

Republic of Turkey
GİRESUN UNIVERSITY
CENTER FOR TURKISH AND FOREIGN LANGUAGE
APPLICATION AND RESEARCH (TÖMER)



INSTITUTIONAL SELF-EVALUATION REPORT

2025

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A-ABOUT THE INSTITUTION CONTACT INFORMATION

Contact Information

The Director of our Research Center is Lecturer Dr. Osman ALBAYRAK.

□ Giresun Üniversitesi Güre Yerleşkesi, Faculty of Economics and Administrative Sciences
Building, ground floor

/GİRESUN

□ 0 454 310 18 38

□ osman.albayrak@giresun.edu.tr

's History and Development

Giresun University TÖMER, whose regulations were published in the Official Gazette No. 28361 on July 22, 2012, began teaching Turkish to foreign students on October 30, 2012. Our Center is located on the 4th floor of the Faculty of Science and Letters Building at the Güre Campus and operates in 9 separate classrooms. As part of Giresun University's organizational structure, our Research Center operates within the framework of the Higher Education Law No. 2547 and the Regulation on the Academic Organization of Universities. While carrying out its functions in education and training, scientific research, and community service, any necessary changes to its organizational structure are made in accordance with applicable legislation. The organizational structure of Giresun University TÖMER is presented schematically in Appendix 1. As of February 2026, the number of students enrolled in education and training at our Center is 36. Student enrollment figures since the Center's establishment are presented graphically in Appendix 2. Our Center has 1 instructor and a total of 2 lecturers employed on a per-course basis; as of February 2026, we have 1 administrative staff member.

Mission, Vision, Values, and “ ” Objectives

Mission: To provide the necessary infrastructure and technical equipment for teaching Turkish and foreign languages; to teach Turkish to foreigners and compatriots from the Turkic Republics, related communities, and other countries; to engage in education, teaching, research, applied work, and publishing activities; and to take the lead in initiatives in this field.

Vision: To become a respected and leading institution—first in the Black Sea region, then in the countries bordering the Black Sea, and ultimately worldwide—in the teaching of Turkish and other world languages by utilizing methods and technologies appropriate to the needs of the modern age.

Its values are defined as: Atatürkism, Patriotism, Rule of Law, Scientific Approach, Participation, Social Benefit, Reliability, Responsibility, Transparency, Universality, Research Orientation, Quality and Efficiency, Equal Opportunity, Environmental Awareness, Accountability, Freedom, and Modernity.

(i) Goals Aimed at Improving the Quality of Education and Ensuring Its Sustainability

Since its establishment, GRÜ TÖMER has been growing and developing year after year thanks to the exceptional efforts and dedication of its faculty and staff. The number of students, which was 18 in 2012, the year it was founded, has increased every year. In addition to the increase in student numbers, the diversity of the student body has also grown. Students from the Turkic Republics, as well as from Arab and African countries, continue to study at our center. For this reason, we are placing greater emphasis on advertising, promotional activities, and summer school programs.

Starting with the 2024–2025 academic year, the addition of academic Turkish courses to the TÖMER curriculum aims to enhance the academic success of students beginning their university education.

(ii) Goals Aimed at Carrying Out Sustainable Research and Development Activities

To teach Turkish and foreign languages to students, researchers, and academics (undergraduate, graduate, doctoral, etc.) coming to the university from Turkic republics, related communities, and other foreign countries, as well as to anyone else who wishes to learn; to conduct scientific research, studies, and publishing activities aimed at this purpose; and to carry out joint projects with other relevant institutions and organizations engaged in research and studies in language education.

(iii) Objectives for the Development of Physical and Institutional Infrastructure

Considering that the enrollment of international students at our university impacts our university's international ranking and visibility, it would be more beneficial to allocate a permanent educational space for TÖMER.

(iv) Objectives Aimed at Promoting Internationalization

In accordance with Article 5(ğ) of the GRÜ TÖMER Regulations (Objectives and Scope of Activities) Article 5(ğ): *“To prepare distance education programs and exams to promote the teaching of Turkish and foreign languages; to implement these domestically and internationally; and to facilitate student and faculty exchanges and the sharing of educational resources through cooperation with various universities and language centers abroad”*

The goal is to sign cooperation protocols with certain universities and institutes engaged in teaching Turkish to foreigners and, through these protocols, to carry out a series of joint projects in addition to Turkish language instruction.

(v) Goals Aimed at Developing University-Community Relations

Students who learn Turkish on their own at various centers or individually contribute to our university's budget by taking external certification and diploma exams.

B-QUALITY ASSURANCE

How does the institution define, monitor, and improve its mission, vision, strategic objectives, and performance indicators?

The academic, administrative, and financial authorities and responsibilities within our center are regulated by the Higher Education Law No. 2547, the Public Financial Management and Control Law No. 5018, and other relevant laws and regulations.

C-EDUCATION AND INSTRUCTION

Program Design and Approval by the Higher Education Council ()

How is the program approval process carried out at the institution?

Course syllabi prepared by the relevant instructors are reviewed and approved by the Center's Board of Directors.

Student-Centered Learning, Teaching, and Assessment

How are students encouraged to take an active role in the implementation of the programs?

Students play an active role in the courses offered at our center. Class sizes are limited to a maximum of 15 students, and their performance is monitored by the instructors. In addition to the course exam and the diploma exam, weekly and midterm exams are administered.

What method is followed to ensure accurate, fair, and consistent evaluation (e.g., ensuring that exams, grading, course completion, and graduation requirements are based on predetermined and publicly announced criteria, etc.)?

At our center, a fair, just, and consistent evaluation process has been established on a legal foundation through regulations. To this end, procedures are carried out in accordance with the “Giresun University Graduate Education, Teaching, and Examination Regulations,” published in the Official Gazette on March 30, 2017, under No. 30023.

Are there clear regulations covering situations where legitimate and valid reasons prevent a student from attending classes or taking an exam?

The procedures to be followed in the event of valid and legitimate reasons preventing a student from attending classes or taking an exam are regulated by the relevant legislation. To this end, the “Giresun University Graduate Education, Teaching, and Examination Regulations” were published in the Official Gazette dated March 30, 2017, No. 30023. Procedures are carried out in accordance with the relevant articles of the “Giresun University Associate’s and Bachelor’s Degree Education, Teaching, and Examination Regulations,” published in the Official Gazette No. 28027 dated August 16, 2016.

Are there any provisions for students requiring special accommodations (such as students with disabilities or international students)?

There are 36 international students enrolled at our center. The necessary procedures and actions for these students are carried out in accordance with the “Giresun University Foreign Student Guidelines.”

Student Admission and Progress, Recognition, and Certification

Are clear and consistent criteria applied in all processes related to student admission?

Our center carries out the necessary procedures and actions for international students in accordance with the “Giresun University Foreign Student Guidelines.” Information regarding students whose enrollment has been terminated and student absenteeism is regularly submitted to the Provincial Migration Directorate.

What approach is followed to ensure new students' adaptation to the institution and program?

Orientation meetings and social integration programs are organized to help new students adapt to the institution. During these meetings, new students are provided with information about the university, undergraduate programs, student clubs in the fields of culture, arts, and sports, campus life, and dormitories.

Is there a sufficient number of qualified academic staff to effectively carry out the education and teaching process?

Our center's teaching and learning staff has a young and dynamic structure. As of February 2026, there are 3 academic staff members. The student-to-faculty ratio at our center is 12 students per faculty member.

How are the processes related to the hiring, appointment, and promotion of the teaching and research staff conducted?

The processes related to the hiring, appointment, and promotion of the teaching and research staff are conducted in accordance with the provisions of the Higher Education Personnel Law No. 2914 and the Higher Education Law No. 2547.

How is it ensured that the qualifications of the faculty and staff (field of work/academic expertise, etc.) align with the course content in the institution's course assignments?

In course assignments at the institution, great importance is placed on ensuring that the competencies of the faculty and staff (field of work/academic expertise, etc.) align with the course content. In this context, the undergraduate and/or graduate fields of study and résumés of the faculty and staff are made available on the websites of the university's departments to ensure this alignment.

How does the institution ensure the sustainability—in terms of both quantity and quality—of the teaching and academic staff necessary to achieve the goals within the educational component?

Our center ensures the quality and quantity of the teaching staff through annual staff recruitment based on student enrollment.

Learning Resources, Accessibility, and Support Services

Does the institution provide learning environments (classrooms, computer labs, libraries, meeting rooms, and—depending on the program’s nature—workshops, clinics, laboratories, agricultural fields, museums, exhibition spaces, individual study areas, etc.) equipped with sufficient and appropriate facilities to enhance the effectiveness of education and instruction?

The learning environments used in our department to enhance the effectiveness of education and instruction are supported by appropriate equipment (projectors, internet, etc.) and learning resources.

Does the institution encourage the use of new technologies in education? What types of technologies are used on campus?

In many units of our university, our students and faculty members can use internet services via both wired and wireless connections (under the Eduroam program) throughout the day. Our university staff have been assigned email addresses with a 1 GB capacity. Under the Eduroam program, mobile users can access the wireless network services of the institution they are visiting using their own institution’s username and password. In our academic units where teaching and learning activities take place, a wide range of technological resources are available, including interactive whiteboards, projectors, computers, and photocopiers.

Are there facilities and infrastructure available for student use (such as a cafeteria, dormitories, sports fields, and technology-equipped study areas)?

At the Güre Campus, our students benefit from services provided by the University, including outdoor basketball, soccer, and tennis courts; lunch and dinner; internet access; a cafeteria; and laundry facilities.

To what extent are social, cultural, and athletic activities supporting student development supported?

Our students actively participate in social, cultural, and athletic activities organized within the University’s student clubs, particularly through the International Culture and Arts Society.

How does the institution provide adequate and easily accessible learning opportunities and student support to students requiring special attention (such as students with disabilities or international students)?

We currently have a total of 124 international students from countries including Azerbaijan, Kazakhstan, Afghanistan, Turkmenistan, Iraq, Syria, Saudi Arabia, Russia, Bangladesh, Burundi, Yemen, the Republic of Guinea, Somalia, Serbia, Chad, China, Egypt, and Sudan. The necessary procedures and actions for these students are established in accordance with the “Giresun University Foreign Student Guidelines.” International students participate in various events at regular intervals to introduce their home countries and foster cultural cooperation.

How is the quality, effectiveness, and adequacy of the services and support provided ensured?

The effectiveness and adequacy of the services provided at Giresun University are ensured in accordance with legal regulations and the objectives outlined in the 2024–2028 Strategic Plan.

C-RESEARCH AND DEVELOPMENT

An evaluation of the institution’s research process is expected. The research process should be approached as a continuous cycle focused on the institution’s ongoing development, in which objectives are defined along with the personnel responsible for achieving them; research activities are carried out; objectives are monitored and evaluated in terms of both quality and quantity; and the results are reviewed to implement necessary improvements. The questions listed below under various headings are provided as a guide to facilitate a comprehensive evaluation of the research process as a whole by assessing the effectiveness of the mechanisms through which the research process is managed within the institution, as well as the process’s inputs and outputs.

The Institution’s Research Strategy and Objectives

The institution’s research strategy, objectives and these objectives’ who will be achieved?

Our center, research strategy, objectives and these objectives’ who will be achieved within the framework of the Strategic Plan.

What are the institution’s research strategy and objectives? How are these objectives determined, and how often are they reviewed?

- Increasing the number of students and the diversity of the countries they come from
- Placing greater emphasis on advertising, promotional activities, and summer school programs
- Developing physical and institutional infrastructure
- Enhancing the academic success of students entering university education through the academic Turkish language courses added to the TÖMER curriculum system as of the 2024–2025 academic year

D-MANAGEMENT SYSTEM

al Structure of Management and Administrative Units

Does the institution have a management model adopted within its management and administrative structure?

The managerial and administrative structure at Giresun University consists of decision-making mechanisms defined under the Higher Education Law No. 2547, namely the Board of Directors and the Advisory Board. The members of our Board of Directors are: Lecturer Dr. Osman ALBAYRAK, Prof. Dr. Müzeyyen ALTUNBAY, Dr. Lecturer Ülkü KARA, Dr. Lecturer Fikret USLUCAN, and Dr. Lecturer Halis GÖZPINAR.

The members of our Advisory Board are: Assoc. Prof. Dr. Mustafa ALTUN (Sakarya University), Assoc. Prof. Dr. Mustafa KURT (Gazi University), Assoc. Prof. Dr. Nezir TEMÜR (Gazi University), Assoc. Prof. Dr. Kamil İŞERİ (Dokuz Eylül University), Prof. Dr. Ahmet GÜNGÖR (Giresun University), and Asst. Prof. Dr. Funda UZDU (Dokuz Eylül University).

How does it manage its operational processes (teaching and research) and administrative/support processes?

Teaching, learning, and research, as well as administrative and support processes, are carried out within the framework of applicable laws and regulations. Teaching, learning, and research processes are conducted in accordance with the provisions of Law No. 2547, Law No. 2914, Law No. 3843, etc., while administrative and support processes are conducted in accordance with the provisions of Law No. 5018, Law No. 657, etc.

How effectively is human resources management carried out?

Personnel needs identified by unit management are reported to the Rector's Office, Department of Personnel.

What system is used to ensure that the education and qualifications of personnel working in units providing administrative and support services align with the duties they undertake?

Our department staff participate in training programs organized by our University as part of the In-Service Training Programs.

How effectively are financial resources managed?

This is carried out in accordance with the Public Financial Management and Control Law No. 5018, the Public Procurement Law No. 4734, the Public Procurement Contracts Law No. 4734, Law No. 2886, the Civil Servants Law No. 657, the Travel Expenses Law No. 6245, the Central Administration Expenditure Documents Regulation, the Regulations on the Procedures and Principles of Advance Payments, the Movable Property Regulation, and other relevant laws, regulations, and legislation.

How effectively are movable and immovable assets managed?

All movable assets are recorded using the Movable Asset Registration and Management System (TKYS), which is part of the Ministry of Finance's KBS (Public Expenditure and Accounting Information System).

Information Management System

What kind of information management system is used to collect, analyze, and report data related to all activities and processes?

Data entry is performed using the Electronic Document Management System and the Movable Assets Registration and Management System.

Quality of Services Procured from External Sources

Have criteria been established regarding the procurement process for administrative and/or support services obtained from external sources?

Services, support, and purchases procured from external sources are subject to the provisions of the Public Procurement Law No. 4734 and other relevant legislation. Tenders are conducted through the EKAP system. The suitability of the services received is evaluated in accordance with inspection and acceptance committees and other official regulations.

How is the suitability, quality, and continuity of these services procured from outside the institution ensured?

The suitability of services procured from outside the institution is ensured through the technical specifications prepared. Procedures are carried out in accordance with these specifications and the contracts entered into under Law No. 4735.

Public Information at

Does the institution, as part of its responsibility to the public, share up-to-date data regarding all of its activities—including education, training, research, and development—with the public?

Information required to be disclosed under applicable laws, as well as information regarding activities conducted in accordance with the institution's founding purpose, is shared with the public through our Center's website.

How is the timeliness, accuracy, and reliability of the information provided to the public ensured?

Our unit complies with the provisions regarding accountability set forth in Law No. 5018. Information related to our unit is shared with the public on our Center's website. No information is shared with the public unless its timeliness, reliability, and validity have been verified at the source.

Management Effectiveness and Accountability

Does the administration have a published policy regarding its accountability to institutional employees and the general public?

Provisions regarding accountability are implemented under Law No. 5018. Announcements regarding our activities are shared with the public on our organization's website.

E-RESULT and EVALUATION

Information regarding strengths and areas for improvement for the sections on the Quality Assurance System, Education and Training, R&D, and Management System in the report is provided below.

Quality Assurance

Strengths

- ☐ Misyon, vizyon, değStandards and ethical guidelines have been established with the participation of all employees.

Areas for Improvement

- . ☐ Stratejik Planların güncellenmesi are being planned.

Education and Training

Strengths

- ☐ There is coordination among faculty members, and they work harmoniously with one another.
- ☐ Technological equipment is utilized in the field of education and instruction.
- ☐ In the preparation of education and teaching plans and programs, an academically focused approach has been adopted in line with Council of Europe criteria.

Areas for Improvement

- ☐ Sufficient resources are not available to organize planned academic events, such as conferences and symposia, on topics related to education and instruction.
- ☐ TÖMER does not have permanent classrooms, and the classrooms allocated to it are not suitable for foreign language instruction.

Research and Development*Strengths*

- ☐ Efforts are being made to increase the number of students and the diversity of their countries of origin.
- ☐ Emphasis is placed on advertising, promotion, and summer school programs.

Areas for Improvement

- ☐ Sufficient resources are not available to organize academic events, such as conferences and symposia, planned on topics related to education and instruction.

Management System*Strengths*

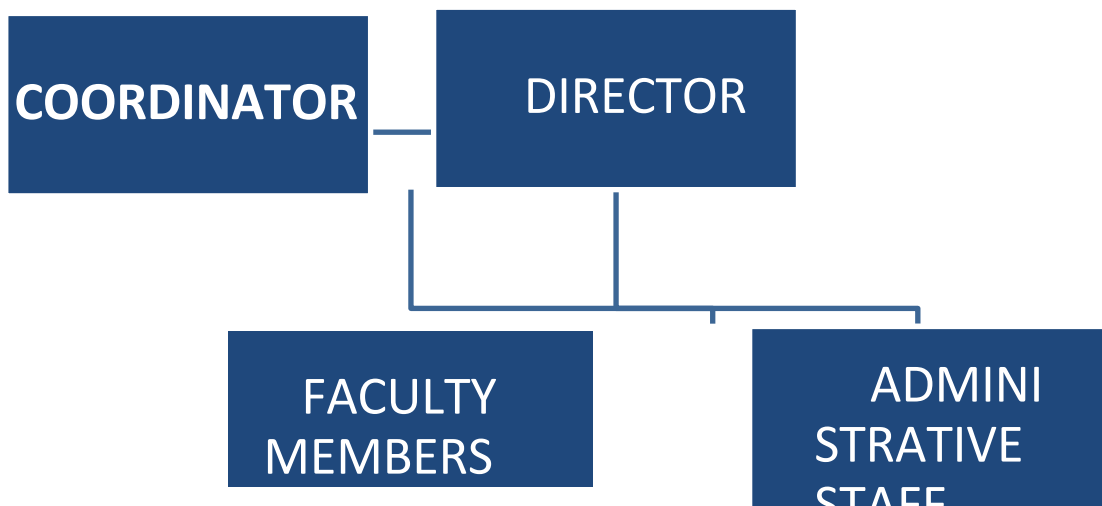
- ☐ Birimimiz web sayfasında, Merkezimiz Information regarding the management system is shared with the public.
- ☐ To ensure the public is informed in a timely manner, duties, authorities, and responsibilities have been clearly defined.

Areas for Improvement

- ☐ Birimlerdeki perThere is a need for more in-service training courses to enhance staff education and development.

F- APPENDICES

Appendix 1: Organizational Structure of Giresun University's TÖMER



Appendix 2: TÖMER Student Numbers at Giresun University

Academic Year	Number of Students
2012–2013	18
2013-2014	136
2014–2015	92
2015–2016	91
2016–2017	113
2017–2018	124
2018–2019	138
2019–2020	187
2020–2021	132
2021–2022	153
2023–2024	118
2024–2025	70
2025–2026	36

