(Senate Resolution dated 06.03.2014 no. 02)

**ATILIM UNIVERSITY**

**DIRECTIVE ON DIGITAL COURSE MATERIAL PREPARATION**

**SECTION ONE**

**Objective, Purpose**

**Objective:**

**Article-1**

Providing students with online access to course materials enriched with modern tools for the courses taught at our University will contribute significantly to the quality of education here.

It is also important to encourage academicians to write academic books or share their lectures with a wider audience of students, and to increase the diversity and quality of academic course materials.

This Directive aims to provide equal opportunities to students, and to produce easy-to-access academic resources in Turkish or English. The course materials produced at the end of the program will be made available online to relevant students, to be included in the program fees and used free of charge.

It is aimed not only for higher education students, but also for faculty members to be able to use the works produced within the scope of this Directive.

**Purpose**

**Article-2** (1) The Directive aims:

1. To help students learn their courses in ways that match and compete with the rest of the world,
2. To create a course material pool in order to increase Turkish and English resources for the courses taught at the University,
3. To provide equal opportunities to students and produce resources for them to access,
4. To encourage academicians to write books,
5. To increase the diversity and quality of academic books,
6. To ensure that academic books are richer in content (original drawings, animations, simulations, videos, interactive applications, etc.).

**SECTION TWO**

**Work Features, Duties of Owners**

**Work features**

**Article-3**

1. Works prepared as Academic E-Books are required to exhibit the following features:
   1. Compatible with the tablets and the smartphones determined by the official unit as per the conditions present to the day when the work is prepared; as well as desktop and laptop computers with any operating system, Kindles, Z-Readers, devices supporting Epub3;
   2. Offer high quality and up-to-date subject matter,
   3. Enriched (drawings, photos etc.) with quality visuals (interactive simulations, videos, animations etc.),
   4. Include research, comprehension, and study questions at the end of each subject,
   5. Include problem solution sets,
   6. Offer daily life examples,
   7. Include presentation slides for each subject,
   8. Include a References section that clearly shows the works cited,
   9. Include the sections Contents, List of Figures, List of Tables, and Abbreviations,
   10. Include the abstract and the objective of the pieces of information to be detailed in each chapter,
   11. Include royalty-free documents, and links to websites and videos on the subjects of discussion,
   12. Have informative/ tutorial student guides on how to use the E-book.
2. Works prepared as Academic Course Videos (video-courses) are required to exhibit the following features:
   1. Main lecture videos of 40-50 minutes each,
   2. The main headings of the 14-week syllabus,
   3. Sub-headings and relevant videos,
   4. Animations that support the videos (2D, 3D etc.),
   5. An introduction video stating the objectives and goals of the course.

**Duties of owners**

**Article-4** (1) Owners shall declare, accept, and acknowledge the following:

1. Their Work complies with the mandatory provisions of the legislation and that it is not in any way contrary to the legislation and Law on Intellectual and Artistic Works No. 5846. (In case of collaboration with any colleague while preparing the content of the work, copyrights shall also be the case for these individuals. Therefore, these individuals should also be credited as the owners of the work in question.)
2. Their work does not constitute any infringement on the rights of other individuals,
3. They are responsible for intervening alongside Atılım University in the event that Atılım University receives a warning, an administrative penalty and/ or any sanction regarding the Work, and/ or is notified about one to come,
4. The work is not damaging the spiritual personality of Atılım University,
5. They are to notify Atılım University immediately, as soon as they learn about the matters that were beyond their knowledge at the date of signing the Contract, regarding matters which may cause Atılım University to suffer financial losses as a result of the use of the Rights on the Work,
6. The Work and the copies and records of this Work are not subject to any lien rights, seizure or similar legal and actual restrictions,
7. They shall transfer all rights granted exclusively to them by the relevant legislation over the work, and in particular, the following among the Financial Rights of Law No. 5846, to Atılım University in accordance with the provision of Paragraph 1, Article 48, Law No. 5846:
   1. Processing (all kinds in Article 6 of Law No. 5846)
   2. Reproduction
   3. Representation
   4. Printing
   5. Publication
   6. Distribution
   7. and free public access (including but not limited to electronic publication, magnetic storage, etc.),
8. Atılım University may make or have the necessary changes made to the Work without causing any change in its nature and without harming the honor and reputation of the Owner,
9. They are not to enter into any commitment or disposition with third parties regarding the Work without the written permission of Atılım University, after the signing date of the Contract for the Work, and that they are not to use the Work personally,
10. They shall have no claims on the processed works to emerge as a result of the processing performed or commissioned by Atılım University, and they have granted pre-emption rights to Atılım University regarding the rights on the improvements and processing to be made on their work, and

In that case, they are to inform Atılım University about whether they wish to use their pre-emption rights,

1. They are to update their work in return for additional royalties, if requested by the university publishing commission,
2. Unless otherwise decided by the university publishing commission, they are to correct spelling and proofreading errors deemed necessary in the publication of their work,
3. Atılım University has the right and authority to use the rights transferred to the University with the Contract to be made, in the broadest manner and without restrictions, within the framework of the Contract and the law,

Atılım University may transfer, or rent the rights granted to it as per the Contract to another natural and/ or legal person in any way and time it deems appropriate,

The University may grant a full and/ or basic license, and use the work as open course material and

is exclusively authorized to have the Work in question prepared and produced by any real and/ or legal person it deems appropriate.

**SECTION THREE**

**Writing Guidelines for Works (E-Books),**

**Calculating the Nominal Page Numbers of Works (E-Books),**

**Preparation Guidelines for Works (Video Courses)**

**Writing Guidelines for Works (E-Books) Article-5**

1. E-books should be prepared to follow the order of contents below:
   1. The Introduction Section: Outer cover, Abstract, Acknowledgments, Table of Contents, List of Figures, List of Tables, Abbreviations.
   2. The Body: Introduction, Other sections (subjects in detail, end-of-subject questions, problem solution sets, links and enriched contents), Conclusion, Bibliography, Appendices (if any).
2. E-books are prepared after consultation and agreement with the unit responsible for transferring the work to the digital medium.

E-books must be prepared using a relevant computer program (such as OpenOffice, Microsoft Word, Adobe Pdf Creator, LaTex, EPUB3, etc.).

1. E-books should be typed in Times New Roman, using the 12-point font.
2. Main headings, section headings and subheadings should be written in Times New Roman Bold (bold), using the 12-point font.
3. The “Heading” should be placed after 5 cm from the top and 2.5 cm from the other sides; the “Body” should be at a space of 3 cm from the top and 2.5 cm from the other sides.
4. The texts in E-Books should be written with a spacing of 1.5 points. Explanations of the figures and the tables, and footnotes should be written with a spacing of 1 point. Figure and Table explanations should be written in Times New Roman, using the 10-point font.
5. Pages are to be numbered as follows:
   1. All pages of the project should be numbered, except the outer cover.
   2. The introduction section (the part from the preface to the introduction) should be numbered with Roman numerals (I, II,…).
   3. The body section (the part starting with the Introduction) should be numbered using regular numbers 1,2,3….
   4. Page numbers should be at the bottom and center of each page.
   5. The number and description of each figure should be below the figures, and the number and description of each table should be above the tables.

**Calculating the Nominal Page Numbers of Works (E-Books) Article-6**

1. The Outer Cover, Abstract and Acknowledgments pages are not included in the nominal page count calculations.
2. As per Articles 5.4, 5.5 and 5.6, pages less than half-filled with text are not included in the nominal page count calculations.
3. The nominal number of pages is equal to the sum of pages full with text, except those specified in Articles 6.1 and 6.2.
4. Copyright fees for Works (E-books) are calculated based on the nominal number of pages for works with less than 240 pages, and based on only 240 pages for works with more than 240 pages.

**Preparation Guidelines for Works (Video Courses) Article-7**

1. The work (Video Course) should be prepared to fit the 14-week course schedule.
2. The total video course duration is arranged in line with the duration of the planned course in the curriculum. For example, the video duration for a course that takes 3 hours each week should be 42 course hours.
3. Owner of the work transfers all rights of their video course to Atılım University through a mutual copyright contract.
4. The right to sell or rent the video course to any institution or organization other than Atılım University belongs to Atılım University. In this case, Atılım University pays the rights share to the Owner based on the sales or rental price at the rate and payment plan determined by the Board of Trustees.
5. The responsibility regarding the science and the language in the video course belongs to the owner.
6. For translated video course works, it is necessary to obtain a written permission from the person or institution that has the original production rights.

**SECTION FOUR**

**Financial Rights**

**Financial rights**

**Article-8**

1. Royalty payments for Works (E-books and Video Courses) are made with respect to the account and payment plan determined by Atılım University Board of Trustees.
2. In the case of multiple owners, the copyright fee is shared among them.

**SECTION FIVE**

**Cases not Included in the Directive, Effective Date, Execution**

**Cases not included in the directive**

**ARTICLE-9** (1) For cases not included in the Directive, the resolutions by the Board of Trustees and the Senate apply.

**Effective Date**

**ARTICLE-10** (1) This Directive shall take effect after it is approved by the Senate.

**Execution**

**ARTICLE-11** (1) This Directive is executed by the President of Atılım University.