

## French Preparatory Program Coordination Office: Role Description

The French Preparatory Coordinator, under the supervision of the relevant Vice Director, is responsible for overseeing the organisation of the one-year French instruction delivered by the School of Foreign Languages to students admitted to Pamukkale University programmes that require compulsory French preparatory education, and for coordinating the lecturers assigned to this unit.

### Duties, Powers and Responsibilities

1. Is authorised to determine the number of midterm examinations for French preparatory courses; plan coursework; decide the number of assignments; and set how assignments are assessed and their weighting towards course/examination grades.
2. Ensures that examination questions for the French preparatory courses are prepared by the assigned instructors; that the questions and answer keys are submitted on time to the authorised unit (Testing Office); and that the content of the questions aligns with the curriculum, monitoring and verifying compliance.
3. Oversees the general supervision and control of the entry of examination results and recorded absence hours by the course instructors into the student information system.
4. Is responsible for determining achievement in the preparatory courses in accordance with the relative grading system, taking all sections into account.
5. Reviews appeals concerning examination results by convening the French Preparatory Course Committee, in line with the relevant provisions of the “Pamukkale University Regulation on Foreign Language and Foreign Language Preparatory Class Education, Teaching and Examinations”.
6. Monitors and ensures that instructors teaching in the French preparatory unit observe class start and finish times.
7. Selects, together with a committee to be formed, the teaching materials to be used in the French preparatory courses; ensures their suitability and their effective use by the instructors concerned.
8. Is authorised to convene a subject-group meeting by coordinating the relevant instructors before adopting any decisions or changes concerning the French preparatory unit.