(Senate Resolution dated 06.03.2014 no. 02)

**ATILIM UNIVERSITY**

**IMPLEMENTATION PRINCIPLES FOR DISTANCE EDUCATION COURSES TO BE PROVIDED TO ASSOCIATE, UNDERGRADUATE, AND GRADUATE DEGREE PROGRAM STUDENTS IN FORMAL EDUCATION**

**SECTION ONE**

# Purpose, Scope, Definitions

**Purpose**

**ARTICLE 1 –** This Directive aims to regulate and organize the Board to be formed in order for the presentation of courses via distance education to associate, undergraduate and graduate degree program students in formal education, for the exams to be conducted, and the distance education to be more efficient; as well as the members of the Board, the principles and procedures relating to their powers and duties; as per Senate resolution.

# Scope

**ARTICLE 2 –** This Directive covers the principles regarding the conduct, coordination and implementation of courses to be presented via distance education to associate, undergraduate and graduate degree program students in formal education at the University.

# Basis

**ARTICLE 3 -** This Directive is based on “Principles and Procedures on Distance Education at Higher Education Institutions”, accepted in the Higher Education General Assembly dated 01.02.2013.

# Definitions

**ARTICLE 4 -** (1) The definitions for this Directive are:

1. **President:** The President of Atılım University,
2. **Senate:** The Atılım University Senate,
3. **Directorate of Distance Education:** The Atılım University unit tasked to undertake the technical affairs of distance education;
4. **Director General of Distance Education:** The individual employed with the title of Director General at Atılım University Directorate of Distance Education, directing the technical and academic services of the Distance Education system,
5. **Head of Department / Department Major:** The chairperson of the Atılım University unit the courses of which are presented via distance education,
6. **Academic Coordinator for Distance Education:** The individual employed with the title of Academic Coordinator at Atılım University Directorate of Distance Education, coordinating the academic services of the Distance Education system,
7. **Technical Coordinator for Distance Education:** The individual employed with the title of Technical Coordinator at Atılım University Directorate of Distance Education, coordinating the technical services of the Distance Education system,
8. **Program Coordinator:** The individual coordinating the academic services of departments the courses of which are presented via distance education,
9. **Instructor:** The individual presenting a course via distance education,
10. **Student:** Formal education students registered to distance education courses of Atılım University,
11. **Asynced:** Asynchronous education activities taking place at different locations and times,
12. **Synced:** Synchronous education activities,
13. **Distance Education:** A form of teaching in which students and instructors are in different geographical locations and course material transfer and interaction is carried out through technology,
14. **Distance Education Course:** Courses presented via distance education,
15. **University:** Atılım University,
16. **Regulations:** Atılım University Regulations on Student Registration and Admission, Undergraduate and Graduate Degree Education, and Examination.

**SECTION TWO**

# Bodies and Officials

**Executive Board**

**ARTICLE 5 -**

1. The Executive Board consists of the Vice President, director General of Distance Education, Academic Coordinator for Distance Education, Technical Coordinator for Distance Education, Heads of Departments with distance education courses, Program Coordinators, and the Secretary General. The Vice President chairs the Executive Board of which they are also a member. The secretarial duties of the Board are undertaken by **Atılım University Directorate of Student Affairs.**
2. The Executive Board ensures the academic and administrative organization of the relevant units for associate, undergraduate and graduate degree formal education courses to be provided through distance education; and determines the instructors to prepare course content and instruct courses, taking into account the recommendations from the heads of departments/ department majors. The Board decides, approves and supervises all transactions and dispositions regarding the implementation of the system, provided that they do not contradict the provisions contained in the relevant articles of Higher Education Law No. 2547.

# Director general of distance education

**ARTICLE 6 -** The director general of distance education directs and coordinates the academic and technical services of the system. They guide and audit the technical units and the administrative staff in line with current purposes. They present the Executive Board with their opinions on these units. The director general reports directly to the executive board.

# Academic coordinator for distance education

**ARTICLE 7 -** The academic coordinator for distance education undertakes academic activities in line with the decisions taken. They manage and supervise the instructors and the assistants of distance education programs, in cooperation with the heads of departments/ department majors. In addition, they undertake the responsibility to ensure that course schedules are underway, and that the education progresses normally. They report to the Vice President.

# Technical coordinator for distance education

**ARTICLE 8 -** The technical coordinator for distance education is responsible for the animation and editing of textbooks to be published on the web within and outside the unit, as well as for the services such as the selection of animations appropriate to course content, and video course production. They also coordinate the education management system of the unit, and inform the instructors accordingly. They undertake the providence of the services required for the technology in use, so that education progresses in an uninterrupted and orderly manner. They report to the Vice President.

# Heads of departments/ department majors

# ARTICLE 9 -

1. Heads of departments/ department majors are the heads of the departments with distance education courses.
2. Their duties are as follows:
   1. Taking part in the Executive Board,
   2. Determining the instructors to prepare course content and present courses, and presenting the names to the Executive Board,
   3. Auditing the course participation, exam and homework activities of instructors,
   4. Planning the activities for each semester, and ensuring that the academic calendar is in effect.

# Program coordinators

# ARTICLE 10 -

1. Program coordinators are appointed from among faculty members by the President, upon the recommendation of the heads of the departments/ department majors, and the proposal of the Vice President. Program coordinators report to heads of departments/ department majors, and the academic coordinator for distance education.
2. The duties of program coordinators are:
   1. Detailing how the distance education is expected to work at a conference to faculty members and students at the beginning of each semester,
   2. Elaborating on the distance education system to student advisors at dates that they themselves determine,
   3. Reporting the list of students with password problems to the Directorate of Distance Education,
   4. Determining the hours of distance education courses in the weekly course schedules with the heads of departments/ department majors, and the Vice President,
   5. Ensuring that a classroom, or preferably a computer laboratory, is kept available to students during distance education course hours

(If a classroom is to be kept available, students are to watch the lecture collectively on a computer with Internet access, a speaker, and a projector),

* 1. Ensuring coordination with the Executive Board and the Academic Coordinator for Distance Education,
  2. Determining the interaction levels of instructors with students,
  3. Producing solutions to the problems of instructors and students regarding the practice,
  4. Aiding the instructors with practices such as synched courses, voice overs, video recordings.

# Instructors

# ARTICLE 11 -

1. Instructors are the faculty members taking part in the Distance Education system of the University. They are primarily responsible for the course content that they prepare and present.
2. Their duties are as follows:
   1. Setting a course plan as per the academic calendar,
   2. Doing voice overs, video recordings etc. supervised by the relevant program coordinator and the relevant head of department/ department major,
   3. Preparing course exam questions, conducting and evaluating exams,
   4. Giving and evaluating homework, projects and discussion topics,
   5. Answering student messages,
   6. Attending synced classes at specified times,
   7. Informing the relevant head of department/ department major, the relevant program coordinator, and the Directorate of Distance Education regarding make-up courses.

**SECTION THREE**

# Method of Instruction, Exams, Passing Grades and Passing Courses

**Method of Instruction**

**ARTICLE 12 -**

1. The distance education system has attendees watching, listening and studying pre-prepared course content over the Internet on their own, as well as asynced and synced sessions online.
2. With Asynced Teaching; students get to review course contents such as videos, animations, audio recordings and documents, all previously prepared by instructors and uploaded to the system, whenever they wish; while also able to ask their questions to instructors via messaging.
3. With Synced Teaching; students and instructors get to communicate by voice, or audio and video at the time specified in weekly schedules; and discuss the subject on the board with the applications in the software, such as one that shows a white board on screen.

# Exams

# ARTICLE 13 -

1. Heads of departments/ department majors are responsible for ensuring the exam order, assigning the required number of proctors, duplicating the exam questions and delivering them to examiners, and delivering the answers to relevant instructors after the exam.

# Passing grades, passing courses

# ARTICLE 14 -

1. The relevant articles of the Regulations apply for passing grades, and course success transactions.

**SECTION FOUR**

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

**Cases not Included in the Directive**

**ARTICLE 15 -** (1) For cases not included in the Directive, the relevant provisions of the Regulations, and the resolutions by the Senate apply.

# Effective Date

**ARTICLE 16 -** (1) This Directive shall take effect after it is approved by the Senate.

# Execution

**ARTICLE 17 -** (1) This Directive is executed by the President of Atılım University.