(Senate Resolution dated 30.11.2000 no. 16)

**ATILIM UNIVERSITY**

**PREPARATORY SCHOOL (PREPARATORY UNIT)**

**DIRECTIVE ON DUTIES AND OPERATION PRINCIPLES**

**Organization**

Article 1 - The School of Foreign Languages was established under the Presidency of Atılım University.

# Scope

Article 2- This Directive covers the duties and operation principles regulating English education at Atılım University, established in accordance with Law No. 2809 and the laws adding articles to this Law, Law No. 4281, and Regulations on the Organization and Operation of Foundation Higher Education Institutions.

# Basis

Article 3- This Directive is based on Article 49 of Law no. 2547, Article 3 of Law no. 2923, and Article 7 of Regulations on the Organization and Operation of Foundation Higher Education Institutions.

# Preparatory School (Preparatory Unit)

Article 4- At Atılım University where education is provided partly in English, the students enrolling in higher education programs of the University for the first time are provided with English education at the Preparatory Unit (Preparatory School), in the form of special “levels”.

# Administrative Bodies:

Article 5- The bodies of the Preparatory School are as follows:

1. School Director
2. Assistant Directors:
3. Academic Coordinator
4. Administrative Coordinator

# Preparatory School Director (HOM)

Article 6- The Preparatory School Director is appointed by the President from among the faculty members of the University for a term of one year, and subject to the approval of the Board of Trustees. At the end of their term of office, the Director may be re-appointed.

# Duties of the Preparatory School Director (HOM)

Article 7- The duties of the Preparatory School Director are as follows:

1. Ensuring the preparation of course programs for the Preparatory School and the English Department of the School (Freshman).
2. Determining the course loads of the faculty members participating in the program.
3. Organizing meetings with Academic and Administrative Coordinators to take decisions within the framework of their suggestions. Informing the Presidency of the decisions taken.
4. Directing the Preparatory School in line with current legal legislations.
5. Implementing and following up on the decisions by the Board of Trustees and the Presidency.
6. Participating in Senate meetings, and providing suggestions.
7. Suggesting the necessary changes and additions to School regulations to the Presidency.
8. Determining the requirements for instructors and personnel and contacting the Presidency accordingly.
9. Ensuring the regular progression of the preparatory education in line with the set objectives and principles.

# Assistant directors

Article 8- The Director may appoint up to two faculty members as Assistant Directors to aid them with their duties. The one-year appointment is subject to the positive decree of the Presidency, and the approval of the Chairperson of the Board of Trustees. At the end of their term of office, Assistant Directors may be re-appointed.

Assistant Directors undertake the tasks assigned to them by the Director.

# Academic Coordinator

Article 9- The Academic Coordinator undertakes the academic affairs of the Preparatory School. Their one-year appointment is subject to the suggestion of the Preparatory School Director, the positive decree of the Presidency, and the approval of the Chairperson of the Board of Trustees. At the end of their term of office, the Academic Coordinator may be re-appointed.

# Duties of the Academic Coordinator:

Article 10- The duties of the Academic Coordinator are as follows:

1. Establishing sections at various levels in line with proficiency test results with the Preparatory School director and the Administrative Coordinator.
2. Determining the unit hours of the textbooks in line with the academic program, and monitoring the program accordingly.
3. Supervising the progression of education.
4. Taking decisions through organizing various meetings on increasing the quality of education; and implementing these decisions with the approval of the School Director.
5. Checking and verifying the Proficiency, Midterm, Level Exams, and pop quizzes.
6. Taking measures to ensure well-organized exam sessions.
7. Re-establishing the groups in line with their success levels with the Director and the Administrative Coordinator.
8. Auditing video courses, writing courses, project studies, and material office studies.
9. Requesting information on instructor and teacher performance and success from the In-House Training Official auditing courses regularly, and making evaluations accordingly.
10. Responding to parent questions on students and education.
11. Resolving the problems of problematic students in classrooms.
12. Taking action on teacher procurement in line with requirements.
13. Preparing manuals for students and teachers.
14. Taking action to prepare books to boost efficiency in line with requirements.
15. Preparing the program and the materials for Summer School, and monitoring its progress.
16. Undertaking the duties assigned to them by the Board of Trustees, the President, and the School Director.

# Administrative Coordinator:

Article 11- The Administrative Coordinator undertakes the administrative affairs of the Preparatory School.

Their one-year appointment is subject to the suggestion of the Preparatory School Director, the positive decree of the Presidency, and the approval of the Chairperson of the Board of Trustees. At the end of their term of office, the Administrative Coordinator may be re-appointed.

# Duties of the Administrative Coordinator:

Article 12- The duties of the Administrative Coordinator are as follows:

1. Providing the Preparatory School Director with suggestions to boost, improve, and better the education offered at the school, making research and preparing data to constitute the basis for the decisions to be taken.
2. Taking action within the framework of Preparatory School Regulations.
3. Convening with the Academic Coordinator on administrative and academic issues, and resolving the problems that arise.
4. Taking measures against possible future problems.
5. Making adjustments to allow for the education programs to progress as planned.
6. Checking the suitability of the exam dates to the education program in place.
7. Taking action regarding issues such as ensuring the appropriate allocation of teachers to classrooms.
8. Preparing the Preparatory School Academic Calendar each year.
9. Preparing the weekly course schedules each semester, for the teachers of each level course.
10. Determining the student composition for the classrooms to open in each level course semester, and Summer School, from when the academic year begins.
11. Preparing the forms to log the results of pop quizzes, midterm exams, final exams, and proficiency exams for each section; receiving these results from relevant teachers and evaluating the results on the computer, to inform the Director and the Academic Coordinator accordingly.
12. Tracking the non-attendance of students daily and weekly, and informing the director accordingly at the end of their level courses.
13. Tracking teacher attendance daily and reporting to the Director accordingly.
14. Appointing an appropriate substitute teacher in lieu of teachers unable to attend due to an excuse.
15. Undertaking controlling duties to ensure that exams progress as planned by walking into classrooms and through corridors.
16. Listening to and evaluating various student issues, resolving those under their authority, and transferring other issues to relevant authorities; consulting students where required.
17. Informing parents requesting information on their students in person or by phone.
18. Monitoring student demeanor and behavior, warning students where required.
19. Undertaking the duties assigned to them by the board of Trustees, the President, and the Director.

# In-House Training Unit:

Article 13- The Preparatory School In-House Training Unit provides intensive pre-service training to new-coming instructors. This unit involves proficient and experienced faculty members.

# Duties of the In-House Training Unit: \*

Article 14- The duties of the In-House Training Unit are as follows:

1. Training the instructors on the content of the textbooks, and the teaching techniques in use.
2. Classroom management, body language, tone of voice, learning methods and techniques, methods of reducing and solving discipline problems, methods of increasing and motivating student interest, preparing lesson plans;
3. The basic stages of vocabulary teaching, teaching new techniques regarding vocabulary teaching
4. Teaching the basic stages and new techniques in teaching listening-comprehension skills, and teaching fluent and error-free speaking
5. Teaching the skills of reading, comprehension, main idea determination, summarizing, paraphrasing
6. Teaching the effective new approaches and techniques in grammar teaching
7. Explaining the techniques and methods for composition writing, error-free and impressive expression of opinions, writing comprehensible paragraphs.
8. Teaching the exam (test) types and the basic principles of test preparation in English teaching.
9. Explaining the basic principles, methods, and techniques of material selection and preparation for English teaching.

# Effective Date:

Article 15- This Directive enters into effect after its acceptance by the Atılım University Senate, and the approval by the Chairperson of the Board of Trustees.

# Execution:

Article 16- This Directive is executed by the President of Atılım University.