

University-wide Required English Language Education Coordination Office: Duties and Responsibilities

Duties and Responsibilities of the Coordination Office

1. Ensure coordination between the SFL Directorate/Department of Foreign Languages and the UZEM (Distance Education Centre) management.
2. Within the scope of UZEM-delivered common compulsory foreign language courses (German, French, English), ensure the specification of course content, the preparation of lecture presentations/materials, and the drafting and formatting of examination questions.
3. Provide orientation and guidance to instructors assigned to the common compulsory courses so that they can adapt to the Distance Education System, including the required software, technical procedures and hardware.
4. Plan and oversee the administration of examinations held within the common compulsory foreign language courses (exemption, midterm, make-up, end-of-year, resit and the three-course examination).
5. As needed during the conduct of teaching and learning activities, liaise and share information with the relevant Vice Director.
6. Record meetings held within the Office and inform the relevant Vice Director of the decisions taken.

Role Descriptions of Instructors Assigned to the Office

7. In cooperation with the administrators of the faculty/school/vocational school to which they are assigned, ensure that their courses are delivered in accordance with the Pamukkale University academic calendar and senate decisions.
8. Ensure the preparation of course content, lecture slides/notes, examination questions and lecture videos, and take care not to use copyright-infringing materials.
9. Ensure that the examinations planned by UZEM are administered-either face-to-face or online-in line with the schedule.
10. Determine examination questions; check the question booklets; sort and package the question booklets and optical answer sheets; and, at the end of the examination, complete on time any assigned tasks regarding checking the optical answer sheets and preparing answer keys.
11. As needed during the delivery of education, liaise and share information with the Distance Education Application and Research Centre (UZEM).
12. After examinations have been administered, ensure that student grades are entered into the Pusula Information System.

13. Throughout the semester-and before and after examinations-provide the necessary coordination to resolve students' course- or examination-related issues.