
DIRECTIVE of
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIGITAL EDUCATIONAL MATERIALS

FIRST PART
Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to determine the procedures and principles regarding the preparation of digital education materials to be used in associate degree, undergraduate and graduate education activities at Nevşehir Hacı Bektaş Veli University.

Scope

ARTICLE 2- (1) This Directive covers the characteristics of digital education materials to be used in associate degree, undergraduate and graduate education activities at Nevşehir Hacı Bektaş Veli University and the procedures and principles regarding the preparation of the materials.

Basis

ARTICLE 3- (1) This Directive is based on Article 48 of the Higher Education Law dated 06/11/1981 and numbered 2547, Nevşehir Hacı Bektaş Veli University Associate and Undergraduate Education Regulation, Nevşehir Hacı Bektaş Veli University Graduate Education and Examination Regulation and Nevşehir Hacı Bektaş Veli University Distance Education Application and Research Center Regulation.

Definitions

ARTICLE 4- (1) In this Directive,

- a) Multimedia: A form of communication that combines different content formats such as text, sound, image, animation or video in a single medium,
- b) Digital Education Material: Materials to be used as an aid in the lessons in electronic environment at Nevşehir Hacı Bektaş Veli University,
- c) Material Owner: People who prepare digital educational material and use it in the learning environment,
- ç) Student: Registered students studying at Nevşehir Hacı Bektaş Veli University,
- d) Head of Department: Heads of departments in Faculties, Schools and Vocational Schools,
- e) Director: Nevşehir Hacı Bektaş Veli University Institute / School / Vocational School directors
- f) Dean: Nevşehir Hacı Bektaş Veli University faculty deans,
- g) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- ğ) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- h) University: Refers to Nevşehir Hacı Bektaş Veli University.

SECOND PART
Features of Digital Education Materials

ARTICLE 5 - (1) The digital education materials must have the following characteristics:

- a) according to the conditions of their preparation period, they must be compatible with tablets, smart phones, desktop and laptop computers with all kinds of operating systems,

- b) Its content must be clear, understandable and up-to-date,
- c) Summary and learning outcomes should be included at the beginning of each material
- ç) It should contain a bibliography indicating the sources used,
- d) Must be associated with the learning outcomes of the course used,
- e) Support collaboration among students,
- f) It should be arranged in a way to allow student-student and student-teaching staff interaction,
- g) Must be enriched with multimedia elements,
- ğ) Must comply with multimedia design principles,
- h) It should include different types of presentation that will appeal to individual needs,
- ı) Expression and grammar rules should be obeyed,
- i) The language used should be suitable for the cognitive characteristics of the target audience,
- j) There should be research, comprehension and repeat questions at the end of the material,
- k) The visuals used must comply with intellectual and industrial property rights,
- l) If the use of the materials requires a special software / application, explanations about it should be added.

THIRD PART

Obligations of the Owner of the Material and Materials Against Legislation

Obligations of the material owner

ARTICLE 6 - (1) The owner of the material declares, accepts and undertakes that the relevant material complies with the mandatory provisions of the legislation and the Law on Intellectual and Artistic Works No 5846. All legal and penal responsibilities arising in this context belong to the owner of the material.

Contrary materials

ARTICLE 7 - (1)

- a) materials that are contrary to the legislation and whose use is not deemed appropriate by the head of the relevant departments will be removed from the publication by the Director or the Dean, in institutes, it is decided by the Director to cancel the publication of the materials that are not found suitable by the head of the department.
- b) The owner of the material can appeal against the takedown decisions within 7 (seven) days.

CHAPTER FOUR

Miscellaneous and Final Provisions

Force

ARTICLE 8- (1) This directive takes effect on the date it is accepted by the University Senate.

Executive

ARTICLE 9- (1) The provisions of this Directive are implemented by the Rector of Nevşehir Hacı Bektaş Veli University.

Date and Number of the Senate Decision Accepting the Directive	
Date	Number
09.02.2021	2021.04.33.