



T.C.

**AYDIN ADNAN MENDERES UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**  
**INSTRUCTORS'**  
**HANDBOOK**

**2024 - 2025**



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## **1. PREFACE**



This handbook has been prepared to ensure that you, our esteemed instructor, can quickly access the principles and procedures of the School of Foreign Languages.

ADU School of Foreign Languages Management

## **2. SCHOOL OF FOREIGN LANGUAGES**

### **2.1 HISTORY**

The School of Foreign Languages at Aydın Adnan Menderes University was established by the Council of Ministers' Decision No. 2009/14725, published in the Official Gazette dated 14.03.2009 and numbered 2009/27169. The appointment of the Director was made on 03.09.2009, and the school began its educational activities in the 2009-2010 academic year.

### **2.2 MISSION AND VISION**

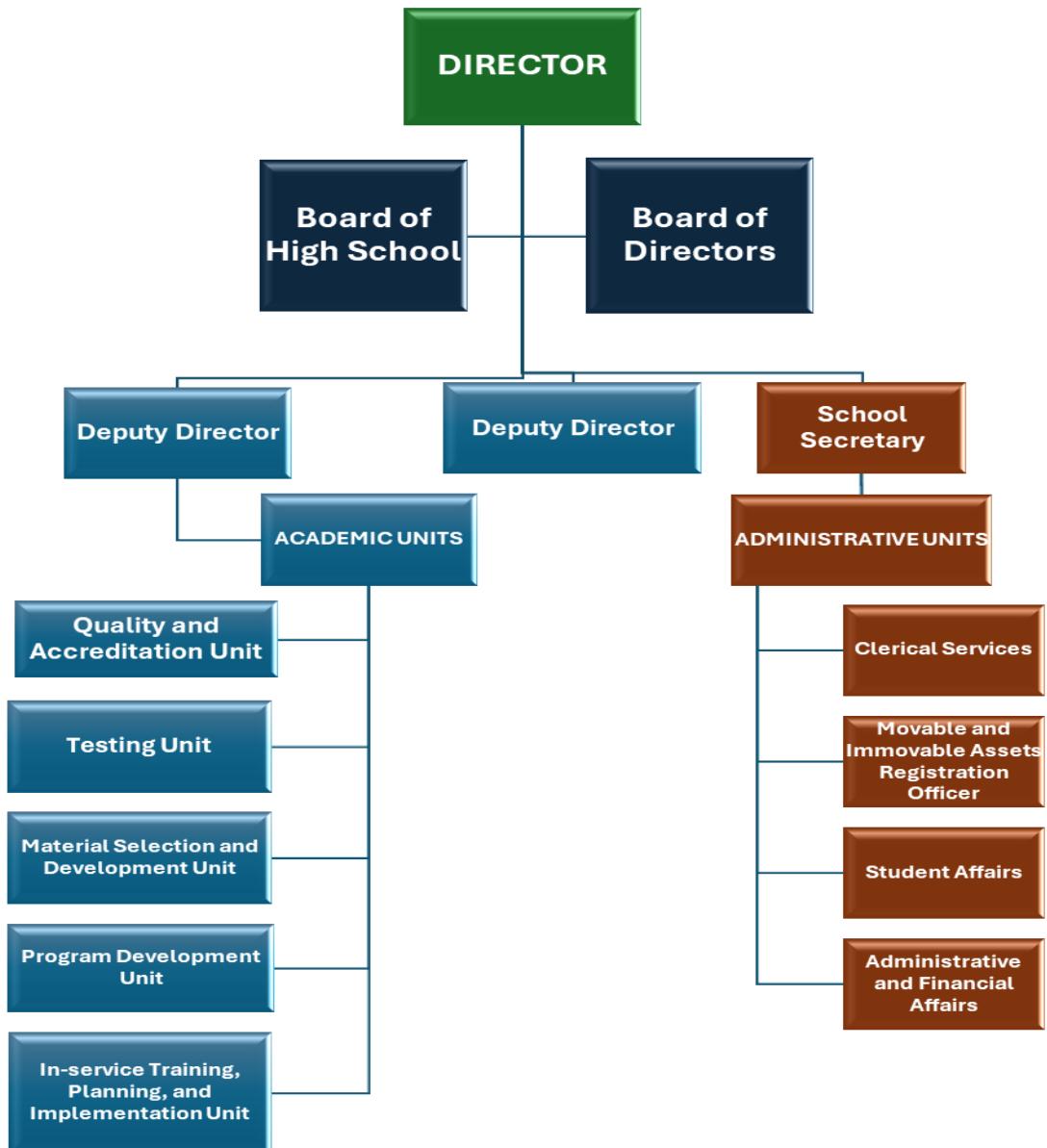
#### **Mission**

The mission of the School of Foreign Languages is to bring the language knowledge and skills (in German, French, and English) of our students, who are enrolled in the preparatory class, to a level where they can follow their courses, in line with the Common European Framework of Reference for Languages (CEFR), and to develop their oral and written communication competencies.

#### **Vision**

To become an institution that ranks among the top in language education, is preferred by others, possesses a professional teaching staff, delivers competent language instruction, meets institutional and individual needs, adopts and aims for quality, and adheres to academic and ethical values.

## 2.3 ORGANIZATION CHART



### 2.3.1 DIRECTOR

#### ***Duties and Responsibilities***

1. Represent the School at a high level.
2. Preside over School boards and implement the decisions of the School Boards.
3. Ensure general coordination of the units within the School of Foreign Languages (Testing unit, Material Selection and Development Unit, Program Preparation Unit, In-Service Training Planning and Implementation Unit, Project Unit).
4. Coordinate the Language Courses of the School of Foreign Languages.
5. Supervise all stages related to the ADU-SFLO Foreign Language Proficiency Exams (English, German, French).
6. Report to the rector at the end of each academic year and upon request about the overall status and functioning of the School.
7. Notify the rectorate of the School's budget and staffing needs, with justification, and after obtaining the views of the School management board, submit the proposal regarding the School budget to the rectorate.
8. Carry out general oversight and supervision over the School's units and personnel at all levels.
9. Determine the mission and vision of the School; share it with all employees and motivate them to achieve it.
10. Prepare the School's staffing needs and present them to the rector's office along with justification.
11. Ensure that processes in administrative and academic units are conducted effectively and efficiently in accordance with laws and regulations.
12. Identify issues related to the School's educational system, resolve them, and, if necessary, communicate them to higher authorities.
13. Ensure the preparation of the School's strategic plan.
14. Establish commissions when necessary to ensure the effective and efficient operation of the School's services, to base data on scientific grounds, and to ensure healthy information flow to the management.
15. Ensure effective and efficient use of the School's physical equipment and human resources.
16. Keep up with contemporary developments and reflect them in the School's processes in line with the established mission and vision.
17. Ensure the creation and dissemination of quality awareness in the School; additionally, ensure quality assurance by implementing necessary practices.
18. Ensure that the School's educational, scientific research, and publication activities are carried out with a modern understanding in accordance with the School's mission and vision.
19. Ensure that the School evaluation and quality improvement activities are conducted regularly.
20. Work to ensure that all administrative and academic personnel and students participate in various social, cultural, and scientific activities, thus fostering a productive environment. This will help develop a spirit of teamwork within the School, guided by a leadership approach.
21. Organize activities such as courses, seminars, and conferences in the areas needed for the School's academic and administrative staff, aiming to transform the School into a continuous learning organization.
22. Strive to establish connections with other institutions and organizations to provide resources in line with the School's needs.
23. Ensure that education and teaching are carried out regularly within the School.
24. Ensure that necessary efforts are made for the accreditation of programs within the School.
25. Ensure that the acquisition and use of movable property are effective, economical, efficient, and lawful; ensure that controls are conducted, and maintain transparent records through the movable property registration and control officer, and provide the prepared Management Account.
26. Develop policies and strategies related to education and research.
27. Hold the expenditure authority as the highest executive of each expenditure unit with budget allocations.
28. As the Expenditure Officer, be responsible for ensuring that expenditure orders comply with budget principles and rules, laws, and regulations, for the effective, economical, and efficient use of allocated budgets, and for other necessary actions within the framework of these laws.
29. Issue spending instructions to the Realization Officer regarding the proper allocation of budgeted amounts and authorize the expenditure of allocated sums by authorized spending officials as needed.
30. Act in accordance with principles of thrift.
31. Perform other duties assigned to him/her by laws and regulations.

32. Ensure the adoption of security measures as necessary for the rational use and development of the educational capacity of the School and its affiliated units.
33. Provide necessary social services to students.

### **2.3.2 DEPUTY DIRECTORS**

#### ***Duties and Responsibilities***

They are responsible for assisting the director in the management of the School of Foreign Languages without making strict distinctions between academic and administrative matters.

1. Act as a substitute for the director during their absence.
2. Carry out the duties assigned by relevant laws and regulations.
3. Perform other tasks and operations assigned by the upper management related to their process.
4. Assist the director in the general coordination of the units within the School of Foreign Languages (Quality and Accreditation Unit, Testing Unit, Material Selection and Development Unit, Curriculum Development Unit, Professional Development Unit, Project Unit).
5. Ensure the establishment of the academic calendar.
6. Organize student counselling services and supervise their operation.
7. Coordinate with the Testing Unit to determine the dates, times, and locations of exams to be held throughout the year, appoint supervisors, and ensure exams are conducted orderly.
8. Evaluate and conclude objections made by students regarding exam results in coordination with the Testing Unit.
9. Assess and conclude requests for make-up exams in coordination with the Testing Unit.
10. Manage disciplinary actions related to students in accordance with regulations.
11. Evaluate students' permissions related to sports and cultural activities and ensure necessary actions are taken by the relevant units.
12. Evaluate students' course exemptions and ensure necessary actions are taken.
13. Ensure that course distributions within the School are conducted in a balanced and reasonable manner.
14. Work in coordination with responsible staff members regarding the preparation of weekly lesson schedules, ensuring that programs are prepared regularly, entered the automation system, and announced to faculty and students.
15. Organize orientation activities for newly enrolled students.
16. Handle all scholarship processes and chair the commissions established for these.
17. Ensure necessary security measures are implemented when needed.
18. Carry out all activities, processes, and tasks related to the curriculum works of mandatory and elective courses offered by the SFL in external units.
19. Be responsible for preparing the agenda for the School Management Board.
20. Attend meetings of the School Board and Management Board.
21. Ensure that decisions taken in the meetings of the School Board and Management Board, which concern other units of the university, are communicated to the relevant units.
22. Ensure that necessary work is carried out for determining the policies and strategies of the School.
23. Check and oversee additional course forms.
24. Monitor the leave, reports, and other rights of academic staff, listen to their requests regarding these issues, and resolve them.
25. Prepare Annual Administrative Activity Reports.
26. Prepare the strategic plan for the school.
27. Identify and ensure the procurement of teaching materials and equipment needs for classrooms.
28. Supervise technical services.
29. Prepare presentations for the Academic General Assembly to be held at the end of each academic year.

## 2.3.3 CURRICULUM PREPARATION UNIT

### **Mission**

The mission of the Curriculum Preparation Unit is to use innovative methods to design and develop high-quality educational programs that meet the needs of students.

### **Vision**

In line with the stated mission, the aim is to prepare the most perfect curriculum that can eliminate the language barrier for our students.

### ***Job Description and Responsibilities***

1. Defines the objectives of the course and specifies the knowledge and skills students are expected to acquire by the end of the academic year.
2. Prepares the main course and written curriculum, including course content and learning objectives tailored to different grade levels.
3. Maintains communication with the Examination Unit to ensure that weekly schedules are not overly demanding during exam weeks.
4. Collaborates with the Examination Unit to determine Writing Portfolio topics.
5. Works with the Examination Unit to set Portfolio timelines.
6. Ensures that the acceleration schedule is properly prepared and included in the class file before the term begins, incorporating portfolio weeks into the schedule.
7. Facilitates the smooth progression of classes by keeping teachers informed about planned goals and schedules.
8. Monitors class files to ensure the curriculum is being followed as planned and regularly communicates with advisory faculty members. If necessary, remains ready to make revisions at any time.
9. Gathers feedback by working with class advisors to identify areas for improvement in the curriculum.
10. Develops effective systems to support the course schedule in collaboration with school administration and the Examination Unit.
11. Updates these documents annually to align with the needs of the school as part of the role of Department Coordinator.
12. Through these efforts, the Program Development Unit Supervisor ensures the delivery of programs that provide students with optimal learning opportunities.

## 2.3.4 MATERIAL SELECTION AND DEVELOPMENT UNIT

### **Mission**

The primary aim of the Material Development Unit at Adnan Menderes University School of Foreign Languages is to ensure the preparation and accessibility of various materials and resources that instructors can use in their courses. This unit aims to provide effective education by organizing and developing resources that align with the objectives, content, and characteristics of students in the educational program. The main responsibility of this unit is to select textbooks and/or supplementary materials suitable for the needs of students and instructors, prepare or adapt worksheets to support these materials when necessary, and update these materials throughout the semester.

### **Vision**

In line with the stated mission, it is to ensure that the materials most suitable for students' language education are used in the future.

## ***Job Description and Responsibilities***

1. Coordinates the analysis and evaluation of textbooks to be selected for each academic year's curriculum.
2. Identifies student needs by working in coordination with management, the testing team, and instructors, considering the goals of the school.
3. Develops and compiles original and/or semi-structured ELT teaching materials such as worksheets, four-skill-based educational documents, and supplementary packages.
4. Works on the textbook selection process for students at the relevant level before the academic year begins.
5. Ensures that other supportive materials, including flyers, worksheets, and audio files, are accessible to instructors on O-Drive.
6. Keeps instructors informed about the planned materials and shared documents to ensure the smooth progress of the course.
7. Creates efficient systems to support the course in collaboration with other coordinators, the Testing Office, instructors, and management.
8. Ensures the regular creation, updating, and development of documents, worksheets, and related materials available on O-Drive.
9. Ensures that materials and answer keys are available to students and instructors in a timely manner.
10. Identifies areas for improvement by collecting feedback and leads the process of implementing proposed changes with appropriate approval.
11. Stores textbooks for each course level and keeps an updated count of available textbooks for instructors.
12. Works in coordination with assistant directors to ensure an adequate supply of textbooks for instructors.
13. Updates and archives all resources and materials in the Material Development Unit; works on the compilation, creation, and development of digital materials.
14. Compiles and prepares all materials in accordance with ethical guidelines and copyright laws.
15. Makes determinations regarding material needs and conducts joint efforts with the Curriculum Development Unit in this regard.

### **2.3.5 TESTING UNIT**

#### **Mission**

The mission of the Testing Unit is to measure the language proficiency of each student to ensure they reach the necessary foreign language level required to start their undergraduate education in their respective departments, and to create assessment tools that require students to utilize their advanced cognitive abilities.

#### **Vision**

To constantly strive to use the most up-to-date and objective methods to measure students' foreign language levels.

## ***Job Description and Responsibilities***

1. Throughout the academic year, prepare, organize, administer, set assessment criteria, and manage the evaluation process for the following exams for which the Examination Unit is responsible:
  - **Foreign Language Proficiency Exam for Preparatory Classes (FLPE)** (may be administered multiple times as needed),
  - **Foreign Language Proficiency Exam at the End of Summer School**,
  - **Erasmus Program Foreign Language Proficiency Exam**,
  - **Graduate Foreign Language Proficiency Exam (for Institutes)**,
  - **Quizzes**,
  - **Midterm Exams**,
  - **Final Exams**,
  - **Make-up Exams**.

- During a semester, the Examination Unit handles the evaluation of the first quiz and the first midterm (written). The remaining quizzes, midterms, and final exams are evaluated by other teaching staff.
- If a summer school is conducted, exams (quizzes, midterms, finals, and the Summer School FLPE) are prepared, administered, and evaluated by the teaching staff assigned to the summer school.
- If no summer school is conducted, the Examination Unit is responsible for preparing, administering, and evaluating the Summer School FLPE.

2. Prepare sample draft questions for all exams (quizzes, midterms, proficiency exams, and other assessments), create informational documents on exam formats and assessment criteria, and inform students and teaching staff.
3. Collaborate with the Program Preparation Unit and the Material Selection and Development Unit to determine exam dates.
4. Assign responsibilities for the administration and evaluation of exams.
5. Assign classrooms for exams and announce them to students.
6. Inform class advisors about the timely announcement of exam results.
7. Keep exam documents up to date, store them in both printed and digital formats, and take measures to prevent their unauthorized removal from the office.
8. Publish necessary exam-related announcements on the Student Board.
9. Update sample exams available on the school's website as needed.
10. Perform final content and format checks before printing exams and oversee their reproduction, filing, and pre-exam distribution.
11. Prepare complete lists of students eligible to take exams.
12. Address any issues that may arise during exams.
13. Review and respond to appeals regarding exam results.
14. Act as the decision-maker in cases of discrepancies or disagreements in the evaluation of exams with double grading.
15. Submit exam results to the School Administration for reporting to relevant institutions.
16. Gather feedback from students and teaching staff on administered exams, evaluate the feedback, and file the assessments.
17. Attend conferences, seminars, workshops, and language congresses on assessment and testing, both domestically and internationally, if feasible and appropriate. Prepare reports on these events and provide informative presentations to teaching staff.
18. Participate in all meetings organized by the Examination Unit Supervisor.
19. Complete all tasks assigned by the Examination Unit Supervisor accurately and on time.
20. Perform additional tasks related to exams as assigned by the School Administration.

## 2.3.6 PROFESSIONAL DEVELOPMENT UNIT

### Vision

The vision of the Professional Development Unit at ADU School of Foreign Languages is to provide one of the most comprehensive, supportive, and collaborative in-service training processes among language schools based on the Common European Framework of Reference for Languages (CEFR) for teaching staff.

### Mission

The unit is tasked with promoting and organizing collective and individual professional development activities based on three main sources: needs analyses and feedback forms from teaching staff and students, institutional priorities, and in-class self and peer observations.

## ***Job Description and Responsibilities***

1. Prepare and coordinate the **Orientation Program** for students in both Turkish and English.
2. Prepare and coordinate the **Orientation Program** for teaching staff in both Turkish and English.
3. Develop and maintain the **Student Handbook** in both Turkish and English.
4. Develop and maintain the **Faculty Handbook** in both Turkish and English.
5. Design and conduct **needs analysis surveys** for teaching staff to plan and implement various in-service professional development activities throughout the academic year.
6. Plan and organize professional development activities for teaching staff based on the results of the needs analysis surveys during the academic year.
7. Maintain records of all professional development activities.
8. Plan and implement systematic **self-assessment, peer classroom observations, and administrative observation activities** to ensure continuous improvement in teaching quality and staff development.
9. Develop and administer feedback forms for teaching staff.
10. Stay updated on current professional development activities.
11. Announce **TESOL-related events**, including online and in-person conferences, workshops, symposiums, and seminars.
12. Encourage teaching staff to participate in professional development by recommending various resources, such as blogs and newsletters.

## **2.3.7 QUALITY AND ACCREDITATION UNIT**

### **Mission**

The mission of the unit is to support the School of Foreign Languages in achieving and maintaining high-quality standards in its approaches to effective language teaching and learning environments.

### **Vision**

To determine the quality and standards of education provided at the School of Foreign Languages, to carry out the necessary work to ensure and maintain these standards, and to ensure that the School of Foreign Languages is accredited.

## ***Job Description and Responsibilities***

1. Assess the current state of all academic and administrative activities within and outside the School of Foreign Languages (SFL).
2. Enhance the effectiveness and efficiency of teaching and learning activities.
3. Establish quality assurance frameworks applicable to all units of the SFL at Adnan Menderes University (ADÜ).
4. Support the SFL and all academic units in achieving accreditation.
5. Ensure that the school operates actively and aligns with its mission and vision across all personnel and units.
6. Foster and maintain coordination between academic units and between the SFL and its stakeholders to ensure high-quality educational processes.
7. Ensure continuous quality improvement in all educational processes and institutional performance.
8. Coordinate classroom observations, material preparation, data analysis, record-keeping, and report preparation procedures.
9. Conduct the above activities in accordance with the procedures and principles established by the Higher Education Quality Council (YÖKAK).
10. Carry out internal evaluation activities and present the results of institutional evaluation and quality improvement initiatives to the School Administrative Board.

11. Archive the report approved by the board and make it publicly accessible by uploading it to the school's website.
12. Proactively communicate with relevant units to implement necessary revisions based on report findings and ensure the required changes are carried out.

**Note:** In case of any leave, the heads and members of the academic unit appoint another person from their unit to serve as a deputy during their absence.

### 2.3.8 SFL SECRETARIAT

#### **Duties and Responsibilities**

1. To perform the duties assigned by the Director in accordance with relevant laws and regulations.
2. To exercise general supervision and oversight over the administrative staff of the School.
3. To carry out all administrative tasks of the School both within and outside the university.
4. To ensure the rational use and development of the teaching capacity of the School and its affiliated units.
5. To ensure that the units within the administrative organization of the School work efficiently, orderly, and harmoniously.
6. To make recommendations to the Director regarding the personnel to be assigned within the administrative organization of the School.
7. If deemed appropriate by the Director, to carry out the duties of the implementation officer in accordance with Article 33 of the Public Financial Management and Control Law No. 5018.
8. To serve as a rapporteur to the School Board and the Administrative Board without voting rights.
9. To prepare and distribute the agenda for the Academic General Assembly, School Board, Administrative Board, and Disciplinary Board.
10. To ensure the transfer, registration, and internal direction of documents and their attachments received from within and outside the institution.
11. To establish a unit archive within the School, appoint a responsible person, ensure the order of the archive, and archive all documents from the past period in accordance with archive regulations.
12. To organize protocol, visits, and ceremony-related tasks for the School.
13. To ensure the execution of press and public relations services.
14. To ensure that the necessary procedures for the purchase of all goods and materials required by the School are carried out by the movable property registration control officer.
15. To coordinate and manage the School's personnel affairs (personal rights, academic staff recruitment, extensions, administrative investigations, etc.).
16. To monitor the appointments, staffing, leave, reports, and other personal rights of administrative staff, listen to their requests on these matters, and resolve them.
17. To ensure the preparation and accrual of salaries and allowances for academic and administrative staff, as well as additional course fees.
18. To organize performance reports and disciplinary matters of administrative staff in accordance with regulations.
19. To ensure security measures are taken when necessary.
20. To prepare, supervise, and present the internal control compliance action plan of the School to the relevant units.
21. To prepare the presentations for the Academic General Assembly to be held at the end of each academic year.
22. To act in accordance with the principles of thrift.
23. To organize events such as conferences, panels, meetings, symposiums, seminars, meals, trips, and technical visits to be held by the School.
24. To train the personnel of administrative units in their nature.

25. To ensure the development of human resources within the framework of the development plan.
26. To provide the teaching staff with the necessary teaching materials and arrange for their maintenance and repair.
27. To take necessary measures to ensure the harmonious and efficient work of administrative staff, and to organize their areas of responsibility and units when necessary.
28. To ensure the maintenance of personal files for academic and administrative staff at the School, follow up on them, and provide necessary information to higher authorities when requested.
29. To hold periodic meetings with administrative staff, exchange views, ensure harmony within and between units, and discuss the organized execution of tasks.
30. To ensure the division of labour among administrative and auxiliary services staff at the School and provide necessary supervision.
31. To supervise and monitor the relationships among the School's administrative staff and whether they fulfil their assigned duties.
32. To arrange the leaves of administrative staff in a manner that does not disrupt the workflow processes at the School.
33. To assess and respond to the requests of School units and ensure the direction of the administrative services being carried out.
34. To protect and store documents, items, tools, and equipment related to their duties.
35. To ensure the procurement of fixed assets, cleaning, stationery, teaching materials, and other consumables for the School, and arrange for their maintenance and repairs.
36. To ensure that procurement and tender processes are conducted, supervised, and concluded.
37. To follow up on the examination processes of academic staff to be recruited to the School and ensure the results are communicated to the Rectorate, as well as to make timely notifications for the extension of academic staff's duties.
38. To prepare annual Administrative Activity Reports.
39. To prepare the strategic plan of the School.
40. To prepare the Annual Academic Activity Report of the School each year.
41. To ensure the preparation of the School's budget draft.
42. To ensure timely announcements of letters requesting information from within the university and from other institutions and individuals.
43. To carry out studies related to occupational safety, health, and risk assessment at the School.
44. To ensure the regular execution and supervision of environmental, cleaning, maintenance, and repair services.
45. To monitor accrual, movable property registration control, procurement, budget, and allocation status.
46. To monitor civil defence and security services, ensuring they are carried out in accordance with regulations.
47. To identify needs related to workrooms and classrooms, review preparations, and ensure the supervision of activities.
48. To identify and procure the teaching materials needed for classrooms.
49. To supervise accrual and inventory services, ensuring the orderly maintenance of storage areas.
50. To supervise the units and tasks related to buildings and environmental arrangements.
51. To organize activities related to graduation ceremonies.
52. To review, supervise, and control all activities organized by student clubs and students.
53. To assist in providing necessary social services to students.
54. To examine and supervise requests for book exhibitions, stands, and similar announcements to be held at the School.
55. To ensure the planning, efficient use, and improvement of technical/technological and physical infrastructure.
56. To consult with the heads of units regarding the procurement of tools, equipment, and materials to be acquired for the School or carried out in other units, and to obtain their opinions and suggestions.
57. To ensure responses to simple information requests made under the Freedom of Information Act are provided.
58. The School Secretary is primarily responsible to the Director for the supervision and oversight of all activities, their follow-up and control, and obtaining results.

## 2.3.9 STUDENT AFFAIRS OFFICE

### ***Duties and Responsibilities***

1. Track documents related to students coming to the School and handle correspondence.
2. Regularly check the official School email address and register electronic documents such as petitions and reports sent by students, forwarding them to the administration.
3. Ensure data entry and oversight related to the Student Affairs Information System (OBIS).
4. Assign students to classes based on exam results.
5. Prepare student certificates.
6. Handle all correspondence related to students.
7. Monitor reports and leave requests submitted by students and forward them to the administration.
8. Make adjustments related to the student information system.
9. Organize data and information for the preparation of Activity Reports and Information Requests.
10. Manage the time sheets of part-time students.
11. Announce exam results and send these results to relevant units.
12. Make announcements for students and remove those whose deadlines have expired.
13. Prepare mid-term and end-of-term statistics.
14. Conduct archiving processes for student affairs.
15. Ensure the execution of student disciplinary procedures.
16. Report the results of graduate-YDYS, Erasmus, and Farabi exams to the relevant units.
17. Conduct activities related to the Summer School.
18. Be responsible to the School Director and School Secretary for the execution of the above duties.

## 2.3.10 CORRESPONDENCE OFFICE

### ***Duties and Responsibilities***

1. Conduct, track, and archive internal correspondence related to the School.
2. Conduct, track, and archive external correspondence related to the School.
3. Deliver documents to the relevant person and unit.
4. Handle correspondence for committees established within the School.
5. Ensure announcements related to the School are made.
6. Perform registration processes for incoming documents.
7. Manage all processes related to Electronic Document Management Systems (EBYS).
8. Monitor laws and regulations related to the area of responsibility.
9. Carry out other tasks assigned by the School Administration.
10. Be responsible to the School Director and School Secretary for the execution of the above duties.

## 2.3.11 ADMINISTRATIVE-FINANCIAL AFFAIRS OFFICE

### ***Duties and Responsibilities***

1. Academic Staff Announcements and Appointment Processes, Position Assignments, Task Assignments.
2. Promotion Processes for Academic and Administrative Staff.
3. Transfer Processes for Academic and Administrative Staff.
4. Domestic and International Assignments (Articles 37, 38, 39 of Law No. 2547).
5. Course Assignments (Articles 31, 40/a, 40/b, 40/c, and 40/d of Law No. 2547).
6. Advancement and Title Change Processes.
7. Creating course schedules for academic staff in the EDBIS system.
8. Calculation of additional course and exam fees and preparation of payment documents.
9. Calculation of extra working hours for second education and preparation of payment documents.
10. Monitoring salary payments for academic and administrative staff and preparing related documents.

11. Onboarding Processes for Academic and Administrative Staff.
12. Departure Processes for Academic and Administrative Staff.
13. Resignation Processes for Academic and Administrative Staff.
14. Military Service Processes for Academic and Administrative Staff.
15. Retirement Processes for Academic and Administrative Staff.
16. Evaluation of Receivables Processes.
17. Asset Declaration Processes.
18. Passport Processes.
19. Leave and Report Processes.
20. Preparation and Activation of SGK (Social Security Institution) Entry and Exit Declarations.
21. Updates to the Service Tracking Program.
22. Monitoring the payment of unit telephone subscriptions and usage fees.
23. Document Filing Processes and Maintenance of Personnel Files.
24. Be responsible to the School Director and School Secretary for the execution of the above duties.

### 2.3.12 DIRECTOR'S SECRETARIAT

#### *Duties and Responsibilities*

1. To organize meeting requests, phone calls, and appointments addressed to the Director, School Secretary, and Deputy Director.
2. To facilitate the handling of mail and cargo operations for the office.
3. To handle correspondence related to the office.
4. To prepare, obtain signatures, and file the agenda and decisions related to the School Administrative Board and the School Council.
5. To convey the decisions taken by the School Administrative Board and the School Council to the relevant departments and archive these decisions.
6. To follow up on disciplinary investigation procedures.
7. To track the term of office for academic staff.
8. To monitor the term of office for the members of the Administrative Board.
9. To manage the tracking of academic and administrative staff leave.
10. To plan and schedule ceremonies for official and religious holidays, academic councils, and similar events.
11. To ensure the hospitality of guests coming to meet with the School Administration until their meeting begins.
12. To prepare and maintain updated lists of academic and administrative staff working in the units.
13. To organize and update the telephone directory and contact information on the ADU website.
14. To follow laws and regulations relevant to the scope of the role.
15. To perform the duties of the Records Clerk in their absence.
16. To carry out other tasks assigned by the School Administration.
17. Responsible to the School Director and School Secretary for the fulfilment of the duties listed above.

### 2.3.13 MOVABLE AND IMMOVABLE ASSETS REGISTRATION OFFICE

#### *Duties and Responsibilities*

1. Identify the consumption and inventory needs of the school.
2. Oversee the procurement of consumables and inventory, either directly or through tendering processes.
3. Prepare the Inventory Request Document.
4. Manage the entry and exit of all goods and materials in accordance with regulations.
5. Ensure material requests by preparing the Material Request Form when needed.

6. Review the requested needs lists and current stock to ensure procurement and delivery.
7. Record the issuance of materials for consumption by preparing the Inventory Transaction Form (TiF).
8. Prepare quarterly consumption reports.
9. Notify supervisors of depleted stock items and ensure their replenishment.
10. Send purchased items to the committee for inspection after delivery and record them by preparing the Inventory Transaction Form (TiF) based on the account codes in the Inventory Code List, assigning a registration number.
11. Track the transfer, donation, and gifted items received by the school and prepare their delivery receipts.
12. Manage the processes for fixed assets and consumables acquired by the institution in accordance with relevant regulations and instructions.
13. Perform compliance approval procedures.
14. Issue durable items for use with delivery receipts and update inventory lists.
15. Handle removal from records for cases such as loss, theft, wear, or scrapping of inventory items in accordance with regulatory procedures.
16. Report any free assets received through donations to the Valuation Commission for recording.
17. Complete provisional acceptance procedures for items that cannot be inspected.
18. Barcode the inventory items registered in the system.
19. Create durable inventory lists for personal offices, shared areas such as corridors, classrooms, meeting rooms, and seminar rooms.
20. Prepare room lists every January.
21. Conduct material counting operations in accordance with regulations within specified timelines.
22. Prepare reports on the latest TiF numbers issued by the Spending Units.
23. Prepare the year-end inventory counting report.
24. Prepare inventory counting and breakdown tables at the end of the fiscal year.
25. Sort and archive documents at the end of the fiscal year.
26. Perform other tasks and processes as assigned by superiors.
27. Responsible to the School Director and School Secretary for the fulfilment of the above-mentioned duties.

### 2.3.14 CLEANING-SUPPORT SERVICES

#### *Duties and Responsibilities*

1. Perform daily, weekly, and monthly routine cleaning tasks of the school.
2. Collect daily trash from academic and administrative offices.
3. Clean the desks, cabinets, and floors of academic and administrative offices weekly.
4. Collect daily trash from classrooms.
5. Clean classroom desks, tables, blackboards, and floors weekly.
6. Clean the lavatories and toilets for students and staff, and replenish materials such as paper towels and detergents.
7. Inspect and clean areas like walls and ceiling corners for spider webs or dust accumulation.
8. Report and monitor the repair of malfunctions related to electricity, heating, plumbing, etc., within the school.
9. Ensure classroom and office doors are not left open.
10. Check for lights, projectors, computers, taps, etc., that are left on.
11. Assist with moving and loading tasks when needed within the school.
12. Clean the green areas surrounding the school.
13. Prepare refreshments for visitors coming to the office.
14. Provide support during meetings, seminars, promotions, and events when needed.
15. Store cleaning supplies in appropriate places to avoid creating visual clutter in corridors and other shared spaces.
16. Contribute to recycling efforts by ensuring waste is properly sorted and recycled as part of the Zero Waste initiative.
17. Responsible to the School Director and School Secretary for the fulfilment of the above duties.

### **3. PROGRAMS AND CLASSES**

#### **3.1 MANDATORY PREPARATORY CLASS**

In programs where the medium of instruction is entirely or at least 30% in a foreign language, preparatory class education is mandatory. Students in these programs cannot begin their studies in the units they are admitted to without successfully completing the preparatory class.

#### **3.2 OPTIONAL PREPARATORY CLASS**

Students who are enrolling at the university for the first time and wish to attend the optional preparatory class must indicate their preference to be placed in the preparatory class on the registration form and take the foreign language proficiency exam administered by the School of Foreign Languages (SFLO). If there is sufficient capacity, these students may be placed in the optional preparatory class by a decision of the SFLO Board of Directors. At the end of the same academic year, the preparatory education of both successful and unsuccessful students concludes, and they begin their studies in the units they are admitted to.

Students enrolled in the optional preparatory class may, if they submit a request within ten working days before the start date of the spring semester in the units they are admitted to, begin their studies in those units with the approval of the SFLO Board of Directors.

#### **3.3 STUDENT PROFILE**

In the 2024-2025 academic year, the programs at our school that require mandatory preparatory class education are as follows:

INSTITUTE / FACULTY / VOCATIONAL SCHOOL	DEPARTMENT / PROGRAM
INSTITUTE OF SCIENCE	DEPARTMENT OF MECHANICAL ENGINEERING DEPARTMENT OF CIVIL ENGINEERING
FACULTY OF ENGINEERING	DEPARTMENT OF MECHANICAL ENGINEERING DEPARTMENT OF FOOD ENGINEERING DEPARTMENT OF CIVIL ENGINEERING DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT OF COMPUTER ENGINEERING
FACULTY OF POLITICAL SCIENCES	INTERNATIONAL RELATIONS (ENGLISH)
FACULTY OF EDUCATION	ENGLISH LANGUAGE TEACHING
FACULTY OF HUMANITIES AND SOCIAL SCIENCES	ENGLISH LANGUAGE AND LITERATURE FRENCH LANGUAGE AND LITERATURE GERMAN LANGUAGE AND LITERATURE

In the 2024-2025 academic year, the programs at our school that offer an optional preparatory class are as follows:

FACULTY / VOCATIONAL SCHOOL	DEPARTMENT / PROGRAM
KUŞADASI VOCATIONAL SCHOOL	TOURISM AND HOTEL MANAGEMENT
	CULINARY ARTS
	CATERING SERVICES
DİDİM VOCATIONAL SCHOOL	CULINARY ARTS
	TOURISM AND HOTEL MANAGEMENT
	TOURISM AND TRAVEL SERVICES
KARACASU MEMNUNE İNCİ VOCATIONAL SCHOOL	TOURISM AND HOTEL MANAGEMENT
SÖKE BUSINESS FACULTY	ECONOMICS
	LOGISTICS
	PUBLIC ADMINISTRATION
	INTERNATIONAL TRADE AND BUSINESS MANAGEMENT
	MANAGEMENT INFORMATION SYSTEMS
	HUMAN RESOURCES MANAGEMENT
TOURISM FACULTY	TRAVEL MANAGEMENT
	TOUR GUIDING
	FOOD AND BEVERAGE MANAGEMENT

### 3.4. ENGLISH PREPARATORY CLASS COURSE SCHEDULES

#### *a. Elementary*

Students receiving foreign language education at the elementary level attend 26 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Main Course	16	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Writing	6	To support students in developing their reading and writing skills in a foreign language and to help them acquire strategies and methods related to these skills.
Speaking	4	To support students in developing their speaking skills in a foreign language and to help them acquire methods related to these skills.
*Students starting at this level are expected to reach the Intermediate (B1) level by the end of the preparatory class.		

#### *b. Pre-Intermediate*

Students receiving foreign language education at the Pre-Intermediate level attend 20 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Main Course	10	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Writing	6	To support students in developing their reading and writing skills in a foreign language and to help them acquire strategies and methods related to these skills.
Speaking	4	To support students in developing their speaking skills in a foreign language and to help them acquire methods related to these skills.
*Students starting at this level are expected to achieve the Intermediate (B1) level by the end of the preparatory class.		

### 3.5 FRENCH PREPARATORY CLASS COURSE SCHEDULES

#### a. *Elémentaire*

Students receiving foreign language education at the elementary level attend 26 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Méthode	20	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Grammaire	4	To support and enhance students' grammar knowledge in parallel with the Basic French (Méthode) course.
Comprehension & Expression Ecrites	2	To support and develop students' reading and writing skills.
*Students starting at this level are expected to reach the Intermediate (B1) level by the end of the preparatory class.		

#### b. *Pré- Intermédiaire*

Students receiving foreign language education at the Pre-Intermediate level attend 20 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Méthode	14	To enable students to reach the Intermediate (B1) level in grammar and the four fundamental skills (Reading/Writing/Listening/Speaking) and to ensure they can use the language effectively.
Grammaire	4	To support and enhance students' grammar knowledge in parallel with the Basic French (Méthode) course.
Comprehension& Expression Ecrites	2	To support and develop students' comprehension and expression skills.
*Students starting at this level are expected to reach the Intermediate (B1) level by the end of the preparatory class.		

### 3.6 GERMAN PREPARATORY CLASS COURSE SCHEDULES

#### a. Beginner

Students receiving foreign language education at the beginner level (Elementare Sprachverwendung - Beginner/Einstieg) attend 26 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Grundkenntnisse	26	To develop students' German grammar, vocabulary, reading-writing, and listening-speaking skills, enabling them to reach the Intermediate (Mittelstufe B1) level and use the language effectively. Additionally, it aims to promote the understanding of the culture of the language by implementing an approach that supports the enhancement of students' foreign language abilities.

\*Students starting at this level are expected to achieve the Intermediate (Mittelstufe B1) level by the end of the preparatory class.

#### b. Grundlagen

Students receiving foreign language education at the Pre-Intermediate level (Elementare Sprachverwendung - Grundlagen) attend 20 hours of language training per week.

NAME OF THE COURSE	WEEKLY CLASS HOURS	TARGET
Grundkenntnisse	20	To develop students' German grammar, vocabulary, reading and writing, as well as listening and speaking skills, enabling them to reach the Intermediate (Mittelstufe B1) level and use the language effectively. Additionally, it aims to implement an approach that promotes understanding of the culture of the language, thereby enhancing students' foreign language abilities.

\*Students starting at this level are expected to achieve the Intermediate (Mittelstufe B1) level by the end of the preparatory class.

\*According to copyright law, students are strictly prohibited from using photocopied or pirated books.  
See also.

[http://www.telihaklari.gov.tr/kaynaklar/bolum\\_dosyalar/2012\\_04\\_20\\_33791.pdf](http://www.telihaklari.gov.tr/kaynaklar/bolum_dosyalar/2012_04_20_33791.pdf)

### 3.7 EXAMS

#### 3.7.1 FOREIGN LANGUAGE PROFICIENCY EXAM (YDYS)

At the beginning of the academic year, and at the end of the fall and spring semesters, a foreign language proficiency exam (YDYS) is conducted. Students enrolled in associate degree programs must score at least fifty (50) points, students in bachelor's programs must score at least seventy (70) points, and students in graduate programs must achieve the minimum score required by their respective institute to be considered successful.

The dates for the foreign language proficiency exams are included in the university's academic calendar. The content of the Foreign Language Proficiency Exam (YDYS) is as follows.

Foreign Language Proficiency Exam (YDYS) for English preparatory classes:		
Question Type	Sections	Scoring
Multiple-choice questions (4 options)	Listening	10 questions / 10 points
	Grammar	25 questions / 25 points
	Vocabulary	15 questions / 15 points
	Reading	10 questions / 10 points
Write a text of required length on the given topic	Writing	20 points
Answer questions on a selected topic	Speaking	20 points

Foreign Language Proficiency Exam (YDYS) for French preparatory classes:		
Question Type	Sections	Scoring
Classical (Written) Exam	Compréhension Orale	10 points
	Vocabulaire	5 points
	Compréhension Ecrite	10 points
	Grammaire	45 points
Write a text of required length on the given topic	Expression Ecrite	10 points
Answer questions on a selected topic	Expression Orale	20 points

Foreign Language Proficiency Exam (YDYS) for German preparatory classes:		
Question Type	Sections	Scoring
Multiple-choice questions (4 options)	Hörverstehen	10 questions / 10 points
	Grammatik	30 questions / 30 points
	Wortschatz	10 questions / 10 points
	Leseverstehen	10 questions / 10 points
Answer questions on a selected topic	Sprechen	20 points
Write a text of required length on the given topic	Schreiben	20 points

**Note:** Changes may be made to the exam sections and the weight of the grades mentioned above.

**\*\*IMPORTANT\*\***

**No make-up exams will be held for students who are unable to take the YDYS for any reason.**

The Foreign Language Proficiency Exam (YDYS) will be held **face-to-face** at our university's central campus on **October 1-2, 2024**.

**Application Dates:** September 16, 2023 – September 29, 2024 (Applications will be made through OBIS.)

**Written Exam Date:** October 1, 2024

**English Written Exam Time:** 10:00 AM

**German and French Written Exam Time:** 1:30 PM

**Written Exam Location:** School of Foreign Languages / Aydın Adnan Menderes University Central Campus

**Oral Exam Date:** October 2, 2024

**Oral Exam Time:** 9:00 AM (The oral exam session lists will be announced to students after the written exam.)

**Oral Exam Location:** School of Foreign Languages / Aydın Adnan Menderes University Central Campus

## WARNINGS

\* Students taking the exam are required to bring their identification card, driver's license, or passport.

\* Before attending the exam, students must have learned and activated their student numbers and their student email addresses in the format (studentnumber)@stu.adu.edu.tr, which will be provided during school registration. (For this process, please visit <https://www.adu.edu.tr/tr/eposta>)

\* It is prohibited to enter the exam with firearms, sharp or piercing objects, electronic devices, or mobile phones. (A luggage service will be available on the exam day for you to leave your bags and mobile phones in the exam building.)

\* There will be no make-up exam for students who do not attend the exam.

\* The Foreign Language Proficiency Exam is free of charge.

### 3.7.2 EXAMS CONDUCTED THROUGHOUT THE ACADEMIC YEAR

These are the exams that our students must take during the preparatory education period.

The dates for the in-term exams will be announced later on the student notice boards.

FALL SEMESTER EXAMS FOR ENGLISH PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz I (%2)	Listening
Quiz II (%2)	Grammar & Vocabulary
Quiz III (%2)	Reading
Quiz IV (%2)	Writing (Portfolio)
Quiz V (%2)	Speaking
Mid-Term Exam I (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Mid-Term Exam II (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Project (%2)	Classroom Performance

SPRING SEMESTER EXAMS FOR ENGLISH PREPARATORY CLASSES	
Exam Types and Percentages	Skills Assessed in the Exam
Quiz VI (%2)	Listening
Quiz VII (%2)	Grammar & Vocabulary
Quiz VIII (%2)	Reading
Quiz IX (%2)	Writing (Portfolio)
Quiz X (%2)	Speaking
Mid-Term Exam III (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Mid-Term Exam IV (%9)	Listening – Grammar – Vocabulary Reading – Writing – Speaking
Project (%2)	Classroom Performance
Final Exam (%40)	Listening – Grammar – Vocabulary Reading – Writing – Speaking

### FALL SEMESTER EXAMS FOR **FRENCH** PREPARATORY CLASSES

<b>Exam Types and Percentages</b>	<b>Skills Assessed in the Exam</b>
Quiz I (%2)	Compréhension Orale & Grammaire
Quiz II (%2)	Compréhension Ecrite & Grammaire
Quiz III (%2)	Expression Ecrite & Grammaire
Quiz IV (%2)	Expression Orale
Mid-Term Exam I (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Mid-Term Exam II (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Project (%4)	In-Class Performance and 2 Verb Conjugation Exams

### SPRING SEMESTER EXAMS FOR **FRENCH** PREPARATORY CLASSES

<b>Exam Types and Percentages</b>	<b>Skills Assessed in the Exam</b>
Quiz V (%2)	Compréhension Orale & Grammaire
Quiz VI (%2)	Compréhension Ecrite & Grammaire
Quiz VII (%2)	Expression Ecrite & Grammaire
Quiz VIII (%2)	Expression Orale
Mid-Term Exam III (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Mid-Term Exam IV (%9)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale
Project (%4)	In-Class Performance and 2 Verb Conjugation Exams
Final Exam (%40)	Compréhension Orale – Grammaire Vocabulaire – Compréhension Ecrite Expression Ecrite – Expression Orale

**FALL SEMESTER EXAMS FOR **GERMAN** PREPARATORY CLASSES**

<b>Exam Types and Percentages</b>	<b>Skills Assessed in the Exam</b>
Quiz I (%3)	Hörverstehen&Grammatik
Quiz II (%3)	Leseverstehen & Wortschatz
Quiz III (%3)	Schreiben&Grammatik
Mid-Term Exam I (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Mid-Term Exam II (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Project (%3)	Prasentation

**SPRING SEMESTER EXAMS FOR **GERMAN** PREPARATORY CLASSES**

<b>Exam Types and Percentages</b>	<b>Skills Assessed in the Exam</b>
Quiz IV (%3)	Hörverstehen&Grammatik
Quiz V (%3)	Leseverstehen & Wortschatz
Quiz VI (%3)	Schreiben&Grammatik
Mid-Term Exam III (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Mid-Term Exam IV (%9)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen
Project (%3)	Prasentation
Final Exam (%40)	Hörverstehen – Grammatik Wortschatz – Leseverstehen Schreiben – Sprechen

**ENGLISH PREPARATORY CLASSES  
IN-SEMESTER EXAMS**

<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
2 Mid-Term Exams	2 Mid-Term Exams
5 Quizzes	5 Quizzes
1 Project	1 Project
	1 Final Exam

**GERMAN PREPARATORY CLASSES  
IN-SEMESTER EXAMS**

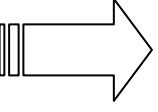
<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
2 Mid-Term Exams	2 Mid-Term Exams
3 Quizzes	3 Quizzes
1 Project	1 Project
	1 Final Exam

**FRENCH PREPARATORY CLASSES  
IN-SEMESTER EXAMS**

<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
2 Mid-Term Exams	2 Mid-Term Exams
4 Quizzes	4 Quizzes
1 Project	1 Project
	1 Final Exam

## IMPACT OF IN-YEAR EXAMS AND ACTIVITIES ON THE SUCCESS GRADE OF THE ENGLISH PREPARATORY CLASS

<b>In-Year Exams and Activities (Total 60%)</b>	4 Mid-Term Exams	%36
	10 Quizes	%20
	2 Projects	%4
<b>Final Exam (%40)</b>		%40
	<b>TOTAL</b>	<b>%100</b>

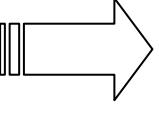


**PREPARATION CLASS  
SUCCESS GRADE**

\* For students to be considered successful in the preparation program, the minimum passing grade for the preparation class must be at least 50 for associate degree programs, at least 70 for undergraduate programs, and the minimum score required by the relevant institute for graduate programs.

## IMPACT OF IN-YEAR EXAMS AND ACTIVITIES ON THE SUCCESS GRADE OF THE GERMAN PREPARATORY CLASS

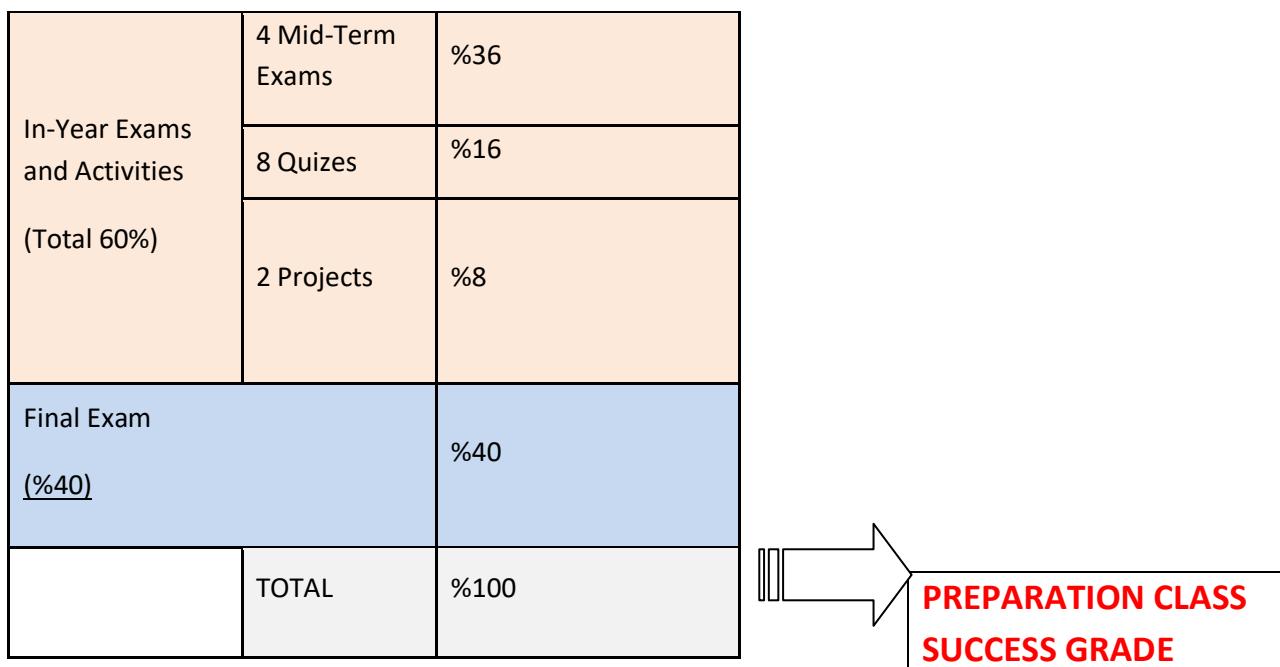
<b>In-Year Exams and Activities (Total 60%)</b>	4 Mid-Term Exams	%36
	6 Quizes	%18
	2 Projects	%6
<b>Final Exam (%40)</b>		%40
	<b>TOTAL</b>	<b>%100</b>



**PREPARATION CLASS  
SUCCESS GRADE**

\* For students to be considered successful in the preparation program, the minimum passing grade for the preparation class must be at least 50 for associate degree programs, at least 70 for undergraduate programs, and the minimum score required by the relevant institute for graduate programs.

## IMPACT OF IN-YEAR EXAMS AND ACTIVITIES ON THE SUCCESS GRADE OF THE FRENCH PREPARATORY CLASS



\* For students to be considered successful in the preparation program, the minimum passing grade for the preparation class must be at least 50 for associate degree programs, at least 70 for undergraduate programs, and the minimum score required by the relevant institute for graduate programs.

### 3.7.3 MAKE-UP EXAMS

Students who are unable to take the Foreign Language Proficiency Exam, quizzes, or the final exam for any reason will not be granted a make-up exam.

Students who are unable to attend the midterm exam due to a valid excuse accepted by the School Management Board will be given the right to a make-up exam if they apply within five business days from the end of their excuse period. This make-up exam will be scheduled at a suitable date and time determined by the Testing Unit.

### 3.7.4 PROJECT GRADE

During preparatory education, students' class participation performance and the performance in completing assigned homework will be graded by the instructors. This will be recorded as project grade.

### IMPORTANT NOTES

- Changes may be made to the types and contents of exams during the academic year if deemed necessary.
- The dates for midterm exams and quizzes will be announced on the student notice board.
- Students must obtain at least 50 points in their final exam.
- Students may submit their objections to exam results in writing to the SFLO Directorate within five business days from the announcement of the results. The Directorate will review the objection with a committee of three, including the head of the Exam Preparation, Implementation, and Evaluation Unit. The committee's decision will be discussed and announced by the School Board.
- Students cannot take exams without their student ID. Those without a student ID are required to obtain a student certificate from the student affairs office.
- Students can track their grades through the Student Information System (OBIS).
- The dates for midterms and quizzes to be conducted during the semester will be announced on the student board.
- To calculate the final success grade, students must score at least 50 points in the final exam.
- Portfolios and Speaking Presentations are formative assessments, and detailed feedback will be provided to students after these exams.
- Speaking exams are recorded in audio format.
- Students cannot take exams without their student ID.
- Students who qualify to advance to the next level based on the results of the Fall Semester YDYS must request the transition within 10 (ten) business days from the start date of the Spring Semester classes.

### **3.8 SUMMER SCHOOL ENGLISH CLASSES**

With the decision of the YDYO Management Board, a summer school for the preparatory class may be opened. The duration of the summer school, including exams, is 8 weeks, and the weekly class hours cannot be less than 20 hours. Students who are not enrolled in the summer school cannot participate in the YDYS held at the end of the summer school. However, students from programs with mandatory preparatory classes who are facing expulsion due to failure can take the YDYS held at the end of the summer school.

### **3.9 EKSTRA COURSES**

ADU School of Foreign Languages organizes these courses during the academic year or the summer term, allowing academic staff, students, and the public to benefit from these courses at their desired level.

## **4. PROFESSIONAL DEVELOPMENT ACTIVITIES**

### **4.1 IN-SERVICE TRAINING**

\* At the beginning of each academic year, a Needs Analysis Survey is conducted for faculty members. Based on the survey results, the in-service training schedule for that year is planned and organized.

\* Each academic year, 4 to 6 face-to-face professional development activities are organized based on need.

\* Faculty members are provided with opportunities for individual participation in professional development activities conducted nationwide. Faculty members who participate in these activities will provide training to their colleagues at our institution regarding their gains upon returning from the training.

## 4.2 SELF-REFLECTION PROCESS

This phase involves the instructor evaluating themselves. It is implemented at least once during an academic year but can be conducted more frequently based on academic needs.

### Steps to Follow:

- Recording a 30-45 minute video of a class selected by the instructor
- Completing the Self-Evaluation Form
- Sending a scanned, signed version of the self-evaluation form and the recorded class video electronically to the Professional Development Unit
- Determining a focus point for the next phase, Peer Observation

## 4.3 PEER OBSERVATION PROCESS

This phase involves the instructor being observed by a colleague of their choice. The focus point for the observation is determined by the instructor and shared with the observer during the pre-observation meeting. It is aimed at professional development and is conducted at least once during an academic year, with the option for additional observations based on academic needs.

### Steps to Follow:

- Informing the Professional Development (PD) Unit about three preferred observers
- Assignment and announcement of observer-observee pairs by the PD Unit
- Pre-observation meeting between the observer and observee

### Agenda for the Meeting:

- Determining the date, time, and class for the observed lesson (If the observer has a class at the agreed time, that lesson hour will be cancelled, and students will be informed in advance.)
- Sharing the focus point of the observation with the observer
- Reviewing the Observation Form
- Setting a date and time for the post-observation meeting
- Completing the Peer Lesson Observation Pre-Meeting Form
- Conducting the lesson observation  
Both the observer and observee must be present in the agreed class, at the agreed time. The observation duration should be between 30 and 45 minutes, as preferred by the observer. The observer will complete the Peer Lesson Observation Form during the session.
- Post-observation feedback meeting (within 48 hours)

### Agenda for the Meeting:

- Observee evaluates their own performance
- Observer provides feedback on positive aspects of the performance
- Observer asks guiding questions on areas for improvement
- Observer addresses negative aspects of the performance
- Developing an action plan for changes based on the observed performance
- Completing the Post-Peer Lesson Observation Feedback Form
- Submitting scanned, signed versions of the Peer Observation Pre-Meeting Form, Peer Observation Form, and Post-Observation Feedback Form to the PD Unit electronically

## 4.4 QUALITY ASSURANCE OBSERVATION

This phase involves an administrator, a faculty member with expertise in lesson observation, or an academic unit coordinator observing the instructor. It aims to ensure and maintain quality assurance. It can be conducted as a general lesson observation or a focus-based observation.

If a deputy director or an expert faculty member conducts the general lesson observation, the "Quality Assurance Observation Form (for Overall Assessment)" is used.

If a unit coordinator collects data for their unit through a focus-based observation, the "Quality Assurance Observation Form (for Focused Observation)" is used.

### Steps to Follow:

- Notifying the instructor about the observation date, time, and class one week in advance
- Preparing a lesson plan for the observed lesson (to be provided to the observer during the session)
- Conducting the lesson observation.
- Post-observation feedback meeting (within 48 hours).

### Agenda for the Meeting:

- Observee evaluates their own performance.
- Observer provides feedback on positive aspects of the performance.
- Observer asks guiding questions on areas for improvement.
- Observer addresses negative aspects of the performance.
- Developing an action plan for changes based on the observed performance.
- Completing the Post-Observation Feedback Form.

\* Submitting scanned, signed versions of the Quality Assurance Observation Form and Post-Observation Feedback Form to the PD Unit electronically.

## 5. ACADEMIC STAFF

### Law No. 2547 on Higher Education, Article 3

#### Definitions:

**Faculty Members:** Individuals who work in higher education institutions as professors, instructors, lecturers, and research assistants.

**Faculty Members:** Professors, associate professors, and assistant professors working in higher education institutions.

**Lecturer:** A faculty member who teaches or conducts courses designated as compulsory courses in various educational programs throughout the education process.

**Research Assistants:** Individuals assigned to higher education institutions for specific periods as research assistants, experts, translators, and educational planners.

**Faculty members who meet one of the following conditions may teach in a foreign language:**

- a) The teaching language is the faculty member's native language.
- b) The faculty member has completed their undergraduate, master's, or doctoral education in a program where the language is spoken as the native language, or at a university in Turkey where courses are taught solely in that language.
- c) In the last three years, faculty members have obtained at least eighty points on the Foreign Language Exam (YDS) conducted by the Student Selection and Placement Center, out of a total score of one hundred, or have obtained an equivalent score on foreign language exams recognized as equivalent to YDS by the Higher Education Executive Board.

### **Faculty Members' Rights**

Faculty members are subject to:

- **Law No. 2914 on Higher Education Personnel**
- **Law No. 2547 on Higher Education**
- **Law No. 657 on Civil Servants**

You can find the links to the relevant laws below.

<https://www.mevzuat.gov.tr/mevzuatmetin/1.5.2914.pdf>

<https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2547.pdf>

<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=657&MevzuatTur=1&MevzuatTertip=5>

## **6. PERSONNEL RIGHTS AND LAWS**

You can find details related to the subheadings listed below in the link to the **657 Public Servants Law**:

- Health Facilities
- Leave and Absenteeism
- Class Compensation Procedure
- Extension of Term of Office
- Travel Expense Regulation
- Compensation
- Rights of Contracted and Foreign Instructors
- Disciplinary Regulations

## **7. PROCEDURE FOR TAKING DUTIES IN ÖSYM AND AÖF EXAMS**

On weekends, faculty members can take on paid duties in exams conducted by ÖSYM (Student Selection and Placement Center) and Anadolu University. To do this, individuals must apply at the examination center located in our university's main campus to register and then submit an online exam duty application when the exam schedule is announced.

See also:

<https://gis.osym.gov.tr/Yetki/Giris>

<https://augis.anadolu.edu.tr/#/>

<http://gis.atauni.edu.tr>

## **8. SOCIAL FACILITIES**

### **ADU Social Facility:**

When you need accommodation, you can benefit from the Guest House and Restaurant located in the ADU Social Facility at the central campus.

### **Reservation and Contact Information:**

- Address: Adnan Menderes University Central Campus, Kepez Mevkii, AYDIN
- Phone: +90 256 212 80 84
- Fax: +90 256 212 81 30
- Email: [konukevi@adu.edu.tr](mailto:konukevi@adu.edu.tr)
- Extension: 1075

### **ADU Restaurant:**

Adnan Menderes University  
Faculty of Education Side  
Phone: +90 256 218 20 00 – 1759

### **MEB Teacher's House:**

You can benefit from the Teacher's Houses operated by the Ministry of National Education located in our province (Aydın, Nazilli, Söke, Kuşadası). ([www.ogretmenevine.com](http://www.ogretmenevine.com))

### **Didim Social Facilities:**

You can spend your summer vacation in the apartments located at the social facilities operated by Didim Vocational School, situated in Didim-Akbük.

**ADDRESS:**

Didim Vocational School  
Didim Campus, Fevzi Paşa Mah.  
Didim / Aydın – TURKEY

**Sports Facilities:**

The ADU Sports Facilities, located on the main campus, include one semi-olympic swimming pool and one training pool, as well as a sauna, fitness center, aerobic studio, and dance hall.

**ADU Indoor Sports Hall:**

There is an indoor sports hall with a capacity of 200 people where basketball, volleyball, handball, and futsal can be played.

Additional facilities include:

- A football field with a capacity of 5,000 and an athletics track.
- 10 tennis courts that can also be used as carpet fields.

In the city center, next to the Health Vocational School, there is an indoor sports hall equipped with a sauna and fitness center. Additionally, this hall features a stage for artistic and cultural events.

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