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ESKİŞEHİR OSMANGAZI UNIVERSITY
SENATE DECISION

Date : 22.10.2025
No : 13320152-050.02.04-18

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ESKİŞEHİR OSMANGAZI ÜNİVERSİTESİ
TURKISH LANGUAGE TEACHING APPLICATION AND RESEARCH CENTER
(ESOGÜ TÖMER)

COURSE (INSTRUCTION AND EXAMINATION) GUIDELINES

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to establish the principles governing the Turkish Language Preparation Program for international students wishing to pursue associate's, bachelor's, and graduate-level education, as well as Turkish language courses and exams for foreigners wishing to learn Turkish.

Scope

ARTICLE 2 - (1) This Directive covers the types, durations, and contents of courses offered at the Turkish Language Teaching Application and Research Center (ESOGÜ TÖMER) at Eskişehir Osmangazi University, as well as the terms, levels, registration requirements for the courses, preparation and selection of materials to be used in the courses, types of exams, administration and evaluation of exams, fees related to the courses, teaching staff and administrative personnel to be employed at ESOĞÜ TÖMER, and the establishment and operation of ESOĞÜ TÖMER units.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on Articles 5, 12, 14, and 58 of the Higher Education Law No. 2547, as well as Article 6(c) and Article 9(2)(d) of the ESOĞÜ TÖMER Regulation.

Definition of Terms

ARTICLE 4 - (1) The following terms used in this Directive;

- a) **ADP:** European Language Portfolio,
- b) **Unit:** The relevant unit among the eleven units actually operating within ESOĞÜ TÖMER,
- c) **Framework Program:** Common European Framework of Reference for Languages,
- d) **ESOGÜ TÖMER:** Eskişehir Osmangazi University Turkish Language Teaching Application and Research Center,
- e) **KAS:** Currency Conversion Exam,
- f) **KİG:** A student who comes to the institution at their own expense and pays the tuition fee determined by the administration,
- g) **KTS:** Course Completion Exam,
- h) **Center:** Eskişehir Osmangazi University Turkish Language Teaching Application and Research Center,
- i) **Director:** Director of Eskişehir Osmangazi University Turkish Language Teaching Application and Research Center,

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- j) **Directorate:** Directorate of Eskişehir Osmangazi University Turkish Language Teaching Application and Research Center,
- k) **Rector:** Rector of Eskişehir Osmangazi University,
- l) **Senate:** Senate of Eskişehir Osmangazi University,
- m) **TSBS:** Turkish Language Level Assessment/Proficiency/Exemption Exam,
- n) **University:** Eskişehir Osmangazi University,
- o) **YDTÖS:** Certificate Program in Teaching Turkish as a Foreign Language,
- p) **Yönetim Kurulu:** ESOGÜ TÖMER Yönetim Kurulunu,
- r) **YTB:** Presidency for Turks Abroad and Related Communities,
expresses.

CHAPTER TWO

Admission and Registration Requirements, Fees

Admission and registration requirements

ARTICLE 5 - (1) Both students and staff of Eskişehir Osmangazi University, as well as participants from outside the University at all levels, can enroll in the Turkish courses offered by ESOGÜ TÖMER.

(2) Participants can register for a course on their desired date by applying via email or in person..

(3) An “Invitation Letter” will be sent to applicants who pay the course fee from abroad upon request. The amount of the invitation letter fee is determined by a decision of the Central Management Board and is deducted from the course fee.

ARTICLE 6 - (1) Student registration is conducted in accordance with the guidelines established by the Council of Higher Education and the ESOGÜ TÖMER Board of Directors.

(2) Original or certified copies of the required documents are accepted for registration. Regarding military service and criminal records, the process is conducted based on the applicant’s declaration.

(3) Unless the Board of Directors requests otherwise, applicants are required to submit six passport-sized photographs, a copy of their ID card (or passport for foreign nationals), and proof of payment for registration.

(4) Course fees paid by students who are unable to attend the course for various reasons or who fail to meet the attendance requirements specified in Article 13 will not be refunded. However, students who have paid the course fee may enroll in one of the equivalent courses to be offered later during the same academic year. Upon a decision by the Board of Directors, the course fee of a participant with a valid reason may be refunded—the remaining amount after legal deductions have been made.

(5) Candidates who do not complete their final registration within the specified dates and during the relevant academic year will not be entitled to any rights.

(6) Participants who enroll in courses organized by ESOGÜ TÖMER are issued a temporary student ID card with a photo and official stamp.

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(7) Applications for courses or exams at ESOĞÜ TÖMER are managed, administered, and finalized by the relevant units in accordance with Article 22.

Course and Exam Fees

ARTICLE 7 - (1) The fees for exams, courses, and invitation letters to be charged to course participants are determined by the Board of Directors for each course and program.

(2) Students who come on Turkey Scholarships are provided with courses based on the rates and hours set by YTB. No additional exam fees are charged to these students under any circumstances.

CHAPTER THREE
Course Teaching Principles

Upcoming Courses and Their Content

ARTICLE 8 - (1) The courses offered at ESOĞÜ TÖMER are determined by the Board of Directors at the beginning of each term, taking into account the requests received. Courses with fewer than 10 applicants will not be offered; however, courses with fewer than 10 applicants may be offered with the approval of the Board of Directors.

ARTICLE 9 - (1) In the courses offered, students are placed in classes appropriate to their language proficiency levels, and instruction is tailored accordingly.

(2) The content of the courses to be offered will be prepared by the relevant unit in accordance with Article 22, with the aim of imparting the skills specified in the Framework Program and the ADP.

ARTICLE 10 - (1) The center could offer courses aimed at teaching Turkish and developing language skills such as diction, effective speaking, and written and oral expression.

(2) The fees, duration, course content, class schedules, and exams for courses other than those for teaching Turkish in Turkey shall be separately determined by the Board of Directors upon the recommendation of the relevant unit, as provided in Article 22.

(3) A Certificate Program in Teaching Turkish as a Foreign Language (YDTÖS) may be organized at the Center. The program fee, duration, course content, class hours, and examination format are determined in accordance with Article 22 based on the relevant unit's proposal; the remuneration to be paid to the faculty members involved is separately determined by the Board of Directors in accordance with the program's budget.

(4) Participants enrolled in the YDTÖS program must attend at least 80% of both the theoretical and practical classes. To be eligible for the Certificate in Teaching Turkish as a Foreign Language, participants who complete the program's theoretical component must undergo an evaluation method determined by the Board of Directors (such as a theoretical course exam, sample lesson presentation, or practical application). The Certificate in Teaching Turkish as a Foreign Language is awarded to successful candidates.

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Preparation and Selection of Materials to Be Used in Courses

ARTICLE 11 - (1) The principles governing the preparation and selection of course materials to be used in the courses are determined by the Board of Directors upon the recommendation of the relevant unit, as set forth in Article 22.

Language Levels, Course Durations, Courses, and Class Hours

ARTICLE 12 - (1) Turkish language instruction at ESOGÜ TÖMER is conducted in accordance with the language levels (courses) specified in the Framework Program and the ADP.

Language Levels	Level	Skill	Description
1. Beginner Level	A1	Introduction/Exploration	For those who don't know
	A2	Intermediate or Basic Requirement	
2. Intermediate Seviye	B1	Threshold	For intermediate learners
	B2	Advanced or Independent	
3. Advanced Seviye	C1	Autonomy and Mastery	For those with an advanced (proficient) level of proficiency

(2) At ESOGÜ TÖMER, the total number of class hours for Turkish language instruction, as specified in Article 12(1), is 960. The number of class hours allocated to each language level is determined by the Board of Directors.

(3) The number of class hours for each of the five language levels (courses) listed above shall be determined by the Board of Directors upon the recommendation of the relevant Unit, in accordance with Article 22.

(4) At ESOGÜ TÖMER, courses are offered in accordance with the ADP—an assessment system based on the Common European Framework of Reference for Languages (CEFR)—focusing on the skills of Comprehension (Listening, Reading), Speaking (Productive Speaking, Interaction), Writing (Written Expression), and supporting Grammar; at the A1 and A2 (Beginner Level); B1, B2 (Intermediate Level), and C1 (Advanced Level).

Status

ARTICLE 13 - (1) Attendance at courses at ESOGÜ TÖMER is mandatory. Students are required to attend at least 80% of classes. Students whose absences exceed 20% of the total class hours will not be allowed to take the final exam at the end of each course, will be considered to have failed, will not be able to advance to the next level, and will have to repeat the course and pay the course fee again. Medical certificates obtained by students are not taken into account when calculating attendance. Excuses related to absences are evaluated by the Directorate.

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CHAPTER FOUR
Types of Exams, Administration and Grading of Exams,
Exam Supervisors and Exam Fees

Types of Exams

ARTICLE 14 - (1) The exams administered at ESOGÜ TÖMER are as follows: Turkish Placement Exam (TSBS), Level-Skip Exam (KAS), Course Completion Exam (KTS), and YDTÖS Exam.

(2) These exams determine which of the language levels (courses) specified in Article 12, Paragraph 1, the Turkish language proficiency of candidates wishing to study at ESOGÜ TÖMER or the university, or those applying for a certificate, as well as that of ESOGÜ TÖMER students, corresponds to. The types of exams administered by the Directorate and the procedures for their administration are as follows:

(3)TSBS (Turkish Proficiency Placement Test): This test is administered in four different formats:

- a) An exam is administered to determine the Turkish language proficiency level of students coming to ESOGÜ TÖMER from abroad who have received a scholarship such as the YTB Turkey Scholarship, the Islamic Development Bank Scholarship, or a scholarship covering Turkish preparatory education. Since the arrival dates of these students at ESOGÜ TÖMER vary, the exam is conducted individually or in groups as students arrive. Scholarship recipients may take the exam only once. Based on the exam results, the student's Turkish language proficiency level is determined by the Assessment and Evaluation Unit. Students whose proficiency level is deemed appropriate by the Unit are exempted from ESOGÜ TÖMER instruction and continue their studies in their department; students who cannot proceed to their department begin their studies at ESOGÜ TÖMER at the level deemed appropriate by the relevant Unit. No fee is charged for the exam.
- b) This exam is also open to candidates who are not enrolled at ESOGÜ TÖMER but wish to certify their Turkish language proficiency. Candidates may take this exam only once. However, provided that at least two academic semesters have passed since the exam and the candidate has not enrolled in a Turkish language course at ESOGÜ TÖMER during this period, candidates may take the exam one more time. The exam may be administered individually or in groups on any date determined by the Exam Administration Unit. Based on the exam results, the student's Turkish language proficiency level is determined by the Assessment and Evaluation Unit. Certificates are issued at the corresponding course level for those with B2 or C1 results. No certificates are issued for A1, A2, or B1 levels; however, an official letter is provided upon request. These candidates are required to pay the exam fee, as determined by the Board of Directors, prior to the TSBS.
- c) The TSBS is also an exam administered to enable students who have earned admission to the university through their own merits to begin their studies in their respective departments. Students in this category may take the exam only once. The exam may be conducted individually or in groups on any date determined by the Exam Administration Unit. Based on the exam results, the student's Turkish language proficiency level is determined by the Assessment and Evaluation Unit. Students who meet the Turkish proficiency level set by

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the University Senate are exempt from Turkish language instruction at ESOGÜ TÖMER and continue their studies in their department; students deemed insufficient begin Turkish language instruction at ESOGÜ TÖMER at the appropriate level. These students are required to pay the exam fee set by the Board of Directors prior to taking the TSBS.

- d) Students who apply to ESOGÜ TÖMER to learn Turkish and already have some knowledge of the language are placed in the TSBS to begin learning Turkish in classes appropriate for their level. Individuals in this category may take the exam only once. Based on the exam results, the student's Turkish proficiency level is determined by the Assessment and Evaluation Unit, and they begin a Turkish course at the corresponding level. These students are required to pay the exam fee, as determined by the Board of Directors, prior to taking the TSBS.
- e) For students who decide to enroll at ESOGÜ TÖMER after completing the TSBS program, the exam fee will be credited toward the course fee.
- f) Students who meet the requirements specified in Paragraph 3 of Article 6 of the Regulation on the Principles to Be Observed in Foreign Language Instruction and Instruction Conducted in a Foreign Language at Higher Education Institutions are exempt from taking the TSBS and are exempt from courses at ESOGÜ TÖMER.

(4) KAS (Currency Conversion Exam): These are the exams that ESOGÜ TÖMER students are required to take at the end of each level. These exams are administered and graded by the relevant department. Students who pass proceed to the next level. Those who fail must repeat the level. For the C1 certificate awarded to students who complete the preparatory program/course, 40% of the total score from the KAS exams they took is used in calculating the final grade. No fees are charged to ESOGÜ TÖMER students for these exams.

(5) KTS (Course Completion Exam): This exam is administered to students and course participants who have completed the Turkish preparatory program/course at ESOGÜ TÖMER at the C1 level. The KTS accounts for 60% of the score used to calculate the grade on the C1 certificate awarded to those who complete the preparatory program/course.

(6) YDTÖS (Certificate Program in Teaching Turkish as a Foreign Language) Exam: This is the exam administered to participants enrolled in the YDTÖS program. To qualify for the Certificate in Teaching Turkish as a Foreign Language, participants who have completed the program's theoretical component undergo an evaluation process—such as a theoretical course exam, a sample lesson presentation, or a practical assessment—whose format is determined by the Board of Directors.

(7) Other Exams: The responsibility for preparing, administering, and evaluating exams in situations other than those specified above lies with the Assessment and Evaluation and Examination Commission units.

Administration of Exams

ARTICLE 15 - (1) In the exams administered by the Directorate, the reading, writing, speaking, and listening skills of the examinees are assessed using questions prepared in accordance with the ADP. A separate exam and session are conducted for each skill.

(2) Exam proctors, as specified in Article 17 and appointed by the Directorate, are responsible

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for administering and grading all exams.

(3) The content and administration of exams administered at ESOGÜ TÖMER are as follows:

Reading Exam:

This exam consists of multiple-choice, open-ended, matching, fill-in-the-blank, and other types of questions developed by the relevant unit specified in Article 22. The number of questions and the exam duration are determined by the Unit based on the type of exam (TSBS, KTS, or KAS).

Writing Exam:

This exam consists of open-ended questions designed to assess the Turkish writing skills of the examinees by having them write texts appropriate to their level (such as filling out forms, completing texts, and writing essays). The exam is developed by the relevant unit specified in Article 22. The duration, administration procedure, and number of questions are determined by the relevant unit.

Speaking Exam:

This exam is designed by the relevant unit specified in Article 22 and is based on the principle that examinees engage in a conversation appropriate to their level to demonstrate their Turkish speaking skills. The duration of the exam, the procedure for conducting it, and the number of questions are determined by the relevant unit.

Listening Exam:

This exam is based on the evaluation of examinees' responses to listening passages appropriate to their proficiency levels, which are prepared by the relevant unit specified in Article 22 to assess their Turkish listening skills. The duration, administration procedure, and number of questions for the exam are determined by the relevant unit.

Grading Exams

ARTICLE 16 - (1) Candidates taking the exam in accordance with subparagraphs (a), (b), (c), and (d) of Paragraph 3 of Article 14 are evaluated on a scale of 100 points in the TSBS. For this evaluation, the average of the four skills (Listening, Reading, Speaking, Writing) is calculated. Each skill is evaluated on a scale of 100 points.

- (2) In accordance with subparagraphs (a), (b), (c), and (d) of Paragraph 3 of Article 14, a C1 certificate is awarded to examinees who score between 85 and 100. Non-students of our university who score between 70 and 84 are awarded a B2 certificate. Those scoring between 55 and 69 receive a B1 exam result certificate, those scoring between 45 and 54 receive an A2 certificate, and those scoring between 35 and 44 receive an A1 certificate; those scoring between 0 and 34 are considered insufficient.
- (3) Pursuant to Article 14, Paragraph 3(c), if an applicant wishes to pursue associate's, bachelor's, master's, or doctoral studies in programs at Eskişehir Osmangazi University where the language of instruction is Turkish without taking a course at ESOGÜ TÖMER, they must achieve an average score of at least 85 out of 100 on the TSBS in the four skill areas (Listening, Reading, Speaking, Writing) on a scale of 100 points, or meet the Turkish language proficiency level determined by the University Senate. Those with a score below

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85 are directed to Turkish preparatory education at the appropriate level according to the grading scale.

- (4) In the KAS specified in Article 14, Paragraph 4, students currently enrolled in the program must achieve an average score of at least 60 out of 100 on questions designed to assess their proficiency in four areas (Listening, Reading, Speaking, Writing) at their respective proficiency levels.
- (5) In the KTS specified in Article 14, paragraph 5, a candidate must score at least 60 out of 100 on each of the four skills (Listening, Reading, Speaking, Writing).
- (6) When calculating the C1 certificate score, 40% of the total score from the KAS exams taken by the student/course participant at ESOGÜ TÖMER and 60% of the score from the KTS exam are used. In cases where the student/course participant has only taken the C1 course, the score from the KTS exam is used for the C1 certificate score.
- (7) If students or course participants are unable to take an exam and have a valid excuse, their request for an exemption will be reviewed by the Board of Directors. Those whose excuses are deemed valid will be allowed to take the makeup exam at the appropriate level on the designated date.
- (8) Students enrolled in a course at ESOGÜ TÖMER will be issued a certificate and forwarded to their department if they successfully pass the exams administered at the end of the course, provided they have met the Turkish language proficiency level established by the University Senate for the institute, faculty, college, or vocational school where they will continue their studies, in accordance with Paragraph 1 of Article 12.
- (9) Certificates are not issued for Levels A1, A2, and B1; only a test result report is provided. Certificates are issued upon request to non-ESOGÜ students who have completed Level B2 and withdrawn without proceeding to Level C1.
- (10) Certificates and participation/appreciation certificates issued for courses organized by ESOGÜ TÖMER bear the signatures of the Director and the Rector.
- (11) The certificate includes the recipient's unique certificate number, as well as the language, level, purpose, and duration of the successfully completed program.
- (12) Exam results are communicated to candidates in writing or via email and are posted on the ESOGÜ TÖMER website. Certificates are handed out to participants in person; they are not mailed.

Exam Supervisors

ARTICLE 17 (1)- The Exam Administration Unit is responsible for assigning duties to staff who will be working during exams. The team consists of staff assigned by the Directorate in the number required for the exam. Exam staff are responsible for preparing the exam rooms, conducting pre-exam procedures, ensuring that the exam is administered in all rooms in accordance with the Course Guidelines, and fulfilling the obligations established by the Directorate regarding the exam.

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Exam Fees

ARTICLE 18 - (1) Exam fees must be deposited into the Directorate's bank account; the deposit slip must clearly state the examinee's full name and the type of exam. The person depositing the exam fee into the designated account must submit the original bank receipt and a copy of their passport to the registration officer at the Directorate and complete the exam registration form. These procedures can also be carried out through the exam application announcement posted on the center's website. The fees for exams to be held at the Directorate are determined by the Board of Directors at the beginning of the relevant term.

(2) All applicants wishing to enroll in the TSBS program, whether or not they are affiliated with Eskiőehir Osmangazi University, are required to pay the examination fee set by the ESOGÜ TÖMER Board of Directors.

Refund of Exam Fees

ARTICLE 19 – (1) The exam is a service provided by ESOGÜ TÖMER, and the exam fee paid by examinees is non-refundable under any circumstances. If a person who has paid the exam fee and taken the exam decides to enroll in a course at ESOGÜ TÖMER based on their exam results, the amount of the exam fee paid will be deducted from the tuition fee, and registration will be processed accordingly.

CHAPTER FIVE
Miscellaneous and Final Provisions

Disciplinary matters

ARTICLE 20 - (1) Students are considered students of Eskiőehir Osmangazi University for as long as they continue to attend courses and are required to comply with the relevant laws and regulations. Students who commit disciplinary offenses are subject to the provisions set forth in the Higher Education Institutions Student Disciplinary Regulations, published in the Official Gazette dated January 13, 1985, and numbered 18634, as well as in the Eskiőehir Osmangazi University Education and Teaching Regulations.

(2) The ESOGÜ TÖMER Disciplinary Committee is the ESOGÜ TÖMER Board of Directors.

Finance matters:

ARTICLE 21 – (1) With the exception of Turkish language courses for Turkish Scholarship Recipients (YTB), course fees for other courses to be charged to participants or organizations are determined by the Board of Directors for each course and level in accordance with current conditions.

(2) ESOGÜ TÖMER's accounting procedures and other financial matters are governed by the "Regulation on the Principles to Be Observed in the Establishment of Revolving Fund Enterprises Pursuant to Article 58 of Law No. 2547."

(3) Instructors teaching courses at ESOGÜ TÖMER are paid a course fee in accordance with the principles to be determined by the Board of Directors, subject to the provisions of applicable regulations.

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(4) The procedures and principles set forth in the “Regulation on the Principles to Be Observed in the Establishment of Revolving Fund Enterprises Pursuant to Article 58 of Law No. 2547” shall apply to the additional remuneration to be paid to faculty members serving in the ESOGÜ TÖMER units.

(5) ESOGÜ TÖMER is a center that operates 24 hours a day, 7 days a week (24/7). Administrative staff may be paid overtime compensation in accordance with relevant regulations, and unit staff may be paid overtime compensation in accordance with Paragraph 4 of Article 21.

(6) No faculty member who is not assigned to a department may benefit from the provisions of Article 21, paragraph 5, nor may any additional remuneration be paid to such a person under any name.

ESOGÜ TÖMER Units

MADDE 22 – (1) All courses and exams conducted under the auspices of ESOGÜ TÖMER are managed, administered, and concluded by the relevant units in accordance with decisions made by the Board of Directors. Coordination among these units is provided by the Director and the Assistant Directors.

(2) Research and Development Unit

The responsibilities of this unit are:

- Conduct activities to improve course content
- Organize courses and certification programs
- Develop institutional projects at the national and international levels
- Ensure coordination with YTB
- Conduct activities to enhance the institution’s visibility
- Represent the center on national and international platforms
- Review requests for surveys, interviews, and project implementations to be carried out at the center and report on their suitability.

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(3) Material Preparation Unit

The responsibilities of this unit include developing printed, visual, digital, and other types of instructional materials for each level:

- Textbook
- Workbook
- Teacher's Guide
- Digital content
- Writing passages
- Reading passages
- Listening passages
- Speaking passages

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(4) Exam Administration Unit

The responsibilities of this unit are:

- Administer the tests and exams prepared by the Assessment and Evaluation Unit in

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accordance with the guidelines

- Set exam dates
- Announce exam dates to students and staff
- Assign exam staff in accordance with the guidelines
- Prepare exam rooms appropriately for candidates and committees
- Deliver exam documents securely to the Assessment and Evaluation Unit

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(5) Assessment and Evaluation Unit

The responsibilities of this unit are:

- Organize prepared questions for exams
- Prepare upcoming exams
- Determine the validity and reliability of administered exams
- Prepare and implement exam administration and evaluation guidelines
- Evaluate exam results
- Submit exam results to the administration in a secure manner

Unit Coordinator: TÖMER Vice Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(6) Student Registration Office

The responsibilities of this unit are:

- Organize the registration process for incoming students
- Process student registrations
- Manage the registration process
- Track the documents of registered students
- Coordinate welcome and organizational activities for YTB students

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(7) Quality Control Department

The responsibilities of this unit are:

- Ensure the efficiency of the institution's operations
- Maintain communication with other units to improve quality
- Develop a communication plan to inform university staff
- Conduct initiatives related to staff development
- Establish protocols to improve the institution's operations

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(8) Finance Department

The responsibilities of this unit are:

- Schedule additional classes
- Set course fees
- Set exam fees
- Manage procurement processes for field trips, meals, and other related activities

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(9) Alumni Office

The responsibilities of this unit are:

- Academic tracking of TÖMER graduates

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- Analyzing the status of graduates through coordination with the YTB Coordination Office
- Establishing communication channels with graduates
- Organizing alumni days and similar activities

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(10) Accreditation Unit

- Conduct the center's accreditation activities
- Monitor accreditation-related processes and prepare the necessary reports
- Ensure that processes such as accreditation applications and follow-ups are carried out in accordance with the established schedule

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

(11) Social Events and Media Unit

- Propose events to introduce the university and the city to TÖMER students and course participants
- Propose in-class and out-of-class activities to support language learning processes
- Organize the events to be held
- Design printed, visual, and audio materials to promote the center and its activities
- Create content to be shared on the center's social media accounts

Unit Coordinator: TÖMER Director

Unit members: TÖMER Deputy Directors and designated academic/administrative staff

Make-up Exams

Article 23 - (1) Students who are unable to take exams due to acceptable and verifiable reasons must submit a written request to the Director's Office, accompanied by the relevant official documentation.

(2) The application must be submitted within 5 (five) business days following the end of the relevant leave.

(3) Students whose applications are deemed eligible by the Board of Directors in accordance with the provisions of these guidelines will be permitted to take a make-up exam on the date and at the location determined by the Examination Administration Unit.

Summer School

Article 24- (1) For students who fail at the end of the academic year, a summer session may be organized upon the decision of the Dean's Office and the approval of the Senate, provided that a sufficient number of students (at least 10) apply. The details regarding the summer session are determined by the Senate.

Authorized Spending Officer

ARTICLE 25 – (1) The Director is the authorized officer for the center's expenditures.

Staffing Requirements

ARTICLE 26 – (1) The Center's needs for academic, administrative, and technical staff shall be met by personnel appointed by the Rector in accordance with Article 13 of Law No. 2547. In

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cases where there is an insufficient number of academic staff, part-time instructors may be hired to serve during the academic year, in accordance with relevant laws and regulations and with the approval of the University Board of Trustees.

Provisions not included in the guidelines

ARTICLE 27 - (1) For matters not covered in these Guidelines, decisions made by the University Senate upon the recommendation of the Board of Trustees shall apply.

Enforcement and Implementation

ARTICLE 28 - (1) This Directive shall enter into force on the date of its approval by the Senate of Eskiőehir Osmangazi University and shall be implemented by the Director.