(Senate Resolution dated 21.03.2017, no. 04)

# ATILIM UNIVERSITY

# DIRECTORATE OF DISTANCE EDUCATION

**DIRECTIVE ON THE PRINCIPLES REGARDING THE IMPLEMENTATION OF DISTANCE EDUCATION**

**SECTION ONE**

## Purpose, Scope, Basis

**Purpose**

**ARTICLE 1 – (1)** This Directive aims to regulate the procedures and principles regarding the objectives of Atılım University Directorate of Distance Education, its management bodies, the duties and the methods of operation of its governing bodies, and the method and operation of distance education associate, undergraduate and graduate degree programs by Atılım University.

## Scope

**ARTICLE 2 – (1)** This Directive covers the procedures and principles regarding the objectives of Atılım University Directorate of Distance Education under Atılım University, its management bodies, the duties and the methods of operation of its governing bodies, and the method and operation of distance education associate, undergraduate and graduate degree programs by Atılım University.

## Basis

**ARTICLE 3 - (1)** This Directive is based on Subparagraph (2), Clause (d) of Paragraph 1, Article 7; and Articles 14, 44 and 46 of Higher Education Law No. 2547 dated 4/11/1981, and “Procedures and Principles Regarding Distance Education at Higher Education Institutions” published by the Higher Education Council.

# SECTION TWO

## Directorate objectives and Fields of activity

**Directorate objectives**

**ARTICLE 4 – (1)** The Directorate aims:

1. To conduct research - development and implementation studies and make publications regarding distance education at the University;
2. To develop e-learning courses in associate, undergraduate and graduate education, and support the courses offered at the university with e-learning;
3. To help update professional knowledge by organizing post-graduation training programs through distance education;

ç) To inform the society and ensure that the society adopts the principle of lifelong learning by organizing diploma and certificate programs for all segments of the society in cooperation with the continuing education center in the areas of need;

1. To aid public and private sector institutions and organizations in adapting their training programs into e-learning programs, and developing distance education systems;
2. To transfer knowledge to relevant institutions and organizations.

## Fields of activity

**ARTICLE 5 – (1)** The fields of activity of the Directorate are as follows:

1. Conducting research and development studies on distance education topics.
2. To provide support in the preparation of course contents for Internet-supported teaching studies undertaken by the University.
3. Realizing the software automations and course contents needed in projects within and outside the University, to provide consultancy on these issues and the necessary coordination.

ç) Conducting and suggesting scientific and technological research for the dissemination of training programs to help with the development and progress of Türkiye in transforming into an information society through e-learning.

1. Cooperating with local and foreign organizations in research and applications related to distance education.

# SECTION THREE

## Organs of the Directorate, and Their Duties, Program coordinators

**Executive Board**

**ARTICLE 6 – (1)** The Executive Board ensures the organization of academic and administrative matters between distance education units within the scope of the Graduate Schools and Schools, and all other units requesting distance education within the University, and the Directorate of Distance Education. The Board decides on and approves the academic and administrative affairs required for the implementation of all duties and dispositions of the Directorate of Distance Education specified in this Directive, and supervises the operations of the Directorate of Distance Education.

1. The Executive Board consists of a Vice President, a Director General, relevant Graduate School and School Directors, Distance Education Program Coordinators, relevant Heads of Departments, the Director of International Relations, and the Director of the Continuing Education Center. Vice President chairs the Executive Board.
2. The duties of the Executive Board are as follows:
	1. Scheduling on academic, administrative and technical service issues related to distance education activities.
	2. Evaluating and deciding on suggestions regarding distance education.
	3. Ensuring and directing the coordination among the units involved in distance education.

ç) Determining the needs of academicians, administrators and personnel taking part in distance education, and informing the Presidency accordingly for their approval regarding the appointment of certain individuals.

* 1. Performing tasks related to Distance Education.

## Director general

**ARTICLE 7 –** (1) The Director General of the Directorate of Distance Education is responsible for the technical and administrative affairs of the Directorate, and its personnel, and is a member and Rapporteur of the Executive Board.

(2) The Director General also undertakes the duties that the Executive Board determines as required, within the scope of the Directorate of Distance Education.

## Technical coordinator

**ARTICLE 8 – (1)** The Technical Coordinator is the technical person required for the execution of distance education, appointed by the Director General from among the employees at the Directorate of Distance Education.

(2) The Technical Coordinator reports to the Director General.

## Program coordinators

**ARTICLE 9 – (1)** Each program coordinator represents the Graduate School/ School affiliated to them, ensuring the coordination for their diploma programs executed via distance education with the Directorate of Distance Education.

1. Program Coordinators also serve as advisors.
2. New advisors are appointed by the Executive Board, based on the number of students and the recommendation of the relevant Heads of Departments/ Department Majors.

# SECTION FOUR

## Student affairs, Exams, Final grades

**Student affairs**

**ARTICLE 10 – (1)** Students of distance education programs are subject to the relevant regulations of the associate, undergraduate, and graduate degree programs of Atılım University.

(2) The academic calendar of distance education programs is the relevant academic calendar of Atılım University.

## Exams

**ARTICLE 11 – (1)** At least 1 midterm exam and 1 final exam are held to measure the acquisition of the course content by students throughout the semester.

(2) The final exam is held as a multiple choice exam on the dates specified in the academic calendar at the classrooms and halls of Atılım University campuses announced by the Directorate.

## Final grades

**ARTICLE 12 - (1)** In distance education programs, final grades are calculated over 100 points as follows:

1. The Percentage of Midterm Exam Results: 20%
2. The Percentage of Assignments and Projects: 15%
3. The Percentage of Final Exam Results: 65%

(2) In distance education programs, the percentage of the midterm exam grades in the final grades may not exceed 20%.

# SECTION FIVE

## Final Provisions

**Cases not included in the Directive**

**ARTICLE 13 – (1)** In cases for which there are no provisions in this Directive, the provisions of “Atılım University Regulations on Student Registration - Admission, Education, and Examination for Associate and Graduate Degree Programs”, and Atılım University Regulations on Graduate Degree Education apply.

## Repealed directive

**ARTICLE 14** - (1) Atılım University Directorate of Distance Education Directive on Distance Education Programs, accepted as per the Senate Resolution dated 06.03.2014 no. 02 has been repealed.

## Effective Date

**ARTICLE 15 - (1)** This Directive shall take effect after it is approved by the Senate.

## Execution

**ARTICLE 16 - (1)** This Directive is executed by the President of Atılım University.