

MALTEPE UNIVERSITY TURKISH LANGUAGE TEACHING APPLICATION AND RESEARCH
CENTER (MALTEPE TÖMER) EDUCATION, TRAINING AND EXAMINATION DIRECTIVE
FIRST SECTION

Purpose, Scope, Basis and Definitions

Purpose

Article 1 – (1) The purpose of this Directive is to determine the aims, scope, implementation and evaluation principles regarding the Turkish Preparatory Program to be applied to international students who will study at associate, undergraduate and, within the framework of cooperation protocols, postgraduate levels, as well as Turkish Courses and examinations for those who wish to learn Turkish or improve their Turkish proficiency.

Scope

Article 2 – (1) This Directive covers the provisions related to the educational activities of the Turkish Preparatory Programs, Turkish Courses and examinations carried out at Maltepe University Turkish Language Teaching Application and Research Center (Maltepe TÖMER).

Basis

Article 3 – (1) This Directive has been prepared based on the provisions of Articles 5, 12, 14 and 58 of the Higher Education Law No. 2547 dated 4/11/1981; the Higher Education Institutions Student Disciplinary Regulation dated 18/08/2012 and published in the Official Gazette No. 28388; and the Regulation on the Turkish Language Teaching Application and Research Center of Maltepe University published in the Official Gazette dated 19 February 2010 and No. 27498.

Definitions

Article 4 – (1) In this Directive:

- a) Certificate of Achievement: The document given to the student/participant who fulfills the attendance and achievement requirements as a result of specialized programs such as Academic Turkish or other trainings determined by the Board of Directors,
- b) Achievement Score: The score indicating success in the current program or course,
- c) D■LMER: Language Education and Training Center,
- ç) Level: One of the A1, A2, B1, B2, C1 levels in accordance with the “Common European Framework of Reference for Languages”,
- d) Placement Exam: The exam conducted to determine the Turkish language proficiency level of students or participants,
- e) Certificate of Attendance: The document showing the student's or participant's attendance in the Turkish course or program in which the required attendance condition has been fulfilled,
- f) Participant: A person registered for Turkish Courses opened by Maltepe TÖMER,
- g) Participant Document: The document given upon request to a participant registered for a Turkish Course,
-) Maltepe TÖMER: Maltepe University Turkish Language Teaching Application and Research Center,
- h) Director: The Director of Maltepe TÖMER,
-) Directorate: The Directorate of Maltepe TÖMER,
- i) Student: International associate, undergraduate and, within the scope of cooperation protocols, postgraduate students studying in the Turkish Preparatory Program organized by Maltepe TÖMER due to Turkish proficiency requirements,
- j) Program-Course: The educational activity organized to provide Turkish proficiency to students or participants within a certain time period,
- k) Rector: The Rector of Maltepe University,
- l) Senate: The Senate of Maltepe University,
- m) YTB: Presidency for Turks Abroad and Related Communities,
- n) Examination Commission: The commission consisting of academic staff responsible for preparing and implementing exam questions, assigned by the Director,
- o) Turkish Language Proficiency Certificate: The document given to students, participants or non-student applicants participating in the paid Turkish Language Proficiency Exam, showing their achievement score and corresponding proficiency level,
- ö) Turkish Language Proficiency Exam: The exam conducted to measure the Turkish language proficiency level of students or participants at the required level, including exemption exams for academic programs or cooperation protocols,
- p) University: Maltepe University,

r) Board of Directors: The Board of Directors of Maltepe TÖMER.

SECOND SECTION

Education-Training Programs, Opening and Implementation

Purpose of Education-Training

Article 5 – (1) The purpose of the Turkish Preparatory Program and Turkish Courses organized at Maltepe TÖMER is to provide language training at the required level to associate, undergraduate, postgraduate students and participants who wish to learn or improve their Turkish proficiency.

Opening of Programs

Article 6 – (1) Maltepe TÖMER Turkish Preparatory Programs and Turkish Courses are opened by the decision of the Directorate and carried out in accordance with the Common European Framework of Reference for Languages at Basic (A1, A2), Intermediate (B1, B2), Advanced (C1) and Academic Turkish levels.

(2) A course may be opened if the minimum number of participants determined by the Board of Directors is met. All opening and assignment procedures are carried out by the Directorate.

Admission of Students or Participants

Article 7 – (1) Students of the Turkish Preparatory Program and participants who wish to learn or improve their Turkish may register at Maltepe TÖMER. The procedures and required documents for registration are determined by the Board of Directors and announced on the Maltepe TÖMER website.

(2) International associate, undergraduate, and postgraduate students directed to Maltepe TÖMER within cooperation protocols who have not fulfilled Turkish proficiency requirements are registered to the Turkish Preparatory Program.

(3) Students or participants who do not know Turkish are placed in the A1 level; those who declare Turkish knowledge take a Placement Exam and are placed in suitable classes. Level/class changes can be made by the Directorate when necessary.

Levels and Duration of Programs

Article 8 – (1) Education is provided at A1, A2, B1, B2, C1 and Academic Turkish levels. Hours for students accepted via cooperation protocols are arranged according to protocol.

(2) Students must reach the required Turkish level by the end of the academic year. Maximum study period is two semesters.

(3) Duration and total hours are determined by the Board of Directors.

Attendance Requirement

Article 9 – (1) Attendance requirement is 70% for each level. Those exceeding 30% absence are considered unsuccessful and cannot take exams.

(2) Health-related excuses must be documented with valid medical reports submitted within three business days.

(3) No certificate is given to those who fail attendance requirements.

Examinations

Article 10 – (1) Placement and Turkish Proficiency Exams are prepared in line with the CEFR.

(2) Students/participants must take the Proficiency Exam at the end of each level.

(3) Valid proficiency certificates include those issued by TÖMERs, DİMLERs and Yunus Emre Institute.

(4) Exams may be held face-to-face or online.

(5) Exams measure CEFR levels A1–C1.

(6) Anyone may take paid proficiency exams and receive corresponding certificates.

Exam Implementation and Evaluation

Article 11 – (1) Exams are administered and evaluated by assigned academic staff.

(2) Reading, Listening, Writing and Speaking skills are tested. Success requires passing all skills.

(3) Placement Exam scoring is determined by the Board of Directors.

(4) Valid excuses include serious illness, death of close relatives, and official assignments.

Requests must be submitted within three business days.

THIRD SECTION

Registration, Fees and Deregistration

Registration and Fees

Article 12 – (1) Required documents are determined by the Board of Directors.

(2) Fees are proposed by the Board to the International Office.

(3) Refund or related requests are submitted to the International Office.

Deregistration

Article 13 – (1) Students/participants who fail attendance requirements or commit disciplinary offenses requiring expulsion are deregistered by decision of the Board of Directors.

FOURTH SECTION

Certificates and Documents

Article 14 – (1) Maltepe TÖMER issues:

- a) Turkish Proficiency Certificate for students succeeding in exams,
- b) Turkish Proficiency Certificate for successful course participants,
- c) Turkish Proficiency Certificate for non-students who pay and succeed,
- ç) Certificate of Attendance for those who meet attendance but fail or do not take exams,
- d) Certificate of Achievement or Certificate of Attendance for Academic Turkish,
- e) Certificates are valid for two years,
- f) Lost/damaged certificates may be reissued at 50% fee.

FIFTH SECTION

Miscellaneous and Final Provisions

Situations Not Covered

Article 15 – (1) In cases not addressed, relevant legislation applies.

Financial Affairs

Article 16 – (1) Financial matters are handled by Maltepe University's Administrative and Financial Affairs Department.

Enforcement

Article 17 – (1) This Directive enters into force upon approval by the Senate.

Execution

Article 18 – (1) The Rector of Maltepe University executes this Directive.

Senate Approval Date: 26.09.2025

Meeting No/Decision No: 13/09