



ALANYA  
**ALAADDIN  
KEYKUBAT**  
UNIVERSITY

**SCHOOL OF FOREIGN  
LANGUAGES**

**ACADEMIC AND  
ADMINISTRATIVE STAFF  
HANDBOOK**

**2025-2026**

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## **FOREWORD**

**Dear Administrative and Academic Staff,**

The primary purpose of this handbook is to strengthen our institutional culture, establish a sustainable institutional development environment in line with the principles of transparency and cooperation, and create a common framework of behaviour for all our stakeholders.

The handbook presents the principles, rules and practices to be followed in administrative and academic processes in a clear and systematic manner, based on our institution's mission and vision. These standards not only serve as a guide for the performance of duties but also aim to internalise professional attitudes and behaviours within the institutional structure.

The clear definition of rules and unity around common values will strengthen cooperation and contribute significantly to the establishment of productive and harmonious relationships based on mutual respect in the workplace.

We hope that you will be an active part of this process, fulfilling your duties and responsibilities with a high sense of belonging and awareness. We wish you a healthy, productive, peaceful, and successful working life.

**Assoc. Prof. Dr. Fidel ÇAKMAK**  
**Director of the School of Foreign Languages**

## **1. ABOUT US**

The School of Foreign Languages was established by the Council of Ministers on 9 April 2018, in accordance with Article 30 of the Law No. 2809 dated 28 March 1983 and was announced in the Official Gazette No. 30431 dated 25 May 2018.

The School of Foreign Languages currently provides a one-year compulsory preparatory education programme for students enrolled in the English Language Teaching Programme of the Faculty of Education, and the Food Engineering, Mechanical Engineering, Computer Engineering, Industrial Engineering, Genetics and Bioengineering, and Electrical and Electronics Engineering departments of the Faculty of Engineering.

Until the establishment of the School of Foreign Languages, foreign language education and training services were provided by the Department of Foreign Languages at Alanya Alaaddin Keykubat University. After the establishment of the School of Foreign Languages, preparatory classes have continued to offer foreign language education programmes at a more intensive and contemporary level within our school.

As the School of Foreign Languages, our aim is to educate students who can adapt to the modern world, follow scientific literature, communicate effectively in cultural and social life, and achieve proficiency in a foreign language within the framework of the Common European Framework of Reference for Languages (CEFR).

### **1.1. Our Mission**

The primary mission of our School is to equip Turkish and international students enrolled in the faculty, school, and institute programmes of our university with the foreign language and academic skills necessary to effectively pursue their academic studies in their respective departments. Additionally, guiding students in developing skills that contribute to their individual, academic, and social growth, and fostering their development into principled, contemporary, creative, productive individuals who are sensitive to their surroundings and human values are among our core objectives.

### **1.2. Our Vision**

Our School aims to continuously improve the education, teaching, and social development programmes conducted across all departments in line with contemporary learning and educational theories and approaches. We strive to develop teaching tools and equipment, as well as the physical and technical infrastructure of learning environments, in accordance

with the overall vision of our university and contemporary international standards. Our goal is to educate our students to a level where they can effectively utilise the foreign language education they have acquired in various fields of life. In this context, our School aims to become one of the units distinguished by its academic qualifications by enabling its teaching staff to develop their professional and academic skills at an international level in line with the constantly evolving and changing contemporary conditions.

### **1.3. Core Values**

- ✓ Individual and social development
- ✓ Student-centredness
- ✓ Continuous development and innovation
- ✓ Scientific approach
- ✓ Effective communication and participation
- ✓ Equality and inclusiveness
- ✓ Commitment to ethical values

### **1.4. About the Preparation Programme**

The preparatory programme is designed for students newly admitted to undergraduate programmes taught in English who do not yet possess the required language proficiency. At the beginning of each academic year, our students take **an English Placement Test** administered by our School and are placed in a course according to their scores, in accordance with the **Common European** Framework of Reference for Languages (**CEFR**). Students who do not take this test are placed in a class starting from the lowest level.

The duration of the English preparatory education is one year, with a maximum of two years. The preparatory education is not included in the duration of the programme in which the student is enrolled. At the end of one year, students who score 70 or above in the English Proficiency Exam are exempt from the preparatory programme and are eligible to proceed to the programmes they will study. Students who fail this exam may take the Proficiency Exam at the beginning of the next academic year. If they fail again, they may apply for an additional year of preparatory education by submitting the relevant documents and a written request by the deadlines specified in the academic calendar. Additionally, students who fail the preparatory programme may apply for lateral transfer to departments without language requirements.

The following students are exempt from the Preparatory Programme if they apply to the School by the deadlines specified in the Academic Calendar for the submission of documents and applications:

a) Students who, as of the year of registration, have completed their secondary education in a country where the native language is the same as the language of instruction in the Preparatory Programme, and have completed their secondary education in secondary education institutions in that country.

b) Students who have obtained a score of at least 60 in the YDS and e-YDS exams administered by the Student Selection and Placement Centre (ÖSYM) or an equivalent score in national or international exams recognised as equivalent by ÖSYM, provided that the exam was taken within the last three years.

Additionally, students who have successfully completed preparatory education at another university whose equivalence has been accepted by the Higher Education Council in the last two years may be exempted from the Preparatory Programme by decision of the School Management Board, provided they submit the relevant documentation and an application letter.

The type, number, content, and percentage impact on the overall grade of the exams to be held during the academic year, as well as the conditions that students must meet to be eligible to take the Proficiency Exam, are determined by the School Management Board based on the recommendation of the Academic Affairs Board and announced before the start of the academic year.

There is a requirement for attendance in English preparatory education, and absences are calculated on a semester basis. Students who do not attend 80% of the courses in an academic semester are considered to have failed the preparatory programme for that year and cannot take courses, exams, or the Proficiency Exam during the same academic semester. Students who transfer to the University through DGS, YÖS, horizontal transfer, or other additional placement rights are included in the academic education and training year course programme if they fail the Proficiency Exam and are required to attend 80% of the courses from the day they start until the end of the semester. Health reports do not affect attendance. Procedures for students who cannot take midterm exams announced within the time periods specified in the academic calendar due to valid reasons are carried out in accordance with the provisions of the "Alanya Alaaddin Keykubat University Acceptance of Excuses and Conduct of Make-up Exams." Excuses are not accepted for midterm exams other than those in the preparatory programme. The final exam is held, and students who are unable to take the final exam due to a valid excuse may take this exam. Students may miss up to 20% of the courses in a semester with or without a valid excuse. Except for this, medical reports signed by a single doctor are not accepted as valid excuses.

Students may appeal exam results within 2 (two) working days of the announcement of the results, solely on the grounds of material errors. Appeals must be submitted in writing to the YDB. If any errors are identified as a result of the review, the error will be corrected

by the decision of the School Council after consulting the relevant teaching staff, and the result will be announced within 3 (three) working days. Students cannot submit a second appeal for material errors related to the same exam.

For students wishing to interrupt their Preparatory Programme education and teaching due to valid reasons, the procedures are carried out by the relevant unit in accordance with the "Alanya Alaaddin Keykubat University Leave of Absence Guidelines" and their status is reported to the Foreign Languages School. Students who take a leave of absence may only resume their studies at the beginning of the next academic year.

## **EXAMS APPLIED DURING THE MEASUREMENT AND EVALUATION PROCESS OF THE PREPARATORY PROGRAM**

### **ACADEMIC YEAR BEGINNING AND END PROFICIENCY EXAMS**

**Table 1.** Proficiency Exam Content–Point Weights

| <b>SECTIONS</b>  | <b>POINTS</b> |
|--|---------------|
| A. Listening (2 parts)   | <b>20</b>     |
| B. Use of English (Grammar / Vocabulary); 1 multiple-choice part; 2 cloze-test parts | <b>20</b>     |
| C. Reading (2 passages)  | <b>20</b>     |
| D. Writing   | <b>20</b>     |
| E. Speaking  | <b>20</b>     |

1. The exam is set at B1+ (the school's target level) and aims to determine whether you have the required proficiency.
2. It consists of two sessions: a written session (Parts A–D, 90 minutes) and an oral interview, held on the same day or the following day.
3. A sample proficiency exam is available on our website.
4. All parts are prepared in line with CEFR B1+ learning outcomes. Score weights are standard, but question types may vary.
5. You must obtain a score of 70 or above to be exempt from—or to successfully complete—the preparatory programme.

### **PREPARATORY PROGRAMME LEVEL PLACEMENT EXAM**

**Table 2.** Placement Exam Content–Point Weights

| <b>SECTIONS</b>    | <b>POINTS</b> |
|--------------------|---------------|
| A. Use of Language | <b>70</b>     |
| B. Reading         | <b>30</b>     |

1. The purpose of the placement exam is to determine your English level.



2. The exam consists of 55 questions in total.
3. There are two sections: Questions 1–40 form the “Use of Language” section (70 points); Questions 41–55 form the “Reading” section (30 points).
4. Questions are drawn from all proficiency levels (A1, A2, B1, B1+), with score weights varying by level.

### QUIZ

**Table 3.** Quiz Content–Point–Weights

| SECTIONS             | POINTS | WEIGHT IN SEMESTER AVERAGE |
|----------------------|--------|----------------------------|
| A. Grammar           | 30     | 10%                        |
| B. Vocabulary        | 30     |                            |
| C. Reading (2 parts) | 40     |                            |

1. The quiz is administered once per semester (Week 4).
2. Score weights are standard, but question types may vary.
3. Questions are prepared in line with the target learning outcomes and content of the course materials for the relevant level.
4. Exam duration: 45 minutes.

### SPEAKING EXAM

**Table 4.** Speaking Exam Content–Point–Weight

| CONTENT   | POINTS | WEIGHT IN SEMESTER AVERAGE |
|---|--------|----------------------------|
| Target themes, grammar, vocabulary covered in the completed level | 100    | 10%                        |

1. The speaking exam is held once per semester (Week 11).
2. It measures whether you have achieved the speaking objectives of the completed level.
3. The exam is conducted as an interview by two assessors: one from your own class and another from a different class.
4. You will be asked three questions based on the content of the completed level.
5. The exam is individual and lasts approximately 5–8 minutes.
6. Your speaking performance is assessed independently by both assessors using a level-appropriate speaking rubric; the average of the two scores is taken.
7. Assessment criteria:
  - Vocabulary Range / Usage,
  - Grammar Accuracy,
  - Fluency / Coherence,
  - Pronunciation,
  - Interaction / Task Fulfilment.

## ACHIEVEMENT EXAM

**Table 5.** Achievement Exam Content–Point–Weight

| SECTIONS                  | POINTS | WEIGHT IN SEMESTER AVERAGE |
|---------------------------|--------|----------------------------|
| Listening (2 parts)       | 20     | <b>40%</b>                 |
| Grammar (min. 2 parts)    | 20     |                            |
| Vocabulary (min. 2 parts) | 20     |                            |
| Reading (2 parts)         | 20     |                            |
| Writing                   | 20     |                            |

1. The achievement exam is administered twice per semester – in Weeks 8 and 12.
2. It assesses listening, reading, writing and the fundamental skills of grammar and vocabulary.
3. Score weights are standard, but question types may vary.
4. Questions are prepared in line with the learning outcomes and content covered from the beginning of the semester up to the exam week.
5. The exam is a single session lasting 90 minutes.
6. The Writing section is assessed by three different instructors (one of whom is your own instructor) using a level-appropriate writing rubric.
7. Writing assessment criteria & weights:
  - Content development relevant to the prompt (25%)
  - Grammar / sentence control (25%)
  - Vocabulary range / appropriacy (20%)
  - Mechanics (spelling, punctuation, capitalization) (15%)
  - Organisation / coherence (10%)
  - Register / format appropriacy (5%)

## END-OF-SEMESTER EXAM (FINAL)

**Table 6.** End-of-Semester Exam Content–Point–Weight

| SECTIONS                               | POINTS | WEIGHT IN SEMESTER AVERAGE |
|--|--------|----------------------------|
| A. Listening (2 parts)                 | 20     | <b>40%</b>                 |
| B. Grammar / Vocabulary (min. 2 parts) | 20     |                            |
| C. Reading (2 parts)                   | 20     |                            |
| D. Writing                             | 20     |                            |
| E. Speaking                            | 20     |                            |

1. The exam is held at the end of the semester (Week 15).
2. It consists of two sessions: a written session (Parts A–D) and an oral interview (Speaking). The oral session takes place on the same day or the following day.
3. Score weights are standard, but question types may vary.

4. Questions are prepared in line with the learning outcomes and content covered from the beginning to the end of the semester.
5. Students who miss the final exam or obtain a low score may take the make-up exam.
6. The Writing section is assessed by three different instructors (one of whom is your own instructor) using a level-appropriate writing rubric.
7. Writing assessment criteria & weights (same as above).
8. The Speaking exam is individual, lasts approximately 5–8 minutes and is assessed by two independent assessors using a level-appropriate speaking rubric. The average of the two scores is taken.
9. Assessment criteria:
  - a. Vocabulary Range / Usage,
  - b. Grammar Accuracy,
  - c. Fluency / Coherence,
  - d. Pronunciation,
  - e. Interaction / Task Fulfilment.

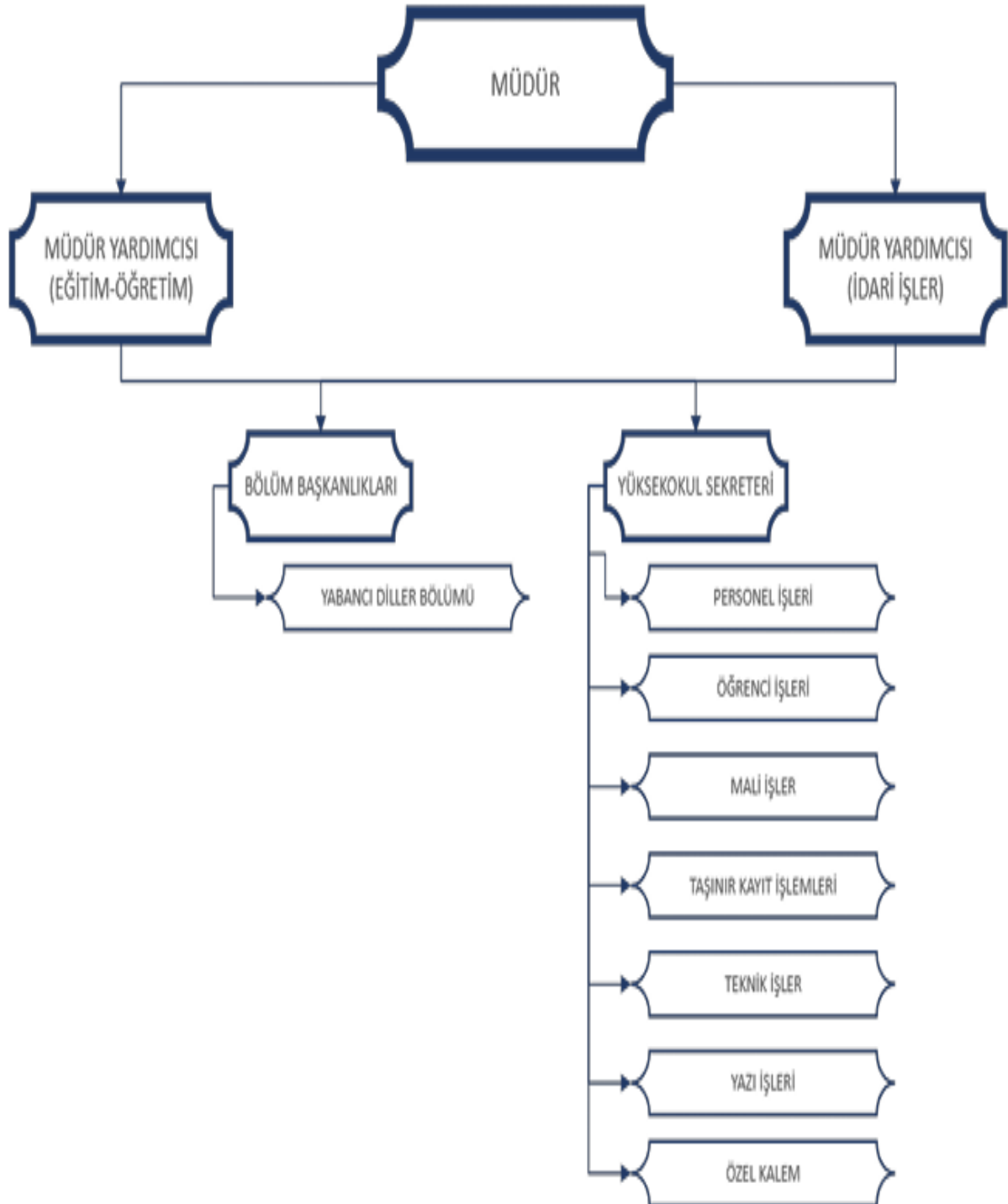
### **FACULTY PREPARATION COURSE (B2) – ASSESSMENT & EVALUATION**

**Table 7.** Faculty Preparation Course Exams – Point Weights

| <b>EXAMS / COMPONENTS</b>         | <b>POINTS</b> |
|-----------------------------------|---------------|
| Writing process portfolio         | <b>20</b>     |
| Speaking / project presentation 1 | <b>10</b>     |
| Speaking / project presentation 2 | <b>10</b>     |
| Mid-term exam                     | <b>20</b>     |
| End-of-semester exam              | <b>40</b>     |

1. Exams are skills-based and contain content oriented towards faculty courses.
2. The writing process portfolio comprises in-class writing tasks collected throughout the semester and submitted to the instructor at the end of the term.
3. Speaking / project presentations are delivered in class on a topic assigned by the instructor.
4. The mid-term and end-of-semester exams are written exams prepared in line with the course content and learning outcomes.

### 1.5. Organisational Chart



## **1.6. Administrative and Academic Staff Duties and Responsibilities**

### **1.6.1. Administrative Staff Duties and Responsibilities**

#### **Director**

1. Representing the School at the highest level,
2. Chairing the School's governing bodies,
3. Implementing the decisions of the School's governing bodies and ensuring coordination and cooperation among the School's units,
4. Reporting the School's budget and staffing needs, along with their justifications, to the Rector's Office,
5. Submitting the School's human resources and physical infrastructure, equipment, etc. needs to the Rector's Office, taking into account the opinions of the School Management Board, within the framework of the University's strategic plan,
6. Conducting supervision, monitoring, and evaluation tasks encompassing all School units and personnel at all levels,
7. To encourage and guide faculty members and students in publishing their scientific studies in international journals and presenting them at various scientific events,
8. Submit a report to the Rector on the general status and operations of the School at the end of each academic year and whenever requested.
9. To perform other duties assigned by the Rector's Office and as required by law.

#### **Assistant Director**

Assistant Directors work in accordance with the objectives and principles determined by the senior management to carry out educational and teaching activities in line with the vision and mission of the School. Their main duties are:

1. To be responsible to the Director of the School, inform the Director of the School about matters related to their areas of responsibility, obtain his/her approval, and perform other duties assigned by the Director of the School
2. Acting as the Director in the absence of the Director, attending meetings of the School Council, Management Board, and Academic Council,
3. Developing preparatory class and undergraduate-level professional English language course programmes, preparing the curricula, and determining the appropriate instructors and classrooms,
4. Ensuring that the curriculum and examinations are aligned with the Common European Framework of Reference for Languages (CEFR) and making necessary adjustments,
5. Ensuring the preparation Committee and smooth implementation of Placement and Proficiency Exams, Reporting students found to have cheated to the relevant unit's

Management (Disciplinary) Committee, and Performing other duties assigned by relevant laws and regulations.

### **Department Head**

The purpose of the Department Head of the School of Foreign Languages is to ensure that the tasks specified in the scope of responsibility are carried out in a timely and accurate manner. Duties:

1. Convening and chairing departmental meetings,
2. Identifying the needs of the department, as well as any issues or requests related to education and teaching and reporting them to the Director's Office.
3. Ensuring that all correspondence between the School Directorate and the department is conducted smoothly.
4. Submitting the department's written opinion to the Directorate regarding the extension of the terms of service of teaching staff affiliated with the department.
5. Ensuring that the distribution of courses among faculty members is balanced.
6. Ensuring that education and teaching are conducted regularly within the department.
7. Attend School Council meetings on behalf of the department and implement the decisions taken in the department.
8. Monitor and supervise the performance of teaching staff assigned to the department.
9. Work to establish a communication environment among the teaching staff in the department with the aim of ensuring that education, teaching, and scientific research are carried out efficiently and effectively.
10. Submitting a report on the department's educational, teaching, and research activities from the previous academic year, along with a work plan for the coming year, to the Director at the end of each academic year.
11. Ensuring that all educational, teaching, and research activities at all levels of the department, as well as all other department-related activities, are conducted in an orderly and efficient manner, and that resources are used effectively.
12. Ensuring that the necessary actions are taken regarding documents received from the Directorate, that responses to documents requiring a reply are submitted to the Directorate on time, and informing the department's teaching staff and research assistants as necessary.
13. Performing other tasks and procedures assigned by the Director and higher authorities.

## **Faculty Secretary**

In accordance with the objectives, principles, and instructions established by the Rectorate of Alanya Alaaddin Keykubat University and the Directorate of the School of Foreign Languages, the primary responsibility of the Faculty Secretary is to perform the tasks and procedures within their area of responsibility effectively and efficiently. Other primary responsibilities include:

1. To exercise general supervision and control over the administrative staff of the School.
2. Preparing the agenda for the School Council, the School Management Board, and other relevant committees.
3. Serving as a rapporteur for the School Council, School Management Board, and other committees.
4. Attending meetings organised by the Rectorate.
5. Planning leave for administrative staff.
6. Act in accordance with the principles of economy.
7. Ensuring that units within the School's administrative structure operate efficiently, regularly, and in harmony.
8. Reviewing incoming documents from the Electronic Document Management System (EBYS) and forwarding them to the relevant individuals and units.
9. Ensuring that all equipment and tools used in the School are always ready for use.
10. Performing other tasks and procedures assigned by the supervisor or senior management in accordance with the relevant process.
11. Monitor accounting (purchasing, salaries, additional lesson payments).
12. Notify relevant parties about announcements and notices received by the School.
13. Prepare documents related to student affairs for discussion at the Management Board.
14. Ensuring the coordination and implementation of the School Student Information System programme.
15. Responding in writing to requests submitted by students on various matters.
16. Performing other tasks assigned by the senior management.
17. Making decisions regarding exemption exam and level determination exam results and conducting necessary correspondence with relevant units.
18. As part of the administrative duties, prepare the agendas for the School Council and the School Management Board and document the decisions made.
19. Responding to information requests.
20. Conducting correspondence with the Rector's Office and other institutions.
21. Ensuring that announcements related to the School are made.
22. Conducting correspondence between the School and departments, as well as between departments, and delivering it to the relevant parties.

23. Preparing necessary correspondence on behalf of the department and ensuring it is submitted to the Directorate.
24. Drafting meeting notices and decisions of committees related to the department in accordance with procedures and notifying relevant parties.
25. Handling the assignment of faculty members to participate in domestic and international scientific conferences, conduct research, and undertake studies.
26. Posting relevant announcements on the department's student notice boards and removing expired ones.
27. Drafting department committee reports, obtaining signatures, forwarding them to the relevant parties, and filing a copy.
28. Notifying the Directorate of the Department Council decision regarding the extension of the terms of office of department faculty members.
29. Drafting Department Council decisions.

### **Staff Under the Authority of the Faculty Secretary**

**Student Affairs Officer:** Primary responsibilities include:

1. Preparing the agenda for matters related to student affairs to be discussed at the Management Board,
2. Ensuring the coordination and implementation of the School Student Information System programme,
3. Responding in writing to petitions submitted by students on various matters,
4. Making decisions regarding exemption exam and level determination exam results and conducting necessary correspondence with relevant units,
5. Making all kinds of announcements related to students,
6. Conducting announcements, correspondence, and grading procedures related to the recruitment of part-time students,
7. Conducting necessary correspondence regarding make-up requests,
8. Performing other tasks assigned by senior management.

**Personnel Affairs Officer:** Primary responsibilities include:

1. Handling, finalising, and following up on the procedures related to the appointment, promotion, transfer, assignment, retirement, and resignation of academic and administrative staff, and reporting the results to the relevant unit,
2. Monitoring annual leave and reports of academic and administrative staff,
3. Processing requests for extension of the term of service for academic staff,
4. Safeguarding all information and documents related to staff and preventing unauthorised access,



5. Enter changes in academic and administrative staff's rank and grade into the HİTAP system,
6. Conducting correspondence with the Rectorate, official institutions, Department Heads, etc., regarding matters related to the field,
7. Submitting asset declaration forms of academic and administrative staff to the Rectorate,
8. Handling all correspondence related to academic and administrative staff,
9. Processing assignments for academic staff both domestically and internationally,
10. Performing other tasks assigned by senior management.

**Document Registration Officer:** Primary responsibilities include:

1. Registering documents received from outside the institution into the EBYS system,
2. Delivering physical attachments related to documents received from the EBYS automation system to the relevant units,
3. Delivering documents requiring wet signatures to the relevant individuals or units under their responsibility
4. Archiving incoming documents
5. Handing over documents to be sent to the Rector's Office in exchange for a signature
6. Handling postal services (PTT) for documents sent to institutions outside our university,
7. Performing other tasks assigned by senior management.

**Administrative and Financial Affairs Officer:** Primary responsibilities include:

1. Processing salary and other personnel-related matters for academic and administrative staff,
2. Making various invoice payments,
3. Handling budget-related tasks for the School within their area of responsibility, Handling all Social Security Institution (SGK) related tasks and ensuring continuous monitoring,
4. Preparing financial documents and handling all correspondence related to financial matters,
5. Preparing request and quotation documents for all expenditures, conducting market research through the procurement committee, preparing the market research report, and ensuring the approval document is issued,
6. Handling all procedures related to the procurement of materials required by the School,
7. Handling domestic and international travel arrangements,
8. Coordinating promotion procedures with the personnel department,

9. Monitor part-time student procedures and attendance records,
10. Preparing the School's budget,
11. Monitoring allocations and preventing overspending,
12. Prepare documents for staff eligible for clothing assistance,
13. Prepare unit activity and performance reports,
14. Providing the necessary information to the spending authority and implementation officers regarding the application of other regulations related to financial laws.

**Movable Property Recording Officer:** Primary responsibilities include;

1. Receiving movable assets acquired by the expenditure unit after inspection and acceptance, counting, weighing, and measuring them according to their type and quality, and storing movable assets that are not directly consumed or put into use in the warehouses under their responsibility.
2. Receiving movable assets that cannot be inspected and accepted immediately and preventing their use before final acceptance is completed.
3. Maintaining records of the entry and exit of movable assets, preparing the relevant documents and schedules, and submitting the consolidated movable asset management schedules to the responsible officer.
4. Delivering movable assets deemed suitable for consumption or use to the relevant parties.
5. Take necessary measures to protect movable assets from fire, water damage, deterioration, theft, and similar risks, and ensure that such measures are implemented.
6. Report any shortages in the warehouse due to theft or extraordinary circumstances to the spending authority.
7. Conduct warehouse inventory and stock control, determine the maximum stock quantity and maximum turnover rate based on the annual trend of movable assets falling below the minimum stock level specified by the spending authority, and report the request to the spending authority. Inspect durable movable assets in use at their locations, conduct inventory counts, and ensure they are conducted.
8. Prepare the management account for movable assets whose records are kept and submit it to the spending authority. Managing the supply chain process, which includes planning material requirements to meet the needs of requesting units, and planning, implementing, and controlling the forward and reverse flow of goods, services, and related information between production and consumption points, as well as their storage, in an efficient and effective manner.
9. They are responsible for losses and shortages in the warehouses under their responsibility due to intent, negligence, or lack of precaution.
10. They must not leave their positions without handing over the warehouses under their responsibility.

11. Performing other tasks assigned by the School Secretary.

**Movable Property Control Officer:** Primary responsibilities include:

1. Ensuring that documents and schedules related to movable property records and transactions comply with regulations and financial statements.
2. Signing the Expenditure Unit Movable Property Management Account Schedule and submitting it to the expenditure authority.

**Documentation Officer:** Primary responsibilities include:

1. Preparing the agendas of the School Council and the School Management Board and recording the decisions taken,
2. Responding to information requests,
3. Conducting correspondence with the Rector's Office and other institutions,
4. Performing other tasks assigned by senior management,
5. Ensuring that announcements related to the School are made.

### **1.6.2. Duties and Responsibilities of Teaching Staff**

The person responsible for teaching foreign language courses. The duties and responsibilities of the teaching assistant are as follows:

1. Planning, preparing, and effectively implementing courses in accordance with the educational programme,
2. Provide feedback to the relevant units and offices regarding education, teaching, and course materials,
3. Carry out tasks assigned by the School, Department Head, or the unit/office where they work,
4. Attend meetings announced by the School, Department Head, or the unit/office where they work.

## **1.7. Responsibilities and Duties of Units and Offices**

### **Responsibilities and Authorities of the Foreign Languages School Preparatory Programme Coordinator**

At the end of each year, a different faculty member is selected as the Preparatory Education Programme Coordinator for the following year during the preparatory education evaluation meeting. If no one volunteers, the Preparatory Education Programme Coordinator is appointed by the Department Head.

1. Ensures the regular and disciplined operation of preparatory classes and provides weekly verbal or written reports to the Department Head regarding educational and teaching processes.
2. They prepare the preparatory course schedules in collaboration with the Department Head.
3. At the beginning of the academic year, in collaboration with the advisor of the students registered in the faculty under their responsibility, they monitor the registration of students in the mandatory Preparatory Classes.
4. If necessary, works in coordination with student affairs to update the student list in the OBS.
5. Distributes tasks among faculty members teaching in the department for the preparation of midterm exams, final exams, and announced/unannounced quizzes. Monitors the exam process. Organises and chairs the final review meeting before exams. Coordinates the evaluation of exam papers, the creation of grade lists, and their publication on. Responsible for keeping a copy of exam questions and forwarding them to the Department Head.
6. Authorised to determine the number of midterm exams, assignment planning, number of assignments, evaluation of assignments, and contribution to exams for English preparatory courses.
7. They regularly collaborate with teaching staff in their department and hold monthly meetings for coordination. After the meeting, they prepare minutes and submit them to the relevant Department Head.
8. At the end of each month, collects attendance records from teaching staff in their department and determines the total number of absences for each student, then forwards this information to the relevant Assistant Director.
9. At the end of each academic year, they collect signed attendance lists from faculty members teaching in their department and submit them to the relevant Assistant Director.
10. Coordinates the evaluation of appeals regarding proficiency midterm and final exams and reports the outcome in a written petition to the Department Head.

## **Information Technology Office**

### **Job Description:**

The primary purpose of the Information Technology Office is to address and resolve online and technological infrastructure issues at the School, as well as to maintain the School's official website and its content.

### **Responsibilities of the Information Technology Office**

1. Managing the online support for textbooks used in English Preparation and Common Compulsory Foreign Language, and Professional Foreign Language courses, and

organising the necessary meetings and training to ensure that these platforms are actively used by both students and faculty members,

2. Maintaining the School's website and uploading content approved by the administration,
3. Ensuring that the student automation system is operational and accessible to both faculty members and students,
4. Monitor technological developments within the field of study and submit reports to colleagues and management,
5. Conducting field and feasibility studies for distance education programmes and presenting them to management in report form,
6. Ensuring that the School's technological equipment is in working order and repairing any malfunctioning equipment,
7. Collaborate with the Material Development Office on the compilation, creation, and development of digital materials,
8. Ensuring the equitable distribution, timely delivery, and quality of assigned tasks,
9. In addition to the above, the office staff member is responsible for coordinating the workflow and activities of the office in collaboration with the office staff member, conducting inspections, and providing verbal or written reports to the Department Head.

All office staff are responsible for all activities conducted in the office and their outcomes.

## **Measurement and Evaluation Office**

### **Job Description:**

The Measurement and Evaluation Office is responsible for the following activities throughout the academic year:

- Proficiency Exams
- Level Determination Exams
- Short Exams
- Midterm Exams
- Make-up Exams
- Final Exams
- Make-up Exams
- Erasmus+ Proficiency Exams

In addition to these, the office is responsible for preparing other exams that may be requested by the University and Higher Education Institution administrations, checking questions for material and content errors, duplicating, distributing, administering, archiving, and creating an exam pool. If these exams are conducted online, the office is responsible for entering exam questions and answers into the distance learning system,

reporting exam results, and other related processes. All office staff, primarily the office supervisor, are responsible for all work carried out within the office.

### **Duties of the Assessment and Evaluation Office Head**

1. Collaborating with the Programme and Material Development Office during the preparation phase of the exams mentioned above.
2. Monitor the annual teaching programme.
3. Determining whether the implemented education programme is successful.
4. Identify which topics have been learned to what extent and, if there are any failures, determine the source of the failure.
5. Identify students' deficiencies in specific subjects through short exams and midterm exams conducted during the academic year.
6. Provide feedback based on the statistics obtained to ensure effective learning and quality learning outcomes.
7. Ensuring that responsibilities are distributed equally among office staff according to the work schedule and being responsible for their implementation and quality.
8. Being responsible to the preparation coordinator for the office workflow, coordination, and supervision of office activities.
9. After the exams have been prepared and typeset, hold face-to-face or online meetings (via the institutional Zoom account) with office staff and ensure that all office staff carry out a final check of the exams (exam papers, answer keys, audio files).
10. After ensuring that the exams are ready for printing or online application, send the exam documents (A-B group exams and answer keys), audio files, signed meeting minutes, meeting video recording (URL link) if the meeting was held online, and the participant list to the Department Head via email one week before the exam date.

### **Programme and Material Development Office**

#### **Job Description**

The main purpose of the Programme and Material Development Office is to ensure that various materials and resources that English Preparation Unit teaching staff can use in their courses are available and prepared on a weekly basis. A number of English Preparation Unit teaching staff, determined as needed, are assigned to work in the office by the Director of the School of Foreign Languages.

#### **Responsibilities of the Program and Material Development Office Manager:**

1. To support English Preparation Unit teaching staff by compiling, creating, and developing various materials related to the topics covered in the annual course programmes, as well as their instruction and reinforcement in the classroom,
2. Coordinate the reproduction of these materials,
3. Prepare exercises and activities as needed for topics covered in the programme,

4. Announce the prepared teaching programme (unit tests and activity schedules) through various channels,
5. Checking and placing the delivered resources and materials in their proper locations,
6. Update and archive all resources and materials available in the unit,
7. Monitor the use of materials within the unit, and document where, by whom, and when each material is used using various forms,
8. Collaborate with the Information Technology Office on the compilation, creation, and development of digital materials,
9. Ensure that all compiled and prepared materials are handled in accordance with copyright laws,
10. Exchange ideas with English Preparation Units and English Teaching Departments of other universities regarding material development,
11. Assist in determining annual course materials and prepare the annual curriculum in accordance with these materials,
12. Hold regular monthly meetings with the relevant administrative supervisor regarding ongoing and planned activities, and submit the monthly activity report with its attachments to this unit,
13. Prepare an annual work plan and a strategic plan every three years,
14. Introduce new teaching staff to the unit within the framework of the orientation programme,
15. Ensure the equitable distribution, timely delivery, and quality of assigned tasks,
16. Carry out all tasks and procedures within the scope of their responsibilities in accordance with these procedures and principles, and regularly archive and store the necessary documents and reports,
17. In addition to the above, collaborate with the office staff mentioned above to ensure the coordination (order) of the office's workflow and activities, conduct supervision, and provide verbal or written information to the Department Head.
18. All office staff are responsible for all activities carried out in the office and their outcomes.

### **Professional Development Office**

The Professional Development Coordination Office is responsible for planning and implementing all in-service training activities within the scope of the preparation programme. In this context, it organises events such as seminars, workshops and conferences to strengthen the professional skills of the teaching staff in the department; determines the topics in line with the suggestions and requests received from the relevant assistant director or teaching staff and makes the necessary arrangements. Following each activity, it collects feedback from participating trainers, prepares reports, and submits them to management.

The Coordination Office collaborates with expert faculty members within the institution to organise presentations and workshops on various topics as needed; if necessary, it plans joint professional development seminars with academic partners from other universities. Upon request from the assistant director, it conducts classroom observation visits, provides constructive feedback to the observed faculty members, and reports on this process. Additionally, in case of any issues arising during the education process, it works with the relevant teaching staff to develop solution-oriented investigations and action plans to ensure the smooth operation of the process and reports all meetings and decisions to the steering unit.

### **Common Compulsory Foreign Language Courses and Professional Foreign Language Office**

#### **Job Description:**

Responsible for preparing, duplicating, implementing, and reviewing the content, annual curricula, exemption exams, midterm and final exams of the Common Compulsory Foreign Language and Professional Foreign Language courses offered throughout the university, as well as checking for material and content errors and evaluating these exams in general. If these exams are conducted through the distance learning system, the office is also responsible for entering the exam questions and answers into the distance learning system and reporting the exam results.

#### **Responsibilities of the Office in Charge of Common Compulsory Foreign Language Courses and Professional Foreign Language Courses:**

1. Selecting source books and ensuring that courses with the same code are conducted jointly,
2. Ensuring that the course materials and exams for these courses conducted through the distance education system are entered into the system and monitored,
3. Submitting an annual report to management on the general operation of the office, potential issues, and their solutions,
4. Ensure an equitable distribution of tasks among office staff and oversee the preparation, review, implementation, and evaluation of exams conducted throughout the year.
5. In addition to the above, the office clerk is responsible for coordinating the workflow and activities of the office in cooperation with the office clerk, supervising them, and providing verbal or written information to the Head of Department.
6. All office staff members are responsible for all activities conducted in the office and their outcomes.



### **Common Mandatory Foreign Language Courses and Professional Foreign Language Office Members' Responsibilities:**

1. Prepare, monitor, administer, and evaluate exams to be conducted throughout the year, and ensure their proper execution,
2. Entering course materials and exams for these courses conducted through the distance learning system into the distance learning system,
3. Carrying out office duties assigned by the office supervisor,
4. Carrying out tasks assigned by the office supervisor in the preparation of annual reports on the general operation of the office, potential issues, and their solutions,
5. All office staff are responsible for all activities conducted in the office and their outcomes.

## **2. MATTERS RELATED TO INSTRUCTORS**

### **2.1. Working Hours**

The working hours of teaching staff are determined based on the active education and training activities conducted during the relevant academic year, in accordance with the course schedules for that year and the service requirements of the office or unit where they are assigned.

The start and end times of courses are clearly defined in the relevant regulations of our university, and all teaching staff are responsible for conducting their courses within these hours. It is expected that the procedures and principles established for the conduct of courses will be strictly adhered to.

Additionally, faculty members are responsible for regularly monitoring students' attendance during class. Class hours are generally between 09:00 and 17:30, and faculty members are expected to fulfil their academic duties within this timeframe.

### **2.2. System Login**

Instructors in the Foreign Languages Department are responsible for recording the "daily absences (during class while online)" of students in their classes via the online education system at <https://bilge.alanya.edu.tr/> through the distance education system; and "exam grades (for quizzes, midterm, and final exams on the announced dates)" through the student information system (<https://obs.alanya.edu.tr>).

Instructors teaching Common Required Courses and Professional Foreign Language courses follow the academic calendar for these entries.

### 2.3. Reporting, Assignment, and Leave Matters

In the event that teaching staff members are required to take sick leave, they must inform the Department Head as soon as possible on the day the report is issued and submit their medical reports to the Department Head's Secretary. No additional course fees will be paid to teaching staff members during the period of sick leave.

In the Department of Foreign Languages, if 10 hours or more of classes cannot be held on the days when a teaching staff member is on leave, the students of the relevant class will be directed to other classes deemed appropriate by the Department Head. During this process, attendance will be taken regularly by the teaching staff members of who are teaching in the relevant branches. Upon the instructor's return to duty, students return to their own classes and continue their courses.

If the instructor is unable to conduct the class for any reason other than being on leave, a make-up class may be scheduled. However, in order for these classes to be held, the instructor must complete **the Make-up Class Notification Form** in full and submit it for approval prior to conducting the class.

Classes on days when the instructor is absent due to valid reasons may be conducted by another instructor through a schedule change. In this case, the instructor who is transferring the class is responsible for informing the students of the schedule change in a timely manner. Similarly, the Department Head must be informed of the change.

Similar procedures apply to leave and assignment procedures, and it is mandatory that the relevant information flow and documents are communicated in full. Teaching staff wishing to apply for annual leave must fill out the "Annual Leave Request Form" via **EBYS (Electronic Document Management System)** and submit it to the Department Head. The request is submitted to the Director's office for approval, thereby completing the process.

### 2.4. Announcements

All faculty members **are responsible for regularly following** announcements related to the academic and administrative operations of the institution **during working hours** and **strictly adhering to** the procedures and principles specified in these announcements.

Official announcements may be communicated directly through personal notification, via **the Electronic Document Management System (EBYS)**, or through **the e-mail addresses of the Directorate, Department Head, or relevant office/unit**.

Instructors **are required to keep their registered contact information (e-mail, telephone, etc.) up to date** to ensure that they receive all necessary notifications.

## **2.5. Use of Office Supplies**

Faculty members **are expected to use** the technological devices and equipment assigned to them **with care, attention, and responsibility**.

In the event of any malfunctions in the devices or the need to replace consumables, the relevant teaching staff member must complete the "Technical Support Request Form" available on the **ALKÜ Information Technology Directorate** website and submit the request to . It is important that requests are submitted in a timely manner and with accurate information to ensure that maintenance and repair requests are addressed promptly and effectively.

## **3. MATTERS RELATED TO ADMINISTRATIVE STAFF**

### **3.1. Working Hours**

The daily working hours of administrative staff are between **08:30 and 17:30, as determined by the Governor's Office**. It is important that the relevant staff **pay close attention to** their starting time and **avoid delays of more than 5 to 10 minutes** as much as possible. However, in exceptional cases where a delay exceeding the specified time is unavoidable, the relevant staff member must **notify the School Secretary in advance**. This notification is important to ensure that work processes are not disrupted and that task handover is carried out smoothly.

### **3.2. Sense of Duty and Teamwork**

Administrative staff are expected to enter data into the various systems and programmes under their responsibility in a timely **and meticulous** manner, **in accordance with the specified deadlines**. The timely, complete and careful performance of the tasks assigned to them is of great importance for the effective functioning of the institution. In this context, it is essential that staff act with a sense of responsibility and **fulfil their duties within the team**. Adopting a disciplined, attentive and cooperative approach to work will increase both individual productivity and organisational success.

### 3.3. Permissions

Personnel have the right to use **their annual and administrative leave entitlements** in accordance with the relevant legislation. However, in order to ensure that the workload arising from the absence of personnel is distributed fairly, **annual leave requests** are evaluated in accordance with a specific plan and in a manner that ensures the continuity of service. **Personnel who are on sick leave** must **submit** the relevant medical reports **to the School Secretary within three (3) working days at the latest**. Failure to make timely notifications may result in delays in personnel matters and legal processes; therefore, the necessary care must be exercised in this regard.

### 3.4. Use of Office Supplies

Technological devices and equipment issued to staff on a personal basis must be **used with care, attention, and a sense of responsibility**. As these devices are the property of the institution, utmost care must be exercised in their use.

In the event of a malfunction in a device or equipment or the need to replace consumables, the relevant personnel must submit a completed "Technical Support Request Form." This process is of great importance in terms of maintaining the functionality of the devices and ensuring the continuity of service.

## 4. RELEVANT LAWS AND REGULATIONS

### 4.1. Laws

#### 4.1.1. Higher Education Law

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

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

This Law establishes the objectives and principles related to higher education and regulates the organisation, operation, duties, authorities, and responsibilities of all higher education institutions and their governing bodies, as well as the fundamental principles concerning education, research, publication, academic staff, students, and other personnel in a comprehensive manner.

#### 4.1.2. Higher Education Institutions: Disciplinary Matters Concerning Students

The provisions of Article 54 of the Higher Education Law No. 2457 dated 4 November 1981 shall apply.

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

This article provides information on the definition of disciplinary offences, criminal penalties, and how disciplinary investigations are conducted.

#### **4.1.3. Disciplinary and Penal Matters for Administrative Staff, Teaching Staff, and Civil Servants of Higher Education Institutions**

For teaching staff, Article 53 of the Higher Education Law No. 2457 dated 4 November 1981 applies.

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

This article provides information on the definition of disciplinary offences, criminal penalties, and how disciplinary investigations are conducted.

Personnel employed under an employment contract other than teaching staff are subject to the Labour Law No. 4857 dated 22 May 2003 and their employment contract or collective labour agreement.

Link: <https://www.mevzuat.gov.tr/mevzuatmetin/1.5.4857.pdf>

For civil servants, Article 125 of the Civil Servants Law No. 657 applies.

Link: <https://www.mevzuat.gov.tr/mevzuatmetin/1.5.657.pdf>

#### **4.1.4. Higher Education Personnel Law**

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

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

The purpose of this Law is to classify personnel falling under the definition of teaching staff in the Higher Education Law dated 4/11/1981 and numbered 2547, to regulate their monthly salaries and additional allowances, to determine the form and conditions of promotion and advancement in rank, and to establish the procedures for determining the amounts of additional allowances, university, administrative duties, and development allowances, as well as the procedures for employing retired and foreign teaching staff on a contractual basis, and to regulate the social rights and benefits they are entitled to. determine the amounts of additional course fees, university, administrative, and development allowances, and establish the procedures and principles for the employment of retired and foreign teaching staff on a contractual basis.

## **4.2. Regulations**

### **For Students:**

#### **4.2.1. Alanya Alaaddin Keykubat University School of Foreign Languages Education and Examination Guidelines**

Link: <https://ydy.alanya.edu.tr/mevzuat/yonergeler/>

This regulation contains information on the following topics related to the relevant section:

- Foreign language proficiency exam
- Foreign language level determination exam
- Exemption conditions for mandatory foreign language courses
- Attendance requirements for students in mandatory preparatory classes
- Attendance requirement
- Exams and assessment
- Appeals against exams
- Reports and excuses

#### **4.2.2. Alanya Alaaddin Keykubat University Undergraduate Education, Teaching, and Examination Regulations**

Link: <https://www.alanya.edu.tr/media/kskp3dpr/egitim-ogretim-ve-sinav.pdf>

This regulation sets out the procedures to be followed in appeals regarding the grade point average and exam grades of students taking common compulsory courses (OZD) and professional foreign language courses.

### **For Academic and Administrative Staff:**

#### **4.2.4. Regulations on the Procedures and Principles for Central Examinations and Entrance Examinations to Be Conducted for Appointments to Teaching Staff Positions Other Than Professors**

Official Gazette Date: 31.07.2008

Official Gazette Number: 26953

Amendment:

Official Gazette Date: 09.11.2018

Official Gazette Number: 30590

Link: <http://www.resmigazete.gov.tr/eskiler/2018/11/20181109-3.htm>

This regulation provides information on the conditions to be sought and the evaluation criteria for the recruitment of teaching staff.

#### 4.2.5. Basic Occupational Health and Safety Training

- Pursuant to the Occupational Health and Safety Law No. 6331, all academic and administrative staff **are required** to complete the "Basic Occupational Health and Safety Training."
- Access to the training platform: <https://isgegitim.alanya.edu.tr>
- The training must be completed **within 30 days**.
- Upon completion of the training, your certificate will be automatically generated through the system.
- For support and inquiries regarding the training: [isg@alanya.edu.tr](mailto:isg@alanya.edu.tr)

### 5. FORMS

All forms and application examples mentioned in this booklet can be found at <https://pdb.alanya.edu.tr/formlar/genel-formlar/> and <https://ydy.alanya.edu.tr/kalite/genel-formlar/>.

### CONTACT

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