Rector:** Refers to the Rector of Nisantasi University.
- l. Senate:** Refers to Nisantasi University Senate.
- m. Exam Commission:** Refers to the commission responsible for preparing the exam questions and conducting the exam.

- n. Turkish Level Certificate:** Refers to the document showing the Turkish language level of the student/trainee.
- o. Turkish Proficiency Certificate:** Refers to the document given to students and trainees attending Turkish language programs, courses and showing the level of success corresponding to the European Language Portfolio as a result of the Turkish Proficiency Exam.
- ö. University:** Refers to Nisantasi University.
- p. Administrative Board:** Refers to Administrative Board of Center.

CHAPTER TWO

Opening-Conducting of the Programs, Admission and Registration Terms

Opening Programs

ARTICLE 4 – NISANTASI TOMER programs / courses are opened by the decision of the Administrative Board, and conducted according to the “European Language Portfolio (ELP)” as “Basic Level (A1/A2)”, “Intermediate Level (B1/B2)”, “Advanced Level (C1/C2)” and “High Level (Academic Turkish)”.

Student / Trainee Admission

ARTICLE 5 – (1) Foreign national students enrolled in Nisantasi University, students and academicians coming within the scope of higher education institutions/inter-institutional cooperation protocols, and those who want to improve their Turkish proficiency can enroll to NISANTASI TOMER. Documents required for registration, application process and admission terms are published on the official website of NISANTASI TOMER.

(2) A student who enrolls in a department whose language of instruction is Turkish, but does not speak Turkish or does not have an exemption or document regarding Turkish proficiency, takes the "Nisantasi Turkish Proficiency Exam" conducted by NISANTASI TOMER at the beginning of the registration period. In this exam, the Turkish language level of an associate degree student with a passing grade of 50 points and above, an undergraduate student with a score of 60 points and above, a graduate student with a score of 65 and above, and a doctoral student with a score of 70 or above is considered sufficient, and the student starts his/her education in the program in the department where he/she is enrolled. **(Table 1).** A student who cannot get enough points from the "Nisantasi Turkish Proficiency Exam" is placed in the "Turkish Preparatory Program" at the "NISANTASI TOMER" at the level determined on the basis of the "Nisantasi Turkish Proficiency Exam" score. A student who does not take the "Nisantasi Turkish Proficiency Exam" starts the "NISANTASI TOMER Turkish Preparatory Program" from the A1 basic level. Students and trainees are placed in the appropriate classes according to their "Placement Exam" scores. (3) Newly enrolled students can continue to their faculties if they bring a Turkish Proficiency document accepted at B1 level during registration, but they have to obtain a B2 level Turkish Proficiency certificate until the faculty graduation.

Table 1. Success Scores and Education Levels

SUCCESS SCORES	EDUCATION LEVELS
50 and above	Associate Degree
60 and above	Bachelor's Degree
65 and over	Master's Degree
70 and above	PhD

CHAPTER THREE**Program / Course Education Principles Education Period**

ARTICLE 6 – (1) A newly enrolled student at Nisantasi University, whose Turkish is insufficient, is obliged to improve his/her Turkish to a sufficient level in at least two semesters (one academic year) in the "NISANTASI TOMER Turkish Preparatory Program". During this period, the student is deemed to be on leave from the department or program he/she is enrolled in. The time spent in the Turkish language program is not counted from the education period of the program of the department in which he is enrolled.

(2) Students who fail at the end of a year continue the preparatory program until they pass the Turkish Proficiency Exam. This period cannot exceed two academic years. After two years, the student's enrollment is cancelled. The student has the right to take three Turkish Proficiency exams within the institution within the next three academic years. If the student passes the B2 level Turkish Proficiency exam within three academic years, the student is given the right to return to the university. If the student certifies that he is at B2 level with a proficiency certificate accepted from outside the institution, he can return to the university at the same time.

For the trainees, a course is 8 weeks. At the end of the course, the trainee who wants to continue in another course should be successful in the course-end exam.

Program Duration / Course Duration

ARTICLE 7 – (1) Program duration / course duration is 180 hours for each level (A1, A2, B1, B2). Lectures are completed in 8 weeks, 24 hours a week. A1, A2, B1, B2, C1, C2 levels are given in one academic year. In order to pass the Turkish Preparatory Class, the student should successfully complete at least B2 level and be successful in the "Turkish Proficiency Exam".

(2) The schedule of the programs / courses is prepared on the basis of the Academic Calendar of the University. There is no obligation to comply exactly with the academic calendar of the university. In case of demand, programs and courses can also be opened in the summer school.

ARTICLE 8- The courses to be opened at NISANTASI TOMER are determined by the Administrative Board at the beginning of each semester, taking into account the requests. Courses with less than 8 applicants will not be opened; however, courses with less than 8 applications can also be opened with the recommendation of the Administrative Board and the approval of the Rector.

The Summer School

ARTICLE 9 – The foreign students whose enrollment date is after the first module consisting of the first 8 weeks and who start the program from the beginner level, will continue their education in the summer school without paying any fee. Students who have not successfully completed the last module starting from the beginner level of the program will be able to apply to the summer school if they wish, by paying the tuition fee determined by the Rectorate.

Levels

ARTICLE 10 – Courses at A1, A2 (Beginner), B1, B2 (Intermediate) and C1, C2 (Advanced) levels based on Comprehension (Listening, Reading), Speaking (Productional Speech, Conversation), Writing (Written Expression) and supporting Grammar skills are offered in NISANTASI TOMER, in accordance with the European Language Portfolio, which is an assessment based on the Framework Program.

Attendance Obligation

ARTICLE 11 – The obligation to attend courses at all levels of Turkish preparatory programs is 80% of the total course hours. A student / trainee whose absenteeism exceeds 20% of the total course hours is considered unsuccessful, is not taken to the exams and repeats the same level. The situation of the student / trainee who exceeds the absenteeism limit is reported to the relevant institutions or units.

CHAPTER FOUR

Types of Exams and Evaluation of Exams

Types of Exams

ARTICLE 12 – (1) Exams administered at NISANTASI TOMER are as follows: Placement Exam, Level Completion Exam, Turkish Proficiency Exam.

(2) Foreign students who enroll in Turkish programs at Nisantasi University have to take the Turkish Proficiency Exam if they do not have a B2 level "Turkish Proficiency Certificate" accepted by NISANTASI TOMER within the last 3 years. If he/she does not get a score of 60 or higher in this exam, he/she takes the second exam, the "Placement Exam," and learns from which level he will start the Turkish Language 1 program.

(3) Students / trainees in Turkish preparatory programs and courses at NISANTASI TOMER are obliged to attend the "**Level Completion Exam**" at the end of each level they attend. If the student / trainee gets a success score of 60 or more in the "Level Completion Exam", they continue their Turkish education at a higher level. The trainee who gets scores below 60 points in the "Level Completion Exam" repeats the same level. If the student / trainee notifies NISANTASI TOMER in writing that he/she will not continue his/her Turkish language program at a higher level, the student / trainee is given the Turkish Level Certificate of the latest level, for which he/she has achieved 60 points or more in the "Level Completion Exam". The student who have completed B1 and B2 levels and got 60 or above in the "Level Completion Exam", should take the "**Nisantasi Turkish Proficiency**" exam, which will be held 3 times a year, in January-February, May-June and September-October terms, and get 50 and above for associate degree, 60 and above for undergraduate, 65 and above for master's degree, and 70 and above for doctorate.

(4) In order to pass the Turkish Preparatory Class, the student should successfully complete at least B2 level and pass the "Nisantasi Turkish Proficiency Exam".

If the student is a citizen of a country whose official language is Turkish, or has graduated from a secondary or higher education (including open education) institution where the language of instruction is Turkish, a Turkish Proficiency Certificate is not required, provided that it is documented.

A Turkish Proficiency Certificate is not required from the candidates who will enroll in programs where the language of instruction is a foreign language.

(5) For the students who have attended B2 level and passed the course completion exam but failed in the Turkish Proficiency exam, the program determined by the Nisantasi Tomer Directorate is applied and the student is prepared for the next Turkish Proficiency exam.

(6) The registration conditions of students and trainees in the Turkish Preparatory Class are determined by the Turkish language Teaching Application and Research Center Directorate.

Proficiency with External Exams

ARTICLE 13 – Students who have taken the scores approved by the Nisantasi Tomer Administrative Board and determined by the Senate are exempt from the Preparatory Program by submitting their exam results to the Nisantasi Tomer Directorate provided that he/she has taken the "Turkish Proficiency" exam at least in the last three years in institutions whose equivalence has been accepted by YOK and certifies it.

ARTICLE 14 – Nisantasi Tomer may request that the results of the external examination be sent directly to the Nisantasi Tomer Directorate by the issuing institution, may conduct research on the results of the examination, call the students for the assessment examination when necessary, and

ARTICLE 15 – Students are obliged to take the exams. Students are accepted that they have failed for the tests that they do not take. However, the situation of students who cannot take the midterm or level completion exams due to sudden illness and unexpected situations is evaluated by the Administrative Board. For those whose excuses are deemed valid, a make-up exam is held on a suitable date and within the scope of the Nisantasi Tomer Directorate. No make-up exams are held for "Turkish Proficiency" Exams.

ARTICLE 16 – Students must complete homework, projects, presentations and other studies for each level and take midterm-exams, quizzes and final-term exams.

Make-up Exam

ARTICLE 17 – (1) A student who cannot take one of the Nisantasi University Turkish Placement, Exemption and Proficiency Exams for a valid reason is entitled to take the make-up exam if the excuse he/she declares with a petition is accepted by the relevant administrative board.

Objection to the Exam Result

ARTICLE 18 – Students can object to the exam results to the Turkish Language Teaching Application and Research Center Directorate within three working days following the announcement date. In the event that any mistake in fact is detected as a result of an evaluation made by a commission made up of lecturers, the said mistake is corrected by the decision of the relevant administrative board and the result is announced.

ARTICLE 19 – (1) The success of Turkish Preparatory Class students is determined by the "Turkish Proficiency Exam", which they can take if they are successful in the course completion exams. The conditions required to take the proficiency exam are determined by the Administrative Board of Turkish Language Teaching Practice and Research Unit.

(2) Among the students who are in the advanced groups of the preparatory class, undergraduate and associate degree students who are successful at the end of the first semester can take the first-year courses of the departments they will study in the second semester, with the approval and permission of the department chair. Graduate students who are successful at the end of the first semester can enroll in the programs they are accepted to. Those who fail the exam continue their education in the Turkish Preparatory Class. Students who are not successful in the proficiency exam given at the end of the year or at the end of the summer school can take the proficiency exam to be given at the beginning of the next academic year together with new students who have just enrolled in the university.

(3) Unsuccessful preparatory class students continue to the preparatory class for one more year. If they fail again, the conditions for attending the university and the conditions for dismissal are determined by the Turkish Language Teaching Application and Research Unit Directorate.

(4) The success grade in the proficiency exams in the first, second and third paragraphs of this article is 50 points and above for associate degree students, 60 points and above for undergraduate students, 65 points and above for graduate students, 70 points and above for doctoral students.

Evaluation

ARTICLE 20 – (1) An "Exam Commission" is formed for each level from two instructors determined by the Administrative Board upon the recommendation of the Director.

(2) The Administrative Board decides whether to hold the "Make-up Exam" for those who could not attend the "Nisantasi Turkish Proficiency Exam" for a just and valid reason, and who document their valid excuse within 3 working days from the day of the exam.

(3) If the student, trainee applies with a document stating his/her Turkish Level or a Turkish Proficiency Certificate that he/she has obtained from another institution before, it is taken into account that the document has been received in the last 2 years from the application date, it is evaluated whether it is obtained from an institution affiliated to YOK and the original of the document is definitely confirmed. If the student does not meet the necessary requirements, the student is taken to re-placement or exemption exams according to his/her needs, with the decision of the directorate. According to the results of the exam, if he/she is a student of our university with a score of 60 and above, he/she is exempted from Turkish Preparatory courses, or if he/she cannot be exempted, he/she is placed in the appropriate class for its level; if he/she is our trainees, he/she is placed in the appropriate class for their level.

Evaluation Within the Period

ARTICLE 21 – Provided that 80% of the course attendance is not exceeded during the 8-week course period; For each level, the written exam is calculated at the ratio of 60%, the speaking exam 20%, the class participation 10%, the homework and presentations 10%, and if the result is 60 points or more, the next level is passed.

CHAPTER THREE

Enrollment and Fees

ARTICLE 22 – The documents required for enrollment are determined by the Administrative Board. The fees for the programs, courses and exams to be organized by NISANTASI TOMER are submitted to the University Senate upon the recommendation of the Administrative Board, and are determined as the board of trustees deems appropriate.

The fee paid by the student and trainee who cannot attend the program or the course for various reasons is not refunded, but the Administrative Board decides about the student or trainee who cannot start the program / course due to force majeure. The trainee who fails in the course and wants to repeat the same level has to re-enroll by paying a fee. The person who has not attended the Turkish preparatory program / course as a student or trainee can attend the Nisantasi Turkish Proficiency Exam by paying the exam fee determined by NISANTASI TOMER for the academic year to NISANTASI TOMER account.

CHAPTER FIVE

Certificate - Documentation and Disenrollment

Certificates and Documents

ARTICLE 23 – Certificates and documents issued by NISANTASI TOMER are as follows:

Nisantasi Turkish Proficiency Certificate

The certificate which is given to the student / trainee who attends Turkish language programs / courses and shows the B2 level corresponding to the European Language Portfolio as a result of the "Nisantasi Turkish Proficiency Exam" is the "Nisantasi Turkish Proficiency Certificate".

Level Certificate

It is the "Turkish Level Certificate", which shows the Turkish language level given to the student / trainee who attends at least 85% of the total course hours of a program / course at Nisantasi TOMER, if he / she is successful in the course he / she took.

Disenrollment

ARTICLE 24 – In the following cases, the student / trainee is dismissed from NISANTASI TOMER by the decision of the Executive Board:

a) If the student / trainee commits one of the disciplinary offenses requiring the penalty of "Expulsion from the Higher Education Institution", which is listed in the "Higher Education Institutions Student Disciplinary Regulation" published in the Official Gazette dated 18/08/2012 and numbered 28388, b) Failure to pay the enrollment fee.

Leave

ARTICLE 25 – (1) Students studying in the Turkish preparatory program are given one week of semester leave.

(2) Among the students of the Turkish Preparatory Program, who apply for an academic year leave, those who have valid reasons may be granted leave only once, with the decision of the relevant administrative board and the approval of the Rectorate. Valid reasons for students to be granted leave are as follows, provided they document it; a) Having a medical report due to illness or health-related excuses,

b) Being recruited for army as a result of not carrying out the postponement or deferral of referral due to compulsory reasons,

c) The emergence of financial and family, death, natural disaster or similar unexpected reasons that prevent the student's livelihood,

ç) Being assigned to study abroad or related to their education,

d) Conviction that is finalized according to the general provisions or availability of situations other than permanent suspension or expulsion from higher education institutions according to the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 13/1/1985 and numbered 18634.

(3) Students who are on leave for one year can take the proficiency exam given at the beginning of the next academic year together with new students. Students who fail the exam reserve their right to attend the Turkish Preparatory Program.

CHAPTER SIX

Miscellaneous and Final Provisions

Financial Affairs

ARTICLE 26 – Financial affairs of Nisantasi TOMER regarding education and training process are carried out by Nisantasi University Economic Affairs Directorate.

Enforcement

ARTICLE 27 – This Directive enters into force from the date it is adopted by the Nisantasi University Senate.

Execution

ARTICLE 28 – The provisions of this Directive are executed by the Rector of Nisantasi University.