

İTÜ



TÜRKÇE ÖĞRETİMİ
UYGULAMA VE
ARAŞTIRMA MERKEZİ
İTÜ TÖMER



STUDENT HANDBOOK



Table of Contents

General Information	1
Instructors and Teaching Model	2
Course Schedule and Structure	3
Registration and Admission	4
Visas and Residence Permits	5
Fees and Financial Issues	6
Program Content and Methodology	7
Levels and Assessment	8
Academic Calendar	9
Announcements and Updates	10

General Information

1. What is ITU TOMER?

ITU TOMER is a center within Istanbul Technical University that focuses exclusively on education, application, and research in the field of teaching Turkish.

2. Where is ITU TOMER?

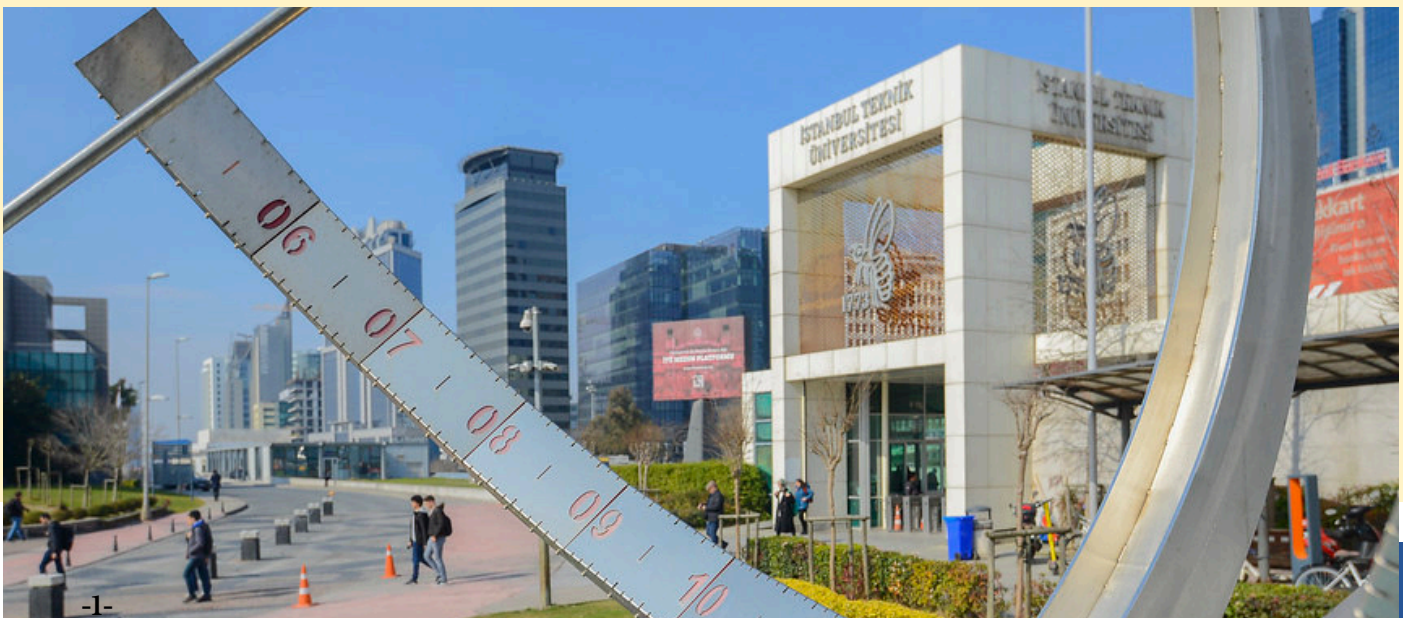
ITU TOMER office is located on the 2nd floor of the Central Classroom Building B (MED-B) at Istanbul Technical University's Ayazağa (Maslak) Campus.

3. Where are Turkish classes held?

The classes are conducted in the Central Classroom Building A (MED-A) at Istanbul Technical University's Ayazağa (Maslak) Campus.

4. What are the transportation and food services?

The MED-A building at the ITU Ayazağa (Maslak) Campus is easily accessible by metro. You can take the M2 metro and get off at the "ITU-Ayazağa" station, then walk to the campus entrance. Within the campus, there are cafeterias and restaurants available for our students.



Instructors and Teaching Model

5. Who are the instructors? Are the classes taught by qualified Turkish teachers?

Yes. Our center employs experienced instructors specialized in teaching Turkish. Our academic staff consists of 9 lecturers: 4 PhD graduates, 1 PhD candidate, 3 with Master's degrees, and 1 with a Bachelor's degree.

6. Are the classes face-to-face or online? Is there a hybrid model?

At ITU TOMER, all classes are conducted face-to-face at the ITU Ayazağa (Maslak) Campus in order to maximize student-teacher interaction. We do not offer online courses. This allows our students to directly communicate with expert instructors, fully benefit from classroom dynamics, and develop their language skills in the most effective way.

7. Does ITU TOMER offer private lessons?

No, ITU TOMER does not provide private lessons. However, our instructors are available during office hours to offer individual support to our students.

8. Does ITU TOMER offer courses for private groups?

Yes, if the necessary conditions are met, we can organize private group lessons tailored to your needs and at times convenient for both sides.



Course Schedule and Structure

9. When are the classes held? Are there weekend courses?

At ITU TÖMER, Turkish courses are offered in two programs, with classes available in the morning and evening. Weekend classes are not available.

10. What levels of Turkish education are offered at ITU TOMER?

ITU TOMER offers courses at all levels (A1, A2, B1, B2, C1) in both morning and evening groups. Courses opened each term depend on the number of applicants. First, applications are collected through Google Forms, and the courses are planned accordingly.

11. How long do the courses last? How many weeks does each level take?

Course durations vary depending on the program:

- | | |
|---|---|
| <ul style="list-style-type: none">• Morning program:<ul style="list-style-type: none">A1 and A2 - 8 weeksB1 and B2 - 9 weeksC1 - 10 weeks | <ul style="list-style-type: none">• Evening program:<ul style="list-style-type: none">A1 and A2 - 10 weeksB1 and B2 - 12 weeksC1 - 13 weeks |
|---|---|

12. What is the weekly class schedule (in hours)?

Turkish courses at ITU TOMER are scheduled as follows:

- | |
|---|
| <ul style="list-style-type: none">• Morning program: 4 days a week (Monday-Thursday)
09:00-12:30, total 14 hours per week |
| <ul style="list-style-type: none">• Evening program: 3 days a week (days vary)
18:00-21:00, total 9 hours per week |

Registration and Admission

13. How can I apply and register for the Turkish courses?

First, you need to complete the application form on our website. After you submit the form, you'll receive an email with detailed instructions. Later you will either take the placement exam or submit a certificate from your previous level, and you will receive a confirmation email. This will allow you to proceed with the final registration.

To complete your final registration, you need to send the following documents to tomer@itu.edu.tr:

- The registration form (must be filled out in CAPITAL LETTERS and signed)
- A scanned copy of the first page of your passport
- Bank receipt. During the payment process, please write “TOMER + full name + level” in the description section (e.g., “TOMER + AYSE BAL + Morning A1 level”). Payments must be made in Turkish Lira (₺)
- A scanned copy of your level certificate (if any) showing that you have completed the previous level

14. Can I pay the course fee in installments?

No, installments are not available. The full fee must be paid in a single payment, no later than 3 days after the courses begin. Payments are accepted only in Turkish Lira (₺).

15. Are ITU TOMER courses only for ITU students?

No, you do not need to be an ITU student to attend ITU TOMER. Our courses are open to all adults who wish to learn Turkish and provide the required documents. We do not offer Turkish courses for children.

16. What educational background is required to apply?

Participants must have completed at least high school education.

17. Does ITU TOMER provide accommodation for students?

No, accommodation is not provided. Students are responsible for arranging their own housing.

18. Can I register for ITU TOMER before coming to Türkiye?

To register, you must be in Türkiye and have a valid visa or residence permit for the duration of the course.

Visas and Residence Permits

19. Can I receive a student certificate from ITU TOMER for visa application purposes?

Only after you have registered and the classes have started can you request a student certificate, which is valid for the duration of your course. We do not issue any documents before the course begins.

20. After arriving in Türkiye, can I apply for a residence permit through ITU TOMER?

This process falls under the jurisdiction of the Presidency of Migration Management. After registering and once courses begin, you may request a student certificate valid for the duration of the course. You may then use this document in your residence permit application.

21. Do you provide an acceptance letter or invitation for those who wish to apply for a student visa to learn Turkish?

No, ITU TOMER does not provide acceptance letters or invitation documents prior to registration. To study at ITU TOMER, you must already hold a valid visa or residence permit.



Fees and Financial Issues

22. Can I freeze my registration?

No, freezing registration is not allowed.

23. How much are the fees at ITU TOMER?

Fees are determined annually by the Board of Directors, adjusted in line with inflation rates, and remain fixed throughout the year. Please check our website for the current fee information before the courses begin.

24. Is there a refund policy?

Yes. For refunds due to reasons such as health issues, you must fill out, sign, and send the refund petition (available on our website) to tomere@itu.edu.tr within the first 3 days of the course start date. After this period, refunds are not possible. Refunds are only issued to the bank account stated on the payment receipt, payments cannot be made to another person's account.

25. Are students who fail a level eligible for a refund?

No, refunds are not given in such cases.

26. Do ITU students or ITU staff receive a discount?

Yes, discounts are available for students enrolled in undergraduate and graduate programs and ITU staff. Please visit our website for current discount rates and further details.

27. Are there any scholarships or financial aid for other students?

No, ITU TOMER does not provide scholarships or financial aid for other students.

Program Content and Methodology

28. How can I understand the lessons if I don't know any Turkish at all?

For absolute beginners, our instructors use visuals, gestures, and simple expressions to make lessons easier to understand. At the beginning, they speak slowly and clearly, emphasizing key words and grammar structures. When necessary, short explanations can be given in common languages such as English. In this way, students learn to interpret meaning from context, recognize vocabulary, and start using basic expressions from the very first weeks. Many students progress quickly through this natural learning process.

29. Which books or materials are used in classes?

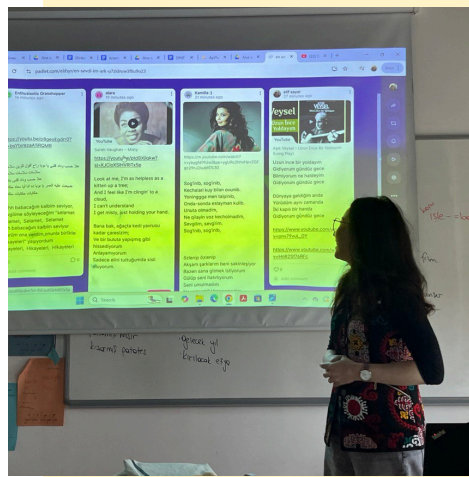
At ITU TOMER, the primary course material is the Yeni İstanbul series published by Kültür Sanat Yayınevi. In addition, our instructors prepare supplementary learning materials to enrich the program.

30. Are the textbooks included in the course fee?

No. Students purchase their textbooks themselves, but we provide additional materials such as reading and listening packs, grammar exercises, and vocabulary lists.

31. How many students are there in each class?

Class sizes at ITU TOMER usually range between 10–15 students. In some levels, small groups of 4-6 students are formed. Both formats have advantages: smaller groups provide more individual attention and personalized feedback, while larger classes offer richer interaction and diverse communication experiences. Our instructors use teaching techniques suitable for class size to ensure active participation and effective learning.



32. Are reading, writing, speaking, and listening taught separately at ITU TOMER?

No. At ITU TOMER, language education is provided with an integrated approach. All four language skills (reading, writing, listening, and speaking) are considered equally important and are taught in a way that complements each other.

33. How important is speaking practice in the lessons?

ITU TOMER courses are structured based on the communicative approach. Special emphasis is placed on improving students' speaking skills. Dialogue activities, interactive group work, and role-play exercises ensure active participation. Our goal is to help students use Turkish fluently and effectively in daily life.

34. Are there activities outside the classroom to support Turkish learning?

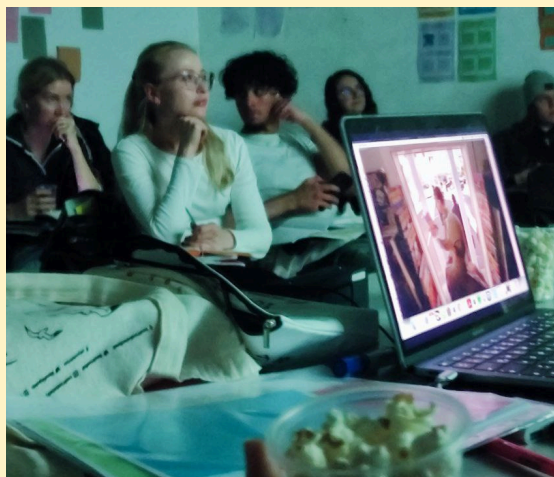
Yes. We provide rich opportunities such as city tours, movie screenings, and cultural activities. In addition, one-on-one study opportunities during office hours also support the learning process. We also organize task-based field trips and lessons around the campus area, giving students the chance to use Turkish in authentic environments.

35. Are cultural events in Istanbul organized for ITU TOMER students?

Yes. In each course term, we organize two cultural events for our students. These include traditional gatherings, visits to Istanbul's historical and cultural sites, and Turkish movie screenings. Such activities allow students to practice Turkish in real-life settings while gaining deeper insight into Turkish culture.

36. How can students share their feedback and complaints?

At the end of each term, students fill out a survey about the program and instructors. They may also contact us during the term by email.



Levels and Assessment

37. Is there a compulsory placement test for new students?

Yes. New students are required to take a placement test. However, those who have already completed Turkish courses at another institution and present a valid certificate of achievement can be exempt from the placement test.

38. What is the passing grade for end-of-course exams?

To pass a level and continue to the next one at ITU TOMER, students must score at least 70 out of 100 on the final exam.

39. What is expected from students during the courses?

We expect our students to actively participate in classes and attend regularly. Additionally, completing weekly portfolio assignments on time, participating in cultural events, and taking part in the learning process with motivation and willingness are also important.

40. Can I take the end-of-course exam later instead of at the end of my course?

No, students do not have the right to take the exam at a later date.

41. Can I appeal my exam results?

Yes. Within the first 3 days after receiving your results, you may submit a written petition to ITU TOMER in person to request a re-evaluation of your exam.

42. Do ITU TOMER graduates receive a certificate?

Yes. To receive a certificate of achievement or move to the next level, students must achieve at least 70 out of 100 in an exam that measures writing, speaking, listening, and reading skills. If successful, an official e-certificate is prepared within one week and sent via e-mail.

43. Is attendance compulsory?

Yes. Attendance is mandatory. Students who do not meet the attendance requirement cannot take the final exam or receive a certificate.

Academic Calendar

44. How many courses are offered each year? Is there an academic calendar?

ITU TOMER offers 4 terms per year. Registration closes once classes begin. However, if there is sufficient demand, additional groups may be formed. The academic calendar is announced in advance but may be subject to changes. Please check our website for updated registration dates and term details.

45. Are summer or intensive short-term courses available?

No. ITU TOMER does not offer summer or intensive short-term courses. Generally, courses begin in late September and finish in June.

46. Are classes held on public holidays?

No. Classes are not held during official holidays. You can check these dates on the academic calendar on our website.



Announcements and Updates

47. Where can I follow announcements?

You can follow ITU TOMER announcements and updates on our official website and Instagram account. Course dates, application schedules, events, and other important information are regularly shared through these channels. You can also contact us directly by phone for further information.



<http://tomer.itu.edu.tr>



[@itu.tomer](https://www.instagram.com/itu.tomer)



[+90 212 285 39 60](tel:+902122853960)