

**UNIVERSITY OF KYRENIA
DISTANCE LEARNING CENTRE
REGULATION**

PART 1

GENERAL PROVISIONS

Aim

Article 1 - The purpose of this regulation is to define the procedures and principles regarding the opening of distance education programs at associate degree, undergraduate and graduate levels that based on information and communication technologies and to determine the procedures and principles regarding the conduction of some courses via distance education in primary and secondary education.

Scope

Article 2 - This Regulation includes the provisions regarding the aims, fields of activity, administrative bodies, duties and working methods of the University of Kyrenia Distance Education Application and Research Center.

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 ship to which the Distance Learning Center is affiliated
- e) Director: Director of the Center
- f) Coordinator: Sub-units and people working under DLC and responsible for providing and organizing various services
- g) Advisory Board: Advisory Board of the Center
- h) Distance education: Refers to the education system in which the teaching activities in higher education institutions are planned and carried out based on information and communication technologies and to the education system in

which the courses are given simultaneously by the lecturer without having to be in the same place with the students and based on the mutual interaction between the student, the instructor and among the students.

PART 2

BASIC PRINCIPLES

Aim of the center

Article 5 - The objectives of the center are:

- a) The higher education institutions carry out the preparation of the necessary technical infrastructure, provides support for the training needed and makes incentive practices in order for the activities (homework, discussion, etc.), lecture notes, resource sharing, etc. and the evaluations in face-to-face classes to be performed via distance education technologies in order to facilitate the adaptation of faculty members and students to distance education environments and so that the courses can be carried out in accordance with the mixed teaching (blended learning).
- b) 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.
- c) 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
- d) 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,
- e) To cooperate with the university on distance education applications with other national and international universities, to facilitate academic interaction and cooperation,
- f) 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.

Service Areas of the Center

Article 6 - There are 6 main service areas under DLC and coordinators managing these areas. These are Distance Education, E-exam, Hardware and infrastructure, Open Education and Career Planning and Implementation and

Application of Distance Education. 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.
6. Application of distance education: (1) In distance education, in each course or course branch the number of students is limited to 200 students in associate degree program, 150 in undergraduate program and graduate program is limited to 50 students. If these limits are exceeded, more than one branch can be opened. However, a faculty member can run only two branches at most. Courses are given by the instructor via concurrent and / or asynchronous tools by establishing interaction between students. (2) For the each diploma program opened within the scope of distance education, by the relevant unit management of institutions a program coordinator can be appointed among the lecturers that assigned to teach in the program and a unit coordinator can be appointed in the relevant units that conduct education.(3) Even if a course

is conducted in more than one branch for each course, one of the lecturers responsible for teaching of these courses can be appointed as a course coordinator by the relevant unit management boards.

PART THREE

MEMBERS AND DUTIES OF THE CENTER

Governing bodies of the center

Article 7 - The members of the center are:

- a) Director
- b) Board of directors
- c) Advisory Board

The Director

ARTICLE 8 - (1) Director; Among the faculty members working at the university, one is assigned for a period of two years. The Director whose term has expired can be reinstated. Director of the Center is responsible to the Rector for the regular execution and development of the duty. (2) Upon the recommendation of the Director, a maximum of two academic staff members are appointed by the Rector as the deputy director duty for two years. Deputy directors perform their duties given by the director. When the director's term ends, the duties of the deputy directors are automatically terminated. When the director is absent one of his assistants performs his duties. If the mandate lasts more than six months, a new Director is appointed.

Duties of the Director

ARTICLE 9 - Duties of the Director are follows

- a) To represent the Center.
- b) To ensure that the work of the center is carried out and developed regularly.
- c) To call a Board of Directors meeting, to prepare the agenda of these meetings and chair the meetings, implement the decisions of the Board of Directors.
- d) To prepare the annual activity report of the center and the annual work program for the next year and submit it to the Rectorate upon their approval.
- e) To call the Advisory Board for a meeting.

Board of Directors

ARTICLE 10 – (1) Board of Directors; It consists of seven members in total; the Director and six faculty members or lecturers. Members of the Board of Directors are appointed by the Rector for two years. Members can be re-appointed upon expiry of their term. (2) Board of Directors is regularly meet at least once every two months. The meetings of the Board of Directors are held by an absolute majority and the Board of Directors takes decisions by absolute majority.

The Duties of the Board of Directors

ARTICLE 11- The duties of the Board of directors are as follows:

- a) Making decisions on issues related to the center's objectives, fields of activity and management.
- b) Discussing and determining the annual activity report and annual work program of the center.
- c) To make decisions on issues related to research, publication, teaching and other fields of study.
- d) Determining the scientific working groups and commissions to be established within the center
- e) To prepare the long-term scientific and administrative plan and program of the center and to submit it to the Rectorate

Advisory Board

Article 12 - The advisory board

(1) Advisory Board; It consists of at most twelve members selected among university lecturers who carry out works in the fields of activity of the center or will make contribution to the activities of the Center and the representatives of other public or private institutions and organizations, experts from abroad, upon their request. Advisory Board members are appointed by the Rector for two years upon his/her proposal. Members can be re-appointed upon the expiry of their term. Following the resignation of a member for any reason a new member is appointed with the same method in order to complete the remaining term period (2) Advisory Board held a meeting regularly upon the call of the Director once a year without having the majority. If deemed necessary director may call the Advisory Board for an extraordinary meeting.

Duties of the Advisory Board

ARTICLE 13 - (1) Advisory Board is a consultation body and its duties are as follows:

- a) To make necessary recommendations to the Board of Directors by evaluating the center's long-term scientific activity plans.
- b) Providing scientific and administrative knowledge, experience and suggestions to the center
- c) To ensure the establishment of communication between the center and related institutions and sectors.
- d) To make suggestions on matters that brought to the agenda of the Advisory Board by the Director and the Board of Directors.

PART FOUR

FUNDAMENTALS OF DISTANCE EDUCATION COURSES

Article 14 - 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.
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.

Tuition Fee

ARTICLE 15 - (1) In each academic year, students must pay the tuition fee determined by the Board of Directors within the periods specified in the academic calendar. Students who did not pay the necessary tuition fees cannot register for courses and cannot benefit from student rights. The unpaid

semesters / years of the student are included in the student's education period. (2) If a student cannot graduate and complete his/her minor/double major education within the determined period, tuition fees are calculated by the University Executive Board.

PART FIVE

FINAL PROVISIONS

Regulation

Article 16 - This regulation comes into force as of 01 April 2020.

Enforcement

Article 17 - These regulations and provisions are enforced by University of Kyrenia Rector.