Marmara University is the best place to learn foreign languages.
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Cover
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Dear Academics and Students,

The most important target of contemporary universities is to prepare their students for life. In addition to the knowledge within the field of study, the knowledge and skill of using at least one foreign language efficiently is in first place.

Marmara University is one of the few universities in our country that provides multi-lingual education. We have a great number of departments whose mediums of instruction are German, Arabic, French and English.

Marmara University School of Foreign Languages (MU-SFL) provides language education to our students who are enrolled at our university but have problems in the language medium of their education. Besides this, the relevant units are provided with instructor support in giving foreign language courses which are obligatory in each department.

At the same time, we are making an effort to introduce foreign languages to our students through distance learning, using modern technology. By developing the technical infrastructure, we would like to implement Marmara University Distance Language Training Program (MU-UZDEM), which can provide certificates.

Students who are currently studying a foreign language in our school have a chance to practice and reinforce what they have learned outside the school hours through Marmara Moodle, a system we have just started to implement. Especially after 2010, there have been some important changes and regulations in our School of Foreign Languages. These changes and regulations can be summarized under four main categories which are as follows:

1. Changes in Curriculum Design: Grammar-based instruction which was previously taught in our school has been altered. New programmes have been designed based on Common European Framework of References (CEFR) in order for students to improve their listening, reading, speaking and writing skills. Exams administered by MU-SFL for Marmara University have also been designed according to this framework.

2. Technical Innovations: In order for our lessons to be taught in line with the contemporary technological opportunities, infrastructure has been developed. Each class has been equipped
with a computer connected to the Internet, overhead projector, speakers and a whiteboard. The number of classes with sufficient technological equipment has been increased. To give an example, the number of classrooms has been increased from 42 in 2006 to 63; the number of laboratories has been increased from 3 in 2006 to 6; the number of overhead projectors has been increased from 12 in 2006 to 98. The number of classrooms was increased and this has resulted in teaching and learning opportunities for a great number of students. The number of students at preparatory school was 1182 in 2009, whereas it was 2325 in 2016.

3. Public Courses: There have been regulations which increased the quality and demands of the courses offered by Marmara University Continuing Education Centre in accordance with the School of Foreign Languages. There were 45 classes and 1320 students in 2006 whilst these numbers increased to 196 and 3266 respectively in 2016. Marmara University School of Foreign Languages offers its language teaching experience not only to its students, but also to other individuals who are eager to learn a foreign language. In this respect, language teaching courses offered by Marmara University Continuing Education Centre are administered under guidance of Marmara University School of Foreign Languages. Intensive language courses are offered to lecturers in our university within the scope of Academic Language Programme. In addition, private courses for the exams such as TOEFL, IELTS, YDS and YÖKDİL speaking courses aimed at fluent speaking are offered by the MU-SFL.

4. Support for State Projects: In-depth foreign language education has been offered to Teaching Staff Training Program personnel administered by the Council of Higher Education and trainees to be sent abroad by Ministry of Education in accordance with the law no. 1416. The academic staff of MU-SFL are extremely experienced and qualified. According to the current organizational structure, besides German, French and English units, Turkish Language Education courses are offered for foreigners in MU Turkish Language Education Unit. As a result of collaboration with the Presidency for Turks Abroad and Related Communities, Turkish is taught to more than 200 students from over 60 countries every year.

As the Directorate of Marmara University School of Foreign Languages, we strongly believe that we fulfil our responsibilities in accordance with our mission to increase the quality of foreign language education. In this sense, the best support comes from our administrative and academic staff and we are continuing to increase our high-quality standards in education day by day with the help of their devoted work.

The support of our Rectorate encourages and inspires us to achieve more in this process. Therefore, we are happy to take this opportunity to show our gratitude primarily to our Rector Prof. Dr. Erol ÖZVAR, to his Vice Chancellors and to all the authorities responsible for administrative duties. Our most essential goal is to provide effective and permanent services in line with our motto

“Marmara University is the best place to learn foreign languages.”

Prof. Dr. Harun DUMAN
MU-SFL Director
1. MISSION, VISION and VALUES

1.1. Our Mission

The historical background of Marmara University dates back to 1883. On January 16, 1883, it was founded as a school under the control of the Ministry of Trade and Forestry (Ottoman Period). 13 students graduated from the school in 1887. The school went under the control of the Ministry of Education on September 21, 1899 but in 1893 it was closed for reclamation. The school was opened again on September 15, 1897 under the control of the Ministry of Education. It was converted into Istanbul Science Academy of Economics and Trade in 1959.

The foundation of Marmara University School of Foreign Languages dates back to 1976. As the number of students who wanted to study at university raised, the Ministry of Education decided to open a School of Foreign Languages that was capable of issuing diploma at associate level as an interim solution. Kadıköy Foreign Language School was one of the five schools opened country wide. In the building where Kadıköy Anadolu High School is located today, Maarif College provides education. During the evening, English, French, and German teaching activities are carried out. Some of the graduates started working as foreign language teachers. Meanwhile, most of the graduates started working in other places of trade. On July 20, 1982, some of the educational institutions in Istanbul were joined to the new organization called Marmara University through the law number 2809 dated March 28, 1983. One of these institutions was Kadıköy Foreign Language School. Our school had been in action within the Rector’s Office before it was renamed as Marmara University School of Foreign Languages (MUSFL), on March 1, 2006.

Until 2008, our School of Languages used to comprise the Translation and Interpreting Departments of German, French, and English Languages; however, the current status of our School of Languages is limited to providing the compulsory and preparatory language courses. Meanwhile, support for foreign language courses provided under Continuing Education Centre (MÜSEM) is carried out by the lecturers of our School of Foreign Languages.
As stated in article 49 of the Higher Education Law, the main duty of Schools of Foreign Languages at universities is to prepare students for university education in a foreign language and enable them to acquire a certain level of proficiency.

It is to make up for any lack in the foreign language knowledge of newly registered students who will study at partial or full English (or other foreign languages) medium departments at our university.

Our aim is to enable students who were unable to perform well in the foreign language placement and proficiency tests to acquire skills of reading, listening, writing and speaking, and to improve grammar and vocabulary by using advanced educational technologies in order to help them pursue their further studies without difficulty and communicate in the foreign language effectively. We also aim to enable students to gain the skills of following academic publications related to their fields and participating in academic activities, and help them to acquire communication skills they will need in their social lives in the modern age. For this, foreign language preparatory education consists of student-centered, process-driven and modern approach based courses, online studies and portfolio studies.

In addition to the preparatory language education, our School of Foreign Languages takes active role in the state projects as well. Supportive missions concerning the language deficiencies of students who will be sent abroad by the Ministry of Education (MEB), Council of Higher Education (YÖK), Presidency of Turks Abroad and Related Communities (YTB), Turkish Maarif Foundation (TMV) for education purposes are also carried out by our School of Foreign Languages.

1.2. Our Vision

The vision of Marmara University School of Foreign Languages is as follows:

- to raise the quality of education to the highest level possible, and to provide students and others who want to get education with rational solutions to their problems in foreign languages
- to make learning a foreign language a professional challenge rather than a burden with the help of its physical capacities, facilities and academic staff
- to reach out for new horizons in foreign language teaching by taking advantage of information technologies and to assume the leading role in this aspect
- to establish a necessary platform for those who would like to learn a second foreign language in addition to their compulsory foreign language classes
- to make Preparatory School students familiar with the culture and mentality of the language they learn
- to contribute to the success of Marmara University in the national and international arena and to support the university to attain a privileged position among similar academic institutions
- to maintain our position of being one of the best preparatory programs of foreign language education in Turkey
1.3. Our Values

- To reach a privileged position among similar academic institutions
- To be respectful of different opinions
- To provide a peaceful educational environment
- To serve society in the light of human values
- To not compromise on good quality education understanding
- To reinforce corporate identity
- To raise the reputation of Marmara University
- To increase collaboration with colleagues
- To provide rational and professional solutions for problems
- Objectivity and transparency
- To build the future by reaching out for new horizons
According to the 20th article of the Republic of Turkey Higher Education Legislation, the bodies of the School include the School Director, School Directorate Committee, and School Board of Directors.

• School Director is appointed for a period of three years upon the recommendation of the Dean of the Faculty. The appointment is directly done by the Rector in the Schools that are affiliated to the Rectorate. The Director whose term of office is finished can be nominated for another three years.

• There are at most two Vice Directors whom the Director will nominate from the permanent teaching staff at university for three years.

• In case there is a need for a proxy for the Director or s/he is discharged, the action to be taken is the same as the Dean's.

• The Director of the School carries out the same duties as a Dean on behalf of the School of Foreign Languages.

• The School Board consists of a Director and Vice Directors.

• School administrative committee consists of five members including Vice Directors and unit coordinators under the chairmanship of the Director.

• School Board and School administrative committee perform their duties bestowed by the faculty council and faculty administration council under law number 2547. For further information please refer to the following link. https://goo.gl/bP2YKc

2.1. Director

School Director is appointed by the Rector for three years. The Director whose term of office is terminated can be appointed again. The duties and responsibilities of the School Director are as follows:

• To moderate the School Board and the School administrative committee, to implement their decisions and to enable the efficient coordination among all units in the School

• To report to the Rector on the general functioning of the School at the end of each academic year or upon demand

• To inform the Rectorate about the needs of allocation and staff with their reasons, and to submit a recommendation on the School budget after getting the advice of the School administrative committee

• To conduct general observations and inspections of all units and staff at each level

• To perform other duties given to him/her by law

The Director is the first responsible person to the Rector for the rational use and improvement of the educational resources of the School. S/he also takes the necessary precautions, provides students with social services, implements academic research as well as publication activities.
2.2. Vice Directors

The Vice Directors are instituted upon the proposal of the Director and the approval of the Rector. They assist the Director with the running of the School. The Vice Directors of MU-SFL perform their duties in two areas:

a. Academic Affairs

b. Administrative and Financial Affairs

2.2.1. Vice Director (Academic Affairs)

- To ensure the discipline and manage the complaint process within the School of Foreign Languages
- To help the School Director carry out the educational and academic duties
- The Vice Director is also responsible for the management and coordination of the below committees:
  - Information Technologies (IT) Committee
  - Professional Development Committee
  - Project Improvement Committee
  - Accreditation Committee
  - Disabled Student Consultant

2.2.2. Vice Director (Administrative and Financial Affairs)

- To deal with the administrative and financial affairs of the academic and administrative staff in the School of Foreign Languages
- The Vice Director who is in charge of administrative and financial affairs is also responsible for the management and coordination of the following units:
  - Quality Unit
  - Continuing Education Center Coordinatorship (MUSEM)
2.3. Unit Education Coordinator

2.3.1. Academic Duties

- S/he follows the developments in the field; attends various meetings, conferences, and workshops in this field, and supports the improvement of the education in the Unit.
- S/he follows the Directorial and educational processes of the Unit and informs the academic staff in a general meeting at the beginning of the academic year.
- S/he determines the members and coordinators of all the committees established for the purpose of the education to be followed, developed, and implemented in the unit and presents those to the Director for approval, and also follows the work of the aforementioned committees and enables communication between them and the flow of the information within the unit.
- S/he holds regular meetings with the curriculum and material development committees, supervises the curriculum constitution and enhancement functions for the students who start their preparatory education at different language levels, and regulates the flow of information within the unit.
- S/he arranges teacher training conferences, seminars, and workshops for the teaching staff in order to facilitate their academic development.
- S/he inspects the orientation process given by the professional/academic development committee throughout the academic year to the permanent, contracted and foreign teaching staff.
- S/he finds solutions that expand the full participation and support in the education process of the teaching staff.
- S/he makes the final checks of the examinations prepared by the testing committee.
- With other unit coordinators within the School, s/he prepares a suggested academic calendar for the following academic year and presents it to the Directorate for approval.
- S/he attends accreditation meetings and prepares the required documents.
- S/he checks the validity of the students’ certificates of proficiency.
- S/he helps the students club with their activities such as drama, spelling competition, etc.
- S/he implements orientation programs for students at the beginning of the academic year.
- S/he organizes meetings with the class representatives and the Vice Director as required.

2.3.2. Administrative Duties

- S/he places students into classes according to the results of the Fall Proficiency Test and the Placement Test. The policy of the reconstitution of classrooms within the year depends on the unit.
• S/he accommodates the students into classrooms who show up after an additional placement test, or internal and external transfer examinations following the central placement examination.

• S/he places the students into Summer School classes according to their levels.

• S/he prepares the teaching schedule for the academic staff for fall and spring terms as well as for the Summer School, and presents it to the Directorate for approval.

• S/he decides on the teaching staff to be appointed for teaching in other faculties (under the article 40a1) and presents the names of lecturers to the Directorate for approval.

• S/he identifies the need for permanent, contracted, and foreign teaching staff, and presents the list / chart to the Directorate.

• S/he prepares the examinations in the recruitment process of the academic staff, conducts the examination in the company of a jury, and presents the successful candidates to the Directorate.

• In the recruitment process of the contracted teaching staff, (under article 31) s/he initiates the process by presenting the appropriate candidates selected according to the results of interviews to the School Administrative Committee.

• In the recruitment process of foreign teaching staff, (under article 34) s/he interviews the candidates in the company of the Academic/ Professional Development Committee, observes and evaluates demo lessons prepared by candidates, presents the names of the appropriate candidates to the School Administrative Committee for approval, and initiates the official recruitment process by facilitating communication between the Personnel Unit and the successful candidate.

• S/he finds substitute lecturers and informs the Directorate.

• S/he signs the monthly “extra teaching hour” forms for both the contract and permanent teaching staff who have additional teaching hours so that they are able to receive their payments.

• S/he tries to find solutions to the individual problems the teaching staff encounters during the teaching process.

• S/he informs students about the preparatory education process and administrative processes, and helps with student problems.

• S/he checks the entry of the examination grades on the Information Management System, and keeps in contact with the Student Affairs and Information Administrative Staff.

• S/he is responsible for providing information on the running of the Unit on the website of the School of Foreign Languages and updating it regularly.

1 40a duty is performed in English, German, and French Units.
• S/he evaluates the Yearly Academic Performance Forms of the teaching staff, determines the permanent, contract and foreign teaching staff who rank in the top three, presents the names of these lecturers as well as others worthy of outstanding performance to the Directorate for approval so that they will receive their plaques or certificates of appreciation.

• S/he prepares the following year’s academic calendar as proposal by other unit coordinators and presents it to the Directorate for approval.

• S/he attends the School Administrative Committee meetings as a member of the School Administrative Committee.

• S/he works in collaboration with other units and departments at the university.

2.4 Testing Committee Coordinator

Testing Committee Coordinator does not have teaching hours in Preparatory School as she is responsible for running the Testing Office.

S/he implements the duties of the Testing Committee within the scope of modern educational theories.

Duties conducted together with Testing Committee members are as follows:

• To prepare the quizzes, mid-terms, MUYYES (Proficiency) exams aimed at measuring the four language skills, to submit them to the Unit Education Coordinator for approval, and to hold approved exams.

• To ensure a safe environment while conducting the exams

• To prepare the exam invigilation lists together with the Unit Coordinator.

• To inform the invigilating teaching staff about the venue/time of the exam

• To prepare ‘examination directives’ in order to inform the teaching staff and invigilators about the running procedure of the exams and submit these to the people in charge

• To oversee the duplication process of the exam

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2 In the English Units quizzes are prepared by Program Coordinators.
• To prepare and conduct the external exams announced in the academic calendar.
• To enter MUYYES results into Excel lists and send them to the Student Affairs Office
• To enter mid-term grades into student grade lists sent by the Student Affairs Office and send them to BYS supervisors3
• In case of necessity, to receive assistance from the teaching staff during the preparation process of “external exams”

Aforementioned exams are as follows:
• Foreign Language Exam for Master's Programs with Thesis (held twice a year)
• Foreign Language Exam for Master's Programs without Thesis,
• Foreign Language Exam for Farabi Scholarship,
• Foreign Language Exam for Mevlana Scholarship,
• Foreign Language Exam for Erasmus,
• Foreign Language Exam for Internal / Inter-institutional Undergraduate Transfer,
• Foreign Language Exam for Double Major / Minor,
• Foreign Language Exam for Central Internal Transfer and
• Foreign Language Exams for Distance Education Practice and Research Centre (UZEM).

2.5. Curriculum Committee Coordinator

• To review and adapt the curriculum and course schedule to meet changing needs; to ensure reception of regular feedback from the teaching staff and students, the collection of data and to lead all the phases of makeovers based on this feedback.
• To provide information by holding regular meetings with the Unit Education Coordinator and MU-SFL Director and Vice Directors, when necessary
• To hold regular meetings with program/ level coordinators in order to raise the awareness of the teaching staff about curriculum documents and all materials used in teaching and to ensure effective use of them
• To co-operate with the Testing Committee by holding required meetings
• To be in cooperation with the Academic/ Professional Development Committee to assist in various trainings and orientations (such as in-service training of new teaching staff) and to organize informative meetings with committee members where necessary

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3 In the English Unit, grades are entered into the bYS by the lecturers who have evaluated the exam.
• To inform the teaching staff of the School of Foreign Languages on all issues related to education and training by e-mail

• To create working groups for the evaluation, review and testing of course books in order to decide which books will be used in the future and to lead pilot scheme

• To prepare supplementary course materials at all skills and levels in order to support textbooks

• To enable the punctual and complete distribution and return of course books and supplementary textbooks together with other curriculum committee members

• To continuously review and evaluate the programs and related publications in other institutions

• To collaborate with committee members (level/program coordinators) for the preparation of quizzes in each program/level of the unit and to conduct these exams in a suitable manner

• To listen to the problems of teaching staff and to try to find answers to their questions in the designated office days and hours.

2.6. School Secretary

The Secretary of the School is responsible to the Director for supervising and auditing of all the activities, pursuing and checking them and obtaining their results and reporting them to the Director of the School.

• To perform the reporting duty to the School Committee and Board of Directors without any voting right

• To prepare the agenda of the School Committee and Board of Directors and distribute it to the members

• To forward the decisions of the School Board and Board of Directors to the units affiliated to the Rectorate or to the related institutions and individuals

• To prepare the correspondence among different units in MU-SFL and to submit it to the Director for approval

• To send incoming documents from various offices to the Director for signing

• To arrange all kinds of organizations of the School affiliated to the Directorate

• To prepare correspondence related to disciplinary procedures

• To provide assistance for the smooth running of educational, scientific research and publication activities

• To supervise the running of administrative services in the MU-SFL
• To constitute a unit archive, appoint an archive supervisor, and provide the layout of the archive
• To evaluate the requests of the units affiliated to the School Secretary and respond to them
• To oversee whether the administrative staff of the School perform their duties or not
• To fill in the staff registers for the administrative staff

• To ensure the filing of papers and documents in line with the rules and regulations
• To evaluate the opinions and suggestions of the staff regarding General Administrative Services, respond to them, and allow the ones approved by the School Director to be carried out
• To ensure regular distribution of incoming/outgoing documents
• To ensure safety measures when necessary
• To ensure that the units at Marmara University School of Foreign Languages administrative organization work efficiently, regularly and in harmony
• To propose to the Director of the School of Foreign Languages about the personnel to be appointed in the Administrative Organization of the School of Foreign Languages.

• To conduct the correspondence of the School
• To carry out the general audit and supervision of the School staff
• To ensure that the documents and attachments coming from within and outside the institution are recorded and passed onto the relevant units.
• To attend meetings organized by the M.U. Rectorate
• To seal the required documents
• To provide students with necessary social services
• To deal with the demands of subordinates regarding personal rights
• To perform other duties given by the Director of the School

2.7. Administrative Staff Affiliated to School Secretary

2.7.1 Executive Assistant of the Director

• To conduct in-house and external correspondence of the Director and Vice Directors and check and transfer the files requiring signatures
• To transmit the files to the Directorate for signature and to ensure that they are then sent to the related places
• To take charge of the official meetings, invitations and ceremonies arranged by the Director and Directorate; to provide coordination between the units
• To provide the communication between the Directorate and other corporations, private institutions or corporate bodies
• To make preparations regarding the meetings that the Director and his/her assistants organize and/or will attend, to announce these meetings to the related people and to arrange the meeting room
• To attend in-unit meetings held within the Directorate
• To meet and host the guests from within and outside the institution
• To carry out the necessary preparations and organizations for the travelling of the Director and the Vice Directors in Turkey and abroad.
• To plan the daily visitor flow
• To arrange appointments for the Directorate and to inform the Directorate regarding the purpose of the visit
• To provide and follow the daily, monthly and weekly schedule of the Directorate
• To ensure that the Directorate is informed about all kinds of protocol and ceremonies as well arranging the attendance to these duties
• To ensure the confidentiality of the issues discussed by the visitors who want to meet members of the Directorate
• To convey the requests of the staff to the Directorate
• To submit TestDaF result documents to the test-takers

2.7.2. Unit Secretary

• To connect the incoming and outgoing calls to the unit coordinators’ extension telephones and provide communication
• To write correspondence letters of the attendance schedule of the foreign teaching staff at the end of each month
• To procure make-up classrooms for the teaching staff members who were unable to teach due to a valid excuse
• To gather the personal information of all administrative and teaching staff and arrange files for each one of them, receive the completed forms, after making copies of them, place them into their files that are in the record with their originals and copies
• To place the scholarship students’ assignment follow-up forms into their original files and the ones that remain in the related unit after having them delivered to the scholarship students of the Ministry of Education (MEB), completed, received, and copied

• To deliver books and material copies to the MEB teaching staff and scholarship students

• To prepare and file information forms, assignment letters, and all correspondence of MEB scholarship students

• To receive any petitions from MEB scholarship students and to deliver them to the document registration unit

• To deliver identification cards to the MEB scholarship students

• To direct all requests and problems of the MEB scholarship students to the Director, Vice Director, and Coordinators

• To assist the Director of the School, Vice Directors of the School, secretary of the School, Unit Coordinators, MEB Coordinator, Testing Committee Members, secretariat staff, Administrative and Financial Affairs staff, Student Affairs staff and all the staff in case.

2.7.3. Personnel Affairs Office

• To conduct all correspondence according to 13/b-4 Article of the Law No 2547

• To conduct correspondence to post a job vacancy, to prepare the short list and to announce exam results

• To ensure the coordination of in-house and external correspondence of administrative and teaching staff regarding personal affairs.

• To pass the requests for congresses, conferences, meetings, symposiums, etc. to the related units

• To carry out the union membership correspondence procedures

• To prepare correspondence related to the adaptation process under Article 36 of the Law No 657

• To perform the procedures of correspondence and information to be recorded into the BYS system regularly such as starting teaching duties, staff and duty changes

• To conduct the necessary correspondence for combining the services of the staff in the Social Security Institution with State Retirement Fund

• To conduct related correspondence about resignation, unpaid leave, and military service

• To conduct the transactions related to casual leave, annual leave, permission to go abroad, and medical reports and correspondence and supervise them

• To conduct the retirement process of the staff who would like to retire

• To file and keep the declaration of property of the staff

• To follow-up the filing procedures of personal files
• To carry out correspondence from outside the institution, from units as well as all incoming petitions
• To make the correspondences of legal decisions (appointment and assignment decision procedures, Master's, PhD certificate, Preparatory School evaluation decisions)
• To obtain the abstract of record and service documents
• To conduct appointments, correspondence, and agreements of foreign teaching staff under the article 34 of the Law No 547
• To receive registration files and send them to the related authority
• To make registration procedures for the teaching staff
• To conduct in-house and external correspondence under the article 40/a of the Law No 2547
• To make the correspondences of legal decisions (appointment and assignment decision procedures, Master's, PhD certificate, Preparatory School evaluation decisions)
• To receive registration files and send them to the related authority
• To make registration procedures for the teaching staff

2.7.4. Administrative and Financial Affairs Office
2.7.4.1. Staff Payment Procedures

• To conduct extra hour procedures of the staff assigned under the Article 31 of the Law No 2547 as well as permanent and foreign teaching staff assigned within the scope of the Law No 657
• To conduct Social Security System (SSK) entries or exits of the teaching staff under article 31 as well as the foreign teaching staff
• To put social security premium files of academic/administrative staff salaries on the Internet and provide their approval with payment orders
• To prepare the Summer School budget and make payments for the teaching staff
• To make payments to retired staff for their transportation allowance
• To make payments for tenured academic/administrative staff's travelling expenses/wage payments
• To make the payments in line with social rights such as in the cases of maternity leave, death, clothing support, etc.,
• To ensure timekeeping for the payments to part-time students employed by the school
• To arrange payment procedures for the TestDaF and Erasmus exams
2.7.4.2. Purchasing Duties

- To conduct all purchases from the School’s budget
- To make purchase correspondence required for language courses upon requests of the coordinators
- To conduct purchase and assessment follow-ups of the machinery-equipment, fixtures, computer, software and information sources required for classrooms

2.7.4.3. Budget-Related Duties

- To prepare the MUSFL budget for the revolving fund
- To prepare the MUSFL budget to be allocated by the Rectorate
- To follow the budget, revise it and transfer if necessary

2.7.4.4. Transportable Inventory Stock Supervisor Duties

- To inform the Directorate of Strategy Development and Directorate of Circulating Capital Enterprise about the names and tasks of the staff at the beginning of the year
- To determine the needs and the amounts to be used both in administrative and educational fields
- To give the goods into the custody of the requesting persons after inspecting and counting the purchased goods, getting the approval of the purchase documents; to keep the spare ones in the reserves; to keep the transportable items that are not usable until the “slate” is finished
- To make the “debit return” of the product received from the users
- To remove from records the goods that are in an unusable state and whose term of service has expired from TKYS; sending them to HYS and make necessary correspondence with the Rectorate
- To give the movable goods to the requesting people; to update warehouse inventory
- To inform the Consolidator of the Circulating Capital about monthly consumption follow-up
- To send the consumption report to the Strategy Development Department (Goods) Attendant quarterly
- To make the transportable procuring follow-up of the staff who would like to leave or retire
- To prepare the statements about the end of year reports and to inform Consolidator about them
- To enter the transportable property purchased through Circulating Capital to the TKS system, process them to the HYS system and carry out the necessary correspondence
To pass the surplus transportable property to the units in need according to demand,

To report the inside and outside areas where the maintenance and repair is necessary as well as the goods and materials to the relevant authorities,

To prepare monthly periodic maintenance contracts, and carry out monthly invoice follow-up

To follow up the transactions made with the School Budget established within the Directorate of Circulating Capital Enterprise as well as the income and expenditures obtained from the Foreign Language Courses organized between the School and MUSEM

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2.7.5. I. T. Supervisor

- To develop and organize the website contents of School of Foreign Languages and publish MU-SFL announcements on the web site
- To record the incoming documents and transfer them to relevant units
- To perform regular follow-up of the EBYS (Electronic Document Management System) as a Supervisor of the School and solve the problems that occur
- To take part in the MEB Office organizations, issue statistics, publish announcements and declarations
- To prepare the MUSEM Office certificates and documents, prepare the web page and keep the program dates up to date, publish exam grades
- To book conference and meeting halls for events, shows, meetings etc. through the meeting room booking system (cemre.marmara.edu.tr).
- To follow the student support and help requests coming through the support request system, respond to requests, transfer them to relevant units
- To carry out the duty of Civil Defense Responsibility at the School
- To solve the software and hardware problems of computers used in the offices of School of Foreign Languages
• To transfer necessary information to the office staff in relation to the technical and operational field when necessary
• To ensure that the internet and access to the computer labs and our School are in use effectively and properly
• To provide necessary support for the teaching staff of School of Foreign Languages about computer and computer operating
• To work in coordination with the MU Information Center and ensure that the MAC addresses of the desktop and laptop computers used in the School are matched to the fixed IPs and to carry out the necessary follow-up in this matter
• To prepare all the technical infrastructure for the computerized TestDaF test, fix possible technical problems during the exam and ensure that the exam records are delivered safely after the exam
• To provide photocopying and supply of visual and audio course materials of the teaching staff working in the School according to their requests
• To make necessary correspondence in relation to Computer Laboratories and Informatics
• To provide technical support for problems on the computers used in the School
• To set up the necessary technical infrastructure for the events organized by the School such as Conferences, Seminars, In-service Training, etc. and help the supply of presentations and materials used during the events
• To carry out the tasks of WEB Page Responsibility of the School, and EBYS (Electronic Information Management System) Responsibility of the School, Informatics Responsibility of the School, Network Connections of the School and meeting room reservation responsibility of the School

2.7.6. Student Affairs Supervisor
• To ensure that optic papers are checked and scanned for multiple-choice parts of MUYYES (Proficiency) exams
• To list the MUYYES (Proficiency) exam results, announce them on the electronic portal system and report the results to the automation unit, relevant units and faculties through cover letter
• To process students’ appeal petitions and get the exam papers ready to be re-evaluated
• To ensure that the students are placed in classes according to their levels after the proficiency test (students in the English Unit are placed by the Unit Education Coordinator)
• To supply the students’ attendance lists to be transferred to the home page and be announced after checking them on BYS
• To pass the student health reports approved by the Board of Directors to the responsible teaching staff (home teacher)
• To prepare the transcript of records for the midterm exams for all the classes and ensure that the lists prepared for the midterm exams are sent to all preparatory unit coordinators and to the testing coordinators

• To check all the exam papers of the transcript of records received from the teaching staff

• To prepare the class lists for the proficiency examination at the end of the academic year, ensure that the lists are announced to the students on the web site (also ensuring these class lists are sent to the teaching staff)

• To ensure making the announcement of MUYYES grades on BYS
• To report the results of the proficiency exam to the faculties.

2.7.7. Support Services Supervisor

• To check the readiness of the building for classes
• To prepare the classrooms for classes
• To do the cleaning and check regularly
• To ensure the transport of tools and materials
• To check the electronic devices in the laboratory and ensure hygiene in the area
• To call an ambulance in case of an emergency in the School
2.8. MUSEM-SFL Pre-Registration Office

To assist the MUSEM Foreign Language Course Coordinators in the conduct, follow-up and control of all activities, and report to the Director of the SFL when necessary.

3. TEACHING STAFF

3.1. Academic Responsibilities of the Teaching Staff

- To plan the classes in parallel to the MU-SFL curriculum and to implement them effectively
- To create a healthy learning environment by encouraging students
- To stay in continuous contact with other teaching staff teaching and their partners so that the courses can be efficiently carried out
- To evaluate the exam papers within designated the principles and deadlines.
- To pursue personal academic development and follow the practices in the field
- To present the Curriculum Committee with the supplementary materials that are likely to contribute to the curriculum
- To avoid using outside materials unless providing the testing office with its copy

3.2. Administrative Responsibilities of the Teaching Staff

- To ensure the students’ attendance lists and grades are entered into BYS, print out the exam reports, sign and deliver them to the Student Affairs Office
- To participate in the meetings and in-service training seminars held by the Education Coordinator
- To attend compulsory administrative meetings, workshops and seminars organized for academic development
• To inform the Unit Education Coordinator in case of missing a class due to a valid excuse
• To carry out make-up courses for unattended days, if no health report is available
• To check the email address provided by Marmara University (@marmara.edu.tr) regularly and ensure being a part of the in-house information network
• To carry out exam invigilation duties
• To evaluate the exam papers
• To inform the Unit Education Coordinator about students’ misbehavior

3.3. Responsibilities of Academic / Professional Development Committee and Coordinator

The committee consists of members working in affiliation with one coordinator who directs the committee.

Tasks and Responsibilities of Academic/ Professional Development Committee Coordinator are as follows:

• To follow the innovations and changes in the field and direct the teaching staff to these trainings in accordance with their needs by participating in conferences, seminars and workshops organized in consulates, cultural centers or other universities, in Turkey and abroad, on topics such as Professional Development and Foreign Language Education
• To help the lecturers identify the topics they need thanks to the needs analyses prepared by the committee and to determine the current knowledge and/or approaches by conducting detailed research with the unit members on these topics
• To produce and implement projects according to the results of needs analysis and create communication with the expert trainers in their fields and enable them to provide training seminars in the institution
• To identify mentors who will take part in the Action and/or Discovery Research; to manage and follow the process of the research
• To plan and conduct a seminar or symposium that will ensure that the results of the research are shared with all committee members
• To plan the “Orientation” process – within the scope of “Buddying Program” – in order to facilitate the adaptation of new contracted or permanent teaching staff to the institution academically and socially and to actively take part in this process
• To organize workshops for new teaching staff with committee members within the scope of academic orientation
• To perform class observations of new teaching staff who are paired with each committee member, including the coordinator
• To assess the lesson plan in an interview that takes place before the observation
• To give oral feedback during post-observation interviews and to invite their “pairs” to class for course observations
• To give an assessment survey prepared for evaluation of the system to new teaching staff at the end of the academic year

• To share the survey results with the committee members at the end of year academic meeting and draw a road map for the following year

• To help solve the teaching staff’s problems faced during the implementation of the curriculum

• To be in cooperation with the unit coordinator in the process of the demo lesson of candidate instructors who applied to the unit as well as in the recruitment process of the candidate which consists of the steps determined according to the requirements following the demo lessons

• To hold meetings with the members of the Academic/Professional Development Committee of the other sub-units in MU-SFL at certain intervals for the purposes of identifying and evaluating the training needs of the teaching staff

3.4. Disabled Students Consultant

MU-SFL Disabled Students Consultant works in collaboration with the Disabled Students Coordination affiliated to the Rectorate. At the beginning of each academic year, a survey is administered to all students for any statement of their disabilities and problems. According to the results, students with disabilities in MU-SFL are identified. The Disabled Students Consultant is affiliated to the Vice Director. The mission and vision of Disabled Student Coordination is available on the link below:

https://goo.gl/WqjBJh

The job description of the Disabled Students Coordination is available on the link below:

https://goo.gl/sDoHGp
4. OUR POLICIES

4.1. Program Development Policy

The main purpose of Marmara University School of Foreign Languages is to help students pursue their degrees at university easily by creating an efficient language learning process for those who are below B2.1 level (in English, German, French, and Turkish-for foreign students) within the Framework of Turkey's Higher Education Qualifications. In this way, MU-SFL aims at developing its program continuously, creating a learning environment in which students take responsibility in the learning process, and guiding them in the best way possible so that they can reach their goals. The items that make up the program are consistent with the weekly, semester and annual curriculum programs, course books, materials, computer hardware, and evaluation process and criteria, and these are regularly reviewed, assessed and revised. The coordinators make sure that the curriculum is easily available to the students and the teaching staff, and if necessary, the curriculum plan is posted in the classrooms so that students can follow it any time. The elements of Marmara University School of Foreign Language Learning Program are as follows:

4.1.1. Learning Outcomes

German, French, English and Turkish Unit Preparatory Program of Marmara University School of Foreign Languages is created on the basis of Common European Framework of Reference for Languages (CEFR) Program. The program shows the estimated time and learning/teaching activities to be used to achieve the learning outputs at different language levels (A1-Beginner Level, A2-Basic Language Use Level, B1-Independent Language Use Level, B2-Independent Language Usage Level). At the end of the program, students complete their education at the following exit levels:

<table>
<thead>
<tr>
<th>UNIT TITLE</th>
<th>LANGUAGE LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>B2.1</td>
</tr>
<tr>
<td>French</td>
<td>B2.1</td>
</tr>
<tr>
<td>English (Bachelor’s Degree)</td>
<td>B2.1</td>
</tr>
<tr>
<td>English (Associate Degree)</td>
<td>B1</td>
</tr>
<tr>
<td>Turkish</td>
<td>C1</td>
</tr>
</tbody>
</table>
4.1.2. Teaching and Learning Materials

Course books to be used in Marmara University School of Foreign Languages Preparatory Unit are determined by the Unit Coordinator and the Curriculum Committee. In selecting the main course books and supplementary material, the following criteria are considered:
- compliance with Common European Framework of Reference for Language (CEFR)
- the fundamental approaches on curriculum design
- the suitability of the tasks within the material for the objectives of the institution
- the on-line support provided (digital components)
- having an updated academic content
- being easy to use

Selected books are supported by additional materials developed by the Curriculum Committees of all units. Also, depending on the needs, the teaching staff and curriculum committee members prepare their own original study materials. Books, worksheets and computers labs are also available for students to use outside class hours. The use of these tools helps students acquire an autonomous learning strategy.

4.1.3. Assessment

Each assessment element is determined in parallel to the learning outcomes and is included in the curriculum. In addition to the progress and proficiency exams, quizzes, portfolio files, projects, and/or various assignments are also included in the program. Students are informed beforehand in detail about the evaluation process and elements (sample questions, evaluation criteria, etc.). In selected course books, there are also self-test items, which are highly important in the self-assessment of the students.

The purpose of Marmara University School of Foreign Languages is:

- To meet the linguistic and academic needs of the students

- The School aims at improving students’ language awareness and knowledge by providing high quality language training for them and enabling them to acquire the necessary skills and strategies to follow their degree courses when they finish the preparatory program, to understand texts of various types, to write in various essay types and to be equipped with the four language skills necessary to communicate through the proper and correct use of the target language.
• To encourage autonomous learning

As the preparatory program believes that learning is not limited to the classroom environment - and that it should not be -, it is necessary for students to be able to continue learning outside the classroom and acquire strategies to help their own learning. Laboratories and library support are provided for students so that they can meet their own academic needs.

• To provide academic counselling

In order to ensure a successful and peaceful academic year, students are given counselling service by advisors of the classes and/or coordinators during which they can help their students outside the curriculum for their regular studies.

4.2. Student Training Policy

The aim of Marmara University School of Foreign Languages is to provide students with the necessary opportunities, counselling services, education, skills and techniques required for autonomous learning. Marmara School of Foreign Languages also gives importance to raising awareness of the importance of a good command of a foreign language in the students’ academic and social environments. Therefore, students are encouraged to use the target language in both environments effectively and to be able to express themselves through in-class and extracurricular activities, such as competitions (Kahoot, etc.) and video projects, besides their regular class activities. For this reason, during the annual Culture Week in April, various activities are carried out and information about these activities can be found on the website of the School of Foreign Languages.

4.3. Assessment Policy

Assessment aims at promoting students’ learning and monitoring their progress in the process. Therefore, an effective assessment is of great importance for measuring the success of the curriculum. For this purpose, exams are designed in an unbiased and updated way by taking cultural differences into consideration.
The primary aim of assessment is to monitor students’ progress in four language skills and to provide support.

Since assessment is an integral part of the learning process, students sit four progress tests within the academic year as well as a number of quizzes at each level. Additionally, students are required to keep writing portfolios. The grades of a third progress exam for each term consist of these writing portfolio tasks, quizzes, term papers and projects.

Four language skill areas (reading, writing, speaking and listening) are tested in the exams. The tests are prepared and conducted in accordance with the learning objective specifications determined for the exam period.

Instructions on how the tests will be carried out are presented to the instructors by the Testing Committee. These tests may be written and/or oral. The Testing Committee informs the Unit Coordinator and instructors about the date, time, form and content of the test by e-mail. Meanwhile, students are provided with the available information via the website.

Students are also provided with information about the criteria used for assessing their productive skills (speaking and writing). Exam results are registered and announced on BYS (Information Management System) by home teachers.

4.4. Invigilation Policy

Marking of exam papers and performing the exams completely is of great importance of Marmara School of Foreign Languages. Exam invigilators are responsible for the appropriate and fair application of the. Exam invigilators are not allowed to engage in any other activity in the exam hall than proctoring that might withhold them from properly performing their duties or might disturb students.

Invigilation Procedure

1. The dates and rooms of the exams are announced on the web page of School of Foreign Languages by the administration prior to the exam date.
2. The instructors meet at their appointed venues on the day of the exam.
3. Exam papers are distributed to the instructors by signature.
4. Exam rooms are arranged by the invigilators.
5. The coordinator checks exam rooms.
6. The invigilators write the start and finish time of the exam on the board.
7. After ID check, the students are taken into exam rooms by the invigilators.
8. The invigilators distribute exam papers to students after they announce the exam rules.
9. Students sign attendance sheet and absentees are identified.
10. Students are asked to check their exam papers to see if there are any missing parts. They write their exam codes as well as the number of the exam venue on exam papers and sign them.
11. The exam starts with the command of the floor supervisor at the start time. The exam ends with the invigilator’s command.
12. No student is allowed to leave the exam room within the first 15 minutes and last 15 minutes of the exam.
13. After the exam, the invigilator puts exam papers in the order of exam code numbers, puts them in the envelope and delivers it to the floor supervisor.

14. The floor supervisor returns the exam papers to the Testing Committee Coordinator.

15. The Testing Committee Coordinator and members classify exam papers and get them ready for the grading process.

4.5. Grading Policy

One of the goals of MU-SFL is to help students use their foreign language skills actively. MU-SFL aims at developing and practicing a program that supports students to be active language users. Assessing whether the goal has been accomplished effectively is a part of the evaluation process. The evaluation process aims to not only see the students’ pace in learning but also to provide the required support for those who need more help. In this process, they are evaluated through quizzes, progress tests, assignments, online studies, portfolio studies and so on, all of which are based on learning outcomes. Reading, writing, speaking and listening skills are graded independently and make up the students’ overall grades.

4.5.1. Roles and Responsibilities of Instructors in Grading Process

- To ensure that students are informed about the content and date of the exam.
- To comply with the rubrics developed for skills-based exams and to comply with the decisions taken during the key meetings.
- To attend standardization sessions before writing and speaking exams.
- To grade exam papers carefully and put their initials on them.
- To submit the checked and graded exam papers by due date to the relevant office (English Unit to the Student Affairs Office; German, French and Turkish Units to the Testing Committees).
- To record the grades on BYS within five business days.

4.5.2. Grading Procedure

MU School of Foreign Languages grading procedure for preparatory classes is as follows:

- Answer keys as well as writing and speaking rubrics for the exams are prepared by the Testing Committee and handed over to the instructors.
- For the Writing section, instructors are assigned their double grading posts.
- For each section, the instructors attend standardization sessions.
- The instructors are informed about the deadline of the submission.
- The return policy for the exam papers varies among units: In the German, French and Turkish Units, the grades that the instructors provide are entered onto the grade sheets sent from the Student Affairs Office by the Testing Committee. The grades that the Testing Committee sends to the instructors who are responsible for the BYS of a specific class register the grades. However, in the English Unit, the home teacher enters the grades on the Information Management System (BYS).
4.6. Academic Staff Recruitment Policy

The steps that MU-SFL and academic staff candidates should follow are as follows:

- The MU-SFL Director (Law No. 2547 Article 32) sends the number of academic staff needed to the Rectorate of Marmara University.
- The MU Rectorate carries out the required correspondence with the Higher Education Council (YÖK).
- YÖK confirms the vacancy.
- The vacancy (position for new academic staff) is announced on the Marmara University website.
- Candidates apply for the position in person or submit the documents via mail (CV, diploma, transcript, military service report, the score of Entrance Examination for Academic Personnel and Postgraduate Education (ALES), the score of the Language Proficiency Exam, and photographs).
- Candidates are interviewed on the date announced on the website of Marmara University.
- The exam is held in accordance with the “Regulation on Entrance Exams through Central Examination for the Academic Positions apart from Lecturers for Transferred and Extramural Assignments”.
- The Academic Personnel Office carries out the employment procedures.
- The SFL Personnel Affairs request a Work Declaration Letter from the Social Security Council (SGK), Family Declaration, Declaration of Family Support, and Declaration of Income from the successful candidates.
- New teaching staff start working for MU-SFL after attending an orientation program given by the Professional/Academic Development Unit.

4.7. Professional / Academic Development Policy

The Professional Development Committee, established in all units in our School, carries out “Action or Discovery Research” regularly since professional development is of great importance for effective learning and teaching. The committee determines the needs of the instructors through the needs analysis. Based on the updated knowledge and approaches, new projects are produced, planned and launched. The committee provides the required support needed by the participating instructors during the projects. Also, within the scope of the results, The Professional Development Committee organizes training seminars within MU-SFL in collaboration with expert trainers in the field.

In order to facilitate the adaptation process of new contracted and permanent teaching staff to the institution both academically and socially, the committee plans and actively gets involved in the “Buddying Program” as part of the orientation process.
The committee evaluates and analyzes the process by providing an evaluation questionnaire to the new academic staff to determine the roadmap for the following academic year, and announces the results at the academic end-of-year meeting.

The committee informs academic staff of academic events such as conferences, workshops and seminars happening at home and abroad by announcing them on bulletin boards and through e-mail.

4.8. Personnel Incentive Policy

The incentive opportunities provided for the academic staff in MU-SFL are as follows:

4.8.1. Academic Incentive

Higher Education Council (YÖK) Based on Annex 4 of the Higher Education Personnel Law dated 11.10.1983 and numbered 2914, extra fees are given for the work done in the previous academic year. The Academic Incentive Commission which is in the School of Foreign Languages works in cooperation with MU Rector's Office. The SFL Academic Incentive Commission's Preliminary Examination Committee announces that all faculty members in the institution must prepare their academic files. On the date of announcement, the Preliminary Examination Committee examines the files and the files which are found appropriate according to the criteria determined by YÖK are submitted to the Director of SFL. The SFL Directorate passes the files to the Academic Incentive Commission which is affiliated to the Rector. The academic staff whose files are accepted receive an incentive payment in their wages according to their scores.

4.8.2. Masters-Doctorate Programs

Teaching staff working in the School of Foreign Languages are allowed to go abroad upon the decision of the School Board through scholarship programs such as Fulbright for their professional development while continuing to receive their wages. In addition, all teaching staff of SFL are supported by the Rectorate and School Administration to participate in post graduate programs.

4.9. Complaints Policy

MU-SFL takes into account any complaints in order to prevent any dispute between staff members and/or students and to enable each individual in our institution to work in a more positive environment. All complaints are aimed to be resolved with utmost sensitivity. While informal complaints are mostly resolved by oral consultation, official written complaints are handed to the concerned units for the legal procedures (stated in by-laws and regulations accepted by Marmara University) to be followed.

For more information on the regulation, click on the link.

https://goo.gl/gaAic1
4.10. Student Complaints Procedure

At the beginning of each academic year, students are informed by the instructors about the MU-SFL’s rules, classroom rules and rules regarding the examinations. If the students do not comply with MUSFL and classroom rules, the problem is aimed to be solved between the instructor and the student through mutual discussion. If the problem cannot be resolved between the parties, written complaints are forwarded to the Directorate of MU-SFL. The written complaint petition is then directed to the administrative board for evaluation. If need be, an investigation will be launched. The legal procedure is followed in accordance with the relevant laws and regulations.

Students who wish to object to test results may file a written petition to the School within five working days following the date of the announcement of the exam results. Any objections after the due date will be disregarded. Upon the appeal, the paper will be re-examined within five working days by the Commissions of Instructors formed by the decision of the Administrative Board. The results are communicated to the Administrative Board by justification in written form. The final update on the grade can only be made by the decision of the Administrative Board. For more information on the relevant legislation please click on the link: https://goo.gl/RAkK8i

4.11. Academic Staff Complaint Process

Academic staff communicate the problem they experience to the Directorate. An attempt by the Unit Coordinator is made to solve the problem through oral speaking and advising over the matter. If it cannot be resolved, a written petition is submitted to the Directorate. The subject matter is forwarded to the Director or related Vice Director. The Director or the Vice Director reviews the matter. If necessary, an investigation is launched. According to the discipline regulation, material evidence is evaluated, and opinions of witnesses are consulted, if any. A decision is made on the basis of this regulation. For more information about the disciplinary regulations, please check this link: https://goo.gl/PbHg3X

4.12. Administrative Staff Complaint Process

Administrative staff members of the School communicate the problem they experience to the secretary of the School they are attached to. If the problem cannot be solved verbally, it will be forwarded to the Director or the Vice Director with a written petition. The Director or the Vice Director review the matter. If necessary, an investigation is launched. The legal procedure is followed in accordance with the related rules and regulations. For more information about the regulations, please check this link: https://goo.gl/wnKSRp

4.13. Feedback Policy

MU-SFL highly values feedback to create a peaceful and pleasant working environment for the academic and administrative staff working at MU-SFL. In order to take the individual requests and opinions of the individuals within the institution into account, individual/group meetings are held or written questionnaires administered by the director and vice directors. At the same time, there is a box in the building where students can report their requests and complaints. In the classes, there is a section where students are asked to write feedback on how much their studies contributed to their previous knowledge in academic sense in their student performance portfolio which is required to be kept by the students each semester as well as student language portfolio prepared in accordance with CEFR and an application where students evaluate their language skill improvement in preparatory school. At the end of the academic year or at the beginning of the following academic year, a feedback survey is carried out by the academic staff to evaluate the entire academic year. These studies are usually organized by the coordinator. If necessary, the Director or Vice Director can be present at these meetings.
addition, the Director of the School allocates can be present at these meetings. In addition, the Director of the School allocates a part of the in-service meetings to all academic staff for their requests and complaints.


Decisions taken in accordance with the purpose and vision of MU-SFL are shared with our students and teaching staff. In the decision-making process, each individual’s opinions are valued and taken into account. Criticisms and requests from students are discussed at meetings where the Director, Vice Directors, Unit Coordinator and student representatives are present. As a result of negotiations, further actions are taken.

4.15. Cheating Policy

It is the duty of the invigilating instructor to ensure that the exams are properly conducted within the rules. Students are asked not to keep any items with them other than pens before the exam; switched-off mobile phones are collected by the invigilator and returned to students at the end of the exam. Students are verbally reminded of exam rules in the student manual. Students are expected to obey the exam rules during the exam.

The following procedures are followed for students who cheat or attempt to cheat during the exam:

- The student is warned by the invigilator.
- For the student who is clearly identified as having cheated, Marmara University Student Discipline Regulations stated in the Student handbook shall be carried out as required.

For more information about the student discipline regulations, please visit: https://goo.gl/4BVsnK

4.16. Quality Management Policy

The Marmara University School of Foreign Languages is working in accordance with the following goals and principles in order to increase the quality of education activities:

- Not to compromise the integrated approach based on students’ four language skills, communication and student-oriented learning.
- To develop students’ autonomous learning skills according to the needs of the times (on-line work, projects, Moodle, etc.)
- To cooperate with different committees (assessment, curriculum, professional/academic development, educational technologies, etc.) having meetings at certain intervals in order to increase the standards of teaching and evaluation
- To increase opportunities for professional development by organizing conferences and work-shops
• To ensure quality assurance receiving verbal and written feedback and conducting surveys
• To help people express their thoughts or complaints that they cannot express directly with suggestion boxes in the building where the classrooms are located

5. SUBJECTS REGARDING ACADEMIC STAFF

5.1. Working Hours

• The working hours of the teaching staff are based on their course schedules. For any excuses, the relevant Unit Coordinator or Program/Level Coordinator should be contacted. Apart from their teaching hours, the instructors also do overtime on tasks or assignments designated by the coordinators.
• Lecturers are expected to start and finish their classes on time since this creates a disciplined working environment. The Directorate checks to see if the instructor works accordingly.

5.2. System Entries

• The instructor who is in charge of BYS entries4 is determined by the coordinator at the beginning of the semester and the student’s affairs office is notified
• The Informatics Department of the Rectorate assigns the names of the teaching staff received from the student affairs as the BYS officers.
• The instructor who is in charge of BYS entries is obliged to enter student absenteeism records weekly.
• The instructor who is in charge of BYS entries is obliged to enter the grades (quizzes, presentations, vocabulary tests etc.) which determine the 3rd Mid-term grade.
• The instructor who is in charge of BYS entries cannot use initiative in absenteeism records and grades.

5.3. Medical Reports, Assignments and Permits

• In case of health problems, instructors should submit their medical reports to the School Personnel Affairs within five days at the latest. Additional course payments are not made to the instructors for the days they are on medical leave.
• When an instructor is on leave, the Unit Coordinator assigns instructors to substitute his/her class so that the students do not fall behind in the pacing.

Attendance of the students is taken by the substitute instructor and then returned to the instructor with a report on the day s/he starts the post.

4 The duties of the BYS officer are carried out by the responsible instructor of the class in the English Unit
• The instructor submits a petition to the coordinator of the unit for the days to be made up; the coordinator evaluates the petition and carries out the required procedure.

• The instructor may swap his/her courses with another instructor for the courses s/he missed. The instructor is responsible for informing the students about the changes. The relevant Unit Coordinator must be notified with a petition about the change.

• The same procedure applies for the permission and assignment of the instructor.

• In order to request annual leave, the instructor makes a formal request from the School Personnel Affairs. Then, the request must be approved by the relevant Unit Coordinator, and then by the Director.

5.4. Follow-up Announcements

All faculty members are obliged to follow the announcements from the administrative unit and comply with the stated issues. Administrative and academic announcements can be forwarded to the person by direct notification via http://ebysbilgi.marmara.edu.tr/ or e-mail from the relevant Unit Coordinator. Instructors should keep their registered contact information up-to-date and regularly check the EBYS (Electronic Document Management System) and BYS (Information Management System).

5.5. Use of Office Supplies

Instructors are expected to be careful in the use of the technological tools that are entrusted to them. In case the office materials that the instructors have received for staff use are damaged, the instructors may apply to the Directorate of the School by filling out a “request for maintenance/repair” form for repair or replacement of these items. In case of deterioration of the goods or tools that are not under the entrustment of instructors, a record is kept by the School and if it is to be repaired, it is repaired or if not, the goods/tools are sent to the scrap. However, if the tool for personal use is broken, the damage must be compensated by the instructor. The items that are entrusted to the instructor are given back to the Office Supply Affairs Official at the end of the term. The Office Supply Affairs Official records all materials used in the administrative building.

6. SUBJECTS REGARDING ADMINISTRATIVE STAFF

6.1. Working Hours

The working hours of the administrative personnel are 08:30-16:30 as determined by law. In case of late arriving more than 10-15 minutes, it is expected that the Unit Coordinator or the School Secretary will be informed immediately. The Secretary of the School receives a signature from the administrative staff regularly every day.
6.2. Sense of Mission

Our administrative staff is expected to provide data entry to the various programs under their responsibility with due care in accordance with the deadlines. They are expected to show the sensitivity required to perform the given tasks and to do their part in teamwork with their own merit.

6.3. Permits

Our personnel are entitled to legal annual/administrative leave. However, in order to overcome the workload that may arise due to their absence, especially requests for annual leave are approved within a specific program. If the personnel have medical reports, they must submit their reports to the Secretariat of the School within three days at the latest.

6.4. Use of Office Supplies

The personnel are expected to treat with care the technological tools that are entrusted to them. Our personnel can apply to the Directorate of School by filling out the petition form for repair and replacement of defective tools/items or supplies.

7. RELATED LAWS AND REGULATIONS

7.1. Higher Education Law

Law Number: 2547 Date of Ratification: 4/11/1981
Link: https://goo.gl/oN1AWU

This law aims to determine the goals and principles of Higher Education and to regulate the organization, functioning, duties, authorities and responsibilities of all higher education institutions and supreme boards and the principles related to education – teaching, research, publishing, teaching staff, students and other personnel in an integrated manner.

7.2. Higher Education Personnel Law

Law Number: 2914 Date of Ratification: 11/10/1983
Link: https://goo.gl/2AFiCF

The purpose of this Law is to classify the personnel who fall within the definition of the faculty members in the Higher Education Law dated 4/11/1981 and numbered 2547, to arrange their monthly and supplementary indicators, to determine the forms and conditions of the degree raising and level advancement, to benefit from social rights, to determine the amount of additional course fee, university, administrative duties and development grants, and to determine the procedures and principles of working conditions of retired and foreign teaching staff as contracted.

7.3. Directives and Regulations

• The University Directive is in the legislation section within the management link under the title of university on the main page of Marmara University:

https://goo.gl/SQHi3x
• At the same time, legislation and regulations can be accessed under the main administrative menu on the homepage of the School of Foreign Languages:
  https://goo.gl/vro9nM

• On the same page, the table containing the required exams and scores in order to be considered successful from the preparatory class can also be accessed:
  https://goo.gl/1MNWMb

• There are answers to questions from students about exams in the Frequently Asked Questions link under the student menu from the main page of the SFL:
  https://goo.gl/38bZXg

• Preparatory education in four languages is provided at the School of Foreign Languages. Each unit applies courses and examinations in accordance with four language skills according to the Directive and the Common European Framework of Reference for Languages. The selection of textbooks is also made according to this criterion.

• Information about Student Disability Unit Coordinate is accessible from the following link:
  https://eob.marmara.edu.tr/
8. CONTACT

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