

ALTINBAŞ UNIVERSITY

REGULATION ON DISTANCE EDUCATION APPLICATION AND RESEARCH CENTRE

PART I

Objective, Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) The objective of this Regulation is to set forth rules and procedures governing Altınbaş University Distance Education Application and Research Centre's objectives, activities, administrative bodies and their roles and responsibilities as well as the Centre's mode of operations.

Scope

ARTICLE 2- (1) This Regulation covers provisions governing Altınbaş University Distance Education Application and Research Centre's objectives, activities, administrative bodies and their roles and responsibilities as well as the Centre's mode of operations.

Basis

ARTICLE 3 - (1) This Regulation has been drawn up based on the sub-clause (2) of clause (d) of sub-article 1 of Article 7 of Law on Higher Education No. 2547 of November 4th, 1981 and its Article 14 as well as "Rules and Procedures for Distance Education in Higher Education Institutions" issued by Turkish Council of Higher Education on February 20th, 2014.

Definitions

ARTICLE 4 - (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) Centre (AUBU-UZEMER): Altınbaş University Distance Education Application and Research Centre
- b) Director: Centre Director,
- c) President: President of Altınbaş University,
- d) University: Altınbaş University,
- e) Administrative Board: Administrative Board of the Centre.

PART II

Objectives of the Centre and its Areas of Activity

Objectives of the Centre

ARTICLE 5 — (1) Objectives of the Centre are as follows:

- a) Carry out coordination and implementation related to all distance education degree programs (associate's, bachelor's and graduate degrees) and activities offered by the University via information and communication technologies,
- b) Design and develop e-learning curriculum and programs as well as provide IT support to courses offered as part of formal education in the University,
- c) Contribute to the development of education systems by adapting education programs into e-learning environments, based on the needs of public and private institutions as well as non-governmental organisations,
- d) Establish cooperation with other national and international universities to improve distance education practices while enhancing academic interaction and collaboration,
- e) Ensure that more students can have access to higher educational opportunities by reducing limitations of formal education; increase educational productivity, carry out the necessary activities so that everyone can have access to knowledge; increase educational efficiency using multimedia-based interactive technologies that can enable learners to have unlimited access to knowledge,
- f) Create a strong, modern learning culture as well as a strong scientific culture capable of producing universal knowledge and technology, equipped with the core values of research, participation, collaboration, originality, integrity and aesthetics while raising professionally competent individuals respecting social values and ethics.

Areas of activity

ARTICLE 6 — (1) the centre operates in the following areas of activity:

- a) In accordance with University Senate decisions, set forth rules and regulations governing associate's degree, undergraduate degree, undergraduate degree completion and graduate degree programs as well as training courses, seminars and certificate programs offered by the University via internet-based distance education,
- b) Offer distance education joint certificate, associate's, undergraduate and graduate degree programs designed to meet the educational/learning needs of public and private institutions and organization as well as non-governmental organisations at national and international level,
- c) Determine the academic staff to be appointed as instructors of distance education program courses, appoint the instructors accordingly, maintain collaboration and coordination,
- d) Deliver the necessary announcement regarding student admission to distance education programs; carry out the required procedures including student registration, admission examination, distance learning credits etc.
- e) Design and develop the necessary infrastructure needed for the effective operation of internet-based distance education/learning programs, ensure that the infrastructural system is improved regularly and works flawlessly,
- f) Offer associate's, undergraduate, undergraduate degree completion and graduate degree programs as well as training courses, seminars and certificate programs via internet-based distance education; accordingly, offer distance education services including course load, virtual classroom, virtual online whiteboard, online examinations etc.
- g) Provide distance education instructors with educational and consulting services regarding e-learning, how to use e-learning platform, course material design and development as well as evaluation and assessment techniques,
- h) Offer distance education trainings to students enrolled in distance education programs,

- i) Award certificates of completion, achievement etc. to students who have successfully completed distance education programs,
- j) Make evaluation and assessment of system performance, student support services as well as the efficiency of infrastructure used in distance education programs,
- k) Make the necessary evaluation and assessment of student attendance, student academic standing, and efficiency; consider and evaluate the opinions and suggestions offered regarding the distance education system,
- l) Conduct scientific research about the operation and efficiency of distance education system, share the research results with the scientific community,
- m) Establish national and international collaborations with regard to the improvement of distance education research and practices,
- n) Carry out the other necessary activities as advised by the Office of the University President and/or the University Administrative Board.

PART III

Administrative Bodies of the Centre and their Roles and Responsibilities

Administrative Bodies of the Centre

ARTICLE 7 - (1) Administrative Bodies of the Centre shall comprise the following:

- a) Centre Director
- b) Administrative Board of the Centre

Centre Director

ARTICLE 8 — (1) Centre Director shall be appointed for three-year term by the University President from among the full-time faculty members or persons outside the university that are experts in their own fields. Centre Director whose term of office has expired can be reappointed by the President. In the event that Centre Director is absent from duty for more than six months, his/her office will be terminated. Centre Director shall choose one person from among the members of the Administrative Board of the Centre to help him/her carrying out the duties and submit the nominee for approval from the University President. Centre Director shall not nominate more than three persons as Vice Director. In case the Centre Director leaves his/her duties temporarily, Vice Director shall act for the Centre Director; and in the absence of Vice Director(s), a member of the Administrative Board of the Centre recommended by the Centre Director shall act for the Centre Director.

ARTICLE 9 — (1) Roles and responsibilities of the Centre Director shall include the following:

- a) Act on behalf of the Centre,
- b) Prepare regular and annual reports on the Centre activities and targets, submit them for approval from the University President after consultation with the Administrative Board of the Centre,
- c) Handle the administrative affairs of the Centre, determine staff recruitment needs and submit it for approval from the University President,

- d) Establish cooperation with National and International Research and Application Centres,
- e) Convene regular meetings of Centre's Administrative Board, chair the Board and ensure that Board decisions are implemented properly,
- f) Submit a list of distance education instructors from different academic departments working in collaboration with the Centre, for approval from the President after consultation with the Administrative Board,
- g) Determine academic staff to be appointed as distance education instructors in national and international joint certificate programs as well as associate's, undergraduate and graduate degree programs, and submit the staff list for approval from the President,
- h) Determine executives as well as administrative and technical staff to be employed in certificate programs, associate's, undergraduate and graduate degree programs offered by national and international institutions and organisations with whom the University has signed an academic cooperation agreement, and submit the staff list for approval from the President.

Centre's Administrative Board

ARTICLE 10 — (1) Centre's Administrative Board consists of five members, three of whom are Centre Director, Centre Vice Director and a full-time faculty member appointed by the President at the suggestion of the Centre Director. The term of office of the Centre's Administrative Board shall be three years. Members whose terms have expired can be reappointed to serve on the board. In case a member of the board leaves his/her post for any reason, a new member shall be appointed to replace the former member. Centre Director shall also serve as the Chair of Centre's Administrative Board. Centre's Administrative Board shall convene at least five times a year at the invitation of Centre Director. Quorum must be met in order for meetings can take place. Centre's Administrative Board can also be convened at the request of a majority of the members. Centre's Administrative Board normally takes decisions by an absolute majority of votes cast. In case of a tie vote, Director's vote will be valued as two votes to break a tie. Missing three (3) consecutive meetings without a valid reason shall automatically constitute inactive status as a Board member.

Roles and Responsibilities of the Centre's Administrative Board

ARTICLE 11 — (1) Roles and responsibilities of the Centre's Administrative Board shall include the following:

- a) Take decisions regarding the administration of the Centre,
- b) Draw up and submit an activity report to the Office of the University President,
- c) Consider financial requests from research and application staff for attending scientific meetings, conferences or publishing papers, articles on distance learning and education,
- d) Evaluate job and project offers, make suggestions accordingly,
- e) Form work groups and committees when required,
- f) Follow international standards for program content preparation, update the content accordingly,

PART IV

Miscellaneous and Final Provisions

Staff Recruitment

ARTICLE 12 — (1) In accordance with Article 13 of Law No. 2547, University President can appoint university members to hold academic, administrative, or technical roles at the Centre;

(2) When needed, students can also be hired to work part-time jobs at the Centre.

Effective Date

ARTICLE 13 — (1) this regulation shall become effective the day following its publication.

Execution

ARTICLE 14 - (1) The provisions of this Regulation shall be executed by Altınbaş University President.