



**UNIVERSITY OF KYRENIA  
DISTANCE LEARNING CENTRE  
REGULATION**

**PART 1  
GENERAL PROVISIONS**

**Aim**

**Article 1** - The purpose of this regulation is to define the working principles of the Distance Learning Center (DLC) and its related units. The center is referred to DLC in the next lines.

**Scope**

**Article 2** - This regulation includes the rules governing the general working principles and operation of DLC. It also explains the services, objectives and responsibilities offered by DLC within the university.

**Resource**

**Article 3** - This regulation is based on the TRNC Higher Education Law No. 65/2005 and on the University of Kyrenia Undergraduate, Graduate Education, Exam Regulations, principles of "Distance Education in Higher Education Institutions" which was accepted by the General Assembly of Higher Education on 20.02.2014.

**Definitions**

**Article 4** - The definitions of the concepts and terms used in this regulation are as follows:

- a) University: University of Kyrenia
- b) Rectorate: Rectorate of University of Kyrenia
- c) Center (DLC): Distance Education Center
- d) Unit: Academic Affairs Coordinator affiliated to Distance Education Center
- e) Director: Director of the Center
- f) Coordinator: Sub-units and people working under DLC and responsible for providing and organizing various services
- g) g) Advisory Board: Advisory Board of the Center

## **PART 2**

### **BASIC PRINCIPLES**

#### **Aim of the center**

**Article 5** - The objectives of the center are:

- a) To carry out programs, coordination and applications within the scope of all education, training programs and activities that will be carried out remotely based on communication and information technologies at the university, including associate, undergraduate, undergraduate completing and postgraduate programs.
- b) To develop e-learning based courses and programs and to support the courses given in the university within the scope of formal education with information and communication technologies
- c) To contribute to the development of education systems by adapting the training programs for the needs required by public and private sector institutions and non-governmental organizations for e-learning environments,
- d) To cooperate with the university on distance education applications with other national and international universities, to facilitate academic interaction and cooperation,
- e) To create a culture of education and science that produces universally qualified knowledge technologies and projects which is also researcher, participant, sharing, original, aesthetic, modern and accessible to all segments and to raise individuals who are professionally competent and respectful of social values.

#### **Center**

**Article 6** – There are 5 main service areas under UZEM and coordinators managing these areas. These are Distance Education, E-exam, Hardware and infrastructure, Open Education and Career Planning and Application. The tasks included in these areas are as follows:

1. **Distance Education:** It coordinates the tasks related to the management, development and management of the education management system of the courses conducted with all distance education in the university. It determines the principles of associate, undergraduate, graduate programs and courses, seminars and certificate programs to be carried out with the internet-based distance education method within the university. In addition, to organize common distance education certificate, associate degree, undergraduate and graduate programs for the fields that public and private institutions and organizations and non-governmental organizations will need at national and international level,
2. **E-exam:** Coordinates all exams related to English proficiency exams, student level determination exams, joint course exams held in the university, develops and organizes the e-exam management system. It provides training and consultancy services to the relevant lecturers on the use of the e-learning e-exam system, preparing questions and adding them to the system.
3. **Hardware and Infrastructure:** It coordinates the identification and elimination of all necessary hardware and infrastructure needs of the center and E-test centers. It provides the adequacy of the infrastructure offered in distance education programs, system performance, and management of laboratory assistants in terms of hardware.
4. **Open Education:** It examines open, free systems and structures, researches concepts, moves them to the center and controls their integration

5. Career Planning and Implementation: Coordinates and develops the transfer and preparation of effective and practical experiences by connecting with the public and companies related to career planning for all university students.

### **PART 3** **MEMBERS AND DUTIES OF THE CENTER**

**Article 7** - The members of the center are:

- a) Manager
- b) Coordinators
- c) Advisory Board

#### **Duties of the Manager**

**Article 8** - The duties of the director are:

- a) To represent the center,
- b) Preparing the work, targets and plans of the center and the annual activity report and submitting it to the rector's office for approval
- c) To carry out the administrative affairs of the Center, to determine the personnel need and present it to the rectorate,
- d) To cooperate with national and international research and application centers,
- e) To determine the academic staff to take part in national and international joint certificate, associate, undergraduate and postgraduate programs and submit them to the rectorate,
- f) To determine and submit for the rectorate's approval the managers, technical and administrative staff who will take part in the certificate, associate, undergraduate and postgraduate programs offered by national and international institutions and organizations with which the university has made agreements on distance education.

#### **Duties of the Coordinators**

**Article 9** - The duties of the coordinators are as follows:

- a) Coordinating, developing the services provided by the Center, and
- b) To inform the Manager of the operations performed and to fulfill the academic duties assigned by the manager.

#### **Advisory Board**

**Article 10** - The advisory board consists of faculty members in the following specialties:

- a) Turkish Language Specialist
- b) English Language Specialist

**Article 11** – The duties of the Advisory Board are as follows;

- a) To review the activities of the Center and to make necessary recommendations to the Board of Directors on related issues.
- b) To make suggestions by evaluating the annual activity report and work plan prepared by the manager.
- c) To express an opinion about the works that have been done and are still being carried out.
- c) Advising the Board of Directors on distance education activities.

## **PART FOUR**

### **FUNDAMENTALS OF DISTANCE EDUCATION COURSES**

**Article 11** - The procedures and principles to be applied in all programs / courses to be carried out through distance education are as follows:

1. The courses will be conducted through University of Kyrenia Moodle system. The relevant system can be accessed at [uzem.kyrenia.edu.tr](http://uzem.kyrenia.edu.tr).
2. For the courses in associate, undergraduate and postgraduate programs, the lecture notes are uploaded to the University of Kyrenia Moodle system (in PPT or PDF format) and weekly course presentations are recorded with Jitsi, Zoom, BBB or Google Hangout Meet (HGM) system.
3. What is meant by the definition of “PPT / PDF Document” mentioned in the Directive: It is a version of the Word document, PowerPoint presentation and any other similar documents prepared for face-to-face education or for your course from the sources of the lesson. Therefore, the necessary support documents are transmitted through the unit coordinators to convert the materials into PPT / PDF format. Lesson-specific preferences can be made in subjects such as the total number of pages of PPT / PDF document, the type of material to be used (picture, drawing etc.), and there are no limitations.
4. What is meant by the definition of “Video Recording” mentioned in the Directive: It is a video that is created by you by making use of the content you plan to use while describing your lesson face to face and that contains only the audio recording or the visual. In the video, there may be a sound recording with screenshot of the material (for example presentation in Powerpoint) or the image of the instructor himself. This image is made with Jitsi, Google Hangout Meet (HGM), ZOOM or BigBlueButton (BBB) tool, which instantly records the screen.

Therefore, the necessary support documents and online training video / presentation are posted on the DLC website to save the prepared documents.

5. It is recommended that the duration of the video materials to be used in the course to be 15-25 minutes long. If the file size or video duration exceeds the limits, videos can be recorded and uploaded in multiple episodes (episode-1, episode-2).
6. Any material to be added to the system, except PPT / PDF and video materials specified in Articles 3 and 4, is considered as "Other materials".
7. In this process the responsibilities of DLC are as follows:
  - a) To introduce the Jitsi, ZOOM, GHM and BBB supported Moodle system interface to the lecturers and prepare online trainings,
  - b) To inform the Department Coordinators and to answer questions and support their requests
  - c) Introducing and providing support to requesting lecturers the necessary software (BBB) for audio / video shooting.
8. In this process, the responsibilities of the persons determined as coordinators are as follows;
  - a) To introduce the Moodle system to the lecturers,

- b) To convey the information of the instructors to the Moodle system, if missing,
- c) To support the instructors in the uploading of PPT / PDF document and Video Recordings,
- d) To check the content of the courses uploaded by the lecturers,
- e) To request support from DLC when necessary,
- f) To convey the support documents provided by DLC to the instructors.

9. In this process, the responsibilities of the lecturers are as follows;

- a) To prepare the required PPT / PDF Documents and Video Recordings and upload them to the system,
- b) To maintain communication with students on the system simultaneously or asynchronously,
- c) To request support from the department coordinators when necessary.

## **PART FIVE FINAL PROVISIONS**

### **Regulation**

**Article 12** - This regulation comes into force on the date approved by the University of Kyrenia Administrative Board.

### **Enforcement**

**Article 13** - These regulations and provisions are enforced by University of Kyrenia Rector.