

**T. R.**  
**PAMUKKALE UNIVERSITY**  
**LANGUAGE TEACHING APPLICATION AND RESEARCH CENTER (PADAM)**  
**TURKISH TEACHING AND EXAM DIRECTIVE**

**SECTION ONE**

**Initial Provisions**

**Purpose and scope**

**ARTICLE 1-** (1) The purpose of this Directive is to determine the principles and methods necessary for the conduct of education, training and examination activities of Pamukkale University Language Teaching Application and Research Center (PADAM).

(2) This Directive covers the provisions regarding the education-training and evaluation activities in the Turkish courses conducted at Pamukkale University Language Teaching Application and Research Center.

**Basis**

**ARTICLE 2-** (1) This Directive has been prepared based on Article 14/b-2 of the Higher Education Law dated 4/11/1981 and numbered 2547 and the Pamukkale University Language Teaching Application and Research Center Regulation published in the Official Gazette dated 10.07.2011 and numbered 27990.

**Definitions**

**ARTICLE 3-** (1) In this Directive, the following names refer to the following:

- a) University: Pamukkale University,
- b) Rector: The Rector of Pamukkale University,
- c) Senate: Pamukkale University Senate,
- ç) PADAM: Language Teaching Application and Research Center affiliated to Pamukkale University,
- d) Center: Language Teaching Application and Research Center affiliated to Pamukkale University,
- e) Directorate: Language Teaching Application and Research Center Directorate affiliated to Pamukkale University,
- f) Director: The Director of the Language Teaching Application and Research Center affiliated to Pamukkale University,
- g) YTB: Presidency for Turks Abroad and Related Communities,
- ğ) Board of Directors: PADAM Board of Directors,
- h) KAS: Skipping Exam for Levels,

- i) KTS: Course Level Determination Test,
- i) TYS: Turkish Proficiency Exam,
- j) YDTÖS: Certificate Program for Teaching Turkish as a Foreign Language,
- k) YÖS: Foreign National Student Exams,
- l) KIG: A student who comes to the institution by his/her own means and by paying the education fee determined by the directorate,
- m) Framework Program: The Common European Framework for the Teaching of Languages,
- n) ADP: European Language Portfolio,
- o) Board of Directors: PADAM Board of Directors.

## **SECTION TWO**

### **Turkish Preparatory Education**

#### **Purpose of Education**

ARTICLE 4- (1) The purpose of the Turkish courses organized at PADAM is to provide language training to international students who wish to study at associate, undergraduate and graduate levels at the level requested by the relevant educational institutions.

## **SECTION THREE**

### **Admission and Registration Requirements, Fees**

ARTICLE 5- (1) Both students and staff of Pamukkale University and students and staff of other universities can attend the Turkish courses offered by PADAM.

(2) Trainees can register for a course on the date of their choice by applying online or in person.

ARTICLE 6- (1) Students are registered according to the principles determined by the PADAM Board of Directors.

(2) The original or University-certified copy of the documents required for registration are accepted.

(3) Unless another document is requested by the Board of Directors, 2 passport size photographs, a student certificate approved by the University, a copy of the identity card (passport for foreign nationals) approved by the University and a document showing that the fee has been paid are requested from the trainees for registration.

(4) The course fees paid by the trainees who do not comply with the attendance conditions or fail the course exams are not refunded. With the decision of the Board of Directors, the remaining part of the fee of the trainee who has a valid reason may be refunded after deductions are made.

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

## **Course and Exam Fees**

ARTICLE 7- (1) The exam and course fees to be charged to trainees for courses other than Turkish courses for Turkish Scholarship holders (YTB) are determined for each exam, course and level upon the recommendation of the PADAM Board of Directors and decided upon with the approval of the University Administrative Board. (2) No free or discounted tariff is applied to any person or institution wishing to participate in the Turkish courses opened by PADAM.

(3) Students who come with Turkiye Scholarships are given courses at the fees and hours determined by the Presidency for Turks Abroad and Related Communities (YTB). Students within the scope of this scholarship are not charged any additional fee.

## **SECTION FOUR**

### **Course Teaching Principles**

#### **Courses to be offered and their contents**

ARTICLE 8- (1) Which courses will be opened at PADAM is determined by the Board of Directors at the beginning of each semester, taking into account the requests received. Courses with less than 10 applicants are not opened; however, with the approval of the Board of Directors, courses with less than 10 applicants may also be opened.

ARTICLE 9- (1) In the courses opened, students are taught in accordance with the courses they are placed in according to their language level.

(2) The contents of the courses to be offered in the courses are prepared in such a way as to provide the skills specified in the Framework Program and ADP.

ARTICLE 10- (1) The Center may offer courses aimed at teaching Turkiye Turkish and developing language skills such as diction, effective speaking, written and oral expression, and sign language.

(2) The fees, training periods, course contents, course hours and exams of the courses to be opened other than teaching Turkiye Turkish are determined separately by the Board of Directors upon the proposal of the Director.

(3) Teaching Turkish as a Foreign Language Certificate Program (YDTÖS) can be organized at the Center. The fee, duration, course contents, course hours, and exam format of the program are determined separately by the Board of Directors upon the proposal of the Director and the fees to be paid to the instructors involved are determined separately by the Board of Directors according to the budget of the program.

(4) The trainee enrolled in YDTÖS must attend 80% of the theoretical and practical courses. Trainees who complete the theoretical part of the program are asked to make a sample course presentation in practice. The trainee is evaluated by the Examination Commission. The successful candidate is given a Certificate of Teaching Turkish as a Foreign Language.

#### **Preparation and Selection of Materials to be Used in Courses**

ARTICLE 11- (1) The principles regarding the preparation and selection of course materials to be used in the courses are determined by the Board of Directors upon the proposal of the Director.

### **Language Levels, Study Periods, Courses and Class Hours**

ARTICLE 12- (1) Teaching Turkish at PADAM is done according to the language levels (courses) determined in the Framework Program and ADP.

Language Levels	Courses	
1. Basic Level	A1	For beginners
	A2	
2. Intermediate Level	B1	For intermediate level learners
	B2	
3. Advanced Level	C1	For those with advanced (good) knowledge

(2) Teaching Turkish at PADAM is programmed as at least 760 and at most 960 hours for those starting from the "1st Basic Level". The duration of each course hour is determined by the Board of Directors.

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

(4) In PADAM, courses based on Comprehension (Listening, Reading), Speaking (Generative Speaking, Conversation), Writing (Written Expression) and supporting Grammar skills in accordance with the ADP, an assessment system based on the Framework Program; A1, A2 (Beginner Level); B1, B2 (Intermediate Level) and C1, C2 (Advanced Level).

(5) With the proposal of the Director and the approval of the Board of Directors, courses that develop and support language skills such as General Turkish, Academic Turkish, Speaking Club, Writing Club, Theater Club, Drama, Music and Performing Arts can be opened at PADAM. The hours of these courses are regulated by the Board of Directors.

### **Attendance Status**

ARTICLE 13- (1) Attendance to courses at the Center is compulsory. Students are obliged to attend at least 80% of the courses. Students whose absences exceed 20% of the total course hours cannot participate in the end-of-course exam (KAS), are considered unsuccessful, cannot continue to the next course, repeat the course and pay the course fee again. However, sickness reports received from official institutions and official leave days are not counted as absenteeism.

(2) In the event that the attendance rate cannot be completed due to long-term illness, accident, death of a family member and similar unexpected situations, a decision is made by the PADAM Board of Directors about the relevant trainee, taking into account the official minutes documenting this situation.

(3) Course attendance is monitored by the relevant trainers. The trainers hand deliver the attendance lists showing the attendance status to the Directorate at the end of each course.

## **SECTION FIVE**

### **Types of Exams, Implementation and Evaluation of Exams**

#### **Exam Types**

ARTICLE 14- (1) The types of exams conducted by the Directorate and their application procedures are as follows;

a) TYS (Turkish Proficiency Exam): This exam is applied in three different ways;

(1) The exam is conducted to determine the Turkish level of students who come to PADAM from abroad with YTB Turkey Scholarship. Since the arrival dates of these students vary, the exam is conducted individually or in groups as the student(s) arrive. As a result of the exam; the student's Turkish level is determined. At the end of the exam, the student whose level is deemed appropriate by the Directorate is exempted from PADAM education and continues his/her education in his/her department; the student who cannot go to his/her department starts his/her education at PADAM from the course deemed appropriate by the Directorate. No fee is charged for the exam.

(2) Candidates who are not studying at PADAM but want to certify their Turkish language level with a certificate may also take this exam. It can be held individually or in multiple formats on any date determined by the Board of Directors. As a result of the exam; the Turkish language level of the student is determined and the students are given a certificate at the relevant course level. These candidates are obliged to pay the exam fee determined by the Board of Directors before the TYS.

(3) TYS is also an exam to be administered to the students who have gained the right to be a student at the university with YÖS so that they can start the department they have won. It can be conducted individually or in multiple formats on any date determined by the Board of Directors. As a result of the exam; the student's Turkish level is determined. The student who meets the Turkish proficiency level determined by the institute, faculty, college or vocational school is exempted from Turkish education at PADAM and continues his/her education in his/her department; the student who is not deemed sufficient starts Turkish education at PADAM from the appropriate course.

(4) TYS is paid for non-students of Pamukkale University and the amount is determined by the Board of Directors.

(5) Students who meet the requirements for Turkish specified in Article 6, paragraph 3 of the Regulation on the Principles Regarding Foreign Language Teaching and Teaching in Foreign Languages in Higher Education Institutions do not take TYS and are exempted from the course at the Center.

b) KTS (Course Determination Exam): It is the exam held to determine the course at which the students who come to the Center will start their education. It can be held individually or in multiple formats on any date determined by the Board of Directors. As a result of the exam; the student's course determination is made by the Directorate. The student whose course is determined starts the course by paying the relevant course fee. According to the results of the course determination exam, the courses are formed according to the following scores out of 100 (one hundred):

<b>Corresponding Language Level</b>	<b>Point Value</b>
A1	0-39
A2	40-49
B1	50-59
B2	60-69
C1	70-100

c) KAS (Course Placement Exam): These are the exams that Center students have to take at the end of the relevant course. The instructor may conduct a midterm exam while the course is in progress. In this case, the evaluation is made based on 40% of the student's midterm exam grade and 60% of the Course Completion Exam grade. These exams are administered and evaluated by the Directorate.

d) Other Exams: The task of preparing, implementing and evaluating exams related to situations that may arise other than the exams mentioned above belongs to the decision of the Board of Directors with the proposal of the Director.

### **Implementation of Exams**

ARTICLE 15- (1) In the exams to be administered by the Directorate, the test takers' reading, writing, speaking, listening and grammar skills are measured with questions prepared in accordance with the ADP. Separate exams are held for each skill. Skill sessions can be held consecutively on the same day.

(2) Examiners assigned by the Directorate take part in the implementation and evaluation of all exams.

### **Evaluation of Exams**

ARTICLE 16- (1) Among the candidates who take the exam in TYS and KTS, those who score between 0-39 out of 100 full points start their education at A1 level, those who score between 40-49 start their education at A2 level, those who score between 50-59 start their education at B1 level, and those who score between 60-69 start their education at B2 level.

(2) If the students who are entitled to be a student at the university with YÖS wish to continue their education in the programs of Pamukkale University whose medium of instruction is Turkish without taking a course at PADAM, the average of the skills in 4 areas (Listening, Reading, Speaking, Writing) and Language Knowledge as a supporting skill in the TYS must be at least 70 out of 100 full points or meet the Turkish language proficiency level determined by the institute, faculty, college or vocational school.

(3) Students who continue their education in the Course Placement Examination (CAS) must score 60 points or more in A1 and A2 CAS out of 100 full points, and 70 points or more in B1, B2, C1 courses and Academic Turkish. In the Language Teaching Application and Research Center, exams are evaluated out of one hundred (100) full points. Students who score 60 points and above in the A1 and A2 course completion exam and 70 points and above in B1, B2, C1 courses and Academic Turkish are considered successful. Students who are successful and want to continue to the next level will continue to the next level.

Students who fail the A1 and A2 end-of-course exams may continue to the next level upon their petition and the decision of the PADAM Board of Directors. Students whose score in the end-of-course exam at the end of B1, B2, C1 courses and Academic Turkish is between 60 and 69 out of 100 points are entitled to a second exam. The time of the second exam is determined by the decision of the Board of Directors.

(4) If the student attending the course at the Center is successful in the KAS at the end of the course in which he / she meets the Turkish proficiency level required by the institute, faculty, college or vocational school where he / she will continue his / her education according to paragraph 1 of Article 13, a certificate is issued and sent to the student department.

(5) Students who fail to fulfill the success conditions according to the provisions of this Directive are given a certificate of the lower course, and students who fail to complete any course are given only a certificate stating that they attended the course. Certificates are not issued for A1 and A2 levels, only an exam result certificate is issued.

(6) Examination results are announced on PADAM's website. The certificate is hand-delivered to the trainee or the person who has been officially given a power of attorney; no certificate is sent by post.

### **Exam Fees**

ARTICLE 17- (1) Exam fees must be deposited into the bank account of the Directorate, and the name-surname of the person taking the exam and the type of exam must be specified on the receipt. The fees for the exams to be held in the Directorate are determined by the Board of Directors at the beginning of the relevant semester and are decided with the approval of the University Administrative Board.

### **Refund of Exam Fees**

ARTICLE 18- (1) The exam is a service provided by the Center and the exam fee paid by the examinees is not refundable under any circumstances.

### **Objection to Examination Results**

ARTICLE 19- (1) Students may submit their objections to the exam results to the PADAM Directorate in writing within 3 business days after the announcement of the results.

(2) The objections are examined by the Examination Commission to be formed by the Center Director and are decided by the Board of Directors based on the report to be submitted by this commission.

## **SECTION SIX**

### **Final Provisions**

### **Disciplinary Affairs**

ARTICLE 20- (1) Students are considered students of Pamukkale University as long as they attend the courses and must comply with the relevant laws and regulations. The provisions specified in Article 54 of the Higher Education Law dated 4/11/1981 and numbered 2547 are applied to students who commit disciplinary offenses.

(2) PADAM disciplinary board is the PADAM Board of Directors.

## **Financial Affairs**

ARTICLE 21- (1) The procedures and principles of the "Regulation on the Principles to be followed in the Establishment of Revolving Capital Enterprises in accordance with the amended Article 58 of the Law No. 2547" are applied in the accounting procedure and other financial matters of the Center.

(2) For the additional fees to be paid to the academic staff working in PADAM units, the procedures and principles of the "Regulation on the Procedures and Principles to be Applied in the Distribution of Additional Payments to be Made from Revolving Fund Revenues in Higher Education Institutions" published in the Official Gazette dated 18.02.2011 and numbered 27850 are applied.

## **Excuse Exams**

ARTICLE 22- (1) A student who has a valid reason applies in writing to the Directorate for the acceptance of his/her excuse, together with the reasons and documents proving the excuse, within 5 (five) working days from the end of the excuse. The Board of Directors decides whether the student's excuse will be accepted or not.

(2) Students whose applications are approved by the Board of Directors take the excuse exam on the date and place determined by the Board of Directors.

## **Provisions Not Included in the Directive**

ARTICLE 23- (1) For the issues not included in this Directive, the decisions to be taken by the University Senate upon the proposal of the Board of Directors shall be applied.

## **Enforcement and Execution**

ARTICLE 24- (1) This Directive enters into force on the date of approval by the Pamukkale University Senate and is executed by the Rector.

**Adopted by the decision of the Senate of our University dated 20.07.2023 and numbered 18/3.**