

UNIVERSITY OF KYRENIA
REGULATION ON PROCEDURES AND PRINCIPLES OF DISTANCE EDUCATION

PART ONE

Purpose, Scope, Basis and Definitions

**Purpose and
Scope**

Article 1. This Regulation covers the procedures and principles regarding the education and training activities and examinations carried out by Distance Education at the University of Kyrenia.

Basis

Article 2. This Regulation has been prepared based on the Procedures and Principles Regarding Distance Education in Higher Education Institutions adopted by the General Assembly of the Council of Higher Education, Articles 44 and 46 of the Higher Education Law No. 2547, Higher Education Law 65/2005 of the Turkish Republic of Northern Cyprus and the University of Kyrenia Education and Training Regulation.

Definitions

Article 3. In this Regulation;

- a) Rector: Rector of the University of Kyrenia,
- b) Senate: University of Kyrenia Senate,
- c) Distance education: Teaching in programmes planned and carried out based on information and communication technologies,
- d) University of Kyrenia,
- e) University Board of Directors: The Board of Directors of the University,
- f) Distance Education Centre (UZEM): The centre that carries out the academic functioning in order to provide technical and administrative infrastructure services in the delivery of distance education in distance education programmes,
- g) Distance Education Administrative Board: The board of directors of the unit that continues the distance education service or the board of directors of the relevant unit that continues the teaching,
- h) Programme: The programme carried out within the Faculty and granting associate, bachelor's, master's and doctoral diplomas to students who meet the specified qualifications,

means.

PART TWO

General Principles and Implementation of Distance Education

General Principles

Article 4. Information on general principles is set out below:

- a) Diploma programmes at the associate degree, bachelor's degree, master's degree and doctorate level are opened with the proposal of the Faculty Executive Board, the decision of the University Executive Board, the approval of the Higher Education Planning, Supervision, Accreditation and Coordination Board of the Turkish Republic of Northern Cyprus and the Republic of Turkey Higher Education Council.
- b) Courses that are deemed appropriate to be given by distance education method with distance education programmes are given simultaneously with online technologies through the learning management system. Offline technologies can also be used in the execution of the courses.
- c) The Distance Education Management Board is responsible for the execution of distance education programmes in accordance with the objectives and quality policies.
- d) In face-to-face programmes, a maximum of 30% of the courses determined by the University Administrative Board can only be given through distance education.
- e) Distance education programmes are delivered through the learning management system developed and managed by the university's Distance Education Centre (UZEM).
- f) Online technologies used in distance education can also be used to support face-to-face education.
- g) In the distance education learning management system; besides the courses in the programmes and the necessary information, there are also course syllabuses.
- h) In some courses of distance education programmes, application, internship or laboratory studies may be designed to include formal education components. The student is informed before enrolling in the programme or course.

Implementation of Distance Education

Article 5. Information on the implementation of distance education is given below:

- a) In distance education, the number of students in each course or branch of the course is limited to 150 students in associate degree programmes, 100 students in undergraduate programmes, and 50 students in master's and doctoral programmes. When these limits are exceeded, more than one branch can be opened, but an instructor can conduct a maximum of two branches.

- b) Lectures are delivered by the lecturer himself/herself through synchronous tools such as video conferencing, virtual classroom, forum applications, etc., and through interaction between students and the lecturer.
- c) A programme coordinator is appointed for each programme opened within the scope of distance education by the board of directors of the relevant unit that continues the education among the lecturers assigned to teach in these programmes.
- d) In case a course is carried out in more than one branch, one of the lecturers responsible for teaching these courses for each course can be assigned as a course coordinator by the relevant unit management boards.
- e) Depending on the characteristics of the programmes, the applications to be made and the professional internships to be deemed compulsory according to the characteristics of the education and training branches are regulated by the University of Kyrenia Board of Directors.
- f) In the courses to be given through distance education, which instructors will be assigned to conduct the course is decided by the university board of directors by giving priority to the instructors who have prepared or will prepare distance education course materials.

PART THREE

Assessment, Exams and Attendance Obligation

Measurement and evaluation

Article 6. Information on assessment and evaluation is given below:

- a) Assessment activities for distance education programmes and courses offered through distance education can be carried out face-to-face or electronically, with or without supervision, using assessment methods (homework, project, application, written exam, oral exam, etc.) determined in accordance with the curriculum approved by the University Administrative Board or in the form of a central exam.
- b) Midterm exams are conducted in an unattended electronic environment (maximum 20%) with the decision of the University Administrative Board; final exams and make-up exams are conducted in a live or electronic environment with supervision.
- c) Where and how these exams will be held and which assessment methods such as oral exams, performance, project, thesis and portfolio will be applied in addition to the exams determined as basic are decided by the University Administrative Board upon the proposal of the relevant unit continuing the education.

- d) The effect of unsupervised assessment and evaluation activities on overall achievement cannot be more than 20% in distance education.
- e) Students are subjected to mid-term exam/project and final exam. Projects can also be given together with midterm exams. Midterm exams and projects can be done online with a value of 20%. Final exams are held at the place and time announced by the University with a value of 60%.
- f) Students who cannot take the midterm, final and make-up exams for any reason or whose exams are invalid are considered to have received zero (0) points from the exams of these courses.

Exams

Article 7. Information about the examinations is given below:

- a) Students are subjected to mid-term exam/project and final exam. Projects can also be given together with midterm exams. Midterm exams can be done online (online) without proctoring with a value of 20%. Proctored midterm exams are worth 40%.
- b) Final exams are held at the place and at the times announced by the University, with a supervision of 60%. The final course grade to be given to a student is evaluated by the instructor by taking into account the results of the mid-term and final exams and the work done during the semester.
- c) Exam dates, exam rules and application principles are determined by the university and announced on the official website with the academic calendar.
- d) Final exams are conducted as written/practical/e-exams under supervision.
- e) Online supervised/unsupervised midterm and final answers are digitally recorded.

Examination Rules

Article 8. Information about the examination rules is given below:

- a) The rules to be followed by students in exams are determined by the Dean's Office.
- b) The exams of students who violate the exam rules are invalidated and the student is deemed 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 a wrong exam, the student's exam will be cancelled. The scores obtained by the student as a result of taking a wrong exam are considered invalid even if they are announced.

- d) Objections to the exam questions are made to the Dean's Office electronically within 2 (two) working days after the end of the exams; objections to the exam results are made to the Dean's Office electronically within 2 (two) working days after the announcement of the results. Objections made outside the specified periods and to other authorities are not taken into consideration.
- e) Objections to the exam results are examined in terms of material errors.

Compulsory attendance

Article 9. Students are obliged to attend the lessons held in virtual classroom environments. In addition, they must also participate in applications and exams. Attendance of students is monitored by the relevant instructor. However, depending on the characteristics of some courses, the principles regarding attendance to activities, practices and internships are determined by the Faculty Board.

SECTION FOUR

Duties of Distance Education Management Board, Programme Coordinator and Instructors

Distance Education Administrative Board

Article 10. Programme coordinators are responsible for the execution of distance education programmes in accordance with the objectives and quality policies. Programme coordinators are obliged to inform the board of directors about the distance education activities in the programmes. The Distance Education Management Board consists of five members elected by the University Administrative Board.

Duties of the Distance Education Administrative Board

Article 11. Information about the duties of the Distance Education Management Board is given below:

- a) To take decisions on distance education,
- b) To discuss the activity report to be submitted to the Rectorate,
- c) To evaluate the financial support requests of researcher and practitioner staff for research, publication and participation in scientific meetings related to distance education,
- d) To evaluate project proposals related to distance education and make suggestions,
- e) To establish the necessary working groups and commissions related to distance education.

Programme Coordinator

Article 12. Information about the programme coordinator is given below:

- a) The Programme Coordinator is responsible to UZEM.
- b) The Programme Coordinator must have an academic background or title in the scientific field of the relevant programme.
- c) The Programme Coordinator is appointed with the recommendation of the Unit Coordinator and the approval of the Rectorate.

Duties of the Programme Coordinator

Article 13. Information about the duties of the Programme Coordinator is given below:

- a) Developing curriculum and content,
- b) To make planning in line with process reports,
- c) To plan the term courses,
- d) To check the contents and provide missing material,
- e) Evaluating all processes between student enrolment and graduation in terms of time, quality and compliance with procedures and reporting monthly,
- f) Preparing the curriculum, providing the course contents and making the course contents ready for publication in appropriate standards,
- g) To carry out activities to improve the quality of all kinds of services to be produced by the Programme Academic Staff.

Duties of Instructors

Article 14. Information about the duties of teaching staff is given below:

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

CHAPTER BEIINTH
Miscellaneous and Final Provisions

Notification and information

Article 15. Information on notification and information is set out below:

- a) Announcements to students about their courses can be made through the university's learning management system and the student is responsible for checking the announcements.
- b) Notifications to students can be made via electronic mail.
- c) Announcements concerning all students are announced on the official website of the university.
- d) The student is responsible for keeping the contact information correct and up-to-date.

Situations not covered by the judgement

Article 16. In cases where there is no provision in this Regulation, the provisions of the University of Kyrenia Associate and Undergraduate Education and Training Regulation and other relevant legislation shall apply.

Enforcement

Article 17. This regulation enters into force on the date of approval by the University of Kyrenia Board of Directors.

Execution

Article 18. The provisions of this Regulation shall be executed by the Rectorate of University of Kyrenia.