ESKİŞEHİR OSMANGAZİ UNIVERSITY

SCHOOL OF FOREIGN LANGUAGES

STAFF HANDBOOK

2021-2022

FOREWORD

Dear Instructors,

I am proud and happy to work with you at Eskişehir Osmangazi University School of Foreign Languages. We will carry our school and our students forward together. We have prepared this handbook for our instructors to work efficiently within a team spirit. Thank you for your dedication and prudent work and I wish you a successful academic year.

Prof. Dr. Eyyüp Gülbandılar
Director of School of Foreign Languages
Eskişehir Osmangazi University

1. HAKKIMIZDA

1.1. Our Vision and Mission

Vision

Eskişehir Osmangazi University aims to be a research university that transforms knowledge into value, to be a pioneer to the society, to be recognized, preferred and respected on a national and international scale. The vision of Eskişehir Osmangazi University School of Foreign Languages is to provide a qualified and modern language education by using modern approaches, methods and techniques in language teaching with an innovative and dynamic approach in order to train individuals who are in line with the general vision of our university and who have the necessary qualifications in international fields. Our vision is to provide the students with the language skills that they will need both in their scientific fields of study and in their business life.

Mission

Eskişehir Osmangazi University has made it its mission to be preferred at national and international level with the aim of excellence in education, to transform the results of scientific studies into benefits and economic products in line with the demands of the society, to provide effective and competitive health services, and to train entrepreneurial and innovative graduates and researchers. As Eskişehir Osmangazi University School of Foreign Languages, our mission is to measure the foreign language proficiency of the students, who are fully or partially (at least 30%) studying at our university in a foreign language, to follow the education and training activities of the students, to be able to effectively use foreign languages in their academic fields and in their future business lives. We also aim to contribute to the acquisition and development of oral and written communication skills as well as reading and listening skills necessary for them to use the language. In addition, we aim to carry out the foreign language courses in Turkish-medium programs effectively and efficiently.

1.2. Our Aims

- The purpose of compulsory foreign language education at Eskişehir Osmangazi University School of Foreign Languages is to teach the students the basic rules of foreign language and to develop students' foreign language vocabulary and to help them gain the ability to express themselves.
- The purpose of preparatory education at Eskişehir Osmangazi University School of Foreign Languages is to provide the students with the ability to understand what they read and listen in the foreign language, to develop their foreign language vocabulary and grammar proficiency, and to express themselves adequately in written and oral form.

1.3. Our Expectations

The aim of every instructor in our school is to improve the learning quality of our students. In line with the mission of our college; we aim to help our staff and students share a healthy organizational climate and to help our faculty members improve themselves under all circumstances.

Our faculty members' responsibilities like taking charge in a unit, taking responsibility for the development of our college, completing the tasks requested from them carefully and delivering them on time, keeping student documents, keeping attendance records, following the language development of the students, attending the institution meetings regularly and on time, administering the exams given by the administration are some of the main considerations for an effective training.

1.4. Our Organizational Chart

Director of the School of Foreign Languages

- Assistant Director (Academic)
- Assistant Director (Academic)
- Secretary General of SFL

Head of the Foreign Languages Department

Units
- Quality and Accreditation Unit
- Professional Development Unit
- Assessment and Evaluation Unit
- Program Development and Material Support Unit
- Testing Unit
- Technology Support Unit
- The Social Affairs Unit

Coordinators
- English Language Education Coordinator
- German Language Education Coordinator
- French Language Education Coordinator

Secretary General of SFL
- Director's Secretariat
- Student Affairs
- Personnel Affairs- Editorail Affairs
- Finance
- Purchase
- Chattels Registration
- Technical Affairs

1.5 . Tasks and Responsibilities of the Administrative and Academic Staff

1.5.1. Tasks and Responsibilities of the Administrative Staff

Director

Eskişehir Osmangazi University School of Foreign Languages (SFL) is managed by the Director. In accordance with the aims and principles of the School of Foreign Languages; the director carries out, plans, directs, coordinates and supervises the studies in order to carry out all the activities necessary to realize the education and training in line with the vision and mission of the higher school in accordance with the efficiency principles. The director is responsible for the following;

● Creating an effective and safe learning environment for all students,

● Creating the necessary environment for academic and administrative staff to work effectively and in cooperation,

● Receiving feedback from students, lecturers and administrative staff on academic, administrative and all matters deemed necessary, and making necessary improvements in line with the feedback received,

● Supervising the units of the school and personnel at all levels,

● Distributing and supervising the duties of Assistant Managers,

● Supervising the School Secretary in their duties,

● Presiding over the School Board, School Administrative Board and Academic Board,

● Providing coordination between the school and the Rectorate, as well as other academic and administrative units of the university,

● Representing SFL in boards and commissions at our university level,

● Carrying out other duties assigned to him by the Higher Education Law No. 2547.

AssistantDirector (Academic)

In accordance with the aims and principles of the School of Foreign Languages (SFL), the duty of the Assistant Director isto carry out all necessary activities in accordance with the principles of efficiency in order to carry out education and training, and to support the Director in his works at the School of Foreign Languages. S/he works in coordination with the other Assistant Director regarding the works s/he is responsible for and assumes the primary responsibility. S/he performs other duties assigned by the Director and informs the Director. The Assistant Director is responsible for the following:

- ● Dealing with the teaching process and student demands and complaints at SFL,
- ● Ensuringa high-level coordination for the smooth running of SFL's educational services,
- ● Ensuring the execution of the SFL web page and social media accounts,
- ● Having regular meetings with the teaching staff in cooperation with the other Assistant Director,
- ● Supporting the organization of professional development activities,
- ● Regularly attending the Higher School Board, Executive Board and Academic Board meetings.

The following units are responsible to the Assistant Director for the fulfillment of their job descriptions:

● Program Development and Material Support Unit,

●Testingand Evaluation Unit ,

● Assessment and Evaluation Unit ,

● Technology Support Unit

Assistant Director (Administrative)

In accordance with the objectives and principles determined by the top management of the School of Foreign Languages (SFL) the duty of the Assistant Director (Administrative) isto carry out all the activities necessary to carry out the education and training in efficiently and to support the Director in his works at the School of Foreign Languages. S/he works in coordination with the other Assistant Director regarding the works s/he is responsible for and assumes the primary responsibility,performs other duties assigned by the Director and informs the Director. The Assistant Director is responsible for the following:

• Dealing with the administrative affairs of the academic staff and other personnel working at SFL,

• Preparing the course programs in cooperation with the Head of the Department,

• Planning non-preparatory course assignments of the SFL in cooperation with the Head of Department, appointing lecturers to supervise the examinations,

• Following up the legal leave (report/annual leave/unpaid leave, etc.) of academic and administrative staff,

• Ensuring a high-level coordination for the smooth execution of the education services of the SFL,

• Having regular meetings with the lecturers in cooperation with the other Assistant director,

• Supporting the organization of professional development activities,

• Participating in the School Board, Executive Board and Academic Board meetings on a regular basis,

• Organizing the works requested by the university senior management.

The following units are responsible to the Assistant Director for the fulfillment of their job descriptions:

● Professional Development Unit,

● Quality and Accreditation Unit,

● Social Affairs Unit.

Head of the Foreign Languages Department

The head of the Foreign Languages Department is responsible for the operation and regulation of English, German and French preparatory programs.

The head of the Foreign Languages Department is responsible for the following:

- Ensuring that the lessons are carried out effectively and that the make-up lessons are followed,
- Application of the exams and analysis of the results, validity and reliability studies
- Ensuring that students' success and attendance are followed up,
- Assisting the Deputy Director in charge of administrative affairs in the planning of preparatory and non-preparatory course assignments,
- Being in contact with the authorities of faculties and higher schools where non-preparatory courses are offered,
- Archiving the contents, materials and exams of the courses conducted in other faculties and higher schools,
- Units in the School (Program, Assessment, Testing, Technology, Quality and Accreditation, Social, Professional Development)
- Following the works of the units and ensuring that they are carried out regularly,
- Informing the management and obtaining the necessary approvals,
- Planning and making necessary assignments in cooperation with the School Directorate,
- Attending the meetings of the School Board of Directors, Higher School Board and Academic Board,
- Performing other duties assigned by the Manager and Deputy Managers,

Secretary General of SFL

S/he works under the director of the SFL. His job responsibilities are;

- Fulfilling the requirements of Articles 51/b, 51/c of the Higher Education Law No. 2547,
- Carrying out thefinancial affairs as a realization officer in accordance with Article 33 of the Public Financial Management and Control Law No. 5018,
- Ensuring that the administrative units in the SFL work in accordance with the legislation and in order,
- Carrying out all the administrative affairs of the School,
- Making suggestions to the SFL Director about the personnel to be assigned in the administrative organization of the School,
- Preparing the agendas of the School Board and the School Administrative Board and to announce them to the relevant parties, ensuring that the decisions taken in these boards are printed, signed and kept,
- Having internal and external correspondence related to the School, ensuring its follow-up and control,

- Ensuring that SFL buildings and facilities are kept usable; following the necessary maintenance and repair works; heating, lighting, cleaning, etc.
- Supervising the duties and works of the administrative personnel, exchanging views with the administrative personnel by holding periodic meetings,
- Assisting in the preparation of the SFL activity report,
- Ensuring that all kinds of announcements and news about the SFL are announced to the relevant academic, administrative staff and students,
- Following the web page of the SFL regularly, transferring the necessary additional information and changes to the university web page by discussing with the appropriate units and ensuring that the page is up-to-date,
- Initializing the letters to be submitted for the signature of the manager,
- Informing the administrative staff and students about the legislation,
- Ensuring the creation and perotection of personnel files,
- Providing the necessary assistance and support for the effective conduct of education at the higher school, taking measures for the effective and efficient use of resources in the use of resources related to the conduct of educational activities,
- Planning the leaves of the personnel and following the health reports and implementing the legal procedures,
- Directing the petitions from students and staff to the relevant places and to do what is necessary,
- Assisting in taking security measures when necessary.

Staff Working Under the Secretary General

Director's Secretariat

Director's secretary;

●knows the legislation related to academic and administrative personnel, follows the changes,

● archives information about academic and administrative personnel,

● follows the leave procedures of academic and administrative personnel,

● records the reports of academic and administrative personnel in the permit system,

● prepares monthly payroll of 4/D personnel,

● corresponds to the unpaid leave procedures of academic and administrative personnel,

● prepares the information lists of the academic and administrative staff working in the units and ensures that they are kept up to date,

● follows the laws and regulations related to the field of duty,

● makes announcements about the academic and the administrative personnel,

● fulfills the responsibilities of the director's secretary,

● performs other works and procedures to be given by the School Directorate,

● is responsible to the School Directorate in the fulfillment of the duties given above.

School directorate reserves the right to cancel or change one or more of the above-mentioned provisions or add new articles when deemed necessary.

Student Affairs

Student affairs staff;

- handles correspondence related to student affairs,
- informs students about studentship procedures,
- follows the School of Foreign Languages Preparatory Class Regulations and Guidelines and their amendments,
- prepares documents proving that students are successful in the Preparatory Class,
- prepares the lists of exams in the academic calendar of the School of Foreign Languages,
- notifies the relevant units and students of the Board of Directors Decisions of the students who cannot take the exams due to an excuse,
- prepares the preparatory class absenteeism schedules,
- follows and archives all information and documents related to student affairs,
- makes announcements about students, follows the bulletin board and ensures that it is kept up-to-date and regular,
- follows the laws and regulations related to his field of duty,
- are responsible to the School Secretary for the fulfillment of the above-given duties,
- performs other works and procedures given by the college administration.

Personnel Affairs - Editorial Affairs

Personnel affairs and editorial staff;

- makes all correspondence with the Board of Directors and the School Board,
- prepares the extension letters of the academic staff's terms of office,
- records incoming documents and prepares and follows all kinds of institutional correspondence in EBYS,
- knows the legislation related to the academic and administrative personnel, follows the changes,
- archives information about the academic and administrative personnel,
- makes internal and external correspondence with the academic and administrative personnel,
- makes and follows the correspondence of domestic and international assignments of the academic and administrative personnel,
- follows the laws and regulations related to its field of duty,
- enters the permits and reports of the academic and administrative personnel into the system,
- makes unpaid leave papers of the academic and administrative staff,
- ● Organizes 4D Continuous worker payrolls,

- ● makes announcements to academic and administrative personnel,
- ● keeps the information of academic and administrative personnel (name-surname, address, telephone, e-mail, registration number, iban number, etc.) up-to-date,
- ● archives all correspondence and documents in EBYS and presents them to unit supervisors when requested,
- is responsible to the School Secretary for the fulfillment of the duties given above,
- performs other work and transactions given by the School Administration.

Technical Affairs

Technician for technical work;

● detects the source of business-related malfunctions,

● ensures that the work done in maintenance and repairs is carried out in accordance with the contract,

● ensures that technical studies are carried out in accordance with the building project and legislation,

● performs the repair or maintenance works in line with the relevant expertise/competence area by taking adequate occupational safety measures, and reports to the administration if it cannot be done,

● is responsible to the School Secretary for the fulfillment of the duties given above,

● performs other works and procedures given by the School administration.

1.5.2. Duties and Responsibilities of the Instructor

The main responsibilities of the instructor are listed below:

1. They are obliged to complete the work required by the course program on time,

2. Instructors are responsible to the administration for the statements which are made other than the announcements of the administration and coordinators,

3. Instructors carry out its mandates of theexams announced by the coordinators. The lecturer in charge of preparing the quiz of the relevant week presents the exam according to the given schedule, makes the necessary changes in line with the feedback and delivers it to the coordinator, duplicates the quizzes one day before the exam will be given, makes them ready with answer keys and class lists,

4. Subjects like substitute teaching and make-up dates are discussed with the administration, not with the coordinators. After the approval is received, the situation is reported to the coordinator. The substitute instructor is available on the days s/he is on duty. When assigned as a substitute instructor, he/she fulfills the required duties.

5. Instructor discusses the issues such as make-ups and health reports with the relevant Assistant Director. The instructor fills out a make-up form and after the approval is received, he or she notifies the relevant level coordinator. As all instructors can be appointed as substitute teachers, they are supposed to be available at any time. When assigned as a substitute instructor, he/she fulfills the required duties.

6. Instructors assist the units and coordinators in line with the requests from the units and coordinators,

7. Instructors working in non-preparatory programs are responsible for the fulfillment of all the works of the relevant course. They are obliged to inform the administration about the course schedule and the changes in the exam date.

8. Instructors continuing their graduate education are primarily responsible for the work in the institution they work for.

9. Instructors are obliged to fulfill all kinds of school duties (getting the exams ready, supervising the exams, evaluating the exams etc.) for which they are assigned.

10. Instructors are primarily responsible for any material embezzled by them. They are responsible for any disruption that may occur in case of misuse of the embezzled material.

11. In case of emergency, the instructor has to inform the relevant assistant director that s/he will not be able toattend the exam, lecture, meeting or similar institutional work.

12.At the end of the report (illness, death, birth), the original report is delivered to the administration. The instructor signs the permission return form in the return of permission and/or report.

13. The instructorconducts education impartially and participates in specified in-service trainings and seminars.

14. The instructor fulfills academic and, if any, administrative duties, attends SFL meetings (general, course, etc.).

15. The instructor enters the classes on time, leaves on time, does not block the classes.

16. University bodies decide on the cancellation or make-up of courses. Except for such administrative decisions, the instructor does not cancel or shift the course.

17. Instructors save their evaluation notes and process them in the file or system notified to them on time and without any mistakes.

18. The instructor individually applies work, test, etc. in their classrooms and gives a sample of the application to the instructor who is in charge of that level.

19. Instructors are responsible for keeping the attendance of the students and reporting them to the department. Instructors working in the preparatory class keep the DAILY attendance charts of attendance and absences and process them in the file given to them. A student who is up to 5-10 minutes late for the first lesson of the day may be allowed to enter the class. Students who come late to other lessons are not allowed to attend the lesson.

20. English / German / French must be spoken in the lessons. The instructor must insist on speaking and giving instructions in English / German / French. However, in classes where you believe that the student level is not sufficient to ask questions in English / German / French, it is permissible for students to ask questions in Turkish only in the first semester.

21. The instructor controls his/her e-mail and electronic document management system (EBYS) daily and is responsible for the sent notifications.

SFL administration reserves the right to cancel or change one or more of the above-mentioned provisions or to add new articles when deemed necessary.

1.6. Duties and Responsibilities of Units and Offices

Academic units assist in the effective execution of the functioning of the School of Foreign Languages. Each unit is responsible for a different content. The selection process of unit officers is the responsibility of the management.

1.Quality and Accreditation Unit

The aim of the unit is to establish and operate the system necessary for the evaluation and development of the educational and research activities and administrative services of the SFL in line with the strategic plan and objectives of the university, and to carry out the accreditation procedures. The quality and accreditation unit;

- in line with the strategic plan and objectives of the university, establishes and operates the system necessary for the evaluation and development of the educational and research activities and administrative services of the SFL,
- determines and implements the work flow and the work schedule in this context,
- carries out the accreditation procedures and process,
- reports the work done periodically and presents it to the School management.
- performs other works and procedures given by the School Directorate.

The Quality and Accreditation Unit is responsible to the Head of the Department and Assistant Directors.

Quality and Accreditation Unit Coordinator

Quality and Accreditation Unit Coordinatoris elected by the management for 1 year and during this period;

- plans, coordinates the work of the unit,
- distributes tasks within the unit,
- represents the unit at meetings,
- holds regular meetings with its members,
- reports the meeting results to the Head of the Department,
- creates work flow and work schedule related to the work to be done by the unit,
- performs other duties given by the School Directorate,
- is responsible to Head of Department and Assistant Directors.

2. Professional Development Unit

Professional Development Unit is responsible for the following matters:

organizing in-service training programs for newly hired instructors to inform them about the vision and mission of the SFL, the administrative issues, the duties and functions of the units in the school, the responsibilities of the instructors, the courses and their contents, the education,

determining the professional development needs of the instructors and organizing activities for these needs,

● keeping records of professional development activities and trainings planned, performed and evaluated,

● informing the instructors about the organizations all kinds of training opportunities in the field of foreign language education, such as conferences, symposiums and workshops,

● participating in the relevant professional development activities,

● sharing reflections of activities with other group members,

● planning all kinds of activities and events with the approval of the School Directorate, providing the necessary organization and following the determined procedure,

● carrying out other duties given by the School Directorate,

Professional Development Unit Coordinator

Professional Development Unit Coordinator is elected by the management for 1 year and during this period;

- plans, coordinates the work of the unit,

- distributes tasks within the unit,

- represents the unit at meetings,

- holds regular meetings with unit members,

- reports the meeting results to the management,

- creates a work flow and work schedule related to the work to be done by the unit,

- carries out the other duties given by the School Directorate,

- is responsible to the Head of Department and Assistant Directors.

3.Testing and Evaluation Unit

The unit works in coordination with the Program Development and Material Support Unit and the Testing Unit within the body of SFL and gives feedback to the mid-term evaluation activities and level completion exams for each level. It prepares and conducts the Compulsory Basic English Proficiency Exam, Compulsory Preparation Foreign Language Proficiency Exams and European Exchange Programs Mandatory Foreign Language Exams. The responsibilities of theTesting and Evaluation Unit are as follows;

- preparing, implementing and concluding the Compulsory Foreign Language (English) Proficiency Exams, Compulsory Preparation Foreign Language Proficiency Exams and European Exchange Programs Mandatory Foreign Language Exams,

- carrying out in-unit duties on time and with precision,

- making the necessary organization in the implementation of the exams (proficiency, midterm exam, level completion, Erasmus),

- informing all instructors aboutTesting and Evaluation,

- preparing the exam assignment drafts and presenting them to the Assistant Directors,

- storing and archiving the documents related to the applied exams,

- preparing and signing the Erasmus certificates,

- receiving and evaluating the suggestions of the instructors about the proficiency and Erasmus exams,

- evaluating the exam objections and success status petitions given by the students and presenting them to the board of directors,

- collecting the numerical data to give feedback to the department head and the relevant language coordinator about the success of the students.

- carrying out other works and procedures given by the SFL Directorate,

The unit is responsible to Head of Department and the Assistant Directors.

Testing and Evaluation Unit Coordinator

Testing and Evaluation Unit Coordinator is elected by the management for 1 year and during this period s/he;

● represents the unit at meetings,

● holds regular meetings with the members of theTesting and Evaluation Unit,

● reports the meeting results to the Head of Department and the relevant unit,

● distributes tasks within the unit,

● coordinates communication during the application process of exams,

● provides information aboutTesting and Evaluation to all instructors,

● prepares the exam assignment drafts and presents them to the Assistant Directors,

● prepares and signs Erasmus certificates,

● receives and evaluates the instructors' suggestions about proficiency and foreign language exchange program exams,

● evaluates and finalizes the exam objection and success status petitions given by the students,

● collects numerical data to give feedback to the relevant language coordinator and department head about the success of the students,

● stores and archives the documents related to the applied exams,

● creates a work flow and work schedule for the exams to be prepared by the unit,

● performs other duties given by the School Directorate,

● is responsible to Head of Department and Assistant Directors.

4. Program Development and Material Support Unit

The Program Development Department is responsible for the following;

- conducting needs analysis by using appropriate data collection tools (survey, interview, etc.) in order to make arrangements for the objectives of the education programs and sharing the results of these studies with all relevant units, especially the instructors,

- determining the determined needs of students / instructors and the achievements and targets for Language Proficiency Levels based on the Common European Framework of Reference for Languages (CEFR) and the Global English Language Scale (GSE) at the beginning of each academic year,

- creating a curriculum in line with the SFL foreign language education philosophy and the needs of the students,

- preparing, organizing and updating the programs in line with the learning outcomes for each level,

- organizing the process of determining the course materials and other teaching materials necessary for the students to reach the determined goals, and following and evaluating the newly released books,

- identifying the areas where additional materials are needed and sharing these needs with those in charge of the Material Development Department,

- receiving periodic feedback from students and instructors about course materials, syllabuses, assignments and evaluation elements, and identifying the failing points in the implementation of the program in the light of these feedbacks; making the necessary improvements by cooperating with the administration, teaching staff and other units,

- giving feedback on assignments andTesting elements designed for each level,

- giving feedback on whether the exams prepared during the academic year are compatible with the programs being implemented in terms of content, scope and level, by complying with the work schedule determined jointly at the beginning of each academic year,

- organizing meetings to introduce the program to the teaching staff,

- organizing orientation and information meetings about the departments of the students studying at SFL,

- participating in relevant professional development activities and sharing the reflections of the activities they participated in with other group members,

- carrying out other duties given by the School Directorate,

- is responsible to Head of Department and Assistant Directors.

The Material Support Department is responsible for the following;

- giving feedback to the programs and syllabuses prepared for each level in line with the learning outcomes,

- designing documents, worksheets, activities and materials in accordance with the learning outcomes and objectives, considering the ethical aspects, and making the necessary updates and improvements in line with the feedback received,

- periodically receiving feedback on additional materials from instructors and students and making necessary improvements,

- participating in the relevant professional development activities and sharing the reflections of the activities they participated in with other group members,
- carrying out other duties given by the School Directorate,
- is responsible to Head of Department and assistant Directors.

Program Development Unit Coordinator

Program Development Unit Coordinator is elected by the management for 1 year and during this period, s/he;
- plans, coordinates the work of the unit,
- distributes tasks within the unit,
- represents the unit at meetings,
- holds regular meetings with members of the program development and material support unit,
- reports the meeting results to the Head of the Department,
- creates work flow and work schedule related to the work to be done by the unit,
- performs other duties given by the School Directorate,
- is responsible to Head of Department and Assistant Directors.

5. Assessment and Evaluation Unit

In short, the Assessmentand Evaluation Unit is responsible for ensuring that the planning, preparation and implementation processes of the assessment activities to be implemented during the year within the scope of the English Preparatory Class Program are carried out in a regular manner, and is responsible for the following;
- carrying out the planning, preparation and finalization processes of the yearly evaluation activities to be implemented within the scope of the Preparatory Class Program,
- preparing the exam definitions (question types, scoring types, evaluation format) in accordance with the outputs of the program,
- preparing a sample draft of the question types related to all exams (quizzes, mid-term exams, level completion exams and other assessments) to be applied, preparing an informative text about the exam format and evaluation criteria and informing the students and instructors at the beginning of the semester,
- determining the implementation dates of the evaluation activities in cooperation with the program development and material support unit,
- preparing the evaluation activities and final level exams and determining the evaluation criteria for these exams,
- giving an exam study schedule to the study groups who will give feedback during the preparation of the quizzes, mid-term exams, final level exams and other assessments, and evaluating the feedback given to the exams,

- giving/receiving feedback on whether the exams prepared are compatible with the programs being implemented in terms of content, scope and level by creating a workflow and work schedule,

- storing and archiving documents related to the evaluation activities implemented,

- participating in the relevant professional development activities.

- carrying out other duties given by the School Directorate,

- is responsible to Head of Department and the Assistant Directors.

The Assessment and Evaluation Unit Coordinator

The Assessment and Evaluation Unit Coordinatır is elected by the management for 1 year and during this period, s/he;

● plans, coordinates the work of the unit,

● distributes tasks within the unit,

● represents the unit at meetings,

● holds regular meetings with unit members,

● reports the meeting results to the Head of Department,

● creates a work flow and work schedule related to the work to be done by the unit,

● performs other duties given by the School Directorate,

● is responsible to Head of Department and the Assistant Directors.

6. Technology Support Unit

The Technology Support Unit plans and provides the necessary information and training at the beginning of the academic year about the interfaces that the instructors should use in online courses and is responsible for the following;

● providing the technological information support to the lecturers about the courses opened within the School of Foreign Languages,

● planning and conducting the necessary information and training at the beginning of the academic year about the interfaces that instructors should use in online courses,

● ensuring that materials to be used online in online and classroom lessons are uploaded to appropriate online platforms,

● providing support to instructors in the implementation of online courses and online exam organizations,

● transferring the records of the exams applied in the preparatory program, training the relevant instructors,

● supporting the preparation of LMS class lists in cooperation with the publisher,

● supporting the instructors regarding the use of LMS,

● carrying out other duties given by the School Directorate,

● is responsible to Head of Department and the Assistant Directors.

Technology Support Unit Coordinator

Technology Support Unit Coordinator is elected by the management for 1 year and during this period, s/he;

● plans, coordinates the work of the unit,

● distributes tasks within the unit,

● represents the unit at meetings,

● holds regular meetings with unit members,

● reports the meeting results to the Head of Department,

● creates a work flow and work schedule related to the work to be done by the unit,

● performs other duties given by the School Directorate,

● is responsible to Head of Department and the Assistant Directors.

7. Social Affairs Unit

The Social Affairs Unit is responsible for the following;

- determining a class representative and a deputy class representative by voting in each class in the first weeks of the 1st academic year, informing the elected representatives about the social activities to be held during the year when time comes, ensuring that they are announced to other students,

- determining a school representative from among the elected class representatives by voting and giving information about their duty responsibility,

- informing the students about social activities, sports activities and clubs in our university and helping them participate in one or more social activities,

- informing and guiding students about the guidance services available at our university,

- informing students about the spring festivals organized by our university in the spring term of the 5th academic year and helping them participate in activities,

- identifying the students in need and cooperating with the School Management to meet the needs,

- informing the personnel on special days (birth, death, marriage, etc.) of all personnel within the body of SFL,

- organizing activities at regular intervals for the in-house socialization of the personnel of SFL,

- carrying out other duties given by the School Directorate,

- is responsible to Head of Department and the Assistant Directors.

Social Affairs Unit Coordinator

The Social Affairs Unit Coordinator is elected by the management for 1 year and during this period, s/he;

- plans and coordinates the work of the unit,

- makes the division of tasks within the unit,

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- represents the unit at meetings,

- holds regular meetings with the unit members,

- reports the results of the meeting to the Head of the Department,

- creates a work flow and work schedule for the work to be done by the unit,

- performs other duties given by the School Directorate,

- is responsible to Head of Department and the Assistant Director.

2. OUR POLICIES

2.1. Program Development Policy

The main purpose of the Eskişehir Osmangazi University School of Foreign Languages program, prepared in accordance with the mission and vision of Eskişehir Osmangazi University, is to create an effective language learning process for students whose English is not at the minimum level given in the Turkish Higher Education Qualifications Framework (TYYÇ), so that they can continue their undergraduate education at our university more easily. The program is in a modular system, which includes three levels: lower, middle and upper courses. The elements that make up the program are weekly, quarterly and annual curricula, textbooks, materials, computer hardware, and evaluation processes and criteria are compatible with each other and are regularly evaluated and reviewed. The items reviewed include essential information for all students and instructors. The elements of Eskişehir Osmangazi University School of Foreign Languages Learning Program are explained below.

Learning Outcomes

Eskişehir Osmangazi University School of Foreign Languages English Department Preparatory Program is based on the Common European Framework of Reference for Languages (CEFR). The program shows the estimated time to be allocated to acquire learning outcomes at different language levels (A1-Beginner, A2-Basic Language Usage Level, B1-Independent Language Usage Level, B2-Independent Language Usage Level) and the learning/teaching activities to be used. At the end of the program, students complete their education at the following levels:

●Undergraduate without preparatory education (A1-A2)

● Undergraduate preparatory education (B1-B1+)

Teaching and Learning Materials

Textbooks provided by publishing houses in Eskişehir Osmangazi University School of Foreign Languages English Department and all supplementary materials prepared by the Curriculum Development and Material Support Unit are used to reach the learning outcomes. While choosing the main course book and additional books in the following courses, criteria such as compliance with the most basic curriculum approach, CEFR (Common European Language Framework), compliance of the activities in the book with

the institutional goals, online support of the book, academic content are taken into consideration. The selected books are supported by additional material developed by the Curriculum Development and the Material Support Unit of the English Department. In addition, the course book selected by the teaching staff at A1-A2 levels and the course contents and supporting materials offered online are used to reach the learning outcomes for the first year students in the compulsory Basic English courses of the Faculties and Vocational Schools.

The aims of Eskişehir Osmangazi University School of Foreign Languages can be summarized as;

a) To meet the linguistic and academic needs of students by offering a high-quality English education to students

The students should have the necessary infrastructure and strategies to improve their language awareness and knowledge and to follow the courses when they finish the preparatory program and to be able to write various types of articles that can understand comprehensive texts, and to communicate using the target language appropriately and correctly. aims to equip them with their skills.

b) To promote te autonomous learning

Since the preparatory program believes that learning is not and should not be limited to the classroom environment, our students should be able to continue learning outside the classroom environment and gain their own strategies to help them learn. The student who knows how to learn is the one who knows how to take responsibility, determine his needs and goals, choose the appropriate resources and tools, determine the working method and evaluate his/her own performance. These issues are taken into account in the preparation of course materials and assessment principles, and students are often motivated by the instructors attending the course for autonomous learning. Students have the opportunity to watch the Faculty and Vocational School compulsory Basic English courses at any time and as much as they want.

One of the basic principles of the program is that students have the responsibility of learning themselves. We expect our students to:

• Learn the necessary strategies to continue learning outside the classroom environment,

• Continuously improve themselves in the use of technology,

• Ask the question "How can I use mobile phones and computers for 'language learning'?" frequently.

c) To provide academic counseling

The instructors are interested in students' academic questions and problems by using the technological infrastructures provided by them and the school in order to ensure that students have a successful academic year.

2. 2. Quality Improvement Policy

ESOGU SFL implements a quality assurance system in compliance with the university's quality assurance system, which is defined as "adhering to the quality principles determined by the university, ensuring quality and sustainability in service by taking measures to increase the satisfaction level of our stakeholders, together with continuous improvement in the fields of education, scientific research and

community service". The quality assurance system is systematically implemented at various constituents of SFL at varying intervals.

2.3. Evaluation Policy

Examinations at Eskişehir Osmangazi University School of Foreign Languages are written, test or oral; conducted face-to-face or electronically.

Quiz: These are short-term and narrow-scoped exams used to measure the learning outcomes of the course.

Mid-Semester (Midterm, Midterm) Exam: It is an exam held at least once a semester to measure the learning outcomes of the course.

Final Exam: It is the exam held at the end of the semester to measure the learning outcomes of the course.

Homework, Project, Portfolio and Other: Includes activities such as research, problem solving, essay-report writing and presentations.

1.The policies regarding the success and the evaluation in the Prep Class are as follows:

a) At least one midterm exam and one final level completion exam are held in an academic term. In addition, during the semester, in-class quizzes, (online) homework, reading, presentation, project and similar evaluations can be given.

b) The grade for the successful completion of the level is determined out of 100. Midterm exams, quizzes, homework, reading exercises, presentations, projects, level completion exams and other evaluations are evaluated out of 100, their contribution rates to the semester grade are determined by the School of Foreign Languages and announced to the students in the first week of the academic year. In order for the students to be considered successful in the level they are studying, the overall success grade for the semester must be at least 70.

c) Among the students who continue their education in the preparatory class, those who successfully complete the exit level in the language they are studying at the end of the fall or spring semester, or who have a general success grade of at least 80 out of 100 for the semester that includes the level one level below the exit level, can take the Preparatory Education Proficiency Exam. Students who fulfill the conditions for taking the Preparatory Proficiency Exam must get at least 70 out of 100 from the preparatory education proficiency exam in order to be considered successful in the preparatory education.

d) If students get 85 or above in the preparatory education proficiency exam, they are exempted from the first compulsory course for writing skills in the relevant language with an AA grade.

2. The success and evaluation principles of compulsory foreign language education are as follows:

a) Compulsory foreign language courses are given as English I/1 (Foreign Language I/1) in the fall semester and English II/2 (Foreign Language II/2) in the spring semester. The weekly hours and credits of these courses may vary according to faculties and colleges. Courses can be conducted online or face-to-face as determined by the School of Foreign Languages Executive Board.

b) Success evaluation is determined by at least one midterm exam and one final exam. In addition, in-class quizzes, homework and similar evaluations can be given throughout the year. Exams can be conducted online or face-to-face as determined by the School of Foreign Languages Executive Board.

c) The contribution rates of midterm, final exam, quiz, homework and other assessments to the overall success grade are determined by the instructor giving the course. In order for students to be considered successful from the non-credit compulsory foreign language course, their overall grade point must be at least 50. For compulsory foreign language courses with credit, the lower limit for the letter grade "DD" is determined as 50.

Proficiency exams

The proficiency exams are held at the beginning of the academic year for newly enrolled students in the first year of any program of the university. Students registered in any unit of the university can retake these exams.

1. The exam schedule is announced at the beginning of the relevant academic year. Students in this situation must apply to the School of Foreign Languages at least 10 (ten) business days before the announced exam date.

2. The proficiency exams are administered by a commission consisting of at least three lecturers.

3. Compulsory foreign language proficiency exam: The compulsory foreign language education proficiency exam is a multiple-choice exam that measures basic language skills. There is no make-up exam for this exam. Students who score at least 50 out of 100 in this exam are exempted from compulsory English I/1 and II/2 (Foreign Language I/1 and II/2) courses.

4. Preparatory education proficiency exam: The preparatory education proficiency exam can be administered in one or more sessions in written, oral, auditory or both written, oral and auditory ways. Students who score at least 70 out of 100 in the preparatory education proficiency exams are exempted from the preparatory education.

5. For students who are newly registered at the university, who are still students or who are still in the university; At the beginning of the fall semester, at the end of the fall semester and at the end of the spring semester, proficiency exams are held and no make-up exams are held for these exams.

In order for the students who continue their education in the preparatory class to be able to take the preparatory education proficiency exam held at the end of the fall and spring semesters: they must successfully complete the exit level in the language in which they are studying or the general success grade for the semester, including the level one below the exit level, must be at least 80 out of 100.

6. The following students are exempted from preparatory education and/or compulsory foreign language education:

a) The students wo get the minimum and above from the exams, which have the purpose of determining the minimum foreign language level required for foreigners to have higher education in countries where English, French or German is spoken as their mother tongue, such as Test of English as a Foreign Language

(TOEFL), Diplôme d'études en langue française (DELF), Prüfung für die Nachweis Deutscher Sprache (PNDS),which are also specified in the Proficiency and Equivalency Table(1).

b) The students who certify that they have completed their secondary education in a country where the foreign language is determined as the language of instruction, at least in the last three years.

Proficiency and Equivalency Table (1)

English	
Exam Type	**Base Achievement Score**
TOEFL IBT	84
CAE	B
CPE	C
PEARSON PTE	71
German	
Exam Type	**Base Achievement Score**
TestDaF	TDN3
Deutsches Sprachdiplom (DSD) Stufe II	B2
TELC Deutsch GmbH	C1-Befriedigend
GOETHE INSTITUT	Goethe-Zertifikat B2-Befriedigend
French	
Exam Type	**Base Achievement Score**
DELF	DELF B2

2.4. Cheating Policy

It is the duty of the instructor, who is the examiner, to ensure that the exams are carried out in accordance with the rules in the exams held within ESOGU SFL. A student who is found to have cheated in the exams and in the student product file is graded a zero (0). During the exam, students are asked to remove all their books and notebooks, and to put their mobile phones in a place that the examiner will show. Students are informed about the exam rules in the student handbook. Students are expected to abide by the exam rules during the exam. The student who cheats during the exam is warned by the instructor and if s/he continues to cheat, a mark (C) is placed on the paper. A record is kept of the student who cheats after the exam, together with all documents and evidence, by the examiner, instructor and the Assessment and Evaluation Unit. At the end of the exam, the report is delivered to the SFL administration

immediately.Afterwards, the provisions of the relevant legislation are applied.

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

2.5. Student Education Policy

Eskişehir Osmangazi University aims to provide students with the necessary opportunities, consultancy services, training, skills and techniques so that they can gain autonomous learning skills.

ESOGU SFL also places importance on raising awareness about the importance of knowing a foreign language for students' academic and social lives. For this, students are encouraged to use the language effectively and express themselves in both areas, in and out of the classroom activities such as speaking clubs, group meetings, as well as classroom activities.

Preparatory class education principles are as follows;

1. Students who are placed in the programs whose language of instruction is partially or completely in a foreign language can enrollin the preparatory class.

2. The preparatory class students who do not pay their contribution during the new registration or the registration renewal will not be registered / renewed and these students cannot benefit from their student rights.

3. Teaching in the preparatory class is done on a semester basis. An academic year consists of two semesters, fall and spring.

4. The courses to be taught in the preparatory class, the weekly course hours and the academic calendar are recommended by the School of Foreign Languages Administrative Board and are finalized with the approval of the University Senate.

5. At the beginning of each academic year, the level at which the student will start education in the preparatory class is determined according to the preparatory education proficiency exam and/or placement test prepared and administered by the School of Foreign Languages. Students who do not take these exams start their language education from the lowest level. According to the results of these exams, the level and class in which the students are placed can be changed. While creating the levels and classes in the spring semester, the success of the student in the fall semester is taken into account.

6. Attendance at the preparatory class is compulsory. Students are obliged to attend classes at least 85% of the class hours in the semester at their current level. Students whose absentee rate exceeds 15% of the course hours in the semester are considered unsuccessful for that semester. With this,

a)The absence of the studentswho are assigned by the University Rectorate for academic, social or sportive purposesis not taken into account during their assignment;

b) If one of the first degree relatives of the students dies, and if the students document the situation, their absence for five days is not taken into account.

7. A student who fails because of being absent cannot take the level completion exam, cannot benefit from academic leave and registration freeze rights.

8. Students who take academic leave or freeze registration in the fall semester start their spring semester education with the conditions announced for the level that should be started at the beginning of the

academic year. The fifth paragraph of Article 6 is applied for students who take academic leave or freeze registration in the spring semester.

9. Listeners and guest students are not accepted to the preparatory class.

10. If the instructor is unable to attend the class due to health or similar obligatory reasons, the substitute instructor, if any, conducts the lesson, otherwise the lesson is compensated.

Successful and unsuccessful students

1. Students who are successful in the preparatory class proficiency exam can enroll in courses offered in a foreign language in the program they are enrolled in.

2. Students who fail at their level of education in the fall semester due to absenteeism or grade point average repeat the level or levels announced for the level they started their education at the beginning of the academic year in the spring semester.

3. Students who fail the preparatory education proficiency exam despite successfully fulfilling the requirement to successfully complete the highest level of the language they are studying in the fall semester repeat the highest level in the relevant language in the spring semester.

4. Repeat students who also fail the proficiency exam held at the beginning of the Fall semester can repeat the Preparatory Class for one year, or they can improve their foreign language knowledge by their own means and announce the proficiency exam result provided that they fulfill the attendance requirement in the year they failed to take the proficiency exams held that year. They can apply to the School of Foreign Languages with a petition within 10 (ten) business days following the date. For repeat students who are preparing for the exam by their own means without attending classes, the result of the preparatory education proficiency exam is taken into account.

5. Students who cannot successfully complete the preparatory class within two years are dismissed from the program. Students who have been dismissed are given the right to apply for three proficiency exams organized by the School of Foreign Languages, which they will use within three years. The principles in the special conditions determined for the program in which they are placed and which are explained in the Assessment, Selection and Placement System Higher Education Programs and Quotas Guide for the year they are entitled to enroll in the University, are applied to those who want.

Make-up exams

1. A make-up exam is held for Preparatory Class students whose excuses are accepted by the School of Foreign Languages Administrative Board and who cannot attend any midterm or final level exam for "justified and valid reasons" determined by the University Senate. Except for these exams, make-up exams are not given for quizzes, assignments and other assessments. The application regarding the excuse is made to the School of Foreign Languages in writing within the first 3 working days after the end of the excuse. Applications made outside of this period will not be accepted. A student can take advantage of at most one make-up exam during a semester.

The make-up exam applications for Compulsory Foreign Language Courses are carried out by the unit where the student is registered, and the list of students whose excuses are deemed appropriate is sent to the School of Foreign Languages by the unit.

2. Students whose excuses are accepted by the School of Foreign Languages Administrative Board cannot attend the classes and take the exams during the excuse period. Disciplinary action is taken against the student who acts on the contrary.

3. The make-up exam is administered by the decision of the School of Foreign Languages Executive Board, and the exams whose dates are announced are made up.

2.6. Invigilation Policy

It is very important for ESOGU SFL that the students are graded and the exam processes are fully realized. Invigilators play a very important role in ensuring security, fair and appropriate examinations, and ensuring that all students take the examination in a suitable environment. Invigilators should not engage in activities, read (except when doing exam-related reading), or eat anything that could distract them from performing their duties and disturb students.

Invigilation Procedures

- Exam dates and halls are announced by the Assessment and Evaluation Unit for each level both online and on bulletin boards,
- The responsible instructors get the exam material from the Assessment and Evaluation Unit at least 30 minutes before the exam with signature. Invigilators must be in the exam hall at least 15 minutes before the exam,
- Identity information of the students is checked in the exam hall and the exam attendance report is signed by the students,
- Exam rules are read aloud by the inspector. Students are asked to leave their course materials and mobile phones in a place indicated by the invigilator,
- Exam papers and materials are distributed by the invigilator,
- Students are asked to check the exam documents and fill in the required information on the document,
- The exam starts at the same time in each hall. The student who does not come to the exam within the specified time of the beginning of the exam is not allowed to enter the exam hall. Students who come during the listening section can enter the exam hall after listening is over,
- Exam documents are collected,the required fields on the exam report are filled in and the documents are delivered to the Testing Unit with a signature,
- Problems related to the exam are reported to the Testing Unit with a report.

2.7. Grading Policy

ESOGU SFL pays close attention to grading procedures, as it is very important to monitor students' progress and provide feedback to students and teachers during the learning and teaching process. The main purpose of ESOGU SFL is to determine the level of development of students in the knowledge and skills necessary for them to be effective language users. Another aim is to provide continuous feedback on students' work so that they can see their own progress.

The duties and responsibilities of the instructors in the grading process are;
● ensuring that students are informed about the content and date of the exam,
● sharing the criteria developed for skill-based exams,
● attending standardization meetings before the writing and speaking exams,
● grading exam papers regularly,
● ensuring that feedback is provided to students on grading,
● submitting the exam papers on the deadline.

Grading Procedures

- A list of evaluation criteria is prepared for the speaking and writing exams and shared with the teaching staff,
- an answer key is prepared for the exam booklets,
- the evaluation criteria and the answer key are taken into account when grading the exam booklets,
- primary and secondary grader instructors are determined and these grader instructors attend standardization meetings for productive language skills,
- in cases where a solution cannot be found in the answer key, the relevant unit coordinator is contacted. Individual decisions are not made,
- instructors are informed about the deadlines,
- exams are graded by the instructors.

2.8. Faculty Employment Policy

The steps that Eskişehir Osmangazi University SFL and instructor candidates should follow are as follows;
● The SFL Director (2547 SK.32 art.) conveys the number of lecturers needed to the Rectorate of Eskişehir Osmangazi University.The head of the department fills a request form, presents it to the SFL administration. The form is forwarded to the Rectorate by the decision of the SFL board of directors.
● ESOGÜ Rectorate carries out the necessary correspondence with the Higher Education Institution (YÖK).
● YÖK approves the need and assigns staff.
● Instructor recruitment notice is published on the ESOGÜ websiteand in the official gazette.

● Candidates apply in person, together with the required documents (curriculum vitae, diploma, transcript, document stating that there is no military service, ALES result document, Foreign Language Exam result document and passport photo).

● Candidates are taken to the oral exam according to the exam schedule specified in the recruitment announcement.

● The exam is administered in accordance with the "Regulation on the Procedures and Principles Regarding the Central Examination and Entrance Exams to be Applied in Transfer and Open Appointments to Academic Staff Except for Faculty Members".

● Application results are announced on www.ogu.edu.tr.

● ESOGÜ Personnel Affairs Department carries out the recruitment process.

● SFL personnel affairs request the documents such as "SGK employment statement," "Family status statement," "Family assistance statement" etc. from the selected candidate.

● New faculty members are taken into the orientation program by the ESOGÜ SFL Professional Development Unit and start their duties.

2.9. Professional Development Policy

Professional development has an undeniable contribution to effective learning and teaching. For this reason, necessary training opportunities are created according to the needs and interests of the instructors in our institution. Needs analysis questionnaires, individual or collective interviews, feedback from students and teachers are used to determine the areas of need. Individual meetings are held in line with requests. Workshops, presentations made by external trainers and experts, and college lecturers are planned according to the needs of the lecturers.

An orientation program is applied for newly recruited instructors. The purpose of this program is to support instructors in learning and teaching activities, assessment practices and professional development. The orientation program for newly hired instructors covers the following topics:

● organizational structure and facilities of the school,

● the ethical values and principles of the school,

● implemented training program,

● events organized in line with the individual needs and professional development of new instructors,

● roles and responsibilities of the units.

Another principle of the unit is to provide the necessary information and support for faculty members to participate in various projects, national and international conferences, workshops and seminars according to their interests.

The steps to be followed in order to conduct a research at Eskişehir Osmangazi University School of Foreign Languages are as follows:

● For the research studies you want to carry out within the SFL,first of all, a research permission petition is prepared by meeting with the School administration and an application is made to the ESOGU Research Ethics Committee.

https://www.ogu.edu.tr/Icerik/Index/234/insan-arastirmalari-etik-kurulu

The steps to be followed in order to participate in national and international conferences, workshops and seminars are as follows:

a) With a demand for travel/day wages:

● When you receive an acceptance from the relevant institution for your paper or if you want to apply only as a participant, submit the assignment form, together with the program of the event, the document regarding your acceptance, the make-up forms and any other annexes to the SFL Editorial Office at least one month in advance.

● This petition will then be submitted to the board of directors upon the approval of the directorate. If it is found appropriate, it will go to the directorate with a cover letter and then it will be submitted to the rector's office for final approval.

● On your return, you must contact the Accrual Officer for the statement of travel/per diem expense if there is any.

b) Request for Participation Without Wage:

●For participation requests that are less than 7 days and without a wage / salary, fill in the assignment form together with the annex, if there is any, and submit it to the SFLEditorial Office at least one month in advance.

2.10. Feedback Policy

SFL gives importance to feedback so that all academic and administrative staff of ESOGÜ SFL can work in a peaceful and productive environment. In order to take into account the individual wishes and thoughts of the individuals within the organization, group or individual meetings and written surveys are held with the directors and the assistant directors. At the same time, there are request/wish boxes in the building where people can write their opinions.

A feedback study is conducted each year, in which faculty members evaluate their professional development needs. In addition, instructors actively participate in the feedback process within each level group.

2.11. Complaints Policy

It is of great importance for SFL that all faculty members and students in our school establish good relations. All necessary steps are taken to create a motivating and positive school and work environment. In order to maintain this environment, SFL takes into account all kinds of complaints from both the instructors and the students, and tries to resolve these complaints promptly, in an open and honest manner, through communication, and by spending the necessary time and effort. While informal complaints are resolved through conversation between the parties, complaints made with a petition are submitted to the relevant unit and the legal procedures specified in the regulations accepted by Eskişehir Osmangazi University are followed.

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

Student Complaint Process: Students are informed about SFL rules and classroom rules in the orientation program that takes place in the classrooms at the beginning of each year. If the students do not follow the rules, the problem is resolved verbally by negotiating between the teacher and the student. If the problem cannot be resolved between the parties, the student sends the written complaint document to the relevant department secretariat, and the lecturer sends the written complaint document to the head of the department. Written complaint document is forwarded to the relevant academic or administrative assistant director according to its subject for evaluation.

Objections to the exam results are made in writing to the School of Foreign Languages within the first 5 (five) working days following the announcement of the grades. Objections are examined by the School of Foreign Languages and decided by the School of Foreign Languages Executive Board. No changes can be made in the exam results except for material errors. Students are deemed to have received 0 (zero) points from the exams they did not take or the homework and similar evaluations they did not submit. Students are exempted from other semester evaluations, except for the midterm exam, which is applied on the days they are on leave. Make-up/make-up exam is applied for the midterm exam.

Instructor Complaint Process: In the face of any problem, the instructors convey the problem to the department head. If the problem cannot be resolved orally under the chairmanship of the department, a written petition is submitted. The matter is conveyed to the relevant administrative/academic assistant director.

Administrative Personnel Complaint Process: Administrative staff members of the SFL convey their problems to the secretary of the college they are affiliated with. If the problem cannot be resolved verbally, the written petition is forwarded to the administrative assistant director.

2.12. Decision Making Policy

Decisions taken in line with our mission and vision are shared with all students and instructors at our school. Each individual's opinion is valued and taken into account in the decision-making process. All instructors can take part in the decision-making processes related to the teaching process or operation.

3. ISSUES ABOUT TEACHING STAFF

The list of our academic staff working in our school, their duties in the units and their contact information can be accessed at https://ydyo.ogu.edu.tr/Sayfa/Index/13/akademik-personel. In this list, YÖK academic page (YÖKSİS) and Academic Data Management System (AVESİS) links are given for each instructor. It is recommended that our instructors keep the information about themselves on these sites up to date.

3. 1. Follow-up of Students' Attendance

Instructors are responsible for following up the attendance of the students correctly for each lesson during the day and keeping the attendance papers. Instructors are required to enter their student rolls weekly on the relevant website. Doctor's reports for absenteeism are not accepted. The absenteeism limit is announced by the Directorate. It is the student's responsibility to follow up on absenteeism hours.

Attendance Template: https://www.youtube.com/watch?v=qksIktxCwGg

3.2. Keeping the Documents

Instructors should record and keep the following documents:
● Attendance papers,
● Homework and portfolio files,
● Evaluation notes.

3.3. Working hours

Working hours are between 8:30 and 17:00 for lecturers. Entry and exit to our school building is made with corporate identity cards. All instructors are required to start and finish the courses on time in the curricula communicated to them in an official letter at the beginning of the semester. Problems in controlling lesson time lead to indiscipline and problems for students. Lesson duration is 45 minutes. It is the instructor's responsibility to start and end the classes at the correct time. There are no block lessons.

The instructor, who will not be able to conduct the course due to an unexpected situation, must first inform the SFL Directorate (222-2374400 – Ext: 6104). The official document explaining the situation (doctor's report, accident report, etc.) must be submitted to the SFL Directorate within 3 days. Related records are kept in personnel files.

Instructors who cannot attend their classes should make up for these lessons. https://ydyo.ogu.edu.tr/Sayfa/Index/38/ogretim-gorevlisi. Instructors with official reports should also set make-up hours for course hours. Make-up classes must be held at the place and time specified in the make-

up petition. If the reason for absenteeism is due to a long-term illness, the SFL Directorate makes the necessary arrangements. In this case, the pre-specified procedures should be carried out and the relevant documents should be issued.

3.4. Annual leave, excuse leave and report

Annual leave application is made at least 10 days before the start date. Annual leave can be used in more than one period. However, the period of leave to be taken at a time cannot be less than 5 working days, there must be at least one week of work between two annual leaves. Instructors cannot take annual leave during exam weeks and registration weeks while education continues. The leave return form is signed and delivered to the Department Head on the day of the start of duty.

An excused leave application can be made one day before the start date. A petition explaining the excuse is attached to the application. The leave return form is signed and delivered to the SFL Directorateon the day of the start of duty.

As soon as the report is received, the SFL Directorate and other relevant managers are informed by phone. The original of the report is submitted at the end of the report.

The leave return form is signed and delivered to the SFL Directorateon the day of the start of duty. At the end of the leave, leave return form, conference-seminar assignment principles, conference-seminar assignment request form and course make-up form must be downloaded from https://ydyo.ogu.edu.tr/Sayfa/Index/38/ogretim-gorevlisi and filled in and delivered to the SFL Directorate.

3.5.Information that may be required in Online Education

Information and links are below for some issues that our instructors may need in the online process, such as uploading exams to UZEM, showing the answers to the students after the exam, giving homework via LMS, accessing the course materials used in the preparatory classes, entering the course exam percentages and exam grades into the system, and editing the grading sheet, are stated below:

1. To Upload Exams to UZEM:

• If the exam you will upload is an audio file/video file/image file etc., click SETTINGS – NAVIGATION – FILES – DISABLE (DISABLE) – SAVE before loading the exam.

• Follow the steps in the ADD A SHORT EXAM TO THE LESSON video to load the exam.

Adding Quiz to the Course video: https://www.youtube.com/watch?v=PhX7gt5O5J8

• When uploading the quiz, select "Quiz" and if available, "Files" when it comes to the content selection stage. Choose all the audio files.

• After uploading the exam, check whether the audio files of the exam are working in the preview section and inform the staff if there is a problem.

• If the quiz you uploaded is an audio file/video file/image file etc. contains the audio file/video file/image file etc. in the FILES link of the exam after the exam is over. delete it and save it by making the FILES link visible again.

2. For Students to See Their Answers After Online Exam:

• After the exam is over, go to Quizzes and click on the relevant exam.

• Click on the Edit option.

• Tick "Let Students See Their Quiz Responses" and "Let Students See Correct Answers" options.

• Click on Save.

3. Related to LMS:

What students need to do to attend their classes on the LMS and do the exercises:

● Students need to go to https://english.com/activate and create an account and log in

● Adding their book from the product add section by using the access code in the book.

● They have to attend your classes using the codes you give them.

The following link will help students to register and be added to the course;

https://mypearsonhelp.com/helpconsole7/kb_stu_pep_en/#.getting_started

In addition, a link to a video prepared by the Technology Support Unit on this subject can also be used:

https://www.youtube.com/watch?v=s7nCdgr2cok

4. To assign students homework via LMS:

You can use the link below to assign assignments to students via LMS:

https://www.youtube.com/watch?v=eKEQa4edwlU

The following link should be used for system related problems experienced by students in LMS:

https://yardim.pearson.com.tr/

5 . For Access to Book Material Used in English Language Education at Preparatory School:

1. Access Link to Book Material Used in Preparatory School English Education
   https://drive.google.com/drive/folders/1BwL0iuI5X141d0o1Np_JDW_Yd1K6hhPU

2. Focus and Roadmap Itools

3. https://oguedutr.sharepoint.com/:f:/s/ARSIV/EpHdZzjFSJJPp-sTfrj9Or8BOVEq-Bjh-DtALAvr2AWgjQ?e=832fAe

4. Access Link to Video Files
   https://drive.google.com/drive/folders/17a0CcF-vmlp5pUqOXmECFm63iquV1VDB
   Google sheets file containing internet links of audio and video files on sites such as youtube, dailymotion, vimeo (separated according to levels)
   https://docs.google.com/spreadsheets/d/1n4xkI7ZCVE0qxu6EM0oJlrzLdaSJHVvdjQQLUKQj0I4

6. Related to Entering Percentages and Exam Dates in OGUBS:

At the beginning of the semester, the evaluation methods, percentages and exam dates of our courses must be entered in OGUBS.For this, when you enter OGUBS, from the menu that appears on the left, click on Semester Procedures and then the Opened Courses. You can make the necessary changes by clicking the (Y) (Exam Percentage Information) and (T) (Exam Date Information) buttons in the boxes that appear on the screen. Press SAVE after each edit. When you refresh the page, you will see that the previously yellow boxes have turned green.

The following points should be noted regarding the entry of grades to OGUBS:

1. Do not enter half grades in OGUBS.

2. Enter grades in OGUBS first, then enter attendance.

3. After entering the grades in OGUBS, click SAVE and CONFIRM.

7. Related to Grading Sheet Formula Editing:

In the video below, you can see how the formulas will be updated so that the exempt parts (quiz / task, etc.) in the grade sheets of the students who are added to your classes are excluded.

- Grading Sheet Formula Editing Video

  https://drive.google.com/file/d/1k2XPLGaBWALLJhH6xMGStbjJ_3U0Bxnp/view

- Adjusting "RECURRENT MEETING" settings in Zoom

https://drive.google.com/file/d/1IdC3vIFytmz6TlG767yYcthkqTvwDb08/view

- Upload exam video recordings to Microsoft Forms

https://www.youtube.com/watch?v=EozZt8Ijkzk

- Transferring UZEMÖYS Exam Results to OGUBS

https://www.youtube.com/watch?v=odwJoB-ndaA

- Basic English

https://drive.google.com/drive/folders/1wb3PHn0xkIrZLLFVSGikfFhgs0jbRrg8
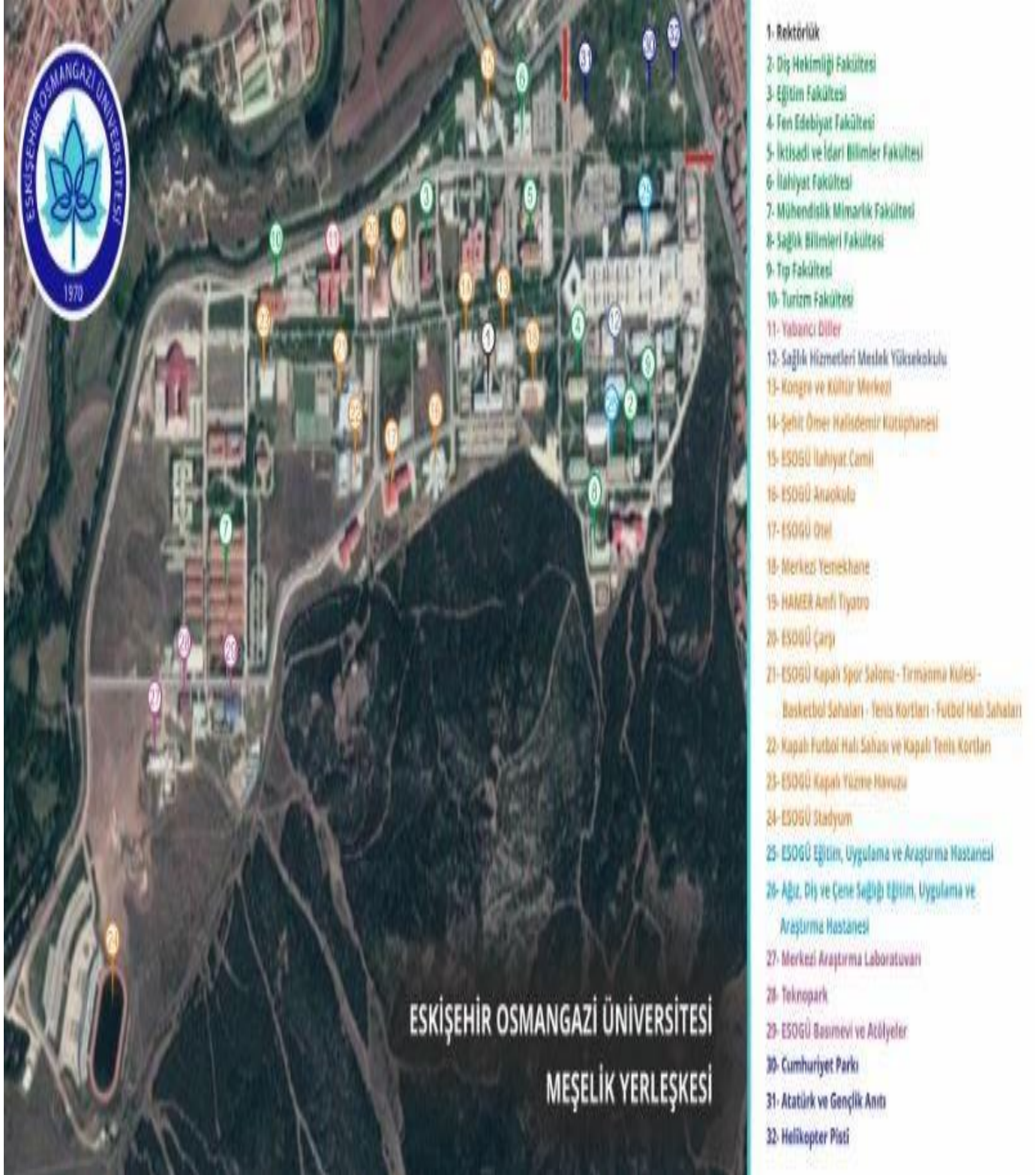
3.6. Utilization of Office Equipment

It is expected to be meticulous in the use of technological tools embezzled by the instructors. The instructor can apply to the SFL directorate by writing a petition for the repair of broken tools / goods or the replacement of consumables.

3.7. Transport

From all routes of Eskişehir, you can take the buses that read "TIP Faculty" (Black 2, Black 4, Black 8, Blue 12, Black 13, Black 18, Black 23, Black 34-59, Black 43, Red 44) or Opera-Osmangazi and Terminal -You can reach Osmangazi by tram lines. SFL building is marked with number 11 on the map.

ESKİŞEHİR OSMANGAZİ ÜNİVERSİTESİ
MEŞELİK YERLEŞKESİ

1- Rektörlük
2- Diş Hekimliği Fakültesi
3- Eğitim Fakültesi
4- Fen Edebiyat Fakültesi
5- İktisadi ve İdari Bilimler Fakültesi
6- İlahiyat Fakültesi
7- Mühendislik Mimarlık Fakültesi
8- Sağlık Bilimleri Fakültesi
9- Tıp Fakültesi
10- Turizm Fakültesi
11- Yabancı Diller
12- Sağlık Hizmetleri Meslek Yüksekokulu
13- Kongre ve Kültür Merkezi
14- Şehit Ömer Halisdemir Kütüphanesi
15- ESOGÜ İlahiyat Camii
16- ESOGÜ Anaokulu
17- ESOGÜ Otel
18- Merkezi Yemekhane
19- HAMER Amfi Tiyatro
20- ESOGÜ Çarşı
21- ESOGÜ Kapalı Spor Salonu - Tırmanma Kulesi -
    Basketbol Sahaları - Tenis Kortları - Futbol Halı Sahaları
22- Kapalı Futbol Halı Sahası ve Kapalı Tenis Kortları
23- ESOGÜ Kapalı Yüzme Havuzu
24- ESOGÜ Stadyum
25- ESOGÜ Eğitim, Uygulama ve Araştırma Hastanesi
26- Ağız, Diş ve Çene Sağlığı Eğitim, Uygulama ve
    Araştırma Hastanesi
27- Merkezi Araştırma Laboratuvarı
28- Teknopark
29- ESOGÜ Basımevi ve Atölyeler
30- Cumhuriyet Parkı
31- Atatürk ve Gençlik Anıtı
32- Helikopter Pisti

On-Campus Transportation

Within the Meşelik Campus of our university, a ring shuttle service is provided for our students and staff to provide easy access to their faculties. The ring service, whose departure point is the entrance gate of the Faculty of Medicine, offers easy access to the entire campus.

3.8. Eating and drinking

Instructors and students can have lunch at the central cafeteria (near the rectorate) and engineering cafeteria (under the chemical engineering building) between 11.30-14.00. They can buy food by loading money to their corporate identity from the cash desks at the entrance of the cafeteria https://yemekhane.ogu.edu.tr/. If desired, there are cafes and restaurants on campus.

3.9. Accommodation

ESOGÜ Guesthouse provides accommodation service on the second floor of the Meşelik Campus Faculty of Medicine Dean's Building. Tel : 0(222) 229 30 51 (direct line), 0(222) 239 37 50 – 1157

The ESOGÜ Hotel, opposite the SFL building, also offers accommodation for our staff https://otel.ogu.edu.tr/ Phone: 0 (222) 239 37 50 Ext: 5828-600

3.10. Health Service

There are 4 Family Medicine Units in ESOGÜ Family Health Center. Examinations and treatments of both registered patients and guest patients who come to the center for examination purposes are conducted here here and when necessary they are directed to a higher health service institution. www.esahed.org.tr/ESOGU.asm.

4. ISSUES ABOUT ADMINISTRATIVE PERSONNEL

4.1. Working Hours

Working hours for our administrative staff are between 08:30-17:30 which is determined by the governorship. It is expected that there should not be a delay of more than 5-10 minutes in the starting time of the working hours, and if there will be a delay more than the specified time, the SFL secretary is expected to be informed without delay.

4.2. Mission Awareness

Our administrative staff are expected to make data entries to various programs under their responsibility, taking into account the deadlines, as appropriate. They are asked to show the necessary sensitivity in the fulfillment of the assigned tasks and to do their share in teamwork.

4.3. Leaves

Our personnel may take annual/administrative leave in accordance with the legislation. However, in order to cope with the workload that may occur due to their absence, leave can be granted within a certain program, especially in annual leave requests. If a report is received due to health problems, the personnel must submit the relevant health report to the college secretariat within three days at the latest.

4.4. Utilization of Office Equipment

It is expected that the personnel will be meticulous in the use of technological tools that have been embezzled. Our staff can apply to the college directorate by filling out a petition for the repair of broken tools/items or the replacement of consumables.

5. ISSUES ABOUT THE STUDENT

ESOGÜ SFL Preparatory education student information presentations can be accessed from the link below:

https://ydyo.ogu.edu.tr/Etkinlik/Detay/12/hazirlik-egitimi-bilgilendirme-sunumlari

5.1 . In-Year Evaluation Considerations and Percentages

In-year evaluation methods and their weights are given in the table.

Evaluation Method	Percentage(%)
Midterm Exam	25
End of Term Exam	30
Quizzes	30
Tasks	10
LMS	5

5.2. Attendance Obligation

Considering exceptional situations such as transportation and weather conditions, students are allowed to attend the lesson late only for 5 minutes in the first lesson in the morning. If the student is constantly late, the instructor sees this as an inappropriate behavior, he or she does not allow the student to attend the class. Starting and finishing the lesson on time should be perceived as a behavior that should be followed meticulously by everyone, since starting the lesson late or ending it early will be a problem that hinders the general functioning of the school.

Students cannot be ignored for reasons such as inappropriate behavior and failure to fulfill the course requirements. As long as the student is in the classroom, s/he cannot be written as absent in the classroom. Likewise, if the student is not in the class, the student cannot be present in the class upon request or as a reward. It is the student's responsibility to keep track of how many hours he/she is absent from the class. Students who exceed 1 hour of absenteeism for each level are considered absent. Doctor's reports are not accepted as a valid excuse for absenteeism. The student is responsible for monitoring the absence time. 85% attendance is mandatory. Absent students cannot take the level completion exam and the proficiency exam.

5.3. Course Material Supply

In the first week of school, students can be directed to buy books from publishers. The instructor may request a scholarship by contacting the Social Affairs Unit Coordinator for the students who s/he thinks cannot afford the textbook.

5.4. Borrowing Books

Students can borrow the books they want from the university library. The borrowing period for books is one week. As long as the book is not reserved by someone else, the loan period can be extended.

6. COMMUNICATION AND TROUBLESHOOTING GUIDE

6.1. Communication

Communication about subjects or announcements related to the SFL can be obtained from the school's website (https://ydyo.ogu.edu.tr). The website is frequently updated with new information on course contents, academic calendar, syllabuses, exam dates and all relevant announcements. Contact information and links to related web pages can also be accessed from this page.

EBYS system is used in our university for announcements https://ebysnet.ogu.edu.tr/. The instructor can contact the SFL Directorate in order to use this system actively. Other preferred ways to communicate with the instructors are the e-mail system and whatsapp groups. For this reason, instructors need to check their e-mails and messages frequently in order to be aware of all developments. Since the assignments are notified via EBYS and e-mail, the instructor will be held responsible for any problems that may arise.

6.2. Troubleshooting Guide

In this section, the issues that our instructors may need help in an emergency and the ways to be followed are stated.

Emergencies

Power Cut

In the event of a power outage during working hours, the electric generator will supply electricity to the building within a few minutes.

Evacuating the Building

In case of emergency such as fire, the alarm system works to warn the students and the employees. The alarm does not go off when the building needs to be evacuated. In such cases, direct your students in your class to evacuate the building in accordance with the "Building Evacuation Guide" posted at the beginning of each corridor.

First Aid

Provided that you talk to the health consultant, go to the SFL Director's office to reach the first aid kit in case of minor injuries and emergencies.

7. RELEVANT LAW AND REGULATIONS

7.1. Laws

7.1.1. Higher Education Law

(Law Number: 2547 Acceptance Date: 4/11/1981)

Link:http://mevzuat.basbakanlik.gov.tr/Metin.Aspx?MevzuatKod=1.5.2547&MevzuatIliski=0&sourceXmlSearch=

This law is to determine the aims and principles related to higher education and to regulate the organization, functioning, duties, authorities and responsibilities of all higher education institutions and higher institutions and the principles related to education, research, publication, teaching staff, students and other personnel in a whole.

7.1.2. Higher Education Personnel Law

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

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

The purpose of this law is to classify the personnel who fall under the definition of teaching staff in the Higher Education Law No. 2547 dated 4/11/1981, to regulate their salaries and additional indicators, to benefit from social rights, additional course fees, university, to determine the amount of administrative duties and development allowances, to determine the procedures and principles of contracted employment of retired and foreign teaching staff.

7.2. Regulations

7.2.1. Eskişehir Osmangazi University Foreign Languages Teaching and Examination Regulations

This directive is based on subparagraph (i) of Article 5 of the Higher Education Law No. 2547 and Articles 44 and 49 and Article 3 of the Law No. 2923 dated 14/10/1983 and the Official Gazette dated 23/03/2016 and numbered 29662. It is based on the regulation on the principles to be followed in foreign language teaching and teaching in a foreign language in Higher Education Institutions published in .

Link: https://oidb.ogu.edu.tr/Sayfa/Index/167/yabanci-diller-yuksekokulu-yabanci-dil-ogretim-ve-sinav-yonergesi

In this regulation, there is information about the following topics belonging to the relevant section:

• objectives of compulsory foreign language education and preparatory education,

• proficiency exams,

• proficiency and equivalence table,

• preparatory class teaching principles,

• assessment and grades,

• achievement and evaluation,

• successful and unsuccessful students,

• make-up and make-up exams,

• objection to exam results.

7.2.2. Eskişehir Osmangazi University Associate Degree, Undergraduate Education and Examination Regulations

This regulationhas been prepared based on the 14th, 44th and 46th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

Link: https://oidb.ogu.edu.tr/Sayfa/Index/147/eskisehir-osmangazi-universitesi-onlisans-lisans-ogretim-ve-sinav-yonetmeligi

This regulation contains information about the following subjects about Eskişehir Osmangazi University:

  • the principles of education,

  • examinations and assessment principles,

  • diplomas and certificates of achievement.

7.2.3. Higher Education Institutions Student Discipline Regulation

This Regulation has been prepared based on the clause (9) of the clause (a) of the article 65 and article54 of the Higher Education Law No. 2547 dated 4/11/1981.

Link: https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5

This regulation contains information on the definition of disciplinary offenses, their criminal sanctions and how the disciplinary investigation will be conducted.

7.2.4. Eskişehir Osmangazi University Education and Training Directive for Disabled Students

This directive has been prepared based on the 11th and 12th articles of the Higher Education Institutions Disabled Counseling and Coordination Regulation, which came into force after being published in the Official Gazette dated 14/08/2010 and numbered 27672.

It was accepted by the University Senate Decision dated 26.12.2013 and numbered 2013/24-10.

Link: https://oidb.ogu.edu.tr/Sayfa/Index/126/engelli-ogrenci-egitim-ogretim-yonergesi.pdf

This directive contains information on the following:

• principles on which students will be accepted as disabled,

• facilities to be provided for registration and transportation to the university,

• procedures and principles regarding education and training practices,

• procedures and principles regarding measurement and evaluation practices.

7.2.5. Regulation on the Procedures and Principles Regarding the Central Examination and Entrance Exams to be Applied in Appointments to the Academic Staff other than Faculty Members

Official Gazette Date: 31.07.2008

Number of Official Gazette: 26953

Link: https://www.resmigazete.gov.tr/eskiler/2021/05/20210518-8.htm

The purpose of this regulation is to provide information about the conditions to be sought in the recruitment of instructors and the evaluation principles.

7.2.6. Disciplinary Regulations for Higher Education Institutions Administrators, Instructors and Officials

Official Gazette Date: 29.01.2014

Number of Official Gazette: 28897

Link: YÖK Yönetici, öğretim Elemanı ve Memurları Disiplin Yönetmeliği

This regulation contains information on the definition of disciplinary offenses, their criminal sanctions and how the disciplinary investigation will be conducted.

8. DOCUMENTS and FORMS

All forms and petition examples mentioned in this booklet can be reached on the website https://ydyo.ogu.edu.tr/Sayfa/Index/9/bilgi-belgevia "Information-Document" link.