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|  | <b>T.C.</b><br><b>GEBZE TECHNICAL UNIVERSITY</b><br><b>(GTU ENGLISH LANGUAGE COURSES)</b><br><b>DIRECTIVE ON FOREIGN LANGUAGE</b><br><b>EDUCATION PROGRAMS AND COURSES</b> | <b>Document No</b>      | <b>YÖ-0038</b>    |
|   |  | <b>Publication Date</b> | <b>06.12.2017</b> |
|   |  | <b>Revision Date</b>    | <b>30.10.2020</b> |
|   |  | <b>Revision No</b>      | <b>1</b>          |
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## **Definitions**

### **Article 1:**

Within this directive following abbreviations are used for:

**GTU:** Gebze Technical University,

**DFL:** Department of Foreign Languages,

**CCC:** Courses Coordination Commission

## **Purpose**

### **Article 2:**

The purpose is to contribute to the promotion of GTU through Language Courses to be conducted in the Department of Foreign Languages at GTU (DFL), to implement qualified language programs and courses prepared by expert instructors in the academic environment, and to provide participants with contemporary methods, student-centered language teaching approach, and the acquisition of necessary knowledge and skills.

## **Educational Programs**

### **Article 3:**

Educational programs such as ADULT GENERAL ENGLISH, BUSINESS ENGLISH, KPDS – ÜDS, TOEFL, YDS Exam Preparations, an English Course compatible with DISTANCE EDUCATION Program, ENGLISH SPEAKING Course, and ENGLISH COURSES for PRIMARY SCHOOL STUDENTS attending 7th and 8th grades are offered. Additionally, upon request, the Courses Coordination Commission may consider opening various Foreign Language Programs beyond the aforementioned programs.

## **Establishment of Courses Coordination Commission**

### **Article 4:**

The Courses Coordination Commission (CCC) consists of five members selected by the Rector from among the faculty members of the Department of Foreign Languages (DFL), taking merit principles into account. CCC convenes in the first week of September each year and elects, through a secret ballot, one of its members as the CCC chairman for one year.

## **Powers and Responsibilities of Courses Coordination Commission**


### **Article 5:**

The minimum and maximum number of students required for opening courses and classes, course fees and payment conditions, course duration and schedule, course days and hours (subject to non-business hours), instructors to be assigned in the courses, and their responsibilities, lessons to be followed in the programs, exercise books, program content to be covered, and all examinations to be conducted are determined by CCC.

## **Promotion of the Courses**

### **Article 6:**

Continuous announcements are published on the main page of the GTU website to effectively promote the courses to be opened.

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## **Course Registration Procedures**

### **Article 7:**

The necessary conditions and documents for registration are determined and announced by CCC. If the courses do not have a sufficient number of students registered, CCC may not open classes or may merge classes in the same course. If the class is not opened, the fee received for that semester will be refunded to the students.

## **Course Fee**

### **Article 8:**

The programs specified in Article 3 are subject to fees, and courses may be opened based on demand for the periods deemed appropriate by the CCC. The course fee is deposited into the bank account notified by the Directorate of Revolving Fund Management before the date announced by the CCC, and the receipt is submitted to the DFL Registration Office during the registration process.

## **Course Fee Discount Conditions**

### **Article 9:**

A 10% discount is applied to the course fees for GTU students and staff every semester.

## **Placement Test**


### **Article 10:**

Before the programs commence, a Placement Test is administered to determine the level of the participants. The Placement Test incurs a fee, which is deducted from the course fee for registered participants. The examination fee is not refunded to applicants who do not register. To attend KPDS – ÜDS, TOEFL, YDS, ENGLISH SPEAKING courses, participants must successfully complete at least the 3rd level (Intermediate) or pass the Intermediate level in the Placement Test to be conducted.

## **Achievement Status**

### **Article 11:**

In GENERAL ENGLISH, BUSINESS ENGLISH, ENGLISH SPEAKING COURSES, and ENGLISH COURSES for PRIMARY SCHOOL STUDENTS, a midterm exam and a final exam are conducted in each course. The achievement score is calculated by taking 40% of the midterm exam and 60% of the final exam. To advance to the next level, a minimum score of 50 must be obtained in the final exam, and the average of the midterm and final exam scores must be at least 50. Participants who succeed in the aforementioned programs are awarded with the GTU ENGLISH LANGUAGE COURSES Achievement Certificate prepared by GTU DFL and printed by GTU Printing House. Examinations for other programs (KPDS-ÜDS, YDS, TOEFL) are determined by the course instructors and the Courses Coordination Commission (CCC).

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## Attendance Status

### Article 12:

There is a mandatory attendance requirement of 70% for our programs. Participants who have more than 30% absenteeism in total are considered to have failed due to absenteeism. These participants cannot receive the Course Achievement Certificate, and no refund will be made to them. Participants in this situation, if they wish to continue attending the course, must re-register and repeat the level they failed.

## Make-up Exam

### Article 13:

Students who are unable to take the exam may take a Make-up Exam at the date and time determined by the CCC if they officially document their excuse within three days from the exam date (e.g., a letter from the workplace, a doctor's report from the Government Health Office, etc.).

## Campus Entry and Responsibility

### Article 14:

After registering at the GTU ENGLISH LANGUAGE COURSES Registration Office under the supervision of the Department of Foreign Languages (DFL) Presidency, participants can enter the campus by showing their ID card or driver's license at the campus entrance for verification from the list of names provided to campus security.

**Article 15:** The responsibilities of underage participants lie with their parents or legal guardians. No responsibility is accepted for lost or damaged belongings within the campus, buildings, or classrooms.

## Enforcement

### Article 16:

This Directive shall enter into force on the date of its publication.

## Execution

### Article 17:

The provisions of this Directive shall be executed by the Rector of GTU.

| <b>Senate Decision Approving this Directive</b>           |               |
|---|---------------|
| <b>Date</b>   | <b>Number</b> |
| 07.09.2006  | 2006/11       |
| <b>University Senate Decisions Amending the Directive</b> |               |
| <b>Date</b>   | <b>Number</b> |
| 24.12.2014  | 2014/40       |