

**UNIVERSITY OF KYRENIA**  
**PROCEDURES AND PRINCIPLES FOR DISTANCE LEARNING**

**PART ONE**

**Aim, Scope, Basis and Definitions**

**The Aim and Scope**

**Article 1.** This document is to regulate the procedures and principles regarding the education, training activities and exams conducted by Distance Education at University of Kyrenia.

**Basis**

**Article 2.** This Regulation has been prepared based on the procedures and principles regarding Distance Education in Higher Education Institutions accepted by the General Assembly of Higher Education Council of Turkey (YÖK), the 44th and 46th articles of the Higher Education Law numbered 2547, the Higher Education Law of the Turkish Republic of Northern Cyprus numbered 65/2005 and the Education and Training Regulation of University of Kyrenia.

**Definitions of Terms:**

**Article 3.** This regulation includes the following terms;

- a) Rector refers to Rector of University of Kyrenia,
- b) Senate refers to University of Kyrenia Senate,
- c) Distance education refers to Education in programs planned and applied based on information and communication technologies,
- d) University refers to University of Kyrenia,
- e) University Executive Board refers to the Executive Board of the University,
- f) Distance Education Center (DLC) refers to the center that carries out the academic process in order to provide the technical and administrative infrastructure service in the provision of distance education in the programs given distance education,
- g) Board of Distance Education refers to the board of directors of the unit that provides distance education services or the board of directors of the education unit that provides education,
- h) Program refers to the program that provides undergraduate, graduate, post graduate and doctorate degrees to students who carry out the competencies determined within the Faculty.

## **PART TWO**

### **General Principles and Application of Distance Education**

#### **General Principles**

##### **Article 4. Information on general principles are given below:**

- a) Associate, undergraduate, postgraduate and doctoral level degree programs are offered after the Faculty Board's suggestion, the University Board's decision and approval of Turkish Republic of Northern Cyprus Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK) and the Republic of Turkey Council of Higher Education.
- b) The courses that are deemed appropriate to be taught by distance education programs via distance education method are given simultaneously via online technologies through the learning management system. Offline technologies can also be used in order to conduct lessons.
- c) The Board of Distance Education is responsible for the implementation of the programs given by distance education in accordance with the objectives and quality policies.
- d) For the face-to-face programs maximum 30% of the courses determined by the University Administrative Board can only be given through distance education.
- e) Distance education programs are provided through the learning management system developed and managed by the University's Distance Education Center (DLC).
- f) Online technologies used in distance education method can also be used to support face-to-face education.
- g) In distance education learning management system; besides the courses and essential information in the programs, there are also course syllabuses.
- h) In some courses of the programs given by distance education, practice, internship or laboratory studies can be designed to include formal teaching components. The student is informed before enrolling in the program or course.

#### **Application of Distance Education**

##### **Article 5. Information about the implementation of distance education is given below:**

- a) The number of students in each course or branch of the course in distance education is limited to 150 students in associate degree programs, 100 in undergraduate programs, and 50 students in master and doctorate programs. When these limits are exceeded, more than one branch can be offered, but a faculty member can run a maximum of two branches.

- b) Lessons are given simultaneously by the lecturer and includes communication between students and the lecturer with the use of synchronous tools such as video conferencing, virtual classroom and forum applications.
- c) By the relevant unit management boards that carry out the teaching process; for each program offered within the scope of distance education, a program coordinator is assigned among the lecturers assigned to teach in these programs.
- d) In the case that a course is conducted in more than one branch, for each course one of the lecturers assigned to give these courses may be appointed as the course coordinator by the related unit management boards.
- e) Professional internships, which will be compulsory according to the applications to be carried out depending on the characteristics of the programs and the feature of the education branches, are organized by the University of Kyrenia Administrative Board.
- f) In the courses to be taught via distance education, the university administrative board decides which lecturers will be assigned to conduct the course, by giving priority to the lecturers who have prepared or will prepare distance education course materials.

### **PART THREE**

#### **Measurement, Evaluation, Exams and Attendance Requirement**

##### **Assessment and evaluation**

##### **Article 6. Information about measurement and evaluation is given below:**

- a) Assessment and evaluation activities related to the courses given through distance education programs and distance education can be performed face to face or electronically supervised or unsupervised, through the use of assessment methods (homework, project, application, written exam, oral exam etc.) determined in accordance with the curriculum approved by the University Executive Board or through a general exam.
- b) Mid-term exams are conducted in an unsupervised electronic environment (maximum 20%) with the decision of the University Administrative Board; final exams and make-up exams are conducted live or electronically.
- c) The University Executive Board decides on where and how these exams will be held, and which of the assessment and evaluation methods such as oral exam, performance, project, thesis and portfolio will be applied in addition to the exams determined basically.
- d) Unsupervised measurement and evaluation activities cannot affect general success be more than 20%.
- e) Students are subjected to mid-term and final exams by midterm / project. Projects can be given together with the midterm exam. Online Midterm exams and Projects can be assessed as 20% basis. Final exams are held at the time and place announced by the University and will be assessed as 60% basis.

f) Students who fail to take midterm, completion and make-up exams for any reason or whose exam is invalid are considered to get zero (0) points from the exams of these courses.

## **Exams**

### **Article 7. Information about the exams are given below:**

a) Students are subjected to midterm / midterm studies and final exam. Projects can be given with the midterm exam. Online (unsupervised) midterm exams are worth 20% of the total course grade. Supervised midterm exams are worth 40%.

b) Supervised final exams are held at the places and date determined and announced by the University and are worth 60%. The final course grade to be given to a student is appreciated by the lecturer considering the mid-term and final exam results and the semester studies.

c) Exam dates, exam rules and application principles are determined by the university and announced on the official website together with an academic calendar.

d) Final exams can be held as written / practical / e-exam as long as they are performed supervised.

e) Online supervised / unsupervised midterm and final exam answers are kept in digital platform.

## **Exam Rules**

### **Article 8. Information about the exam rules are given below:**

a) The rules that the students must follow in the exams are determined by the Dean's Office.

b) The exams of students who don't follow the exam rules are considered invalid and the student is considered to have received 0 (zero) points from all courses in that session.

c) Students are required to take the exams at the specified time and place. In case of taking the wrong exam, the student's exam is cancelled. The scores received by the student as a result of taking the wrong exam are considered invalid even if they are announced.

d) Objection to the exam questions is made after the end of the exams; and the objection to the exam results is made within 2 (two) working days after the announcement of the results electronically to the Deanery. Objections made to other authorities outside the specified times are not taken into consideration.

e) The objection to the exam results is examined in terms of error of facts.

### **Compulsory attendance**

**Article 9.** Students are required to attend classes held in virtual classroom settings. In addition, they have to participate in applications and exams. Attendance status of students is monitored by the relevant instructor. However, depending on the features, the principles regarding the activities, practices and internships in some courses are determined by the Faculty Board.

## **PART FOUR**

### **Duties of Distance Education Board, Program Coordinator and Faculty Members**

#### **Distance Education Board**

**Article 10.** Responsible for the execution of programs given by distance education in accordance with the objectives and quality policies. Program coordinators are obliged to inform the board of directors of the distance education activities in the programs. The Board of Distance Education consists of five members elected by the university executive board.

#### **Duties of the Distance Education Board**

**Article 11. Information regarding the duties of the Board of Distance Education Administration is as follows:**

- a) To make decisions about distance education,
- b) To discuss the activity report to be submitted to the Rectorate,
- c) To evaluate the financial support requests of researchers and practitioners to participate in research, publications and scientific meetings related to distance education,
- d) Evaluating project suggestions related to distance education and making suggestions,
- e) To establish working groups and commissions required for distance education.

#### **Program Coordinator**

**Article 12.** Information about the program coordinator is given below:

- a) The Program Coordinator is responsible to DLC.
- b) The Program Coordinator must have academic knowledge or title in the science of the relevant program.
- c) The Program Coordinator is charged with the recommendation of the Unit Coordinator and the approval of the Rectorate.

#### **Tasks of the Program Coordinator**

**Article 13. Information about the task of the Program Coordinator is as follows:**

- a) Arranging the curriculum and content,
- b) Planning in line with the process reports,
- c) Planning the term courses,
- d) Checking the contents and providing the missing material,
- e) Evaluating all processes between the student's registration and graduation in terms of time, quality and compliance with the procedures and reporting them monthly,
- f) To prepare curriculum, to provide course content and to prepare the course content for publication at appropriate standards,
- g) To carry out activities to increase the quality of all kinds of services produced by the Program Academic Staff.

**Duties of Faculty Members**

**Article 14. Information about the duties of the Faculty Members is given below:**

- a) To prepare the academic content, lecture notes and presentations of the courses,
- b) To teach synchronous and asynchronous lessons on digital platforms,
- c) To prepare questions and scales for assessment and evaluation,
- d) Designing and scripting the course contents in an up-to-date and comprehensible way,
- e) Uploading the course contents to the learning management system,
- f) To prepare curriculum and content according to University of Kyrenia Distance Education criteria.

**PART FIVE**

**Different and Final Provisions**

**Notification and information**

**Article 15. Information regarding notification and information is given below:**

- a) Announcements about the courses to the students can be made through the university's learning management system and the student is obliged to check the announcements.
- b) Students can be informed via e-mail address.
- c) Announcements concerning all students are announced on the official website of the university.
- d) The student is responsible to provide the correct and up-to-date contact information.

#### **Situations for which there are no provisions**

**Article 16.** In cases where there are no provisions in this Regulation, University of Kyrenia Associate Degree and Undergraduate Education and Training Regulation and other relevant legislation provisions are applied.

#### **Force**

**Article 17.** This regulation comes into force on the date approved by the University of Kyrenia Administrative Board.

#### **Executive**

**Article 18.** The provisions of this Regulation are executed by the Rector of University of Kyrenia.