

**NEVSEHIR UNIVERSITY**  
**DIRECTIVE of IMPLEMENTATION PRINCIPLES**  
**DISTANCE EDUCATION OF FORMAL EDUCATION STUDENTS**

**FIRST PART**  
**Purpose, Scope, Definitions**

**Purpose**

ARTICLE 1 - (1) The purpose of this directive is to regulate the principles and procedures of the authorities and duties given, and the committees and officers to be established to teach the distance education courses to formal education students, to take exams and to increase the distance education performance, according to the decision of the Senate.

**Scope**

ARTICLE 2 - (1) This directive covers the operating principles of the units where distance education courses are offered to formal education students.

**Definitions**

ARTICLE 3 - (1) For the purposes of this directive following expressions are used:

- a) Asynchronous: Non-synchronous educational activities carried out in different places and times,
- b) Unit Coordinator: Deputy Dean of Faculties, Deputy Director of Schools,
- c) Head of Department: Heads of Atatürk's Principles and History of Revolution, Turkish Language, Informatics, Foreign Languages Departments and departments whose lessons are given by distance education,
- d) Distance Education Coordinator: Coordinator who coordinates the academic and technical services of the distance education system at the university,
- e) Student: Students enrolled in Nevşehir University distance education courses,
- f) Instructor: Person who will teach by distance education,
- g) Teaching Management System Supervisor: The person who ensures the academic and technical competence of the Distance Education System,
- h) Rector: The rector of Nevşehir University,
- i) Senate: Nevşehir University Senate,
- j) Synchronous: Simultaneous educational activities,
- k) Distance Education: The form of education in which students and lecturers are in different geographical locations, and the transfer and interaction of course material is carried out using technology,
- l) Distance Education Course: The organization of the content of a particular course to be transferred using distance education technologies,
- m) University: Nevşehir University,

n) Regulation: Nevşehir University Associate and Undergraduate Education and Training Regulation,

## SECOND PART

### Organs and Officers

#### Executive Board

ARTICLE 4 - (1) Executive Board; It consists of a Vice Rector to be determined by the Rector, Head of Information Technologies Department, Head of Student Affairs and Department Heads affiliated to the Rectorate. If the lectures of departments not affiliated with the Rectorate are given through distance education, the head of the relevant department is also assigned to the Executive Board. The Vice Rector, who takes part in the Executive Board, is also the chairman of the board. The secretariat of the Board is done by the Registrar's Office.

(2) The Executive Board ensures the organization of the units in academic and administrative matters for the formal education courses to be given by distance education; It determines the lecturers who will prepare the course content and give lectures by considering the suggestions of the department heads. It decides, approves and inspects all transactions and savings, not contrary to the provisions in the relevant articles of the Higher Education Law No.2547 regarding the implementation of the system.

#### Distance Education Coordinator

ARTICLE 5 - (1) Distance Education Coordinator; To coordinate the academic and technical services of the Distance Education system, he is appointed by the Rector from among the academic staff of the University for three years.

(2) The Head of the Informatics Department may be appointed by the Rector as the Distance Education Coordinator. In this case, the duty of the Coordinator ends with the termination of the duty of the Head of the Informatics Department.

(3) The Coordinator is responsible to the Executive Board and the Rector.

(4) The Coordinator coordinates the academic and technical services of the Distance Education system. It directs and supervises technical units and administrative staff in accordance with the purpose. It submits proposals and decisions regarding these units to the executive board.

#### Department heads

ARTICLE 6 - (1) Department heads; They are the heads of the Departments of Atatürk's Principles and History of Revolution, Turkish Language, Informatics, Foreign Languages under the Rectorate, and departments where courses are given through distance education. Department heads carry out the management services of the unit together with the Coordinator.

(2) The duties of the Department Head are as follows:

a) Participating in the activities of the Executive Board,

b) Preparing the course content and determining the lecturers who will teach and submit it to the Executive Board,

c) To supervise lecturers' attendance, exams and homework activities,

d) To determine the interaction of faculty members with students,

- e) Finding solutions to students' academic problems,
- f) To plan the activities during the semester and to ensure the implementation of the academic calendar.

#### Unit Coordinator

ARTICLE 7 - (1) It is the assistant of the dean to be assigned by the dean in faculties and by the principal in higher schools.

(2) The duties of the Unit Coordinator are as follows:

- a) To explain how the distance education system will work in the first week of the academic year by giving a conference to the students,
- b) Explaining the distance education system to student counselors on a date determined by them,
- c) Notifying the Education Management System Officer about the list of students who have a password problem,
- d) To determine the hours of the distance education lessons in the weekly course schedule by meeting with the Distance Education Coordinator.
- e) Ensuring that a classroom or preferably a computer laboratory is kept open to students during the distance education course hours (If the classroom is to be kept open, students are allowed to watch the course collectively with internet-connected computers, speakers and projectors),
- f) If the courses belonging to the departments not affiliated with the Rectorate are given by distance education, ensuring the coordination of the said departments with the Executive Board and the Education Management System Officer.

#### Teaching Management System Specialist

ARTICLE 8 - (1) The Education Management System Officer is appointed by the Rector from among the academic or administrative staff with the proposal of the Distance Education Coordinator. The Teaching Management System Supervisor is responsible to the Distance Education Coordinator.

(2) The duties of the Instruction Management System Supervisor are as follows:

- a) To define the list of students who will take courses from the Distance Education system into the system,
- b) To inform the students about the developments in distance education,
- c) To keep track of course contents,
- d) Students and training of production elements to solve the problems with the system,
- e) To inform the Distance Education Coordinator of the problems arising in the Distance Education System.
- f) To provide the academic and technical competence of the Distance Education System.
- g) To inform the Distance Education Coordinator of their suggestions and requests regarding the Distance Education System.

Teaching Staff

ARTICLE 9 - (1) They are faculty members working in the distance education system of the university.

(2) Their duties are:

- a) To determine the lesson plan according to the semester academic calendar in accordance with the course introduction form,
- b) To record the lecture video under the coordination of the head of the department,
- c) To prepare, prepare and evaluate the exam questions of the course,
- d) Assigning and evaluating homework, projects, discussion topics,
- e) Responding to students' messages,
- f) Attending simultaneous lessons at specified times,
- g) Informing the Head of Department, Unit Coordinator, and Teaching Management System Officer regarding the make-up lessons.

### **THIRD PART**

#### **Education Method, Exams, Success Grade and Course Passing**

Education Teaching Method

ARTICLE 10 - (1) The Distance Education System consists of individual viewing, listening and studying of pre-prepared course contents over the internet and asynchronous and synchronous education over the internet.

(2) In asynchronous education; Video, animation, sound recording, document etc. prepared and uploaded to the system by the instructor. He can review the course contents at any time by entering the system, and send a message to the instructor for possible questions.

(3) In synchronous education; Students and instructors can communicate with audio and video at the specified time in the weekly program, and discuss the topic on the board with the whiteboard application included in the software exams.

ARTICLE 11 - (1) The units are responsible for ensuring the order of the exam, assigning the necessary number of supervisors, multiplying the exam questions and delivering them to the examiners, and delivering the answers to the lecturer who is the instructor of the course after the exam.

Success Grade, Course Passing

ARTICLE 12 - (1) Success grade and course passing procedures are made according to the relevant articles of the Regulation.

Situations with no provisions

ARTICLE 13 - (1) In cases where there are no provisions in this directive, the provisions of the Regulation and the decisions of the Senate are applied.

Force

ARTICLE 14 - (1) This directive takes effect after the acceptance of the Senate.

Executive

ARTICLE 15 - (1) The Rector executes the provisions of this directive.