

**REPUBLIC OF TÜRKİYE  
LOKMAN HEKİM UNIVERSITY  
GUIDELINES ON THE LANGUAGE TEACHING,  
APPLICATION AND RESEARCH CENTER  
TURKISH EDUCATION AND EXAMINATIONS**

*(Adopted by the meeting of the Senate of Lokman Hekim University on 6 July 2021)  
(Revised at the meeting of the Senate of Lokman Hekim University on 30 November 2021)*

**PART ONE**

**Purpose, scope, Basis and Definitions**

**Purpose**

**Article 1-** (1) Purpose of this guideline is to specify the requirements concerning Turkish preparatory program for associate degree, undergraduate and post graduate international students and courses to be opened to those who want to learn Turkish

**Scope**

**Article 2-** (1) This guideline specifies the provisions for enrollment, education rules, admission requirements, tuition fees and exam assessment activities concerning students of associate degree, undergraduate and postgraduate levels who want to receive education from Lokman Hekim University Language Teaching, Application and Research Center through Turkish preparatory program and courses to be opened for foreigners.

**Basis**

**Article 3-** (1) This guideline is based on Law no. 2547 on Higher Education; Regulation on Foreign Language Education, and Principles and Procedures For Foreign Language Education and Lokman Hekim University Language Teaching, Application and Research Center Regulation.

**Definitions**

**Article 4-** (1) In this Guideline,

- a) ELP shall mean the European Language Portfolio,
- b) Framework Program (CEFR) shall mean the Common European Framework For Languages,
- c) Preparatory education shall mean the Turkish language education where the student is required to attend for programs which are completely provided in Turkish and partly in foreign language,

- c) PE shall mean the pass exam,
- d) Trainees shall mean the person other than the students who enrolls to Turkish language courses to be provided by Lokman Hekim University,
- e) Center shall mean Language Teaching, Application and Research Center of Lokman Hekim University
- f) Board of Overseers shall mean Lokman Hekim University Board of Overseers,
- g) Student shall mean students who are enrolled in Lokman Hekim University and does not have Turkish language proficiency
- ğ) Program shall mean the course period which is organized for two semesters covering totally 960 hours for “Basic Level A1/A2”, “Intermediate Level B1/B2” and “Advanced Level C1”,
- h) Level Assessment test shall mean the exam which identifies which level the student shall start his/her education,
- i) Proficiency test shall mean the Turkish proficiency level identification test for any program (advanced level-C1),
- j) Committee shall mean Lokman Hekim University Language Teaching, Application and Research Center Committee,
- j) ITC shall mean Head of International Turkish Relative Community

## **PART TWO**

### **Education Principles**

#### **Purpose of education program**

**Article 5-** (1) Purpose of Turkish preparatory education provided by Lokman Hekim University Language Teaching, Application and Research Center is to bring the international students’ Turkish knowledge level to the required proficiency for associate degree, undergraduate or postgraduate students who are enrolled to the department/program which is in Turkish language but his/her Turkish knowledge is insufficient or does not have any language exemption certificate and thereby avail them to have good command of Turkish for their educational field after completing the education.

(2) Aim of the Turkish language courses provided by Lokman Hekim University Language Teaching, Application and Research Center is to assist the trainees to gain skills for audiovisual understanding and expressing themselves sufficiently in verbal and written forms in their social and cultural environment.

(3) Language preparatory education is provided in line with CEFR

### **Duration of education**

**Article 6-** (1) The course levels for preparatory education and their duration is provided below:

<b>levels</b>	<b>Hour</b>	<b>Levels</b>
A1	180	Basic
A2	180	Basic
B1	180	Intermediate
B2	180	Intermediate
C1	240	Advanced

(2) The above referred education duration as well as course contents, times and tests are determined by the Committee

(3) Semester holidays are determined by the Committee.

## **PART THREE**

### **Exams and Assessment**

#### **Language proficiency and level assessment tests**

**Article 7-** (1) Turkish level assessment test : Students who are accepted to associate degree, undergraduate post-undergraduate programs shall be subject to Turkish level identification test which is prepared according to B2/C1 by the Center in line with Framework Program.

(2) According to the test marks it is identified whether the student shall be exempted from Turkish preparatory class and which level he/she will receive education.

(3) Students who get 70 points over 100 for ‘Advanced Level C1’ shall be deemed qualified and can directly take courses from the relevant faculty and vocational high school.

(4) The qualification certificates obtained from other universities in Türkiye must be approved by University Language Teaching, Application and Research Center.

(5) Turkish proficiency test: Candidates who want to certify their proficiency can get the proficiency test by applying to the center. The proficiency of these candidates are determined by various tests provided that they pay the relevant fee. Candidates are issued a certificate according to the test result and their language level. Turkish proficiency test the language level is determined according to the following average points over 100.

<b>Levels</b>	<b>Point value</b>
A1	00-39
A2	40-49
B1	50-59
B2	60-69
C1	70-100

### **Mid-term and pass exams**

**Article 8-** (1) In each level period, at least one exam is made and at the end of the period level skipping exam is applied in the dates specified in academic calendar.

(2) Exams are prepared in a way to enable to assess the student's reading, understanding, listening, and written and verbal expression skills.

(3) Mid-exams or assessment rules are identified by the Center. At the end of level education the all the skills for achievement grade is calculated equally by 25%. The students shall be required to get at least 60 points to pass level for each added skill.

(4) Four basic skills for achievement is provided below.

<b>Language skill</b>	<b>min</b>	<b>max</b>
Reading-Understanding	15	25
Listening-Understanding	15	25
Written expression	15	25
Verbal expression	15	25

(5) In case the student fails to pass from one or more language skill he/she shall be entitled to get another exam. In case he/she is found unqualified in this exam then shall repeat the level course provided that 20% of the preparatory fee is paid. Level course repetition fee shall be paid prior to the beginning of the course. Students who fail to pay the course fee may not continue further. Students who fail in the course level repetition shall be disenrolled from Lokman Hekim University Language Teaching, Application and Research Center.

### **Final exam and qualification**

**Article 9-** (1) final exams are applied at end of second semester. However, those who start with "Intermediate Level B1/B2" final exam is applied in first semester.

(2) Final exam is planned in a way to enable to assess the student's reading, understanding, listening and written and verbal expression skills.

(3) Exams applied by Lokman Hekim University Language Teaching, Application and Research Center is assessed over 100 points.

(4) Year-end final grade is calculated according to the C1 level exam results. The students should get at least 70 points in C1 level exam applied in end of year. Student is entitled to another exam provided that he/she pays the specified fee in case of failure. In case he/she cannot pass this exam then shall repeat the level course by paying the level course fee.

(5) Students who successfully complete the Turkish language preparatory class is qualified as having C1 level proficiency according to the Common European Framework of Languages. Such students shall be entitled to receive certificate for this level from Lokman Hekim University Language Teaching, Application and Research Center.

### **Make-up exam**

**Article 10** – (1) Students who fail to take the exam due to acceptable and documentable excuse should apply to the Committee in written within 5 days following the absence.

(2) Following the written application the Committee shall evaluate such excuse and notify the student the make-up exam date and time by email or certified mail if it accepts the application.

## **PART FOUR**

### **Admission, Enrollment and Tuition fees**

### **Admission and enrollment requirements**

**Article 11-** (1) Lokman Hekim University students as well as its personnel and trainees from outside of the university may attend to the language courses provided by Lokman Hekim University Language Teaching, Application and Research Center.

(2) Student enrollment is made according to the rules announced by the committee in the relevant webpage. The originals and certified copies of the related documents are accepted for enrollment.

(3) Trainees who want to attend from out of the university shall apply online or personally and preregister to the course they wish.

(4) The course or exam applications are evaluated and concluded by the relevant units of Lokman Hekim University Language Teaching, Application and Research Center.

- (5) Candidates who fails to enroll within the specified dater may not stake a claim.
- (6) Provisional and certified student ID card with photo shall be provided to enrolled persons by Lokman Hekim University Language Teaching, Application and Research Center.
- (7) An ‘Admission Document’ is issued against a fee determined for the trainees whom apply from abroad.
- (8) Course fees are not returned for trainees who fail to comply with course attendance requirements or fails for the first time in level exams. As to the trainees with a valid excuse their situation shall be evaluated and concluded accordingly.

### **Exam and course fees**

**Article 12-** (1) Fees to be paid by the students involve exam, course and admission fees as well as the refunding of such fees are determined by the Board of Overseers;

- (2) Book and certificates are provided free of charge only to those who want to receive all level courses.
- (3) Book and certificate fee is charged from those who pay course fee per level;
- (4) Student certificate is provided free of charge in order to enable him/her to provide invitation and residence permit for those who demand invitation from abroad and pay the yearly course fee in advance.
- (5) Student admission certificate is issued provided that the fee is paid to those who pay course fee for one level and demand invitation. Such fee is not refunded in case visa is not obtained.
- (6) No student certification is issued for the trainees who only paid for one level. In case at least A1+A2+B1 level fee is prepaid, the student certificate shall be free of charge.
- (7) Students who apply with Turkish scholarships courses are based on hourly fee determined by ITC. No additional fee shall be demanded under this scholarship from the students

## **PART FIVE**

### **Miscellaneous and final provisions**

#### **Continuance obligation and leaves**

**Article 13-** (1) 85% of attendance to Turkish preparatory class is imperative. Students who fail to comply with continuance obligation shall not be allowed to get level pass exam as well as year-end exam and shall be deemed unqualified; course fee is not refunded.

(2) The leave and continuance situation of the students who enrolled to Turkish language courses shall be evaluated and concluded by the Committee.

### **Summer education**

**Article 14-** (1) A summer education program may be arranged for students who fail at the end of the academic year by the Committee decision. The rules which apply to summer education shall be determined by the Committee and announced in the website.

### **Situations for which there are no provisions**

**Article 15-** (1) Provisions of Law no 2547; Regulation on Procedures and Rules for Education of Foreign Language in Higher Education Institutions and other relevant legislation provisions are applied for situations not covered with provisions in this guideline.

### **Enforcement**

**Article 16-** (1) This Guideline shall enter into force on the date of its publication.

### **Execution**

**Article 17-** (1) The provisions of this guideline shall be executed by the University Rector.