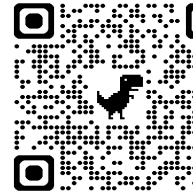




**KÜTAHYA DUMLUPINAR UNIVERSITY  
SCHOOL OF FOREIGN LANGUAGES**

**STAFF HANDBOOK**

**2025-2026**





## FOREWORD

Dear Academic and Administrative Staff,

This Handbook has been prepared as a guide regarding the administrative and academic operations within our school's quality assurance process. It is designed as a resource where both our academic and administrative staff can find quick answers to questions concerning general processes and procedures beyond their specific job descriptions. Thus, it will also contribute to the orientation process of the staff members who have recently joined our unit.

The most significant goal of contemporary universities is to equip their students not only with advanced knowledge but also with the necessary life skills and ethical values. Within this framework, the knowledge and ability to use at least one foreign language effectively is of primary importance. In this sense, the core mission of our School is to provide its students with world-class foreign language education. Furthermore, it holds the vision of ensuring that service quality is globally visible and certifiable. Since its establishment, our School has consciously formed its physical infrastructure, as well as its academic and administrative service teams, to achieve these goals.

Dear Academic and Administrative Staff,

You are the most important strength of our School in the process of international recognition and quality assurance. Ensuring that our staff performs their duties happily and peacefully within a positive working climate is among the fundamental principles of our directorate. Thanks to the dedicated efforts of our esteemed staff, to whom we are grateful, we continue to raise our quality standards in education every passing day. In doing so, we aim to contribute to our university's overall quality initiatives.

In every step our School takes toward quality processes, the material and moral support of our Rectorate is with us, encouraging us and leading us toward even better endeavors. On this occasion, we would like to express our deepest gratitude to all authorities, especially our Rector, Prof. Dr. Süleyman KIZILTOPRAK.

We have full confidence that our staff will continue their journey toward high and sustainable quality goals, as they have done so far.

With my best wishes for success, health, and well-being.

Asst. Prof. Dr. Burcu AKDENİZ

Director of the School

1. ABOUT DPU-SFL.....	1
1.1. Establishment.....	1
1.2. Current Status.....	1
2. GENERAL INFORMATION .....	1
2.1. Mission.....	1
2.2. Vision.....	1
2.3. Core Values.....	2
2.4. Philosophy .....	2
2.5. DPU-SFL Quality Assurance System .....	2
3. DPU-SFL CORPORATE STRUCTURE AND UNITS.....	3
3.1. Organizational Chart.....	3
3.2. Administrative Structure.....	4
3.2.1. Duties and Responsibilities of the Director.....	4
3.2.2. Duties and Responsibilities of the Assistant Directors.....	5
3.2.3. Boards and Committees .....	7
3.2.4. Duties and Responsibilities of Department Heads .....	7
3.2.5. Duties and Responsibilities of Academic Staff.....	8
3.2.6. Foreign Instructorss .....	9
3.2.7. Duties and Responsibilities of the School Secretary.....	9
3.2.8. Duties and Responsibilities of Administrative Staff .....	10
3.3. Academic Structure.....	19
3.3.1. Department of Foreign Languages.....	19
3.3.2. Academic Staff.....	20
3.3.3. Academic Working Units .....	21
4. DPU-SFL CORE PRINCIPLES .....	22
4.1. Quality Improvement Principle.....	22
4.2. Curriculum Development Principle .....	23
4.2.1. Purpose of the English Preparatory Program .....	23
4.2.2. Teaching and Learning Materials.....	23
4.2.3. Assessment.....	24
4.3. Professional Development Principle.....	24
4.4. Student Education Principle.....	23
4.5. Exam Proctoring and Evaluation Principle .....	25
4.6. Policy on Cheating.....	26
4.7. Measurement and Evaluation Principle .....	26

4.8. Personnel Recruitment Principle .....	27
4.9. Grading Policy .....	28
4. 10. Complaint and Conflict Resolution Principle .....	28
4.10.1. Student Complaint Process .....	29
4.10.2. Academic Staff Complaint Process.....	29
4.10.3. Administrative Staff Complaint Process .....	29
4.11. Feedback and Decision-Making Principles.....	30
5. ISSUES REGARDING TEACHING STAFF.....	30
5.1. Attendance Tracking, Grade Entry, and Use of SAS (OBS).....	30
5.1.1. Student Attendance Tracking.....	30
5.1.2. Use of Student Information System (SAS/OBS).....	31
5.2. Record Keeping and Use of EDMS (EBYS).....	31
5.3. Working Hours.....	31
5.4. Leaves, Medical Reports, and Assignments.....	32
5.5. Use of Office Supplies.....	32
6. ISSUES REGARDING ADMINISTRATIVE STAFF.....	32
6.1. Working Hours.....	33
6.2. Leaves and Medical Reports.....	33
7. POTENTIAL PROBLEMS, EMERGENCIES, AND SOLUTIONS .....	33
7.1. Power Outages and Technical Failures .....	33
7.2. Earthquake, Fire, and Other Disasters/Emergencies.....	33
7.3. Sudden Health Problems and First Aid.....	34
8. FORMS.....	34
8.1. Sample Application Forms.....	34
8.2. Forms Used in Mentorship Implementation .....	34

## 1. ABOUT DPU SFL

### 1.1. ESTABLISHMENT

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The Kütahya Dumlupınar University School of Foreign Languages was initially established as a department affiliated with the Rectorate to provide English Preparatory education for undergraduate students. Subsequently, with the establishment of the School of Foreign Languages by the Decree of the Council of Ministers published in the Official Gazette on May 6, 2012, it began conducting its educational activities as a "High School." Within this structure, the Department of Basic Foreign Languages and the Department of Modern Languages were opened. These two departments, operating under the School of Foreign Languages, were merged into a single "Department of Foreign Languages" at the Council of Higher Education (YÖK) meeting dated November 22, 2017.

### 1.2. CURRENT STATUS

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The Department of Foreign Languages provides preparatory education opportunities to all students throughout the university, both on a compulsory and elective basis. Compulsory English Preparatory education is provided to students enrolled in the following departments of our university:

Faculty of Arts and Sciences

- English Language and Literature
- Translation and Interpreting (English)

Faculty of Economics and Administrative Sciences

- Business Administration (English)

Students from departments other than these may receive one year of elective Preparatory education within the quota limits. The placement procedures for these students into preparatory classes are carried out in accordance with the provisions of the "Directive on Student Placement for Elective Preparatory Classes." The relevant directive can be accessed by scanning the QR code.



## 2. GENERAL INFORMATION

### 2.1. MISSION

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The mission of the Kütahya Dumlupınar University School of Foreign Languages is to provide high-quality, student-centered, and contemporary foreign language education that equips students with the communicative competence necessary for academic, professional, and personal success.

### 2.2. VISION

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The vision of the Kütahya Dumlupınar University School of Foreign Languages is to be a leading school that provides education to meet international standards through sustainable physical and technical infrastructure, embracing innovative, quality-oriented, and research-based approaches in foreign language teaching.

### 2.3. CORE VALUES

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- Commitment to human rights and ethical values
- Scientific approach
- Learner-centeredness
- Social, cultural, national, and universal sensitivity
- Respect for labor and appreciation of success

### 2.4. PHILOSOPHY

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Our goal in language teaching is to ensure that students use the language confidently in real life. We treat reading, writing, listening, and speaking skills as a complementary whole; we design our lessons and materials to support this balance. We value students' active participation in the process and enrich learning through group work, discussions, projects, and authentic activities.

We view language learning as negotiating meaning, building relationships, and self-expression; therefore, we prioritize learning based on producing meaning. Conscious that the learning process is a journey requiring time and effort, we provide regular feedback and development opportunities. Additionally, we extend learning beyond the classroom with digital tools and online resources, allowing students to practice at their own pace.

In line with this philosophy, our objective is not only to teach students the language, but also to equip them with "learning to learn" skills and develop them as successful, self-confident individuals in their academic lives.

### 2.5. DPU-SFL QUALITY ASSURANCE SYSTEM

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Within the scope of the Higher Education Quality Assurance Regulation, and in line with the policies specified in the "Quality Commission" established within our university and the DPU Quality Assurance Directive, our department established an internal and external quality assurance system. This system aims to evaluate and improve education-training, research activities, and administrative services in accordance with the university's strategic plan and objectives. In this context, the "Unit Quality Commission" was established at the School of Foreign Languages on December 4, 2018, in accordance with the procedures and principles determined by the Kütahya Dumlupınar University Quality Commission.

The purpose of the Unit Quality Commission is to instill a culture of continuous improvement in our department by applying the PDCA (Plan, Do, Check, Act) cycle to dimensions such as research, development, and education-training, based on our university's strategic plan and our school's vision.

Accordingly, participatory decision-making processes are utilized in our institution, and all stakeholders, including academic staff, administrative staff, and students, are involved in the quality process. Regular meetings have been held since December 4, 2018. Minutes of the relevant meetings can be accessed by scanning the QR code.

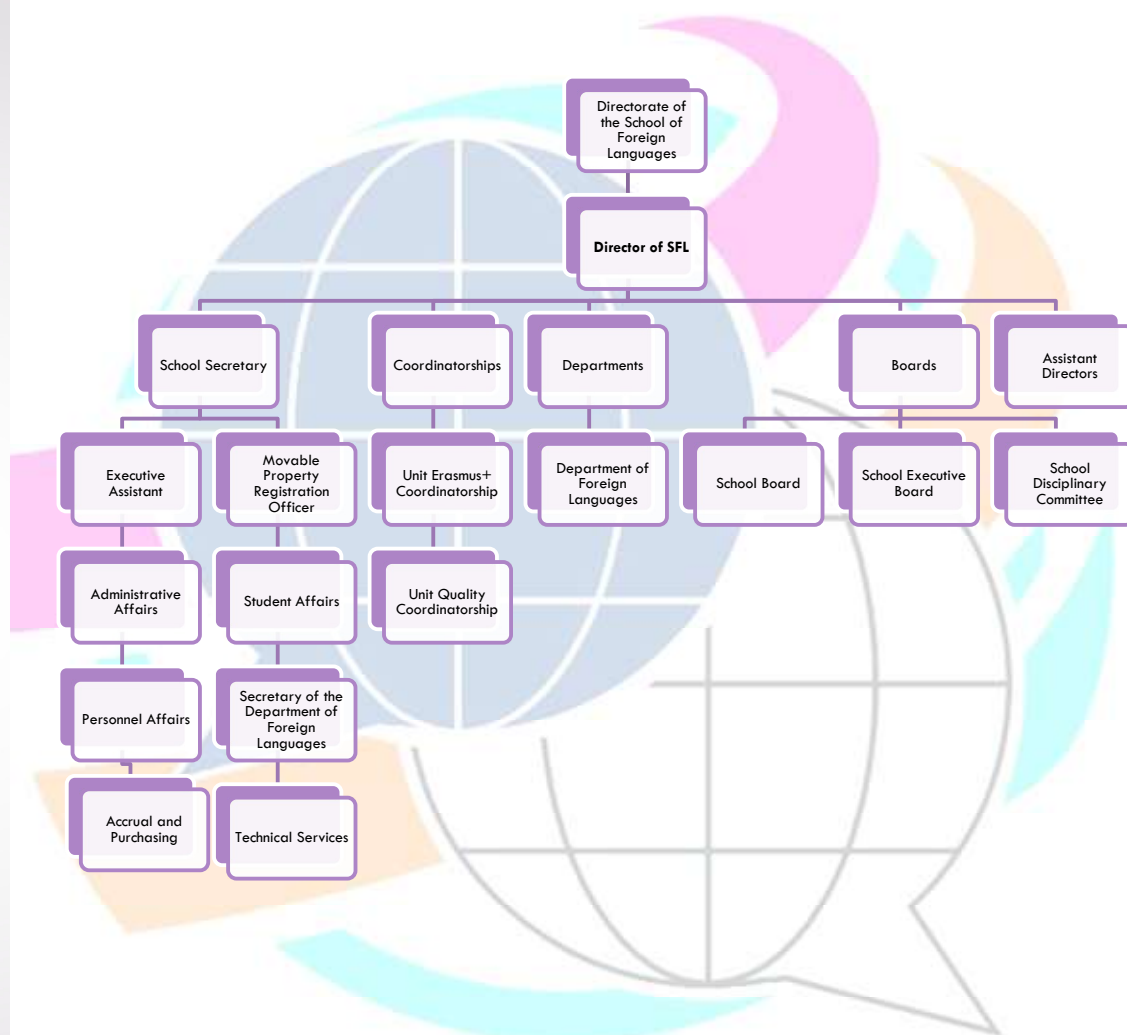


An internal measurement and monitoring system is implemented to ensure that departmental missions and goals are achieved. Within this scope, situational analyses have been obtained from academic staff and students through surveys, emails, and interview methods. Based on these analysis results and the PDCA (Plan-Do-Check-Act) cycle, improvements in internal processes are being planned. Improvements

and studies related to each dimension, such as Leadership, Management and Quality, Education and Training, Research Activities, Social Contribution, and Accreditation, are presented under their respective headings. In accordance with our university’s general quality principle, departmental quality management and business workflow charts have been established.

### 3. DPU-SFL CORPORATE STRUCTURE AND UNITS

#### 3.1. ORGANIZATIONAL CHART



## 3.2. ADMINISTRATIVE STRUCTURE

### 3.2.1. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DIRECTOR

Pursuant to Article 20 of the Higher Education Law No. 2547, the School Director is appointed directly by the Rector for a term of three years in schools affiliated with the Rectorate. A Director whose term has expired may be reappointed. The Director has a maximum of two assistants, whom they appoint for a period of three years from among the salaried teaching staff of the school. In cases where the Director needs someone to act on their behalf, or if the directorship becomes vacant, the assistant directors shall act as the Director. If the proxy period exceeds six months, a new Director will be appointed.

Duties, Powers, and Responsibilities:

- To chair the School Academic Board, the School Board, the School Executive Board, and the School Disciplinary Committee.
- To ensure regular and efficient operation among the units of the school.
- To ensure that information regarding the general functioning and performance of the school, such as the strategic plan, activity report, and audit report, is prepared and reaches the relevant authorities.
- To prepare the school budget as the "Authorizing Officer," ensuring compliance with the detailed finance program and the effective, economic, and efficient use of appropriations.
- To ensure the strengthening of the school in terms of personnel by determining the cadre (staffing) needs.
- To maintain general supervision and inspection duties over the units of the school and their personnel at all levels.
- To adjust student capacity by considering the physical condition of the school and to take measures to increase student success.
- To take necessary measures regarding the rational use and development of the school's capacity.
- To carry out the necessary work to ensure that the scientific research and publication activities of the school are conducted regularly and increased.
- To ensure the establishment and implementation of an effective internal control system within the school.
- To ensure, monitor, and evaluate the implementation of the actions included in the Public Internal Control Standards Compliance Action Plan.
- To follow the legislation regarding internal control, to fully fulfill its requirements, and to ensure the contribution of all staff members.
- To create an inventory of risks that pose a significant threat to the school's goals and objectives; to prepare a Risk Analysis Report by analyzing the probability and potential impacts of these risks; to determine which control activities will be implemented for specific risks; and to ensure and monitor the establishment of the responsible unit-personnel-risk relationship.
- To ensure the determination of processes and methods regarding the reporting of deficiencies and taking necessary measures by evaluating the internal control system annually.
- To establish internal control working groups and risk identification and assessment commissions, to ensure their effective operation, to monitor their activities at least once a year, and to evaluate their reports.
- To evaluate the competence and performance of personnel, to ensure they receive appropriate training, and to monitor staffing status (cadre status).
- To ensure the regular monitoring and evaluation of personnel opinions, requests and complaints from individuals or departments, and reports generated as a result of internal and external audits.

- To designate in writing the persons authorized to sign or approve official correspondence and critical documents, and to announce them to the relevant parties.
- To determine the duties to be carried out by administrative units and sub-units.
- To ensure the preparation of necessary written procedures for financial decisions and transactions, and to ensure the full implementation of the 'segregation of duties' principle.
- To adhere to ethical values and principles of integrity, and to ensure they are known and followed.
- To prepare the necessary procedures regarding corruption and irregularities.
- To be aware of the existence of sensitive duties, to adhere to them, and to ensure compliance.
- To facilitate the internal functioning and workflow by preparing the necessary instructions, procedures, and directives regarding management and educational activities, provided that they comply with legal regulations.
- To delegate authority to appropriate people to facilitate tasks and optimize time management.
- To prepare, implement, and manage short, medium, and long-term plans with the working team
- To organize the distribution of work and duties among managers.

The Director is primarily responsible to the Rector for the rational use and development of the teaching capacity of the school and its affiliated units; the taking of security measures when necessary; the provision of required social services to students; the regular execution of education-training, scientific research, and publication activities; the supervision and inspection of all activities; and the monitoring, control, and acquisition of their results.

Detailed information can be accessed by scanning the QR code:



### **3.2.2. DUTIES AND RESPONSIBILITIES OF ASSISTANT DIRECTOR OF THE SFLS**

- To ensure the School's internet website is kept up to date.
- To examine documents to be submitted to boards.
- To monitor student disciplinary files and chair the commissions to be established.
- To supervise all kinds of activities organized by student clubs and students.
- To evaluate and finalize club requests such as posters, equipment and hall reservations.
- To listen to student problems on behalf of the Director of the SFL and find solutions.
- To organize events such as conferences, panels, meetings symposiums, seminars and technical trips.
- To monitor courses, ensure exams are held on time and supervise the efficient use of classrooms and computer laboratories.
- To check course assignments and inform the Director of the SFL regarding external teaching staff requests.
- To ensure courses are conducted according to the academic calendar.
- To check whether make-up classes are held at a specific day and hour.
- To ensure activities are carried out in accordance with the institution's goals.
- To prepare the School's budget in accordance with the strategic plan.
- To ensure that the resources of the Vocational School are obtained and used in an effective, economical and efficient manner.
- To prevent the misuse of resources, waste, and extravagance.
- To monitor the operation of the financial management and control system.
- To establish, oversee, and monitor an effective internal control system.
- To cooperate with internal and external stakeholders on matters within the School's field of activity.
- To use signature authority delegated by the Director of the SFL in accordance with the law.

- To chair boards (Board, Executive Board, etc.) in the absence of the Director of the SFL.
- To supervise the activities of the units under his/her supervision and take necessary measures for any shortcomings.
  - To monitor whether the decisions taken at the Vocational School Board, Administrative Board and Disciplinary Board meetings are implemented by units.
  - To attend meetings outside the university representing the college.
  - To take measures to increase work satisfaction and performance of personnel.
  - To prepare the annual activity report of the school.
- To perform personnel planning for administrative and academic staff and present it to the Director of the SFL.
  - To prepare instructions and internal regulations needed to ensure effective delivery of services with the Director's approval.
  - To ensure the application of the principle of separation of duties in financial transactions.
  - To determine the needs of the college and general administrative expenses with the College Secretary and other staff and to ensure that purchases are made in a timely manner according to budget possibilities.
    - To monitor the warehouse and check stock levels.
  - To carry out general supervision and oversight duties over the units of the Vocational School and their personnel at all levels.
    - To ensure the establishment and effective operation of an internal control system within the School.
    - To ensure, monitor and evaluate the implementation of the actions set out in the Public Internal Control Standards Compliance Action Plan.
    - To follow the legislation related to internal control, to fully implement its requirements and to ensure that all personnel are included in, adopt and contribute to the system.
    - To identify an inventory of risks that pose significant threats to the School's objectives and targets; to ensure that the likelihood and potential impacts of these risks are analyzed; to have a Risk Analysis Report prepared; to determine which control activities will be applied for each risk; to establish and monitor the relationship between responsible units, personnel and risks.
      - To evaluate the competence and performance of personnel in coordination with the School Secretary; to ensure that appropriate training is provided; to monitor staffing conditions and take them into account in appointments.
      - To ensure regular monitoring and evaluation of personnel opinions, requests and complaints from individuals or instructions and reports issued as a result of internal and external audits.
    - To ensure the preparation of written procedures required for financial decisions and transactions and to ensure the full implementation of the principle of segregation of duties.
    - To comply with ethical values and principles of integrity and to ensure that they are known and observed.
      - To prepare the necessary procedures related to corruption and irregularities.
      - To be aware of sensitive duties, to comply with them and to ensure compliance.
      - To plan the allocation of offices for academic and administrative staff.
      - To review preparations related to offices and classrooms, to identify needs and to ensure supervision of related work.
        - To supervise internal and external announcements and notices within the institution.
        - To examine and supervise requests related to book exhibitions (including those from outside DPU), stands, postings and similar activities to be held within the Vocational School.
      - To perform other duties as deemed appropriate by the Director of the SFL.

Detailed information can be accessed by scanning the QR code:



### 3.2.3. BOARDS AND COMMITTEES

According to Law No.2547, the administrative organs of Vocational Schools are the Director of the SFL, the Vocational School Board and the Vocational School Executive Board.

The Vocational School Board consists of the Director of the SFL, Assistant Director of the SFLs and the heads of departments or sub-departments. It meets at the beginning and end of each semester.

The Director of the SFL convenes the College Board for meetings when deemed necessary. The college Board is an academic body and performs the following duties:

- Deciding on the education-training, scientific research and publication activities of the school,
- Electing members for the Vocational School Executive Board,
- And complying with other duties given.

The Vocational School' governing board consists of the Director of the SFL as a chairman, the deputy Director of the SFLs and three instructors elected by the college council for a three-year term from among six candidates nominated by the Director of the SFL.

a. Establishment and Functioning: The School Administrative Board shall consist of members elected by the School Board for a term of three years, under the chairmanship of the Director of the SFL.

The Administrative Board shall convene upon the call of the Director of the SFL.

Where it is deemed necessary, the Board may establish temporary working groups and educational coordination units and shall regulate their duties.

b. Duties: The School Administrative Board is an auxiliary body that assists the Director of the SFL in administrative affairs and performs the following duties:

- To assist the Director of the SFL in the implementation of the principles determined by the decisions of the School Board,
- To ensure the implementation of the school's education and training plans, programs and academic calendar,
- To prepare the school's investment plans, programs and draft the budget,
- To make decisions on all matters related to the administration of the school submitted by the Director of the SFL,
- To decide on matters concerning student admissions, course equivalencies (credit transfers), dismissals and procedures related to education, training and examinations,
- To perform other duties assigned under this law.

### 3.2.4. DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS

Pursuant to Article 21 of the Higher Education Law No. 2547, the Department shall be managed by the Head of Department.

The Head of Department shall be appointed for a term of three years by the Rector, upon the recommendation of the Director in vocational schools affiliated with the Rectorate. The appointment shall be made from among the salaried professors of the department; in their absence, from associate professors; and in their absence of associate professors, from assistant professors. A chairperson whose term of office has expired may be re-appointed.

The Head of Department shall appoint one of the instructors as a deputy to act on their behalf during periods of absence from duty. In the event of absence exceeding six months for any reason, a new department head shall be appointed following the same procedure to complete the remaining term of office.

The Head of Department is responsible for the orderly and efficient conduct of education, training, and research activities at all levels of the department, as well as for all activities pertaining to the department.

- To ensure the orderly conduct of the department's education, training, and research activities,
- To ensure the effective, efficient, and economical use of resources,
- To represent the department by participating in School Board meetings,
- To monitor developments concerning the department and to convene meetings with the department board and heads of departments at such times as a deemed appropriate to resolve issues encountered regarding education and training,
- To convene the department's academic board,
- To monitor the academic success and progress of students and to evaluate their results,
- To conduct necessary planning to ensure the adequacy and sufficiency of the department's staffing structure,
- To oversee the personnel assigned to the department and to ensure the full performance of their duties,
- To prepare the department's activity reports, strategic plans, and performance criteria,
- To ensure the continuous updating of course curricula,
- To ensure that required elections within the department are held in a timely manner,
- To attend the issues and requirements of students with disabilities and international students,
- To evaluate the status of students who are on medical and excused absences,
- To ensure that course schedules and teaching assignments are conducted in a fair and objective manner, in accordance with the instructors' respective scientific fields of expertise,
- To submit documents related to additional course payments to the Directorate in a timely manner,
- To ensure the preparation and orderly execution of exam schedules,
- To organize scientific meetings, to implement measures aimed at increasing the research and publication capacity of the department, and to facilitate the participation of instructors in national and international academic activities,
- To comply with the School's code of ethics and to support internal control activities,
- To be cognization of the sensitive nature of assigned duties and to act in accordance with the relevant protocols.

Detailed Information can be reached by scanning the QR code:



### **3.2.5. DUTIES AND RESPONSIBILITIES OF ACADEMIC STAAF:**

- To comply with the provision of Article 129 of the Constitution, which stipulates that "Civil servants and other public officials are obliged to carry out their activities while remaining loyal to the Constitution and the laws.",
- To adhere to Articles 6-16 set forth in Part 2 (Duties and Responsibilities) of the Civil Servants Law No. 657,
- To perform the duties assigned under the Higher Education Law No.2547,
- To fulfill the tasks assigned by the Director and Assistant Directors of the School,
- To conduct the courses assigned to them in the most effective and proficient manner,

- To take part in the programming, implementation, measurement-evaluation, and improvement stages of all types of educational and instructional activities carried out within the School,
- To participate in in-service training activities and to take part in their organization,
- To perform the translation or linguistic review of documents related to the University or the School,
- To participate in distance education activities,
- To serve on various commissions representing the University or the School and to participate in the work conducted by these commissions,
- To perform other duties specified in the Higher Education Law and Regulations.

### 3.2.6. FOREIGN ACADEMIC STAFF:

Pursuant to Article 34 of the same Law, foreign academic staff to be assigned to higher education institutions by contact shall be appointed by the Rector upon the recommendation of the relevant School Administrative Board and the favourable opinion of the University Administrative Board. In terms of their teaching duties, they are subject to the provisions set forth in this Law for salaried academic staff. The appointment or assignment of foreign academic staff in this manner shall be finalized through a contract with the relevant university, following the preliminary permission granted by the Council of Higher Education and the subsequent work permit obtained from the Ministry of Labour and Social Security, without being subject to the provisions of the Civil Servants Law No. 657 that require a Presidential decree. In accordance with this article and Article 16 of the Higher Education Personnel Law No. 2914, the number of foreign academic staff to be employed by contact in higher education institutions shall not exceed 2% of the total number of occupied academic staff positions. The distribution of foreign academic staff within this scope among higher education institutions, the issuing of visas, remuneration, and contract templates, as well as the extension and termination of the contract period, shall be carried out by the Council of Higher Education.

### 3.2.7. DUTIES AND RESPONSIBILITIES OF THE SCHOOL SECRETARY

Pursuant to Article 52 of the Higher Education Law No. 2547, the appointment of the School Secretary shall be made by the Rector upon the recommendation of the relevant director. In accordance with the same article, it is mandatory of the secretary generals of higher organizations and universities to hold an undergraduate degree; whereas faculty secretaries, institute secretaries, and school secretaries are required to hold a high school diploma.

- To fulfill the requirements set forth in Articles 51/b and 51/c of the Higher Education Law No. 2547
- To conduct financial affairs as the Expenditure Officer pursuant to Article 33 of the Public Financial Management and Control Law No.5018,
- To ensure that the administrative units within the School operate in an orderly manner and in full compliance with the legislation,
- To make recommendations to the School Director regarding the personnel to be assigned to the administrative organization of the School,
- To manage the internal and external correspondence of the School and to ensure their follow-up and supervision,
- To serve as the Rapporteur for the School Board, the School Administrative Board, and the School Discipline Committee,
- To ensure that school buildings and facilities are maintained in a functional state; to monitor necessary maintenance and repair work; and to ensure the provision of services such as heating, lightning, and cleaning,
- To supervise the duties and tasks of administrative staff and to exchange views by holding periodic meetings with them,
- To manage the operational processes of the school's consumables and fixed assets, from procurement to final utilization,
- To monitor and control the work and procedures of 4/D permanent workers,

- To operate in accordance with the quality management system and to ensure that the subordinate units comply with said system,

To provide the necessary assistance and support for the effective conduct of education and training within the School; to take measures for the efficient and productive use of resources within the framework of austerity measures,

- To assist in taking security measures when necessary,

- To archive documents in compliance with the Standard File Plan with Retention Periods for Higher Education Umbrella Organizations and Higher Education Institutions,

- To organize the School's internal and external correspondence in accordance with the "Regulation on the Principles and Procedures to be Followed in Official Correspondence" and the "Kütahya Dumlupınar University Directive on Signature Authorities"; to prepare documents for signature, ensure their delivery to the relevant parties, and to follow up and finalize unit-related correspondence within the Electronic Document Management System,

- To inform senior executives regarding the work and procedures performed and to provide justification for those that have not been completed,

- To perform other tasks and procedures assigned by senior management,

- To adhere to the principles of promptness, confidentiality, and accuracy during the course of duty,

- To strive to work in coordination and harmony with other units to ensure operational efficiency and success,

- To fulfill all duties deemed appropriate by the Office of the Directorate in accordance with the legislation in force and the instructions of the superiors,

- To exercise maximum care and diligence to ensure that information pertaining to the Office of the Directorate is not leaked,

- To perform other duties assigned by the Director or Assistant Director.

Detailed Information can be reached by scanning the QR code:



### **3.2.8. DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE PERSONNEL:**

Pursuant to Article 52 of the Higher Education Law No. 2547, the appointment of civil servants shall be carried out by the President or the Rector, based on the availability of staff positions, upon the recommendation of Deans in faculties and affiliated institutions, the relevant Directors in institutions affiliated with the Rectorate, and the Secretary General in higher education umbrella organizations and the university's central organization.

Personnel in the auxiliary service class shall be appointed by the President or the Rector upon the recommendation of the Secretary General in higher education umbrella organizations, the Rectorate, and institutions affiliated with the Rectorate; by the Deans upon the recommendation of the Faculty Secretary in faculties and institutions affiliated with faculties; and by the Director upon the recommendation of the Secretary in institutes and schools.

#### **PRIVATE SECRETARIAT**

- To organize meeting requests, telephone calls, and appointment schedules directed to the Office of the Directorate,
- To ensure the hosting of guests visiting the School Management until the beginning of their meetings,
- To ensure that announcements concerning the School are made,

- To prepare and ensure the distribution of congratulatory messages from the Office of the Directorate on religious and national holidays,
- To file the hourly leave forms of administrative personnel and 4/D permanent workers,
- To organize the Schools's internal and external correspondence in accordance with the "Regulation on the Principles and Procedures to be Followed in Official Correspondence" and the "Kütahya Dumlupınar University Directive on Signature Authorities"; to prepare documents for signature and ensure their delivery to the relevant parties,
- To follow up and finalize unit-related correspondence within the Electronic Document Management System,
- To inform senior executives regarding the work and procedures performed and to provide justification for those that have not been completed,
- To perform other tasks and procedures assigned by senior management,
- To adhere to the principles of promptness, confidentiality, and accuracy during the course of duty,
- To strive to work in coordination and harmony with other units to ensure operational efficiency and success,
- To fulfill all duties deemed appropriate by the Office of the Directorate in accordance with the legislation in force and the instructions of the superiors,
- To exercise maximum care and diligence to ensure that information pertaining to the Office of the Directorate remains confidential,
- To perform other tasks and procedures assigned by the Director, Assistant Director, or the School Secretary.

Detailed Information can be reached by scanning the QR code:



#### ADMINISTRATIVE AFFAIRS

- To prepare the agendas for the School Boards (Administrative Board, School Board, Discipline Committee, and Academic General Assembly) one day in advance; to file the decisions taken, to record them in the minutes book, and to ensure their distribution to the relevant units,
- To archive documents in compliance with the Standard File Plan with Retention Periods for Higher Education Umbrella Organizations and Higher Education Institutions,
- To follow up on the work and procedures related to the duty assignments of contracted foreign academic staff,
- To organize the School's internal and external correspondence in accordance with the "Regulation on the Principles and Procedures to be Followed in Official Correspondence" and the "Kütahya Dumlupınar University Directive on Signature Authorities"; to prepare documents for signature and ensure their delivery to the relevant parties,
- To follow up on and finalize unit-related correspondence within the Electronic Document Management System,
- To inform senior executives regarding the work and procedures performed and to explain those that have not been completed along with their justifications,
- To perform other tasks and procedures assigned by senior management,
- To adhere to the principles of promptness, confidentiality, and accuracy during the course of duty,
- To strive to work in coordination and harmony with other units to ensure operational efficiency and success,
- To fulfill all duties deemed appropriate by the Office of the Directorate in accordance with the legislation in force and the instructions of the superior,
- To exercise maximum care and diligence to ensure that information pertaining to the Office of the Directorate is not leaked,

- To perform other tasks and procedures assigned by the Director, Assistant Director, or the School Secretary.

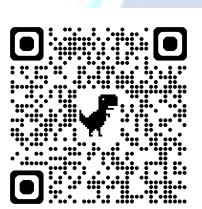
Detailed Information can be reached by scanning the QR code:



#### QUALITY OFFICER

- To carry out correspondence related to unit quality processes.
- To inform members of the dates and agendas of meetings organized within the unit for quality-related activities.
- To archive the decisions taken
- To prepare reports on the unit's quality activities and submit them to the relevant units.

Detailed Information can be reached by scanning the QR code:

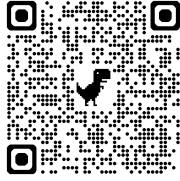


#### PERSONNEL AFFAIRS

- To maintain knowledge of the legislation related to academic and administrative staff and to follow any updates or amendments.
- To follow up on the procedures and processes related to the appointment of contracted foreign academic staff.
- To monitor the employment-related rights and records of academic and administrative staff—such as commencement of duty, terms of service, promotion dates, and changes in personal status (including birth, marriage, death, transfer, promotion, resignation, military service, retirement, and asset declarations)—and to share relevant information with the Payroll/Accrual Unit.
- To monitor the leave, duty assignments, and medical report procedures of academic and administrative staff and 4/D personnel.
- To report monthly, in writing, the leave, medical reports, and duty days of academic staff teaching in other units of the University to the relevant units and the Payroll Unit.
- To prepare and send assignment letters for academic staff assigned to other departments to the relevant departments.
- To ensure that the Assignment Outcome Report prepared by academic staff after Erasmus+ assignments is submitted to the Personnel Department.
- To protect all information and documents of the Directorate and individuals, ensure confidentiality, and not share them without the approval of the Directorate.
- To keep personnel files of academic and administrative staff and ensure they are up to date and confidential.
- To archive documents in accordance with the Standard File Plan with Retention Periods of Higher Education Institutions and Upper Bodies.

- To prepare and manage the internal and external correspondence of the School of Foreign Languages in accordance with the Regulation on Procedures and Principles for Official Correspondence and the Directive on Signature Authorities of Kütahya Dumlupınar University; to prepare documents to be signed and ensure their delivery to the relevant parties.

Detailed Information can be reached by scanning the QR code:



#### PAYROLL AND PROCUREMENT

- To prepare all expenditure documents of the School of Foreign Languages—including travel allowances, per diems, additional course fees, overtime payments, salaries, and procurement documents—in accordance with the relevant budget items and procedures, to submit them to the Department of Strategy Development, and to follow up on the process.
  - To take the necessary measures to ensure that all payments are made on time.
  - To carry out market research in procurement processes.
  - To follow up on the procedures related to the appointment of contracted foreign academic staff.
  - To take the necessary measures to ensure the timely payment of social security (SGK) premiums for academic, administrative, and foreign staff.
  - To ensure timely SGK registration and deregistration of personnel joining or leaving the School of Foreign Languages.
  - To follow up on the procedures of personnel who have left their position, commenced duty, are on leave, are on medical report, or are assigned temporarily.
  - To keep, back up, and properly archive files related to expenditures and accruals.
  - To monitor budget availability and handle additional appropriations and budget transfers.
  - To ensure that all commitment and accrual documents attached to payment orders are complete and correct.
  - To report, in a timely manner, to the supervisors any person who fails to submit the required information and documents on time despite requests, or any issues that may cause delays in payments.
  - To ensure that expenditures comply with the relevant laws, regulations, and bylaws.
  - To prepare and manage the internal and external correspondence of the School of Foreign Languages in accordance with the Regulation on Procedures and Principles for Official Correspondence and the Directive on Signature Authorities of Kütahya Dumlupınar University; to prepare documents for signature and ensure their delivery to the relevant parties.
    - To follow up on and complete unit-related correspondence in EBYS
    - To inform senior management about completed tasks and procedures, and to explain any incomplete ones together with their justifications.
    - To carry out other duties and tasks assigned by senior management.
    - To maintain efficiency, confidentiality, and accuracy in all work.
    - To work in coordination and harmony with other units to ensure efficiency and effectiveness.
    - To carry out any duties assigned by the Directorate in line with applicable legislation and supervisors' instructions.
    - To take great care to prevent any information related to the Directorate from being shared.

- To carry out other duties assigned by the Director, Deputy Director, and the School Secretary.

Detailed Information can be reached by scanning the QR code:



#### MOVABLE PROPERTY REGISTRATION OFFICER

- To work in coordination with the Movable Property Control Officer.
- To communicate with the relevant units and follow up on the procurement of consumables and fixed assets (such as educational materials, stationery, building maintenance and repair materials, wooden and metal materials, electronic equipment and technological materials, machinery, and equipment purchases and maintenance, etc.).
- To determine the consumable and fixed asset needs of the School of Foreign Languages.
- To prepare and submit a needs list to the Directorate at the beginning of the academic term.
- To track all incoming and outgoing materials in the warehouse in line with procedures.
- To prepare, record, and archive documents such as movable transaction forms, delivery (assignment) forms, and inventory count reports in accordance with procedures.
- To handle the disposal of documents whose retention period has expired.
- To report depleted materials to supervisors and ensure their replenishment.
- To keep the storage areas clean, orderly, and organized in a way that allows easy access to items.
- To prepare monthly reports on the issuance of consumable materials.
- To record the receipt of transferred, donated, and granted items to the School of Foreign Languages, prepare assignment forms, and ensure their tracking and distribution to the relevant units.
- To identify fixed assets that are no longer in use and report them to the Valuation Commission.
- To barcode fixed assets recorded in the movable property system.
- To prepare durable goods lists for fixed assets in shared areas such as offices, laboratories, corridors, and classrooms, assign them to the relevant personnel, and ensure they are kept up to date.
- To complete year-end procedures for movable assets and report inventory records to the Department of Strategy Development.
- To take and ensure the implementation of necessary measures to protect movable assets against risks such as fire, water damage, deterioration, theft, and similar hazards.
- To follow up on the maintenance and repair of durable assets.
- To submit maintenance and repair forms for printers and photocopiers to the relevant units.
- To prepare and send canteen inspection forms to the relevant unit periodically.

- To prepare and send water efficiency inspection forms to the relevant unit periodically.
- To prepare and manage the internal and external correspondence of the School of Foreign Languages in accordance with the Regulation on Procedures and Principles for Official Correspondence and the Directive on Signature Authorities of Kütahya Dumlupınar University; to prepare documents for signature and ensure their delivery to the relevant parties.
- To follow up on and complete unit-related correspondence in EBYS
- To inform senior management about completed tasks and procedures, and to explain any incomplete ones together with their justifications.
- To perform other tasks assigned by senior management.
- To maintain efficiency, confidentiality, and accuracy in all work.
- To work in coordination and harmony with other units to ensure efficiency and effectiveness.
- To carry out any duties assigned by the Directorate in line with relevant rules and supervisors' instructions.
- To take great care to prevent any information related to the Directorate from being shared.
- To carry out other duties assigned by the Director, Deputy Director, and the School Secretary.

Detailed Information can be reached by scanning the QR code:



#### UNIT ARCHIVE OFFICER

- To receive archival and archive materials from the units.
- To ensure that materials received from units are properly stored and protected against loss.
- To place materials received from units in their original order without changing them.
- To prepare a storage layout plan.
- To establish appraisal and disposal committees.

Detailed Information can be reached by scanning the QR code:



#### STUDENT AFFAIRS

- To monitor amendments to the Undergraduate and Associate Degree Education and Examination Regulations and to make the necessary announcements.
- To collect applications for an optional second foreign language lessons and distribute certificates to successful students.
- To issue student certificates and transcripts.

- To send the results of the Foreign Language Proficiency Exam to the relevant departments.
- To inform students when instructors are on leave, on medical report, or on special duty assignment.
- To carry out all correspondence and procedures related to the summer school (if applicable).
- To make all announcements concerning students.
- To ensure the archiving of documents related to students.
- To carry out correspondence related to students' sports and cultural activities.
- To inform the relevant unit and students about Board decisions concerning students absent from exams due to valid excuses.
- To carry out procedures related to the Student Council and Student Representation.
- To announce the lists of students who are ineligible due to absenteeism, as received from the departments, prior to the end-of-term examinations.
- To archive documents in line with the Standard File Plan with Retention Periods for Higher Education Institutions and their governing bodies.
- To prepare and manage the internal and external correspondence of the School of Foreign Languages in accordance with the Regulation on Procedures and Principles for Official Correspondence and the Directive on Signature Authorities of Kütahya Dumlupınar University; to prepare documents for signature and ensure their delivery to the relevant parties.
- To follow up on and complete unit-related correspondence in EBYS.
- To inform senior management about completed tasks and procedures, and to explain any incomplete ones together with their justifications.
- To carry out other duties and tasks assigned by senior management.
- To maintain efficiency, confidentiality, and accuracy in all work.
- To work in coordination and harmony with other units to ensure efficiency and effectiveness.
- To perform any duties deemed appropriate by the Directorate in accordance with applicable legislation and supervisors' instructions.
- To take great care to prevent any information related to the Directorate from being shared.
- To carry out other duties assigned by the Director, Deputy Director, and the School Secretary.

Detailed Information can be reached by scanning the QR code:



#### FOREIGN LANGUAGES DEPARTMENT SECRETARIAT

- To monitor amendments to the Associate and Undergraduate Education and Examination Regulations, and to announce them.
- To submit the results of the Foreign Language Proficiency Exam to the Directorate.

- To prepare student certificates and transcripts.
- To report weekly course schedules and examination timetables to the Directorate.
- To submit lists of second foreign language achievement certificates to the Directorate.
- To post relevant announcements on departmental student noticeboards and remove those that have expired.
- To carry out correspondence between the School and the Departments, as well as among the Departments themselves.

To prepare and manage the School's internal and external correspondence in accordance with the "Regulation on Procedures and Principles to be Followed in Official Correspondence" and the "Directive on Signature Authorities of Kütahya Dumlupınar University," to prepare documents for signature, and to ensure their delivery to the relevant parties.

- To receive petitions for Make-up Course Schedules submitted by academic staff who are unable to conduct their classes for various reasons, and to forward them to the Directorate.
- To monitor the renewal process of contracts/appointments for academic staff whose term of duty is about to expire, and to carry out the related correspondence.
- To archive attendance/absence records of academic staff responsible for courses.
- To follow up on departmental correspondence through the EBYS system.
- To prepare covering letters for exemption petitions and submit them to the Directorate.
- To prepare the agendas, resolutions, and official correspondence of Department Board meetings under the supervision of the Head of Department.
- To communicate examination schedules to the assigned instructors.
- To carry out password procedures of instructors in the Student Information System (ÖBS).
- To submit assignment/appointment letters of instructors to the Directorate.
- To submit assignment letters of instructors to be assigned to different units to the Directorate.
- To archive documents in accordance with the Standard File Plan with Retention Periods for Higher Education Institutions and Higher Education Upper Bodies.
- To prepare and manage the School's internal and external correspondence in accordance with the "Regulation on Procedures and Principles to be Followed in Official Correspondence" and the "Directive on Signature Authorities of Kütahya Dumlupınar University," to prepare documents for signature, and to ensure their delivery to the relevant parties.
- To inform senior management about completed tasks and procedures, and to provide justifications for any incomplete ones.
- To perform other duties and procedures assigned by senior management.
- To adhere to the principles of promptness, confidentiality, and accuracy during work.
- To strive to work in coordination and harmony with other units for efficiency and success.

- To fulfill all duties deemed appropriate by the Directorate in accordance with the relevant legislation and the instructions of superiors.
- To exercise utmost care and diligence to prevent any leakage of information related to the Directorate.
- To carry out other duties assigned by the Director, Vice Director, and the School Secretary.

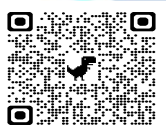
Detailed information can be accessed by scanning the QR code.



#### WEBSITE ADMINISTRATOR

- To ensure that the information on the website is kept up to date.
- To publish announcements on the website.

Detailed information can be accessed by scanning the QR code.



#### TECHNICAL SERVICES

- To troubleshoot and resolve malfunctions in the Electrical-Electronics, Mechanical, Network, and Boiler Room systems within the School.
- To maintain the School building at an appropriate temperature and to operate the natural gas system when necessary.
- To identify deficiencies in these systems through study, research, planning, implementation, and control processes, and to report them to the administration.
- To perform the necessary maintenance and repairs of existing tools, equipment, and machinery within the School.
- To prepare and manage the School's internal and external correspondence in accordance with the "Regulation on Procedures and Principles to be Followed in Official Correspondence" and the "Directive on Signature Authorities of Kütahya Dumlupınar University," to prepare documents for signature, and to ensure their delivery to the relevant parties.
- To follow up and finalize unit-related correspondence in EBYS.
- To inform senior management about completed tasks and procedures, and to provide justification for any incomplete ones.
- To perform other duties and procedures assigned by senior management.
- To adhere to the principles of promptness, confidentiality, and accuracy during work.
- To strive to work in coordination and harmony with other units for efficiency and success.

- To fulfill all duties deemed appropriate by the Directorate in accordance with the relevant legislation in place and the instructions of superiors.
- To exercise utmost care and diligence to prevent any leakage of information related to the Directorate.
- To carry out other duties assigned by the Director, Vice Director, and the School Secretary.

Detailed information can be accessed by scanning the QR code.



#### OCCUPATIONAL HEALTH AND SAFETY UNIT OFFICER

- To carry out duties as the Occupational Health and Safety (OHS) Unit Officer of the School in coordination with the Director.
- To take necessary action on incoming documents via EBYS without delay, initial them, and forward them to the relevant parties.
- To comply with the dress code regulations.
- Not to use devices such as stoves, heaters, or kettles that may pose a risk in the office; to check electronic equipment such as computers and printers at the end of working hours; and to ensure that doors and windows are kept closed.
- To keep the equipment and machines in use clean and well-maintained.
- To be aware that a significant portion of the tasks carried out in this unit are sensitive and involve a high level of risk, and to strictly follow the orders and instructions of supervisors in this regard; to perform other duties assigned within the scope of responsibilities.

Detailed information can be accessed by scanning the QR code.



### 3.3. ACADEMIC STRUCTURE

#### 3.3.1. DEPARTMENT OF FOREIGN LANGUAGES

The establishment of the School of Foreign Languages under the Rectorate of Kütahya Dumlupınar University was decided by the Council of Ministers on 29/03/2012, upon the letter of the Ministry of National Education dated 9 March 2012 and numbered 6515, in accordance with the additional Article 30 of Law No. 2809 dated 28/03/1983, and was published in the Official Gazette dated 6 May 2012 and numbered 28284.

As a university, an intensive effort was initiated in the field of curriculum development from the very beginning of the School's establishment process. In order to carry out these efforts more efficiently and effectively, the YDYO Structuring Team established units for Assessment and Evaluation, Program Development, Professional Development and Student Development.

Taking into account both the analyses conducted in various European and international contexts and the demands of trade and industry, Kütahya Dumlupınar University has designed a Preparatory School that enables students to learn at least two foreign languages. In addition to providing a strong English education, the University also offers instruction in a second widely used foreign language, enabling graduates to pursue their academic and professional careers globally. Within this framework, students are offered the opportunity

to study a second foreign language alongside English. During the one-year preparatory program, students may take one of the following languages—German, French, Russian, or Spanish—at a basic level and on a rotating basis (two languages per year), depending on demand and quota availability.

At our University, a compulsory preparatory class is required for the Departments of English Language and Literature and Translation and Interpreting (English) within the Faculty of Arts and Sciences, as well as the Department of Business Administration (English) within the Faculty of Economics and Administrative Sciences. Students from other departments may attend the preparatory program optionally, subject to quota availability.

### 3.3.2. ACADEMIC STAFF

Department	Full Name	Title
Department of Foreign Languages	Başak ÖZKER	Lecturer, PhD
Department of Foreign Languages	Faruk Samet AGUŞ	Lecturer
Department of Foreign Languages	Nazife ŞEN ERSOY	Lecturer, PhD
Department of Foreign Languages	Hanımşah AYBULUS	Lecturer
Department of Foreign Languages	Arif Erdem ERYILMAZ	Lecturer
Department of Foreign Languages	Ayşegül ŞAHİN	Lecturer
Department of Foreign Languages	Begüm BACAĞ	Lecturer
Department of Foreign Languages	Ceren TAŞATAN ÇAKMAK	Lecturer
Department of Foreign Languages	Dilşah KALAY	Associate Professor, PhD
Department of Foreign Languages	Dolunay YILMAZ	Lecturer
Department of Foreign Languages	Eda KARABACAK	Lecturer, PhD
Department of Foreign Languages	Eren AKDAĞ KURNAZ	Lecturer, PhD
Department of Foreign Languages	Esmâ CAN	Lecturer
Department of Foreign Languages	Fadime YILDIRIM	Lecturer
Department of Foreign Languages	Fatma DEMİREZEN	Lecturer, PhD
Department of Foreign Languages	Fehime ASLAN	Lecturer
Department of Foreign Languages	Funda YILDIZ	Lecturer
Department of Foreign Languages	Gülsüm ORHAN	Lecturer
Department of Foreign Languages	Gülşah MEYDAN	Lecturer
Department of Foreign Languages	H. İbrahim KARABULUT	Lecturer, PhD
Department of Foreign Languages	H. Özge BAHAR GÜNER	Lecturer, PhD
Department of Foreign Languages	Kumru DİNÇ	Lecturer
Department of Foreign Languages	Mehmet ÇELİK	Lecturer
Department of Foreign Languages	Mehtap ARAT	Lecturer
Department of Foreign Languages	M. Kemal ŞEN	Lecturer
Department of Foreign Languages	M. Seçkin BACAĞ	Lecturer
Department of Foreign Languages	Melissa Joanna MINGIE	Lecturer
Department of Foreign Languages	Nurcan İLBAŞ	Lecturer
Department of Foreign Languages	Onur ASLAN	Lecturer
Department of Foreign Languages	Onur ÖRNEK	Lecturer
Department of Foreign Languages	Özge Nazile TEPEGÖZ	Lecturer
Department of Foreign Languages	Rabia DEMİR EŞREFOĞLU	Lecturer, PhD
Department of Foreign Languages	Sait SARIOĞLU	Lecturer
Department of Foreign Languages	Semra ONAY TAŞ	Lecturer
Department of Foreign Languages	Sezgi ÖZTOP HANER	Assistant Professor, PhD
Department of Foreign Languages	Şenay KIRKAĞAÇ	Lecturer
Department of Foreign Languages	Ümmühan PAÇAN	Lecturer

For detailed information about the instructors, the QR code can be scanned.



### 3.3.3. ACADEMIC WORKING UNITS

#### Program and Materials Development Unit

This unit carries out activities related to the development of curricula for courses offered within the School and the alignment of coursebooks with the intended learning outcomes, in coordination with the Assessment and Evaluation Unit. For this purpose, the main responsibilities of the PMG Unit include:

- To prepare the content of all coursebooks to be used throughout an academic year, determined with the participation of all instructors in the School, based on CEFR criteria.
- To prepare annual course plans based on the agreed content.
- To convert the annual plan into 8-week course schedules (for preparatory classes) in line with the academic calendar and to distribute them to all instructors.
- To regularly organize PMG meetings in order to monitor the effectiveness of the implemented program and to gather feedback and suggestions from instructors.
- To submit reports prepared on ongoing and planned activities to the Directorate of the School.

For information about the assigned instructors, the QR code can be scanned.



#### Assessment and Evaluation Unit

This unit conducts development and evaluation activities by identifying and developing instructional materials that enable students studying within the school to achieve the intended learning outcomes, as well as tools that allow monitoring of their level of achievement and progress throughout this process. In addition, it is responsible for preparing, administering, evaluating, and announcing all examinations planned by the School of Foreign Languages during the academic year.

Furthermore, this unit also provides services for the preparation, administration, and evaluation of Erasmus Student Exchange examinations planned by the International Relations Office.

For information about the assigned instructors, the QR code can be scanned.



#### Professional Development Unit

This unit carries out educational and research activities aimed at supporting the professional development of academic staff working within the School, taking into account their needs and expectations, and enabling them to perform their duties more effectively and efficiently. Through the unit, seminars, conferences, and courses are organized in line with the needs of instructors, and webinar announcements are shared. These seminars and courses may be delivered by unit members, as well as by invited external speakers, instructors, and staff from other units. Participation in these activities is voluntary.

- Pre-Service Training (Orientation)
- Professional Development Activities (Conferences, Seminars, Courses, Webinars, etc.)
- Observation and Coaching

For information about the assigned instructors, the QR code can be scanned.



#### Student Development Unit

This unit carries out activities aimed at supporting students' development throughout the preparatory education by organizing and facilitating various social, athletic, celebratory, competitive, and excursion-based events where students can apply what they have learned.

- To organize orientation meetings for students at the beginning of the academic year,
- Speaking and Debate Club
- School Newspaper and/or Magazine
- Social Activities (Trips, Quiz Shows, Student Orientation, Film-Theatre, and End-of-Year Activities)

For information about the assigned instructors, the QR code can be scanned.



## 4. DPU-SFL CORE PRINCIPLE

### 4.1. QUALITY IMPROVEMENT PRINCIPLE

Based on the vision of Kütahya Dumlupınar University—"to be a leading school that adopts innovative, quality-oriented, and research-based approaches in foreign language education and provides instruction at international standards with a sustainable physical and technical infrastructure"—the School of Foreign Languages aims to offer its students a language education environment in which contemporary language teaching methods, techniques, and tools are used effectively in line with international standards. In accordance with this vision, a quality cycle focused on continuous improvement has been established in order to develop students' oral and written communication skills in a foreign language in line with international criteria.

With quality assurance practices in higher education being based on the PDCA (Plan–Do–Check–Act) cycle, the activities carried out within our institution have been reorganized accordingly. In order to ensure and sustain quality across all processes with the participation of all stakeholders, roles, task distributions, and responsibilities have been defined as follows.

Task Distribution Chart

Head of Quality Commission				
Assist. Prof. Dr. Burcu AKDENİZ				
Deputy Head of Unit Quality Commission		Deputy Head of Unit Quality Commission		
Lect. Dr. Başak ÖZKER		Lect. Faruk Samet AGUŞ		
Members of Leadership, Management and Quality Sub-Commission	Members of Education and Training Sub-Commission	Members of Research Activities Sub-Commission	Members of Social Contribution Sub-Commission	Members of Accreditation Sub-Commission
Lect. Dr. Rabia DEMİR EŞREFOĞLU	Lect. Eren AKDAĞ KURNAZ	Asst. Prof. Dr. Sezgi ÖZTOP HANER	Lect. Dr. Fatma DEMİREZEN	Lect. Gülsüm ORHAN
Lect. Şenay KIRKAĞAÇ	Lect. Arif ERDEM ERYILMAZ	Lect. Dr. Nazife ŞEN ERSOY	Lect. Fehime ASLAN	Lect. M. Kemal ŞEN
Senior Secretary Yasemin SİPAHİ	Lect. Ayşegül ŞAHİN	Lect. Semra ONAY TAŞ	Lect. Funda YILDIZ	Lect. Onur ASLAN
	Lect. Melissa Joanna MINGIE			

In addition, in order to improve the quality of the School in terms of both academic and physical facilities, regular feedback is obtained through meetings held with the participation of student representatives from each class. Similarly, at the beginning and end of each semester, departmental meetings are conducted to gather the opinions of instructors, with the aim of enhancing quality stand

## **4.2. PROGRAM DEVELOPMENT PRINCIPLE**

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The educational programs of DPÜ-SFL are prepared in accordance with the mission and vision of the University and the School. The main objective of the program is to establish an effective language learning process for each student. Annual programs, coursebooks to be used, and supplementary materials are determined by the Program Development Unit during the summer period and submitted to the School administration. In order to ensure alignment between the program, materials, and examinations, the Professional Development Unit and the Assessment and Evaluation Unit work in coordination.

At the beginning of each academic year, the annual preparatory program is finalized in accordance with the dates of quizzes and midterm exams. The programs are prepared by the Program Development Unit in 8-week modules on a weekly basis, specifying the objectives of each course, and are announced to all students and instructors.

### **4.2.1. OBJECTIVE OF THE ENGLISH PREPARATORY PROGRAM**

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To meet students' linguistic and academic needs: By developing students' oral and written communication skills in a foreign language, the program aims to provide them with a solid language foundation that they will need during and after their studies at the University. It is also aimed at teaching the necessary strategies for understanding texts required in their departments and to prepare students to express themselves effectively in both written and spoken academic contexts.

Promoting autonomous learning: Within the preparatory program, students are encouraged to take responsibility for their own learning processes as independent adults. They are guided to understand that language learning is not limited to the classroom and are encouraged to actively use libraries, computer labs, and online resources. Students are motivated to enjoy learning a language and to benefit from technological tools that facilitate the learning process. Additionally, by introducing them to the culture of the language they are learning, the program aims to help them become open-minded, tolerant individuals who are aware of intercultural differences.

Providing individual counseling: The instructor responsible for informing and guiding preparatory students on fundamental matters is the one who teaches the main course in each class. Students are able to share their academic and personal concerns not only with the department administration but also with all of their instructors. To facilitate this, each instructor sets "office hours" at the beginning of the semester in consultation with students, and these hours are posted on office doors along with the course schedules. For more advanced counseling needs involving physical or psychological issues, students are referred to the Health, Culture and Sports Department's Medical-Social Unit and Youth Counseling Center.

### **4.2.2. TEACHING AND LEARNING MATERIALS**

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The selection of teaching and learning materials at DPU School of Foreign Languages is carried out through a democratic and participatory process. Opinions of both instructors and students regarding the materials used are collected through meetings and surveys conducted at the end of each term. Any shortcomings are identified, and decisions are made about which materials need to be changed by the end of the academic year.

The selection of new materials follows a specific procedure. Coursebooks and relevant online materials that align with instructional objectives are first evaluated through a comprehensive review by the program development unit. The options presented to the school administration are, upon approval, shared with all instructors, and their written evaluations are requested. Each instructor states which resource they prefer to use along with their reasons.

Based on the printed material accepted by the majority, the program for the new academic year begins to be prepared. In addition, the program development unit continues to prepare supplementary materials to be used in classes through regular meetings and ongoing work.

### 4.2.3. ASSESSMENT

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Each assessment component is determined in line with the learning outcomes and is announced at the beginning of the academic year. In addition to announced and unannounced quizzes administered throughout the term, midterm and proficiency exams, a writing assessment that students are required to prepare as part of the writing course, as well as online and other assignments, are included in the program. Students are informed about exam dates and the procedures for their administration.

### 4.3. PROFESSIONAL DEVELOPMENT PRINCIPLE

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The Professional Development Unit at DPU School of Foreign Languages regularly organizes informal meetings to enable instructors to share their experiences in the teaching process and discuss any challenges they may encounter. The data obtained from these exchanges are reported to the school administration. In addition to surveys, instructors' in-service training needs are identified through meetings, and teacher trainers are invited for short-term visits. For more comprehensive training, School of Foreign Languages organizes long-term in-service training activities within the scope of project calls by institutions such as the Zafer Development Agency.

All instructors are supported in pursuing master's and doctoral programs, and the days they require for their studies are taken into consideration during the preparation of course schedules.

All staff members are informed about academic events such as conferences, workshops, and seminars held both domestically and internationally through email, the Electronic Document Management System (EBYS), and notice boards. Staff who wish to participate in these events are provided with support regarding leave procedures, travel allowances, and daily allowances.

To facilitate the academic and social adaptation of newly recruited instructors, an "Orientation" process is planned by the school. The Professional Development Unit and volunteer instructors actively take part in this process.

### 4.4. STUDENT EDUCATION PRINCIPLES

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#### Student Admission to the Preparatory Education Program

Within our unit, under the Department of Foreign Languages, a preparatory class program is offered to students either on a compulsory or voluntary basis. In this program, students who are placed in departments where the medium of instruction is partially or fully English are required to attend the compulsory preparatory class. Students from other departments may attend the preparatory class on an voluntary basis.

Student admission is determined in accordance with the rules set by the Council of Higher Education and based on the results of the university entrance examinations conducted by ÖSYM. As stated in the undergraduate programs guide published annually by ÖSYM, students who enroll in departments where the medium of instruction is partially or fully English are directly admitted to the compulsory preparatory class. Students who enroll in other departments of our university, and whose departments are stated in the undergraduate programs guide published by ÖSYM as eligible for an optional preparatory program, are admitted to the voluntary preparatory class in accordance with the Regulation on Foreign Language Preparatory Education and Examination, within the quota remaining after the placement of compulsory students, and in line with the provisions of the Optional Preparatory Class Student Placement Directive.

The relevant directive can be accessed by scanning the QR code.



#### 4.5. EXAM INVIGILATION AND EVALUATION PRINCIPLES

##### Written Exam Process:

- Exam dates and locations are announced by the administration on the School of Foreign Languages' website before the exam day. Instructors are informed in advance by the department through EBYS before the general announcement. The topics included in the exam are communicated to instructors via email.
- On the exam day, instructors gather at the specified place and time determined by the Assessment and Evaluation Unit.
- After the necessary briefing about the exam, exam materials are distributed to the instructors.
- Invigilators go to the exam hall at least 15 minutes before the exam starts. They prepare the classroom, check the sound system, and ensure that students leave their mobile phones in a switched-off state on the teacher's desk or by the window.
- Exam Coordinators check the final status of the classrooms.
- Invigilators write the exam start and end times on the board.
- Student ID checks are completed before the exam begins.
- After reading the exam rules, invigilators distribute the exam papers to the students.
- Students check their exam papers to check for any missing sections. They fill in the required parts on the exam paper, including their student number, exam location, and class (depending on the type of the exam), and then sign the paper.
- The exam starts at the same time in all classrooms and ends with the invigilator's instruction.
- Students may enter the exam hall within the first 15 minutes of the exam's start time. Students who arrive later than this period are not allowed to take the exam.
- The listening section begins in the 15th minute of the exam.
- After the completion of this section, the exam attendance sheet is signed by all students under the supervision of the invigilator.
- Students are not allowed to leave the exam hall before the first 60 minutes of the exam are completed.
- At the end of the exam, the invigilator arranges the exam papers according to the students' code numbers, places them in an envelope, and signs the required sections.
- All invigilators return the exam envelopes to the meeting room where they were originally distributed and hand them over to the Exam Coordinator. The Coordinator then delivers the exam papers to the Assessment and Evaluation Unit.
- The Assessment and Evaluation Unit organizes the exam papers and delivers them to the instructors responsible for grading. If there is a writing section to be graded jointly, they determine the place and time for the process and ensure that the environment is properly prepared.
- During the exam, communication between invigilators and students is strictly prohibited. In order to maintain standardization among classrooms, no explanations are given regarding how to answer the questions.

##### Oral Examination Process

- Exam dates and locations are announced by the administration on the School of Foreign Languages' website before the exam day. Instructors are informed in advance by the department through EBYS before the general announcement. The topics included on the exam are communicated to instructors via email.

- The Assessment and Evaluation Unit prepares the exam materials before the exam day. Students are also informed in advance about the classroom and the order in which they will take the oral exam.
- Two instructors are assigned to each group. The aim is to assign each pair in a way that allows them to examine a reasonable number of students.
- On the exam day, instructors gather at the specified place and time determined by the Assessment and Evaluation Unit. After receiving the exam envelopes and any necessary briefing, they proceed to their assigned locations.
- Instructors go to the exam hall at least 10 minutes before the exam starts, prepare the room for the exam, and begin taking students in one by one according to the order assigned.
- During the exam, while one instructor takes notes that will form the basis for evaluation, the other instructor communicates with the student(s). After the student's time is completed and they leave the hall, the two instructors discuss and determine the student's exam score. The next student(s) are admitted only after the grading process for the previous student(s) is completed.
- Students are informed of their scores not on the exam day but after the entire exam process is completed, together with the written exam results.
- One of the responsible instructor enters the oral exam scores into the online system on the same day and then submits the exam envelope completely to the Assessment and Evaluation Unit.

#### 4.6. POLICY REGARDING CHEATING

- In exams conducted within DPU School of Foreign Languages, it is the responsibility of the invigilating instructor to ensure that exams are carried out according to the rules. Before the exam starts, students are asked not to have any items on their desks except pens and erasers. Mobile phones are collected by the instructor, switched off, kept on the teacher's desk or by the window, and returned at the end of the exam.
- Students are verbally reminded of the exam rules stated in the student handbook.
- Students are expected to comply with the exam rules during the exam. It is strictly prohibited for students to talk to each other or ask the invigilator questions about the exam during the exam. The following procedures are applied to students who cheat or attempt to cheat:
  - The student is warned by the exam invigilator.
  - For students who are clearly caught cheating, action is taken in accordance with Article 54 of the Higher Education Law No. 2547.

The Higher Education Law No. 2547 can be accessed by scanning the QR code.



#### 4.7. PRINCIPLES OF ASSESSMENT AND EVALUATION

The School of Foreign Languages aims to develop and implement a program that supports students in becoming autonomous learners with a critical perspective in their academic lives. Assessment is designed not only to improve students' learning but also to help them observe their progress throughout the process. With this in mind, assessment is not considered a separate component of the program; rather, it is viewed as an integral part of the teaching and learning process.

The primary goal of assessment is to monitor students' development in the language learning process and provide necessary help and support in the language areas where students are weak or need additional assistance. The assessment process and its results also provide feedback to instructors and the school administration regarding the implementation of the program and help them take necessary measures.

Since assessment is an ongoing and inseparable part of the learning process, students are evaluated throughout the term via short quizzes, online activities, and portfolios (writing assignments). These assessment components, which have different grade contribution rates, are scored independently and reflected in the students' overall grades.

To ensure balanced and comprehensive evaluation, students' four language skills—reading, writing, speaking, and listening—are taken into account. Exams are prepared based on test definitions and are administered in a way that gives every student the same opportunity to demonstrate their skills in the tested language areas.

The unit responsible for preparing exam questions ensures that the content is created impartially, taking into consideration students' race, gender, and cultural background. Additionally, the exam unit is responsible for maintaining standardization of exams, providing instructors with exam implementation guidelines, and delivering the necessary training for evaluating language skills such as speaking and writing, including the criteria and process to be followed. The exam unit is also responsible for providing instructors and students with information about the exam content and its implementation before the exam date. The exam unit ensures that students are informed of their exam results accurately and on time. Since the assessment process provides feedback on the teaching process, it gives students the opportunity to learn from their mistakes.

#### 4.8. PERSONNEL EMPLOYMENT PRINCIPLES

One of the most important factors in achieving the mission and vision of our school quickly and effectively is the instructor. Instructors are selected according to the principle of impartiality, not taking into account race, gender, and/or cultural background, and can become part of the School of Foreign Languages if they are graduates of a relevant department and meet the following criteria:

- Have a high level of motivation to teach a foreign language,
- Possess effective teaching skills,
- Are inclined to work in a team,
- Exhibit a positive attitude toward students and colleagues,
- Show respect for others and their opinions,
- Are constructive and encouraging, and committed to their work, personal, and professional development,
- Are open to lifelong learning and self-improvement.

The employment of new instructors aims to recruit those who meet the job description at the School of Foreign Languages and can work according to the school's needs.

The procedures that the School of Foreign Languages, the Rectorate of Kütahya Dumlupınar University, and instructor candidates must follow are as follows:

According to Article 4, paragraph 2 of the Regulation on the Determination and Use of Instructor Quotas in State Higher Education Institutions, the School of Foreign Languages reports the number of instructors needed to the Rectorate of Kütahya Dumlupınar University.

The Rectorate carries out the necessary correspondence with the Higher Education Council (YÖK).

YÖK approves the need and allocates the positions.

The instructor recruitment announcement is published on the Kütahya Dumlupınar University website. Candidates apply in person with the required documents (CV, diploma, transcript, document proving no military obligation, ALES score report, and a passport-sized photo).

Candidates are admitted to the oral exam on the specified date. The exam is conducted according to the "Regulation on the Procedures and Principles for Central and Entrance Exams for Appointments to Instructor Positions Other Than Instructors." Exam results are announced on the Kütahya Dumlupınar University website.

The Personnel Affairs Department of Kütahya Dumlupınar University manages the recruitment process. The selected candidate(s) are asked by our school's personnel office to submit the following documents: "SGK

Employment Start Notification,” “Family Status Declaration,” “Family Allowance Declaration,” and “Asset Declaration.”

New instructors start their duties at the School of Foreign Languages after participating in the orientation program organized by the Professional Development Commission.

The employment process of administrative and cleaning staff, in addition to academic personnel, is managed by the Rectorate. Personnel are assigned to the School according to the needs and requests determined by the Rectorate.

#### 4.9. GRADING PRINCIPLES

One of the goals of Dumlupınar University School of Foreign Languages is to enable students to use a foreign language effectively. To achieve this, the school aims to develop and implement a program that supports students in reaching this goal. The success of the program objectives must be effectively measured during the assessment process. Assessment is designed not only to improve students’ learning but also to help them monitor their progress, identify those who need additional support, and provide the necessary assistance in the skills they require.

##### Duties and Responsibilities of Instructors in the Grading Process

- Ensure that students are accurately and timely informed about the content and date of the exam.
- Follow the evaluation criteria developed for skill-based exams (writing and speaking rubrics) and participate in pre-exam meetings to adhere to the decisions made.
- Take responsibility for the exam envelope assigned to them during the grading process and grade the exam papers strictly according to the provided answer key.
- Submit the checked and graded exam papers to the Head of the Department of Foreign Languages by the final submission date.
- Enter the exam results into Drive or OBYS within the specified timeframe.

##### Joint Reading Process for Writing Exams

In cases where the writing section of the exams is to be graded jointly (such as Preparatory Exemption and End-of-Year Proficiency Exams), the assigned instructors gather in one hall after the exam, organized by the Assessment and Evaluation Unit. First, a general briefing is provided, and then the evaluation process begins. Instructors work in pairs and start reading the writing exam papers assigned to them. Each paper is first assessed individually and graded. Afterwards, the two instructors reach a consensus and determine the final writing score for each paper, which they then enter into the online system.

#### 4.10. COMPLAINT AND PROBLEM RESOLUTION POLICY

Creating and maintaining a positive organizational culture is one of the main priorities of our School’s administration. Any disagreements that may arise among staff, instructors, and students are handled carefully by the administration, with an emphasis on fairness, impartiality, and transparency. At the beginning of each academic year, students are informed about school rules, as well as acceptable and unacceptable behaviors, through orientation programs and by the instructors of their courses. In line with this, students are expected to follow these rules. When issues or complaints are brought to the administration verbally, the first step is to listen to all parties involved and try to resolve the matter through open dialogue. If a resolution cannot be reached in this way, or if a formal written petition is submitted to the School Directorate, the matter is then handled in accordance with the relevant laws and regulations. It can be accessed by scanning the QR code:

Student:



Personnel:



#### **4.10.1. STUDENT COMPLAINT PROCESS**

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At the beginning of each academic year, students are informed by instructors about the rules of the School of Foreign Languages, as well as classroom and exam regulations. If students fail to comply with these rules, the issue is first addressed through a one-on-one discussion between the instructor and the student, with the aim of resolving it verbally. The primary goal is to guide the student toward positive behavior through constructive approaches. However, if the issue cannot be resolved between the parties, written complaints are submitted to the School Directorate. These written complaints are then forwarded to the Administrative Board for evaluation, and an investigation may be initiated if deemed necessary. In such cases, the legal procedures outlined in the relevant regulations are followed. Disciplinary actions concerning students are carried out in accordance with Article 54 of Law No. 2547.

Students who wish to object to their exam results may do so by submitting a written petition for a grade review (based on possible calculation errors) to the Student Affairs Office within five working days following the announcement of the results. Appeals submitted after this period are not accepted. Upon objection, the exam paper is reviewed by the instructors assigned by the head of the department. If no error is found, the student is informed accordingly. If a material error is identified, the corrected grade is submitted to the Administrative Board, and the final correction is made upon the Board's decision.

#### **4.10.2. ACADEMIC STAFF COMPLAINT PROCESS**

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Academic staff may raise any complaints or concerns with the head of their department or the deputy heads. Complaints submitted verbally are addressed as quickly as possible, with the aim of resolving them promptly. If the issue cannot be resolved at this stage, a written petition may be submitted to the School Directorate. The relevant Vice Director then reviews the matter, and an investigation may be initiated if necessary.

In cases involving complaints about academic staff, the initial step is to meet with the parties involved and seek a resolution through discussion. When required, investigations and disciplinary procedures are carried out by the Directorate in accordance with the relevant legislation.

#### **4.10.3. ADMINISTRATIVE STAFF COMPLAINT PROCESS**

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In case of any issues, school staff first contact the School Secretary they are affiliated with. If the matter cannot be resolved verbally, it is submitted in writing to the Director or the Vice Director for administrative affairs. The Directorate then reviews the issue. Complaints regarding administrative staff are likewise reported to the School Secretary. If the issue cannot be resolved through verbal communication, it is escalated to the School Director. If necessary, an investigation may be initiated, and the relevant legal procedures are followed in accordance with the applicable regulations.

#### **4.11. FEEDBACK AND DECISION-MAKING PRINCIPLES**

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At our School, great importance is attached to feedback in order to ensure that all individuals can operate in an environment where they feel comfortable and at ease. Students and instructors are able to communicate any opinions or complaints not only to the vice heads of department and the head of department, but also to the School Director and the assistant directors at all times. In addition, care is taken to foster an environment in departmental meetings and academic boards where everyone can freely express their views.

In line with the mission and vision of our University and the School of Foreign Languages, all decisions are made in a transparent manner and with the participation of all stakeholders. In matters such as course allocation and material selection, the opinions of each instructor are gathered through online forms. For practices that concern the department as a whole, it is preferred to inform the staff, collect their feedback, and then implement arrangements based on decisions taken by the academic board.

The Professional Development and Student Development units regularly collect feedback and evaluations from both students and instructors through formal and informal meetings as well as surveys. The results are reported and shared with the administration, and these reports serve as a basis for planning in subsequent terms.

## 5. GUIDELINES FOR ACADEMIC STAFF

Academic staff, as a fundamental component of the School's educational quality, consistently perform their duties with a strong sense of responsibility and in accordance with the core values of the teaching profession. The academic and administrative responsibilities expected of them are outlined below:

- To plan and effectively deliver their courses in accordance with the weekly course schedules assigned by the administration at the beginning of each semester, while adhering to the curriculum of the School of Foreign Languages (SFL),
- To create a positive and supportive learning environment for students,
- To start and end classes on time, and to inform the Head of Department in case of any circumstances that may prevent adherence to scheduled class hours,
- To take regular attendance, ensure that attendance records and grade entries are submitted to the Student Information System (SIS) within the deadlines specified by the administration, and to submit attendance sheets to the SFL Student Affairs Office,
- To remain present at their assigned workplace outside teaching hours in order to carry out duties assigned by the administration, and to be available in their offices during designated student consultation hours set at the beginning of each semester,
- Not to make any changes to classrooms or course hours without the knowledge and approval of the Head of Department
- To maintain continuous communication with other instructors teaching the same class in order to ensure the effective delivery of courses,
- To assess exam papers in a timely manner and in accordance with established procedures,
- To place importance on their individual academic development and follow current practices in their field,
- To attend meetings and in-service training seminars organized by the SFL administration and the Professional Development Unit,
- To participate in mandatory administrative meetings, workshops, and seminars organized for academic development purposes.

### 5.1. STUDENT ATTENDANCE, GRADE ENTRY, AND OBS USE

#### 5.1.1. STUDENT ATTENDANCE MONITORING

The attendance of students in courses is monitored by the instructor responsible for the respective course. Two methods can be applied for this purpose: taking attendance via a paper-based list with ink signatures or using the e-Attendance system. Instructors may choose either method. If attendance is taken using a paper-based list, the lists can be obtained through the Student Information System (SIS) unless the Department specifies an alternative method. Completed attendance lists must be submitted to the Department Office at the end of the semester or at intervals requested by the Head of Department.

If the e-Attendance method is preferred, students must install the DPÜ MOBILE application on their mobile devices. Once connected to the school's internet network, attendance is initiated by the instructor either through the DPÜ MOBILE application or by accessing <http://e-yoklama.dpu.edu.tr> The system automatically generates a unique code for each class session. Instructors share this code with students present in the classroom,

and students enter the code into the DPÜ MOBILE application to mark their attendance. When the e-Attendance system is used throughout the semester, student attendance is automatically calculated by the system.

### 5.1.2. USE OF OBS

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All procedures related to students enrolled at Kütahya Dumlupınar University—such as registration, grade entry, attendance entry, course exemptions, and graduation procedures—are carried out through the OBS (Student Information System) administered by the Student Affairs Department.

Students register at the university either through the e-Government system or through in-person registration after being placed through the national university placement exam. Once the registration process is completed, the student’s OBS account is automatically created and their personal information is transferred to the system. Many procedures related to students are carried out by the School’s Student Affairs Office or the relevant Department Secretariats.

OBS is also used for course registration at the beginning of each semester. During the dates specified in the Academic Calendar, students complete their tuition payment and course selection procedures as required.

However, students enrolled in the English Preparatory Program are assigned predetermined course packages by the department; therefore, they do not perform course registration themselves.

For courses offered in other faculties and vocational schools, instructors are authorized in OBS to enter grades and attendance records for the courses they teach and the students registered in those courses.

Instructors log into OBS using their assigned credentials to view their course schedules, the courses they teach, and the academic information of the students enrolled in those courses. Within the scope of their authorization, they may enter weekly attendance records and allow students to monitor their attendance status.

At the end of the semester, students who exceed the absence limit are automatically identified by the system.

Instructors also announce exam results on OBS in accordance with the grade announcement dates specified in the Academic Calendar so that students can view their results.

After all exam results for a course are announced, the instructor finalizes the course in the system. At that point, the system automatically calculates students’ final grades according to the weight assigned to each exam (for example, midterm 40% and final exam 60%), determines the final letter grade, and records it on the student’s transcript.

### 5.2. RECORD KEEPING AND THE USE OF EBYS

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Instructors are responsible for ensuring that all official documents and records related to their duties are properly maintained. Official correspondence and documentation are carried out through the Electronic Document Management System (EBYS) in accordance with institutional procedures.

### 5.3. WORKING HOURS

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If an instructor becomes ill, they must inform the Department Chair and send their medical report to the YDYO administration by e-mail or similar means on the same day, and later submit the original report. In cases of unexpected circumstances, classes may be rescheduled or classrooms may be changed with the permission of the Department Chair. The Department Chair informs the relevant Vice Director about such situations and the records are kept in personnel files.

In cases of approved absence (such as conferences, seminars, Erasmus+, Mevlana exchange programs, or institutional duties), the procedures described in the “Leaves, Reports, and Assignments” section are followed. Instructors who cannot attend their classes—including those with medical reports—must organize make-up classes at suitable times for students and inform them accordingly. Make-up classes must be conducted at the place and time specified in the make-up request form. If the absence is due to a long-term illness, the YDYO Director will make the necessary arrangements.

#### 5.4. ALLOWANCES, REPORTS, AND ASSIGNMENTS

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Instructors are not allowed to leave the city on weekdays without the permission of the YDYO administration.

If an instructor needs to leave the city for any reason, they must prepare a leave petition through the administrative staff responsible for Personnel Affairs with the approval of the Department Chair.

Instructors cannot use annual leave on days when they have scheduled classes. In compulsory cases, the matter must be discussed with the Department Chair.

If an instructor needs to travel to another city for a medical appointment, an official document must be obtained from the YDYO administration beforehand.

If instructors receive a medical report due to health problems, they must inform the Department Chair as soon as possible. Students will be informed by the Department Chair; instructors do not notify students themselves.

In such cases, the instructor must document the situation as soon as possible (for example by sending a photo of the report via the internet to the Personnel Affairs officer and the Department Chair) and must submit the original report to Personnel Affairs without delay. Instructors do not receive additional course payments for the days covered by a medical report. The responsibility for organizing make-up classes belongs to the instructor.

Detailed information can be accessed by scanning the QR code:



If necessary, instructors may exchange classes with another instructor for the days when they cannot attend. The instructor is responsible for informing students about such changes and the Department Chair must be informed before the change is made.

For assignments to activities such as training, seminars, or conferences outside of YDYO, the instructor submits a petition, with the relevant documents attached, to the department secretary, provided that the department chair has been informed beforehand. The application submitted by the department chair is forwarded to the Directorate and, with the decision of the administrative board, is then submitted to the Rectorate. The assignment status is communicated to the instructor by YDYO according to the decision received from the Rectorate.

#### 5.5. USE OF OFFICE MATERIALS

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Instructors are expected to use the educational materials and technological equipment assigned to them carefully. If equipment provided for collective use becomes defective, instructors may apply to the Technical Service staff so that the problem can be resolved quickly. For major repairs or cases requiring replacement of consumable materials, the Technical Service staff will apply to higher authorities.

If items that are not officially assigned to any individual become defective, a report is prepared by the School administration. If repair is possible, the item is repaired; otherwise, it is written off as scrap. However, if equipment assigned to an instructor becomes unusable due to damage or is lost, the instructor is personally responsible. Items assigned to instructors must be returned to the movable property officer at the end of their duty. The movable property officer keeps records of all materials used in the administrative building.

#### 6. MATTERS RELATED TO ADMINISTRATIVE STAFF

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The harmonious and organized work of administrative staff is extremely important for the smooth functioning of academic and administrative operations in YDYO. Due to relationships among staff being based on respect, trust, and cooperation, our School maintains the highest level of institutional performance. Administrative staff generally resolve their issues by first consulting the YDYO Secretary, who is their immediate supervisor. Department secretaries are expected to take a leave of absence only with the approval of their respective department chairs.

## 6.1. WORKING HOURS

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The working hours of administrative staff are 08:30–17:30. Staff members are expected to avoid delays in starting work. If a delay exceeding a reasonable period occurs, the School Secretary must be informed immediately.

Administrative staff are also expected to enter data related to their responsibilities into the relevant systems carefully and within the specified deadlines. They are expected to carry out assigned tasks diligently and fulfill their responsibilities within a spirit of teamwork.

## 6.2. LEAVE AND REPORTS

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Staff members may use annual or administrative leave in accordance with legal regulations. Leave requests are submitted to the School Secretary and then presented for the approval of the YDYO Director of the SFL. If a staff member receives a medical report due to health problems, they must inform the administration as soon as possible (for example by sending a photo of the report online to the Personnel Affairs officer and the School Secretary) and submit the original report to Personnel Affairs without delay. Administrative staff are subject to the same rules as instructors regarding the use of office materials.

## 7. POTENTIAL PROBLEMS, EMERGENCY SITUATIONS, AND SOLUTIONS

### 7.1. POWER OUTAGES AND TECHNICAL FAILURES

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

In case of a technical malfunction, please contact the Technical Services personnel.

Any missing materials should be obtained from the Movable Property Registration Officer prior to entering the classroom.

### 7.2. EARTHQUAKES, FIRES, AND OTHER DISASTERS

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In emergency situations such as a fire, the alarm system will be activated in order to alert students and staff. If the building needs to be evacuated, the alarm will continue to sound. In such situations, please follow the steps outlined below:

Emergency Situations That May Occur During Class or Exams:

1. Ask students to calmly collect their belongings and follow you in a single file line.
2. If an exam is in progress, quickly collect the exam papers, then instruct students to take their belongings and follow you in a single line.
3. Proceed safely to the nearest emergency exit.
4. Go to the assembly point in front of the building. Ensure that no one is left behind.
5. Wait there until further instructions are given by the authorized staff.

During Breaks and When Students Are Not Present in the School

1. Calmly collect your belongings.
2. Proceed safely to the nearest emergency exit.
3. If necessary, assist individuals with disabilities and students in evacuating safely.
4. Go to the assembly point in front of the building.

### 7.3. SUDDEN HEALTH PROBLEMS AND FIRST AID

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In case of injury or illness during class or breaks, promptly contact the technical service. First aid kits are available at the School Secretariat and the Technical Service. It is recommended that, rather than transporting the student to the hospital using a personal vehicle, the instructors call emergency medical services (112) to request an ambulance and inform the Head of Department.

## 8. FORMS

### 8.1. SAMPLE APPLICATION FORMS

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The following sample forms can be accessed by scanning the QR code below:



- Assistant Professor (Dr. Instructor) Contract Renewal Form
- Lecturer Contract Renewal Form
- Erasmus+ Staff Mobility Petition
- Erasmus+ Project Assignment Petition
- Academic Staff Financial Error Form
- Ethics Committee Forms
- Make-up Class Petition
- Assignment Petition Without Allowance and Per Diem
- Domestic Assignment Petition With Allowance and Per Diem

#### **Contract Renewal Forms for Foreign Academic Staff:**

- Petition for Extension Request
- Foreign National Information Compilation and Identification Form
- Eligibility Form

### 8.2. FORMS USED IN THE MENTORSHIP PROGRAM

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- MENTOR / MENTEE (Advisee) – End-of-Program Report
  - MENTEE (Advisee) – Weekly Progress Report
-