



# BULENT ECEVİT UNIVERSITY

## School of Foreign Languages

### Staff Handbook

2016-2017



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## **FOREWORD**

Dear Administrative and Academic Staff,

The aim of preparing this handbook is to assist our institution reach its highest potential with the perception of transparency and cooperation, and try to develop professional behavior standards. This handbook includes the mission and the vision of our school, as well as the rules and the implementations conducted. The fact that determining the rules and establishing the standards are related to professional behaviors will shed light to good relations in our school and will provide an active working atmosphere. I sincerely hope that you will take part in this group work with the sense of responsibility and wish you an efficient, enjoyable and successful professional life.

Okşan DAĞLI

School of Foreign Languages

Director

## **1. ABOUT US**

### **1.1. Our Mission**

Our mission is to show our students the methods to reach information and to teach them how to assess the information and to develop their second language learning skills by focusing on reading, writing, listening and speaking skills with the help of advanced education technologies and methods.

### **1.2. Our Vision**

The vision of Bülent Ecevit University, School of Foreign Languages is to be one of the best language education preparatory programs in Turkey by improving its successful position reached by implementing student-centered modern language teaching methods and advanced educational technology with its teaching staff who are bound to Atatürk's principles, ready for teamwork, collaborative, innovative, dynamic, productive and competent.

### **1.3. Our Aims**

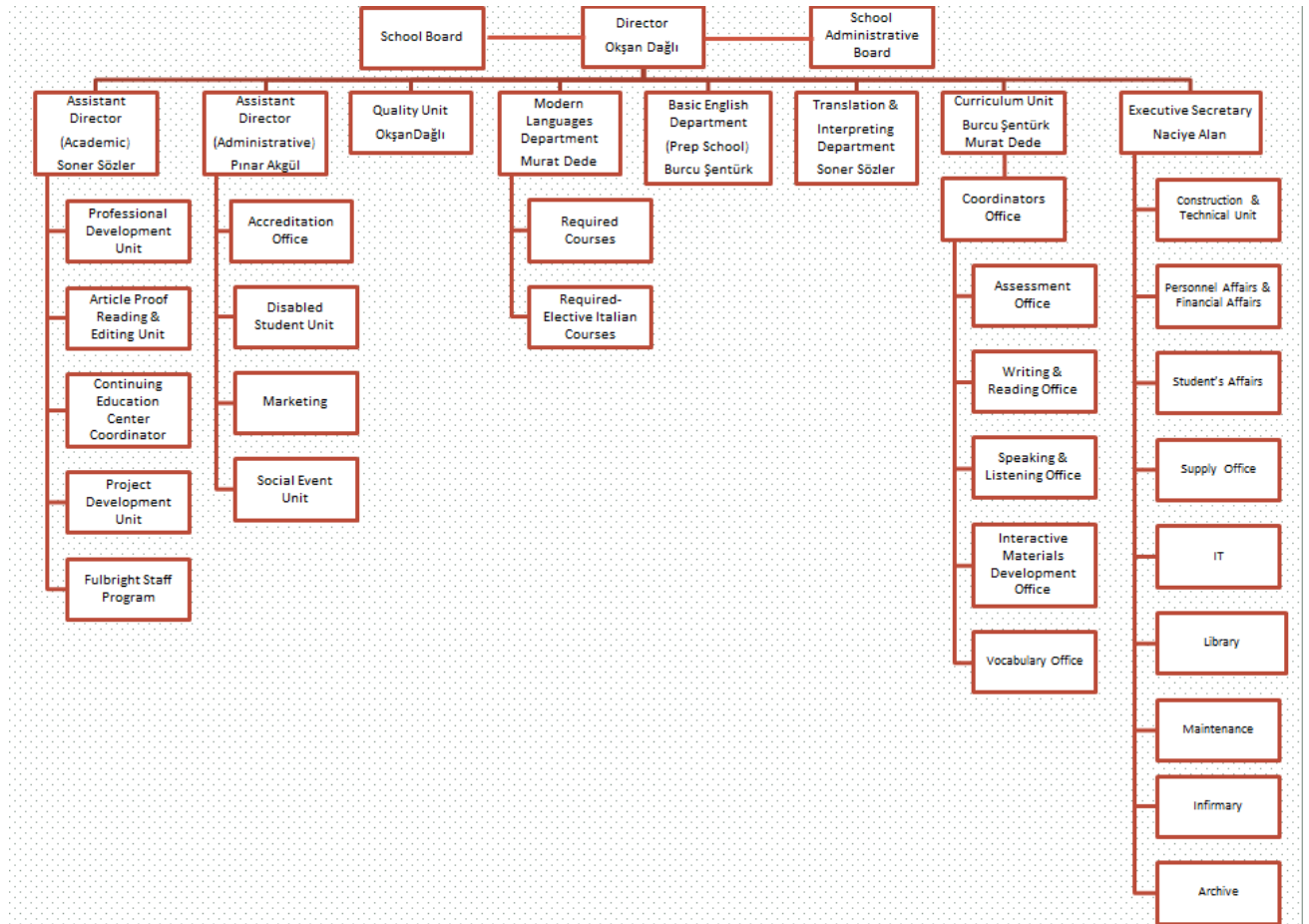
The duration of the preparatory program is one academic year.

At the end of this period students will be able to

- use appropriate words and structures effectively while speaking and writing in English and thus communicate effectively,
- understand in-class and out-of-class English conversations on topics related to their personal interests, join these conversations, explain their personal feelings, thoughts and experiences in detail.
- follow a daily conversation and the main points of spoken topics, listen to English for various purposes such as gathering information and creating ideas,
- read simple technical texts about the areas they are interested in and gather information from them,
- understand long personal letters and messages about emotions, experiences, events, wishes and plans, and official correspondences such as short business letters

## 1.4. Our Organizational Chart

The following chart illustrates the organizational structure in BEUNSF.



## 1.5 Tasks and Responsibilities of the Administrative and Academic Staff

The job definitions of all staff, units and offices are written and updated by units or senior managers they are affiliated, and are notified to themselves.

### 1.5.1. Tasks and Responsibilities of the Administrative Staff

#### Director

Bülent Ecevit University School of Foreign Languages (SFL) is administered by the Director.

The Director is responsible for

- Presiding at the School Committee and Board of Directors, ensuring that the decisions made in these boards are implemented,
- Informing the concerning authorities about recruitment needs,
- Ensuring the regular and efficient coordination among the school units,
- Communicating information such as the strategic plan, activity reports, supervision about the general functioning and performance of the school in form of records to the people concerned,
- As the responsible of the expenses, ensuring that the school budget is prepared and used in efficiently and economically.
- Informing the presidency about the requirement of allowance and staff with justification,
- Creating an effective and safe learning atmosphere for the students,
- Realizing our quality policy and provide continuance,
- Coordinating the Foreign Language Exams for the mobility programs conducted by the External Relations Head Office.

#### **Assistant Director (Academic)**

Assistant Director assists the Director with the works at the School of Foreign Languages, controls the process of disciplinary issues and complaints related to the students at the SFL, and helps the Director to ensure that the educational and academic service is done perfectly.

Assistant Director is also responsible for conducting and coordinating these units:

- Professional Development Unit
- Article Proofreading and Editing Unit
- Head Office of the Continuing Education Center
- Project Development Unit
- Fullbright Staff Program

#### **Assistant Director (Administrative)**

The Assistant Director assists the Director with his/her work at the School of Foreign Languages, and is in charge of the administrative work of the academic staff and the other staff at the SFL. Disciplinary subjects among the instructors and other staff is under the responsibility of the Assistant Director. The Assistant Director is also responsible for conducting and coordinating these units:

- Quality Unit
- Accreditation
- Disabled Students Unit
- Institutional Marketing Unit
- Social Activity Unit



### **Chairperson of Basic English Department**

The Chairperson of Basic English Department is responsible for the daily process and the arrangement of the prep classes. Distributing the class hours and preparing the course schedule; ensuring that the courses are covered thoroughly; controlling the make-up courses, annual leaves, extension of employment; approving the extra classes and controlling the documents about the department are also under his/her responsibility. The Chairperson presides the Curriculum Development Unit, and informs the Director.

### **Assist. Chairperson of Basic English Department**

The Assist. Chairperson of Basic English Department helps the Chairperson with the tasks and the responsibilities, ensures that students' absence rates and grades are regularly recorded on the Student Affairs System and checks them. He/she is also responsible for solving the related problems.

### **Head of the Modern Languages Department**

The Head of Modern Languages Department coordinates with the external units about the class assignments after the preparation of course schedules and provides the thorough and full completion of the process. He/she is also responsible for the preparation of the proficiency exams for the required courses which are implemented at the beginning of the semester and the control of their full delivery to the Head of Student Affairs Office is his/her duty, as well. Moreover, he/she ensures the organization among the instructors at SFL and among the other educational units at the university where the exams will be taken so that all can be perfectly implemented. He/she evaluates the students' complaints about the exam results.

### **Assistant Head of the Modern Languages Department**

The Assistant Head of the Modern Languages Department is responsible for organizing and conducting the Academic English classes in other faculties, schools and vocational schools, and also assisting the Head of the Modern Languages Department in checking the students' success levels. These classes are A1, A2, B1 and B2 level English classes.

## **School Secretary**

The task of the secretary of SFL is to ensure that administrative units work thoroughly and in accordance with the regulations and to help the Director with these. The secretary of the SFL is responsible for:

- Formal documents and the workflow included,
- Forming the agendas of the committees and reporting them,
- Providing the safety, hygiene of the building,
- Ensuring the periodical repair and maintenance of the machines, and equipment which are used for the educational and administrative tasks,
- Preparing the budget and the workflow included
- Buying the necessary goods and service,
- Ensuring the record of the office stock, the procedure of archive and store input-output in accordance with the regulations,
- The implementation of the procedure about the personal rights of the staff and registry procedures of the administrative staff,
- Ensuring the workflow about the petitions from the students and the staff

## **Staff Working Under the Secretary**

**The Staff in Charge of the Constructional and Technical Work:** The Staff in Charge of the Constructional and Technical Work is responsible for helping the Secretary of the SFL with solving the mechanical, electrical and technical problems, keeping the building and the facilities ready for the service, dealing with the basic substructure facilities such as heating, dirty-clean water, electrical energy and communication systems, safety systems with cameras, making the alterations which are not put into bidding (painting/walling) to the building and the facilities.

**The staff in charge of the Academic Personnel Affairs:** deal(s) with the documents about the personnel affairs (extension of employment, assignments, leaves, medical reports etc) of the Academic Staff at the SFL.

**The staff in charge of the Financial Affairs:** organize(s) the process about the use of the SFL budget and the payments regarding the staff (salaries, extra hours, travelling expenses/daily wages) in accordance with the regulations.

**The staff in charge of the Student Affairs:** deal(s) with the documents (transcripts, student certificates etc) about the students studying at the SFL departments, write(s) the absence rates on the web page and work(s) on the documents about them

**The staff in charge of stock or movable property:** deal(s) with the documents about the procedure regarding the office stock (registration, decrease, debit, stock).

**The staff in charge of the Information Technologies:** fix(es) the technical hardware, software problems occurring on the devices like computers, printers, projectors or on the internet connection. The staff working as a programmer are responsible for the software part of the BEUN SFL online information system and also for the content and the format of our website.

**The staff in charge of the library:** is/are responsible for dealing with the process of lending the catalogued books to the students or the staff.

**The staff in charge of technical problems:** solve(s) the problems which require maintenance and repair.

**The staff in charge of the Infirmary:** provides first-aid service for the health problems of the students and the staff.

**The officer in charge of the archive:** is/are responsible for ensuring that the archive in which the documents and papers of the SFL are kept safe and neat in accordance with the regulations until the preservation period ends is. Besides, they are responsible for shredding the expired documents in accordance with the regulations.

### **1.5.2. Tasks and Responsibilities of the Instructor**

The instructor conducts the language courses. His/her responsibilities are:

- Planning, preparing and conducting the courses in accordance with the curriculum,
- Giving feedback about the education and the class materials to the level coordinators,
- Doing the tasks assigned by the School, Head of the Department and the unit/office for which he/she works.
- Attending the meetings announced by the School, Head of the Department, unit/office for which he/she works.

## **1.6. Tasks and Responsibilities of Units and Offices**

The job definitions of all staff, units and offices are written and updated by units or senior managers they are affiliated, and are notified to themselves.

### **Quality Unit**

The Assistant directors, the heads of the departments, training, assessment & evaluation and professional development office staff are members of the Quality Unit which is run by the director of the school. In accordance with the strategic plan and the objectives of the School of Foreign Languages, the Quality Unit is responsible for establishing the internal and external quality assurance system related to the education & research activities, the appreciation of the administrative services and for improving the quality. It is also responsible for determining the institutional indicators and carrying out the activities in accordance with the procedures determined by the Higher Education Quality Board and submitting these studies to the approval of the Senate. The Quality Unit also incorporates the Accreditation Office.

### **Accreditation Office**

This office is responsible for carrying out the accreditation studies in three main areas namely; administration, education and assessment & evaluation structure of the School of Foreign Languages. The Accreditation Unit is affiliated with the Assistant Administrative Director.

### **Disabled Student Unit**

BEUN School of Foreign Languages Disabled Student Unit is working in cooperation with Bulent Ecevit University Disabled Student Unit. At the beginning of each academic year, all students are given a questionnaire in which they can state their disabilities and the problems they encounter. Students with disabilities in BEUN School of Foreign Languages are determined according to the results of this survey. These students are regularly interviewed by unit members and the school nurse. The Disabled Student Unit is affiliated with the Assistant Administrative Director. The objectives of the BEUN Disabled Student Unit are;

- supporting all the disabled students of Bulent Ecevit University in educational, social and cultural field,
- supporting the students with disabilities to cope with the physical and attitudinal

obstacles they may encounter in academic and social life and raising awareness of staff working at BEUNSFL

### **Marketing Unit**

BEUN School of Foreign Languages Corporate Marketing Unit is responsible for the pictures, texts and archives of all kinds of activities carried out within the university. The purpose of the unit is to ensure that the activities are visible and known by the universities, colleges & institutions, students and the public. The Corporate Marketing Department is working in partnership with Bulent Ecevit University Press and Public Relations Coordinator. This unit is affiliated with the Assistant Administrative Director. The responsibilities of the unit are;

- taking photographs and writing texts of the studies within BEUN School of Foreign Languages,
- publishing activities on the website,
- ensuring that the website is up- to-date.

### **Social Event Unit**

The Social Event Unit, incorporated in BEUN School of Foreign Languages, is affiliated with the Assistant Administrative Director. The unit is responsible for the organization of all the social activities at school.

### **The Curriculum Unit**

The Curriculum Unit is responsible for the accomplishment of duties performed by the departments;

- Evaluating and selecting the materials in collaboration with the departments and the offices (in class, out class and computer labs) for each level,
- Preparing the syllabus and the content of the curriculum for each level in accordance with the learning outcomes,
- Determining the areas in which supplementary materials will be necessary with the departments and the offices,
- Making sure the coordinators are up-to-date with the syllabus for each level,
- Performing the pacing and the syllabus check of all the courses that will be done and follow their pacing with the meetings that will be held.
- Informing the Assessment Office about the pacing
- Receiving feedback from the colleagues who have used all the educational materials by holding meetings and preparing reports upon this feedback.
- Getting feedback from the learners and the teachers and from the other offices considering the curriculum throughout the year,
- Analyzing the feedback and sharing the results,

- Keeping track of the new materials in the field continuously,
- Checking all the extracurricular activities and materials and decide on their practicality and usefulness,
- Checking all the tests (proficiency, placement, quiz, mid-term, finals, make-up) in terms of content, number of questions, duration and answers in detail and approving and making recommendations if any;
- Following all the activities of all the offices in service closely;
- Participating in the related professional development activities,
- Sharing the reflections of the activities with the other group members.
- Analyzing all the important decisions of the offices regarding the education and decide on their applicability;
- Performing other tasks that the School Director asks for;

### **The Curriculum Unit Coordinator**

The Curriculum Unit Coordinator is chosen by the members of the unit for two academic years. S/he is responsible for the following;

- Representing the unit in the meetings,
- Organizing regular meetings with the curriculum unit members,
- Reporting the results of the meetings to the Assistant Director (Academic),
- Participating in the meetings with the other unit coordinators.

### **The Coordinators Office**

The Coordinators Office is responsible for the following;

- Maintaining an effective communication with and among the teachers and the other units and offices,
- Making sure that the learning outcomes of the curriculum are achieved by the teachers at each level by organizing meetings with the teachers on a regular basis,
- Getting feedback from the teachers regarding the syllabi, materials, students and the assessment throughout the year,
- Sharing the feedback with the related offices,
- Conveying the materials prepared by the Curriculum Unit to the teachers under his/her coordination,
- Participating in the related professional development activities,
- Giving feedback about the exams s/he is coordinating.

### **The Coordinators Office Coordinator**

The Coordinators Office Coordinator is chosen by the members of the unit for two academic years. S/he is responsible for the following;

- Representing the office in the meetings,
- Organizing regular meetings with the coordinators for each level,
- Reporting the results of the meetings to the Curriculum Unit,
- Participating in the meetings with the other unit and office coordinators.

### **Assessment Office**

The Assessment office is responsible for the following;

- Preparing the test specifications in accordance with the outcomes of the curriculum,
- Preparing an item bank for the quizzes, midterms, final exams and proficiency exams,
- Informing the students and the teachers about the exam content and date both on the school website and the notice boards,
- Preparing quizzes, exams and answer keys in coordination with the related offices,
- Organizing the editing process of quizzes, midterms and final exams,
- Organizing the necessary preparations (printing/copying, assigning lecturers, organizing exam rooms) before quizzes, midterms and final exams,
- Conducting quizzes, midterms and final exams,
- Analyzing the results of the quizzes, midterms and final exams,
- Re-evaluating students' quizzes, portfolios, midterms and final exams in case of a complaint,
- Making necessary adjustments to the questions,
- Participating in the related professional development activities.

### **Testing and Assessment Office Coordinator**

The Testing and Assessment office coordinator is chosen by the members of the unit for two academic years. S/he is responsible for the following;

- Representing the unit in the meetings,
- Organizing regular meetings with the testing office members,
- Reporting the results of the meetings to the Curriculum Unit,
- Participating in the meetings with the other office coordinators,
- Dealing with the complaints of the students related to quizzes, midterms and final exams.

### **Reading and Writing Office**

The Reading and Writing Office is responsible for the following;

- Preparing supplementary materials and activities of the related language skills in line with the curriculum
- Making necessary arrangements to share the newly prepared activities and materials with the teachers and the students,

- Updating the supplementary materials continuously,
- Preparing exams for the related skills and to orientating the teachers to the evaluation processes of these exams.

### **Reading and Writing Office Coordinator**

The Reading and Writing Office Coordinator is chosen by the members of the unit for two academic years. S/he is responsible for the following;

- Representing the unit in the meetings,
- Organizing regular meetings with the interactive materials development office members,
- Reporting the results of the meetings to the Curriculum unit,
- Participating in the meetings with the other unit coordinators.

### **Listening and Speaking Office**

The Listening and Speaking Office is responsible for the following;

- Conducting all kinds of work related to speaking classes in an academic year,
- Preparing a report about the meetings held by the unit to the Curriculum unit,
- Preparing semester and annual syllabi for each level with the members of the unit and sharing these syllabi with the Curriculum Unit,
- Making sure the coordinators and the class advisors are up to date with the syllabus for each level,
- Attending the related professional development activities,
- Sharing the reflections of the activities with the other unit and office members,
- Getting feedback from the instructors related to any activity used in speaking classes and evaluating the materials in accordance with the feedback given,
- Preparing supplementary materials and activities in line with the curriculum,
- Making necessary arrangements to share the newly prepared activities and materials with the instructors and the students,
- Updating the supplementary materials continuously,
- Informing the students about the exam format by preparing sample questions and the instructions,
- Making necessary adjustments to the tasks,
- Preparing exams for the related skills and orientating the teachers to the evaluation processes of these exams.
- Organizing and conducting speaking exams,
- Re-evaluating students' listening and speaking exams in case of a complaint,
- Determining the presentations performed during the semester,
- Keeping the rubric of the presentations objective,
- Performing other duties requested by the Coordinators office.

### **Listening and Speaking Office Coordinator**



The Listening and Speaking Office Coordinator is chosen by the members of the unit for two academic years. S/he is responsible for the following;

- Representing the office in the meetings,
- Organizing regular meetings with the Listening and Speaking Office Members,
- Reporting the results of the meetings to the Coordinators office,
- Attending the meetings with the other unit and office coordinators,
- Dealing with the necessary arrangements regarding the student complaints related to the Listening and Speaking Exams.

### **Interactive Material Development Office**

The Interactive Material Development Office is responsible for the following;

- Preparing supplementary materials and various activities in line with the curriculum and the requirements,
- Making necessary arrangements to share the newly prepared activities and materials with instructors and students,
- Updating the supplementary materials continuously in line with the requirements,
- Organizing tournaments among classes and giving awards to the winners.

### **Interactive Material Development Office Coordinator**

The material Development Office Coordinator is chosen by the members of the unit for two academic years. S/he is responsible for the following;

- Representing the office in the meetings,
- Organizing regular meetings with the interactive materials development office members,
- Participating in the meetings with the other unit and office coordinators,
- Reporting the results of the meetings to the Coordinators office.

### **Vocabulary Office**

The Vocabulary Office is responsible for the following;

- Preparing vocabulary quizzes that are going to be carried out during the academic year,
- Helping the Interactive Material Development Office with preparing vocabulary activities,
- Preparing vocabulary activities for Student Language Portfolio,
- Preparing vocabulary worksheets at the beginning of the academic year.

### **Vocabulary Office Coordinator**

S/he is chosen by the members of the office for two academic years. S/he is responsible for the following;

- Representing the office in the meetings,
- Organizing regular meetings with the members of the office,
- Reporting the results of the meetings to the Coordinators office,
- Participating in the meetings with the other unit and office coordinators.

### **Professional Development Unit**

The Professional Development Unit is responsible for the following;

- Organizing in-service training programs and orientations for the newly-recruited teachers,
- Identifying teachers' professional development needs and carrying out in-service development activities,
- Keeping the records of the activities regarding professional development,
- Informing the teachers about the training opportunities in foreign language education such as conferences, symposiums, seminars, and workshops,
- Keeping up with the professional development activities and participating in them,
- Performing the other activities assigned by the Assistant Director (Academic).

### **Professional Development Unit Coordinator**

The Professional Development Unit Coordinator is chosen by the unit members for 2 academic years and is responsible for the following;

- Managing the unit meetings,
- Organizing meetings with the unit members,
- Submitting the meeting reports to the Assistant Director (Academic),
- Keeping in contact with other unit coordinators and attending meetings when necessary,
- Playing a role in inviting experts for the professional development of the teachers and making necessary arrangements.

### **Article Proof Reading &Editing Unit**

Proofreading Office is an Office serving all academic staff of Bülent Ecevit University. The members of the unit work on voluntary basis. Primary responsibilities of Proofreading Unit are as follows:

- Providing service to all Bülent Ecevit University academic staff in terms of editing and suggesting corrections related to grammar and vocabulary of scientific articles in English.
- Arranging meeting date with the author of the article and working on the article through face-to-face meetings with the author.

### **Proofreading Unit Coordinator**

The Proofreading Unit Coordinator is selected among the members of the Unit for two academic years and is responsible for the following:

- Following the applications directed to the unit and designating a unit member to work on the articles,
- Providing feedback to the author of the article regarding her/his application,
- At the end of each month, reporting details to Assistant Director (Academic) about the meetings that took place within that month.

## **2. OUR POLICIES**

### **2.1.PROGRAM DEVELOPMENT POLICY**

Each component constituting the program; the curriculum programs on daily, weekly, term and annual basis, the course books, the materials, the computer hardware, the assesment process and criteria are compatible with each other and under ongoing evaluation and revision. The revised components include all the necessary information for all the students and the instructors.

The other components of BEUN School of Foreign Languages are as follows:

- Deciding on all kinds of educational materials to be used within the very academic year;
- Preparing the pacing of the course book to be used
- Performing the pacing and syllabus check of all the courses that will be done and following their pacing with the meetings that will be held.
- Informing the Testing Office about the pacing
- Receiving feedback from the colleagues who have used all the educational materials by holding meetings and preparing reports upon this feedback.
- Checking all the extracurricular activities and materials and deciding on their practicality;
- Studying all the tests (proficiency, placement, quiz, mid-term, finals, make-up) in terms of content, number of questions, duration and answers in detail and approving and making recommendations if any ;
- Following all the activities of all the offices in service closely;
- Analyzing all the important decisions of the offices regarding the education and deciding on their applicability;

- Performing other tasks that the Head of the Department asks for;

### **Learning Outcomes**

The Common European Framework (CEFR) which constitutes the base in determining the outcomes of the curriculum and in preparing the syllabus of Basic English Department of Bulent Ecevit University School of Foreign Languages is an enriching academic scale showing student level and progress in fine progression. The curriculum prepared outlines the outcomes to be achieved at different language levels as A1-Beginner (Breakthrough) level, A2-Elementary level (Waystage), B1-Pre-Intermediate (Threshold) level, B2-Intermediate level (Vantage) indicating the estimated time to be allocated to accomplish them. Once the outcomes are determined, the test specifications, which guide not only the testing unit for test preparation, but also students and teachers, are also determined in the curriculum.

- Undergraduate Programs covered completely in English (%100) - B2 (Upper Intermediate)
- Associate Degree Programs covered completely in English (100%) - B1 (Intermediate)
- Undergraduate Programs partly covered in English (%30) - B1 (Intermediate)
- Associate and Undergraduate Degrees without preparatory school training (A1-A2)
- Undergraduate Degree with preparatory school training (B1-B2)

### **Teaching and Learning Materials**

The course books obtained by Bulent Ecevit University Department of Basic English via the publication houses and all supplementary materials prepared by the Materials Development Unit help us achieve our learning outcomes. Our basic curricular approach while selecting the coursebook and the supplementary materials printed sources is in compliance to the CEFR (Common European Language Framework), our institutional goals, and to the use of computer labs which will be used at different language levels in and outside the classroom. Besides in Modern Languages Department, course contents and supporting materials offered online and prepared originally in A1-A2, B1-B2 levels by Modern Languages Department instructors for Faculty/ School and Vocational School freshmen help to reach learning outcomes.

The selected coursebook(s) is supported with supplementary materials by the Curriculum and Program Development Unit of Basic English Department of Bulent Ecevit University. Magazines, books, exercise leaflets, and computers are available for our students' use outside the class hours. Our School aims to ensure student autonomy by leading our students to make use of these materials in their out of class studies.

### **Assessment**

Each assessment component in the curriculum is determined in accordance with the learning objectives and included in the curriculum. The content and the calendar of the portfolio application which is a part of the testing application is also specified by the curriculum development unit.

In addition to the quizzes, mid terms and the finals, the portfolios and the assignments that the students have to prepare are also included in the program. The students are informed about the assessment elements and the process (sample questions and assessment criteria). In and out of classroom activities are also included in the program.

Grammatical rules, vocabulary knowledge, and four language skills (listening, speaking, reading and writing) are assessed in accordance with CEFR criteria.

Success is aimed by the efficient use of feedback methods in addition to regular and ongoing assessment practices. (Beun SFL is aiming to achieve success by using efficient feedback methods in addition to regular and ongoing assessment practices).

The aim of Basic English Department of School of Foreign Languages at Bülent Ecevit University;

#### **a) Meeting students' linguistic and academic needs**

The aim of the curriculum is to provide adequate language knowledge and skills that are necessary for the future studies of our learners in their departments. When students complete the preparatory program, they will have the necessary background and strategies to follow lectures, understand extended texts, produce various types of written texts, and communicate via the target language accurately and make their language knowledge efficient in the studies that they will conduct in their academic life.

**b) Fostering learner autonomy** We believe that learning is not and should not be limited to the classroom. Our students should be able to continue learning outside the classroom

environment and be equipped with the necessary strategies to support their future learning effectively. We aim to encourage our students to benefit from the self-access centers, such as computer labs, library, TV rooms and magazines, books, exercise leaflets, and computers are available for our students' use through which they will eventually learn how to make their own decisions regarding their academic needs. By using online platforms, we expect to provide our students with the opportunities to be able to interact with native speakers and other language learners all over the world. Modern Languages Department offers students the opportunity to watch online courses as often as and whenever they want.

### **c)Providing individual guidance**

BEUN SFL believes that in order to ensure their success in the language learning process, individual attention and support should be given to students by their academic advisors, class teachers by providing individual counseling. To enable students enjoy a successful academic year, an advisor is assigned for each class and these instructors provide students two hours of extra out of class academic service under the name of 'office hour'.

## **2.2. LEARNER TRAINING POLICY**

BEUNSFL aims to ensure that students are given opportunities, guidance and training in terms of study skills and techniques to improve themselves as autonomous learners. BEUNSFL also places importance in raising student awareness regarding the importance of knowing a foreign language for their academic and social lives, so students are encouraged to use the language effectively to communicate and express themselves in both domains by providing opportunities both in and outside of the classroom with speaking clubs, contests and role plays, along with classroom activities.

## **2.3.ASSESSMENT POLICY**

### **General Statement**

Assessment is an inseparable component of the curricula. As it aims to promote students' learning and provides help to monitor their progress in the process, it is an essential part of teaching and learning process. Therefore, in order to measure curricula delivery achievement, effective assessment is vital.

The primary aim of assessment is to observe students' improvement, provide help, support and guidance in language areas that students are weak.

As assessment is not a separate component of the learning process, students are given a certain number of short quizzes, four midterm (achievement) tests and are asked to keep portfolios which are graded separately and have certain weights in the overall score of students.

Students are tested in four language skills; reading, writing, listening and speaking. Tests are prepared in accordance with the test specifications and conducted in the house and with these tests all the students are given the opportunity to display their ability in four skills tested.

Modern Languages Department implements a mid-term exam which affects the passing grade by 40% and a final exam which affects the passing grade by 60% to assess the success of their students. Excuse Examination for students who are not able to enter, so long as they prove the midterms and Makeup exams for students who fail the final examination and / or want to increase their grades are held.

The questions are the same for the students at the same level and the exams are held simultaneously in all campuses. The students' grammar, vocabulary and reading skills are examined in the exams.

The primary responsibility of the testing unit is to design tests which are unbiased, sensitive to gender, race and cultural background. The testing unit is also responsible for the standardization of the tests by providing teachers guidelines about how to administer tests and by giving norming session for teachers for the assessment of productive language skills, namely writing and speaking.

The exams of Modern Languages Department may be written and / or oral and / or practical. The dates and forms of the exams, which are considered appropriate by the related deanship or school directorate, are announced by the related departments at least two weeks before the exams. The testing unit is also in charge of informing the teachers about the content and form of the tests and of announcing the date and time of the test one week before the test time. Students are also informed about the criteria used for assessing productive skills. After the marking process, the students are given the opportunity to check out their mistakes and evaluate them. Exam results are also announced online.

## **Objectives**

- To accomplish fair, reliable, valid outcomes with transparent consistent assessment tools.
- To provide quality control and recording procedures for the midterms and final exam, as well as portfolio assessment, and for different tasks performed through the term besides quizzes.
- To follow a learner centred approach by using correct examination design and structure in assessment.
- To inform both teachers and learners about the content, form and the procedures of the tests and all evaluation procedures.

## **Range and scope of the policy**

The assessment policy covers all courses offered at BEUNSFL.

## **Reliability and Validity policy in Assessment**

The aim of BEUNSFL is to get the highest level of a reliable and valid assessment of the exams given throughout an academic year.

## **Reliability and Validity**

BEUNSFL aims to have all students gain familiarity with the assessment tools before the exams are conducted during and at the end of each term. As it is highly important to minimise possible sources of error, certain steps like cross-check and double marking are taken sufficiently throughout the preparation and marking processes.

BEUNSFL ensures validity of assessment through the outcomes of curriculum. This procedure is applied to all exams and the tasks assigned for continuous assessment. All the productive and receptive skills and the language areas of grammar and vocabulary are tested on a regular basis



throughout the academic year. The content of the exams and criteria are shared with teachers and students at all levels and familiar formats are used.

In the Modern Languages Department evaluation process, the answer keys are checked at least twice by the instructors in the department before the optical forms of the students are evaluated in the optical reader. In case of any objection, the answer sheet evaluated by the optical reader is also checked manually by the responsible instructor.

### **Internal Verification**

In order to ensure that the assessed work reaches the required outcomes, the following procedures are followed:

- The testing unit and the curriculum unit agree if the items of the test align with the outcomes of the curriculum.
- The testing unit is in charge of designing, implementing and improving the quality of exams carried out in BEUNSFSL Preparatory School Programmes, by taking the outcomes of the curricula into account. These exams include quizzes, midterms (achievement tests), final exam and makeup exam which assess the language achievement levels of students in the four language skills.
- Each member of the testing unit is responsible for different language levels and they take necessary actions to carry out everything related to the above mentioned exams at that level. Each member follows the same procedures as listed below:

### **Quizzes**

- Writing the test specifications of a quiz
- Writing items accordingly
- Having a meeting with the level responsible
- Making necessary changes
- Finalizing items for the quiz
- Implementing the quiz at the set time and date
- Distributing the answer key to teachers
- Having the assigned teachers grade the papers

## **Midterm and Final Exams**

Content of the Booklet: Listening and pronunciation, Language use, Reading, Writing

- Writing the test specifications of a booklet exam
- Writing items accordingly
- Having the primary review done by other testing office members
- Making necessary changes
- Having a meeting with the level responsible
- Reaching agreement on the items
- Making necessary changes
- Finalizing items for the booklet exam
- Implementing the booklet exam at the set time and date
- Having a meeting with the teachers in charge of grading
- Distributing the detailed answer key of the exam guiding markers how to grade the papers
- Setting a deadline for marking
- Having the assigned markers hand in the exam papers on the due date

For Modern Languages Department; Language use and reading

## **Writing Exams**

- Writing the test specifications of a writing exam
- Writing items accordingly
- Having the primary review done by other writing office members
- Making necessary changes
- Having a meeting with the level responsible and testing office members
- Reaching agreement on the items
- Making necessary changes
- Finalizing items for the writing exam
- Implementing the writing exam as a part of booklet exam at the set time and date
- Having a meeting with the teachers in charge of marking
- Distributing the detailed criteria of the writing exam guiding markers how to grade the papers
- Grading randomly chosen exam papers to make sure all the markers have reached a consensus on how to grade fairly

- Setting a deadline for the first marking
- Having second markers receive the writing exam papers to mark without seeing the first marking results
- Setting a deadline for second marking
- Having the markers meet after the grading is finished in order to compare and finalize their grades.
- Having the assigned markers hand in the exam papers on the due date
- Having class advisors take the exam papers to the classroom so that students are able to check their graded exam papers

### **Speaking Exams**

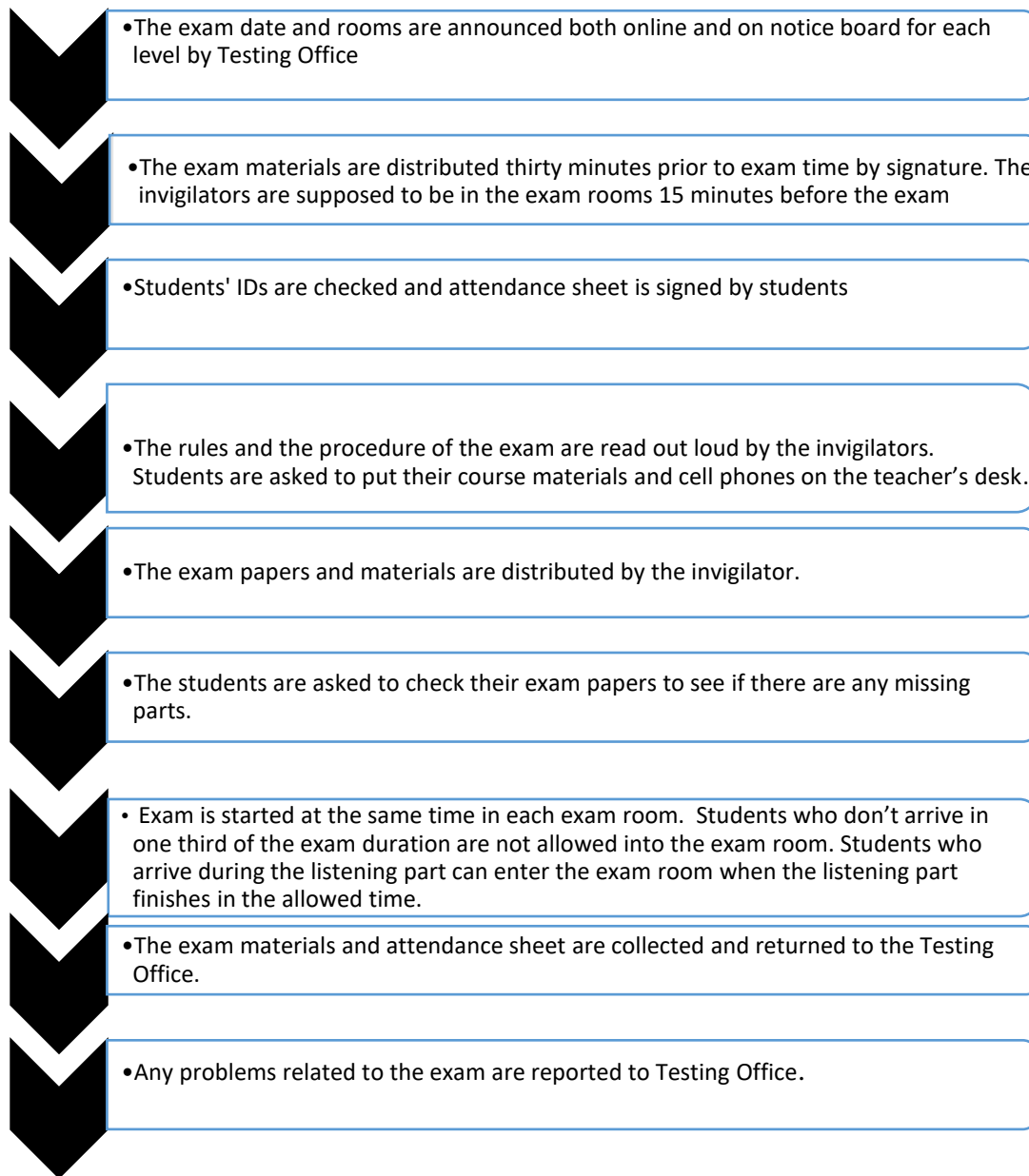
- Writing the test specifications of a speaking exam
- Writing items accordingly
- Having the primary review done by other speaking office members
- Making necessary changes
- Having a meeting with the level responsible and testing office members
- Reaching agreement on the items
- Making necessary changes
- Finalizing items for the speaking exam
- Assigning two assessors , an interlocutor and an usher for each exam room
- Distributing the detailed criteria of the speaking exam guiding markers how to grade oral performances
- Having the assigned teachers grade sample exam performances from previous years to make sure all the markers have reached a consensus on how to grade fairly
- Distributing the appliances for the video recording during the exam after checking that the instruments are functioning properly.
- Implementing the speaking exam at the set time and date
- Having the assigned teacher transmit the video recordings into the computer in Speaking office on the due date
- Handing the assessors' marking sheets to class advisors so that they can transfer the final scores on the booklet
- Having class advisors bring assessors' marking sheets to the classroom so that students are able to see their grades and feedback.

## **2.4.INVIGILATION POLICY**

The assessment of students and the integrity of our exam processes are of great importance to BEUNSFL. Exam Invigilators play a key role in helping to ensure that security is maintained and exams are conducted in a fair and appropriate manner and all students are able to sit exams in a suitable environment.

Invigilators should not read (other than if directly related to the examination), smoke, eat or engage in activities which may distract them from carrying out their duties or disturb candidates.

### **Invigilation Procedures**



## 2.5. MARKING POLICY

As monitoring students' progress and giving feedback to learners and teachers in the learning and teaching process has great importance, BEUNSFL pays great attention to marking procedures. The main aim of BEUNSFL is to have a clear understanding of students' progress in required skills and knowledge in order to be effective users of language.

Another aim is to provide constant feedback on learners' work so that they observe how much progress they have made.

### **How is marking carried out?**

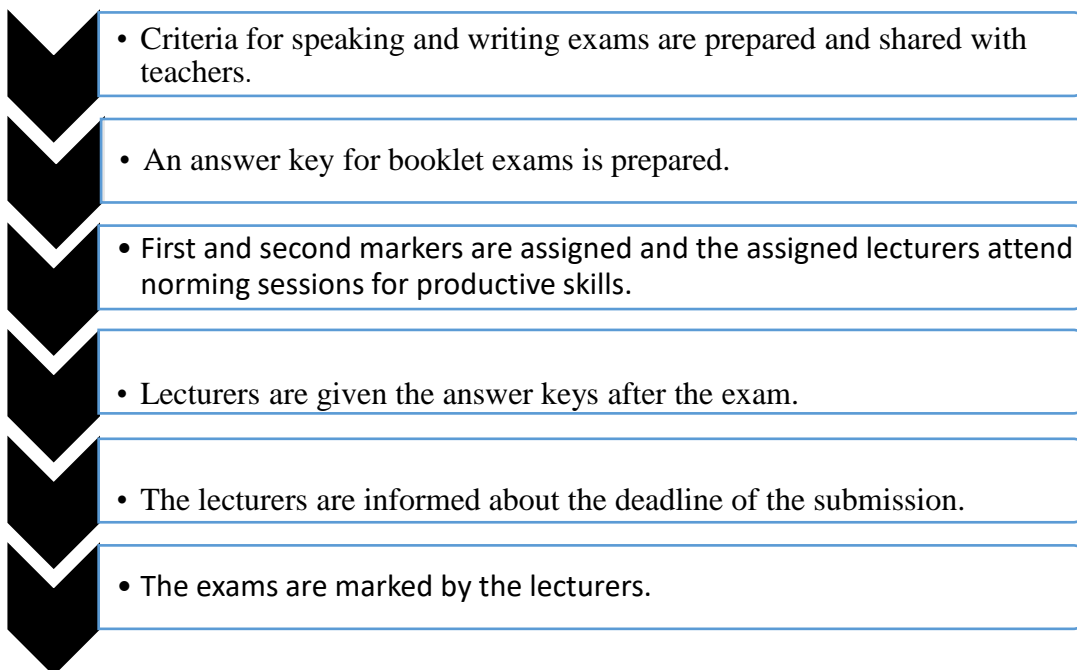
A set of procedures is followed in marking by the lecturers at BEUNSFL.

## **Roles and Responsibilities of lecturers in the marking process**

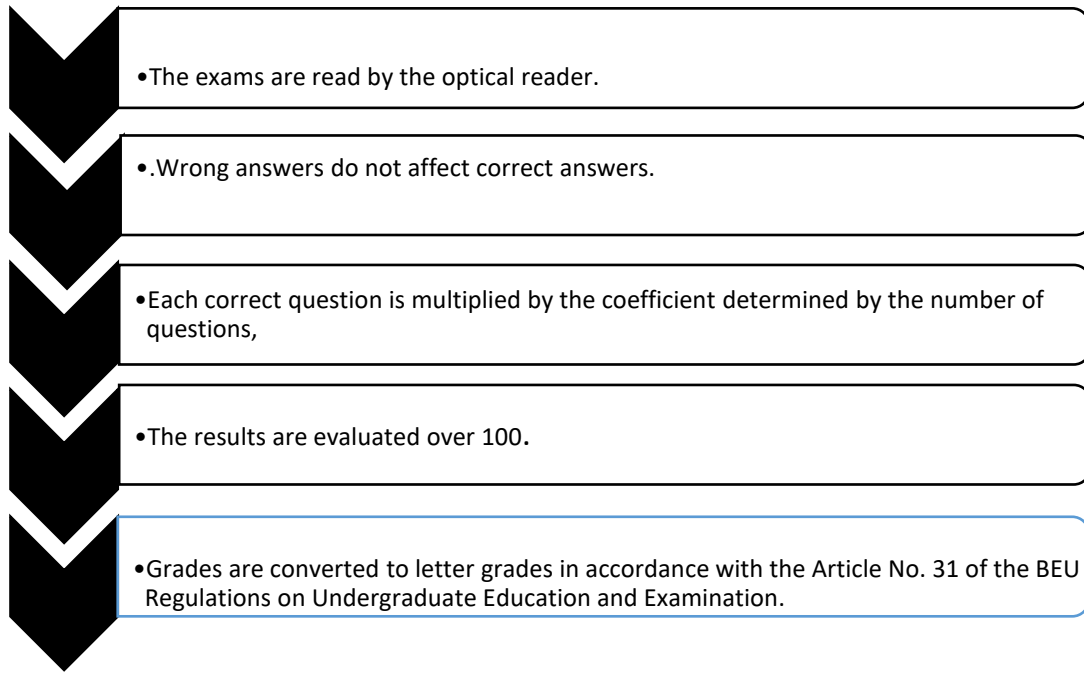
- To make sure that students are informed about the content and the date of the exams.
- To share criteria prepared for skill-based exams.
- To attend norming sessions before writing and speaking exams.
- To grade the exam papers on a regular basis.
- To make sure that students are given feedback sessions on marking .
- To deliver the exam papers on due date

## **Marking Procedures**

### **a)Marking Procedures for Basic English Department**

- 
- Criteria for speaking and writing exams are prepared and shared with teachers.
  - An answer key for booklet exams is prepared.
  - First and second markers are assigned and the assigned lecturers attend norming sessions for productive skills.
  - Lecturers are given the answer keys after the exam.
  - The lecturers are informed about the deadline of the submission.
  - The exams are marked by the lecturers.

### **b)Marking Procedures for Modern Lanaguages Department**



## 2.6.STAFF RECRUITMENT POLICY

### **First appointment**

The steps that BEUNSFLL and the instructor candidates should follow are as follows:

- The Director of the School of Foreign Languages sends the number of instructors needed to the Rectorate of Bülent Ecevit University.
- BEU Rectorate conducts the necessary correspondence with the Council of Higher Education.
- Council of Higher Education approves the demand and provide academic position.
- The Academic Recruitment Announcement is published on the website of BEU.
- Candidates apply in person or by post with the required documents (CV, diploma, transcript, certificate of exemption from military service, Academic personnel and postgraduate education entrance exam result, Foreign Language exam result and passport photograph).
- The candidates take on oral exam on the dates specified on BEU web page.
- The exam is conducted according to the provisions of the “Regulations on Principles and Procedures on Central Examinations or Admission Examinations to be Implemented in the Direct or External Appointments to the Lecturer Posts other than Academic Member Posts”.
- Application results are announced on [w3.beun.edu.tr](http://w3.beun.edu.tr) page.

- BEU Department of Personnel Affairs conducts the recruitment process.
- SFL Personnel Affairs demands “Social Security Institution Statement of Employment,” “Statement of Personal Status,” “Statement of Family Allowance” and “Statement of Assets and Liabilities” from the candidate.
- New instructors are taken into the orientation program by SFL Professional Development Unit and start their duties.

### **Reappointment**

- The instructors fill in an activity report every year in order to be reappointed and submit a petition to the Department Head.
- Department Head sends a formal document to the School with approval.
- The School Board make a decision with reference to the opinion of the Department Head. The Rectorate conveys the related decision to Department of Personnel Affairs.
- Department of Personnel Affairs presents the re-appointment letter to the Rector to give a final decision on the related instructor.
- The reappointment letter is delivered to the related staff.

## **2.7.STAFF DEVELOPMENT POLICY**

BEUNSFL believes that professional development has a significant contribution to effective teaching and learning. Therefore, support, guidance and opportunities are provided to the instructors based on their needs and interest areas.

The need areas are determined by questionnaires, individual or group meetings, reflection reports and informal feedback received from students and colleagues. The individual meetings are held when requested. Workshops, presentations from both outside consultants and Professional Development Unit members are organized according to the needs of the teachers. Separate meetings are conducted with new teachers to introduce the existing program and to provide support. Teachers are encouraged to carry out an action research and write a reflection report afterwards. Moreover, another component of staff development policy is to encourage teachers to participate in various projects, national and international conferences, workshops and seminars according to their interests.

**Procedures for conducting research at Bülent Ecevit University School of Foreign Languages are as follows:**



- An official written request is submitted to the related Department Head. When the written request is approved, an official written request is submitted to BEU Ethics Committee of Clinical Studies.

**Procedures for attending national and international conferences, workshops and seminars are as follows:**

**a) Appointment in payment**

- An official written request is submitted to the related Department Head at least 15 days in advance.
- The name, the place and the date of the conference, make-up lessons form, and a letter of acceptance must be submitted to the related Department Head.
- The Department Head informs the Directorate of the request and the request is sent to the Rectorate.
- The teacher is informed about the decision of the Rectorate.

**b) Appointment without payment**

- For appointment requests shorter than 7 days, the appointment form on <http://ydyo.beun.edu.tr> must be filled out and submitted to the related Department Head.

## **2.8. STAFF APPRAISAL POLICY**

The appraisal opportunities provided to academic staff in BEUNSFL are as follows:

### **Academic Appraisal**

Extra payments are made for the academic studies conducted in the previous academic year in accordance with the Article No.4 of the Law on Higher Education dated 11.10.1983 and numbered 2914. The Academic Appraisal Committee in BEUNSFL is in cooperation with the BEU Rectorate. SFL Academic Appraisal Preliminary Committee makes an announcement to all instructors in the School to prepare their files which include their academic studies. Preliminary Committee examines the files on the announced date and the files that are appropriate according to the criteria determined by Council of Higher Education are delivered to the BEUNSFL Director. BEUNSFL Directorate sends the files to the Academic Appraisal Committee affiliated to the Rectorate. The instructor who owns the accepted file takes incentive payment in salary according to the mark he/she gets. The contracts of the instructors are renewed by the Rectorate with the activity reports they prepare every year.

### **Graduate - Doctoral Programs**

With the permission of the Rectorate, the School of Foreign Languages Directorate sends at least one instructor to Bilkent University MA-TEFL Program every year. The program lasts for

one academic education period. The instructor participating in the program continues to receive the salary during the program. The Directorate announces the application date to all instructors every year.

All instructors who want to apply for the program attend the interviews and the successful candidates participate in the program with the approval of the Director and the Rectorate. In addition, all the teaching staff in our school are supported by the Rectorate and the school administration to participate in graduate and doctoral programs.

### **Indefinite Assignment**

Permanent appointment is an incentive provided by the Rectorate to academic staff who have completed a satisfactory 15-year service and have successfully committed their coordinatorship duties in related units of the university. The instructors whose contracts are renewed every year are entitled to an indefinite assignment if they are considered appropriate by the Rector.

## **2.9.COMPLAINTS POLICY**

All complaints indicated by the parties are taken in consideration by BEUNSFL in order to prevent any disagreement between all the staff and students of our school and to provide each individual to work in a more positive environment. All complaints are resolved by showing necessary sensitivity. While informal complaints are resolved by speaking, complaints made with a petition are handed over to the related department and legal procedures stated in the Statutory Rules and Orders (<https://kms.kaysis.gov.tr/Home/Kurman/59441486>) accepted by Bülent Ecevit University are followed.

### **Complaining Process for Students**

At the beginning of each year, students are informed about the BEUNSFL and the in-class rules in the orientation program. If the students do not obey the rules, the problem is solved verbally by discussing between the teacher and the student. If the problem is not resolved among the parties, the student delivers the written complaint document to the related Department Head Secretary and the instructor delivers the written complaint document to the Department Head. The written complaint document is directed to the related academic or administrative assistant directors. The student who claims that there is a mistake in the exam result, may request to be checked whether the mistake has been made in the evaluation by submitting a petition to the related Department Head within 7 working days after the exam result is announced.

[\(https://kms.kaysis.gov.tr/Home/Goster/75510;](https://kms.kaysis.gov.tr/Home/Goster/75510;)

[http://ogrenci.beun.edu.tr/wpcontent/uploads/2011/03/lisans06.07.2015.docx.pdf \)](http://ogrenci.beun.edu.tr/wpcontent/uploads/2011/03/lisans06.07.2015.docx.pdf)

### **Complaining Process for Academic Staff**

The instructors convey the problem to the department head when they have a problem. If the problem can not be resolved verbally by the Department Head, a written petition is given. The problem is delivered to the related academic or administrative assistant director

### **Complaining Process for Administrative Staff**

The administrative staff members convey the problem they have to the Executive Secretary. If the problem cannot be resolved verbally, the written petition is conveyed to the administrative assistant director.

## **2.10. FEEDBACK POLICY**

Feedback is valued by BEUNSFL in order to ensure that all the academic and administrative staff in BEUNSFL can work in a peaceful and pleasant environment. Meetings and written surveys are held in groups or individually with the director and assistant directors to evaluate the personal requests and thoughts of the people in the institution. At the same time, there are request boxes in the building where people can share their opinions. At the end of the year, a feedback study is conducted by the instructors in which they evaluate the entire academic year. In the student portfolio which students are obliged to prepare each term, there is a section that students are asked to write a feedback about the academic contributions of the studies that they have made in the classroom. Besides this, in order to evaluate their language developments in the prep school, students prepare a student language portfolio that is accordance with the CEFR. Instructors actively participate in the feedback process via Department Committee.

## **2.11. DECISION MAKING POLICY**

Decisions taken in the direction of the BEUNSFL mission and vision are shared with the students and teachers of our school. Each individual's opinions are valued and taken into account in the decision-making process. Instructors are interviewed in Department Committees

and students are interviewed in student representative meetings. During the meetings with directors and Office heads, student representatives express their ideas and their friends' opinions. All instructors are in the decision making process via department councils.

## **2.12 CHEATING POLICY**

It is the invigilator's duty to conduct the exams properly in BEUNSFL. (0) is given to the students who cheat in the exams and portfolios. The students are required to remove all their books and notebooks and put their mobile phones on the teachers' desk. The students are informed about the exam rules in the student manual. Students are expected to obey the exam rules during the exam. The student who cheats during the exam is warned by the invigilator and if he/she continues cheating a mark (C) is put on his/her exam paper. After the exam, a report is kept about the cheating student by the invigilator and Testing and Evaluation Unit member with all the evidence and documents. The report is delivered immediately to the school administration at the end of the exam. Related legislation provisions are applied.

(<http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=7.5.16532&MevzuatIliski=0&so> )

## **2.13. QUALITY POLICY**

An educational policy within the scope of international external evaluation criteria is implemented in order to reach its strategic goals determined in Bulent Ecevit University BEUN SFL courses, teaching methods, training of the personnel, personnel and student performance evaluation, assessment methods and resources in relation to mission, vision and basic values. Our quality policy is to ensure that the academic needs of each student are met and that the results are oriented to the goals of the school. To provide quality education and to ensure that our school is in full compliance with international standards in foreign language teaching, our school performs applications for students' needs as well as sustainable evaluation studies. Our policy is to improve our students' language awareness and knowledge by providing them English education with high quality and to provide English communicative competence which is necessary in social life.

### **3. CONSIDERATIONS REGARDING INSTRUCTORS**

#### **3.1 Working Hours**

Working hours of instructors are determined with regards to class schedules belonging to that particular academic year in active education periods. Instructors have to work every Wednesday afternoon to do their office work. They need to contact head of the department for any excuse. Apart from all these, working hours are determined by the director and announced to the staff for the remaining periods of time.

The instructor's punctuality when starting or ending classes creates an atmosphere of discipline. It is also imperative that students conform to class hours. Students who are 5 minutes late to 09:00 class might be tolerated; however, these students should be reminded that this kind of toleration must not form a habit on students' side.

Under no circumstance, students could be punished by marking them absent for their inappropriate behavior during classes. To deal with the inappropriate behavior, the instructor should talk to the student face to face; in case the behavior is not neutralized assistance should be requested from the head of the department. Similarly, students cannot be rewarded by marking them present for the good behaviors they demonstrate. A student with attendance issues can never be granted permission to be absent. Directing student to the head of department for his/her request about attendance would be the right approach.

Attendance sheets could be obtained both from Student Affairs and from BEUN SFL online information system. Once logged into the system, simply open document management tab, click on document search, enter academic year (e.g.: 2016 – 2017), and click on search button.

#### **3.2 System Entries**

Instructors of Basic English Department are to record the monthly attendance of the students they are responsible for within the periods they are announced to do so (at the end of each month, within a week maximum), exam and quiz marks (within a week for quizzes, within two weeks for mid-terms maximum), completed parts of weekly syllabus (on the final day of the week), contact information of class representatives, and meeting details of offices they are in charge of (if any).

Once attendance sheets are recorded to the system, advisor's signature part under general total section should be signed; and after the date of system entry is indicated, attendance sheets should be handed to Student Affairs.

When exam and quiz marks are recorded to the system, exam packs should be handed to Student Affairs in full by signature.

All exam mark recordings of Modern Languages Department and overall achievement mark recordings of Basic English Department should be entered at <https://ekampus.beun.edu.tr/> by advisor instructor within periods specified by academic calendar and a print-out of scores should be signed and delivered to Student Affairs.

### **3.3 Report, Assignment and Leave Procedures**

In case of receiving report due to health problems, instructors are to hand their reports within three days to staff affairs of the school. Instructors are not paid for extra classes during the report-period. In Basic English Department, when the report period is longer than three days the students in the class(es) the instructor teaches are distributed to other classes by the head of department. The attendance of the students is recorded by the instructors of the classes students are distributed to; and attendance sheets are given to the instructor on report on the day s/he starts her/his duty. If the report period is less than three days, students are not distributed.

Instructors may teach make-up classes and may require to be paid for extra classes by handing a petition to head of the department.

Instructors need to fill in make-up form on BEUN SFL online information system for the days they plan to teach make-up classes.

An instructor may swap with another for the classes s/he has on the days they are excused. In such case, instructor is responsible for informing students and change of class. Any changes made should be reported to the head of the department by a petition.

Same procedure is valid for assignment and leave processes of instructors. An instructor should apply Personnel Affairs for annual leave requests. Then, s/he should obtain confirmation from head of the department first and director next.

### **3.4 Following Announcements**

All instructors are responsible for following announcements from administrative unit and following instructions. Administrative and academic announcements may be directly disclosed

to subjects on Electronic Document System (EBYS) and e-mail addresses of departments and administration. Instructors are to keep their contact information up-to-date.

### **3.5 Utilization of Office Equipment**

Instructors are required to be meticulous while using technological gadgets they are assigned to. To have broken gadgets/ equipment repaired or consumables renewed, one can fill in maintenance/ repair petition and submit that to the School Administration.

## **4. CONSIDERATIONS REGARDING ADMINISTRATIVE STAFF**

### **4.1 Working Hours**

The working hours of administrative staff are between 08:30 and 17:30 which is defined by the governor's office. Administrative staff is expected not to start working more than 5-10 minutes late; in case there would be a delay for more than determined time period, administrative personnel are required to inform School Secretary.

### **4.2 Sense of Mission**

Administrative staff is expected to record data to various programs which they are responsible for doing so taking the deadlines into consideration. They are required to display sensitivity when fulfilling their duties and carry out their share of workload in a team work.

### **4.3 Leave Procedures**

In accordance with the legislation, our staff may be on annual/administrative leave. However, in order to deal with the workload which may occur due to their absence, specifically annual leave demands are met in line with a designated schedule. In case a staff receives report due to health issues, s/he must submit her/his report to school secretary within three days maximum.

### **4.4 Utilization of Office Equipment**

Instructors are required to be meticulous while using technological gadgets they are assigned to. To have broken gadgets/ equipment repaired or consumables renewed, one can fill in maintenance/ repair petition and apply to School Management.

## **5. APPLICABLE LEGISLATIONS AND REGULATIONS**

### **5.1 LEGISLATIONS**

#### **5.1.1 Higher Education Legislation**

(Law Number: 2547 Date of ratification: 4/11/1981)

Link:

<http://mevzuat.basbakanlik.gov.tr/Metin.Asp?MevzuatKod=1.5.2547&MevzuatIliski=0&sourceXmlSearch=>

The purpose of this law is to determine the aims and principles regarding higher education, and to regulate all higher education institutions' organization schemes, procedures, duties, authorities and principals regarding education-teaching, research, publication, teaching staff, students and other staff in unity.

#### **5.1.2 Higher Education Personnel Legislation**

(Law Number: 2914 Date of ratification: 11/10/1983)

Link: <http://www.mevzuat.gov.tr/MevzuatMetin/1.5.2914.pdf>

The purpose of this law is to classify personnel in Higher Education Legislation (Law Number: 2547 Date of ratification: 4/11/1981), to regulate their salaries and additional indicators; to determine conditions for degree promotion and rank advance and utilization of social rights; to specify amounts for extra class fee, university, development and administrative duty benefits; and to designate procedures and principles for hiring retired or foreign personnel.

### **5.2 REGULATIONS**

#### **For Our Students**

#### **5.2.1 Bulent Ecevit University School of Foreign Languages Rules and Regulations Governing the Department of Basic English, Education and Assessment Practices (Bulent Ecevit Üniversitesi Yabancı Diller Yüksekokulu Temel İngilizce Bölümü Eğitim-Öğretim Sınav Yönetmeliği)**

Official Gazette of the Republic of Turkey, issue date: 18.08.2016



Official Gazette of the Republic of Turkey, issue number: 29805

Link: <http://ogrenci.beun.edu.tr/dosyalar/2016/08/3/beunyabancidiller18.08.2016.pdf>

This document includes rules and regulations governing the following topics:

- English proficiency exam
- Proficiency cut-off scores valid for the compulsory language courses (YDL courses)
- Pass and fail conditions for compulsory preparatory class students
- Pass and fail conditions for voluntary preparatory class students
- Attendance
- Testing and assessment
- Objection to test results
- Medical reports and valid excuses
- Certificates of achievement

### **5.2.2 Bulent Ecevit University, Rules and Regulations Governing Bachelor's Degree Education and Assessment Practices (Bülent Ecevit Üniversitesi Lisans Eğitim-Öğretim ve Sınav Yönetmeliği)**

Official Gazette of the Republic of Turkey, issue date: 28.08.2009

Official Gazette of the Republic of Turkey, issue number: 27333

Link: <http://ogrenci.beun.edu.tr/wp-content/uploads/2011/03/lisans06.07.2015.docx.pdf>

This regulation includes information for the students taking the common compulsory courses offered by the department of Modern Languages (YDL courses) regarding the achievement scores and the steps to be taken for the objection to test.

### **5.2.3 Higher Education Institutions, Regulations on Student Code of Conduct (Yükseköğretim Kurumları Öğrenci Disiplin Yönetmeliği)**

Official Gazette of the Republic of Turkey, issue date: 18.08.2012

Official Gazette of the Republic of Turkey, issue number: 28388

Link: <http://ogrenci.beun.edu.tr/dosyalar/2016/12/tek/disiplinyon.pdf>

This document includes regulations governing discipline, the conduct of students, and the disciplinary procedures.

**5.2.4 Bulent Ecevit University, Rules and Regulations Governing Disabled Students' Education and Assessment Practices (Bülent Ecevit Üniversitesi Engelli Öğrenciler Eğitim-Öğretim ve Sınav Uygulamaları Yönergesi, the University Senate decision dated 26.12.2013 with the issue number 2013/24-10)**

Link: <http://ogrenci.beun.edu.tr/wp-content/uploads//2011/03/beunengellisinyon.pdf>

- This document includes regulations governing the following topics:
- Who are disabled students
- Teaching practices
- Course exemption
- Testing and assessment practices

**For Our Academic and Administrative Personnel**

**5.2.5 Regulation about procedures and principles regarding central exams applied for academic staff appointments except for lecturers**

Official Gazette Date: 31.07.2008

Official Gazette Issue: 26953

Link:

<http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=7.5.12295&sourceXmlSearch=&MevzuatIliski=0>

The purpose of this regulation is to inform about the requirements for academic staff appointments and evaluation criteria.

**5.2.6 Disciplinary Regulation for Higher Education Institutions Administrators, Academic Staff and Officers**

Official Gazette Date: 21.08.1982

Official Gazette Issue: 17789

Link:

[http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=7.5.9897&MevzuatIliski=0&sourceX  
mlSearch=](http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=7.5.9897&MevzuatIliski=0&sourceXmlSearch=)

In this regulation, there is information about definitions of disciplinary violations, penal sanctions and procedure of disciplinary investigation.

### **5.2.7 Principles to Follow when Reassigning Academic Staff apart from Academic Personnel Assigned at Bülent Ecevit University Units**

The regulation was accepted by University Senatus Consultum numbered 2006/13-7 on 07.12.2006.

Link: <http://personel.beun.edu.tr/icerik/12/mevzuat.html>

In these principles the points which will be taken into consideration when reassigning academic staff were determined.

## **6. FORMS**

All forms and sample petitions mentioned in this booklet are available at “forms” link on <http://ydyo.beun.edu.tr/index.php?lang=tr>