

REGULATION ON THE ESTABLISHMENT OF THE DISTANCE EDUCATION CENTER AND THE PRINCIPLES AND PROCEDURES RELATING TO DISTANCE EDUCATION

(Issued pursuant to Articles 10(2)(3) and 16(2) of the Regulation on the Establishment and Operation of Arkin Creative Arts and Design University, and Article 9 of the Regulation on Associate and Undergraduate Registration, Education, Examinations, and Academic Achievement of Arkin University of Creative Arts and Design)

SECTION ONE

Purpose, Scope, and Definitions

1. Purpose and Scope

The purpose of this Regulation is to set forth the objectives, duties, and the principles and procedures governing the administration of the Distance Education Center (UZEM) of Arkin University of Creative Arts and Design. This Regulation covers provisions regarding the objectives of the Distance Education Center of Arkin University of Creative Arts and Design established under the University, its governing bodies, the duties of such governing bodies, and their working procedures.

The purpose of this Regulation is also to determine the principles and procedures relating to the establishment of associate, undergraduate, master's, and doctoral level distance education programs based on information and communication technologies at Arkin University of Creative Arts and Design, as well as the delivery of certain courses through distance education methods, and to regulate the objectives, duties, and administrative structure of the Distance Education Center (UZEM) of Arkin University of Creative Arts and Design.

This Regulation covers the fields in which distance education programs may be offered at Arkin University of Creative Arts and Design; the courses to be delivered through distance education and their credit values; the preparation of course materials; the methods for conducting examinations; protocols to be concluded between higher education institutions for these purposes; and other matters relating to distance education. This Regulation also covers provisions regarding the objectives of the Distance Education Center established under Arkin University of Creative Arts and Design, its governing bodies, the duties of such governing bodies, and their modes of operation.

2. Definitions

For the purposes of this Regulation,

- a) University:** refers to Arkin University of Creative Arts and Design,
- b) Rector:** refers to the Rector of Arkin University of Creative Arts and Design,

- c) **Center:** refers to the Distance Education Research and Application Center of Arkin University of Creative Arts and Design,
- d) **Center Coordinator:** refers to the UZEM Coordinator,
- e) **Board of Directors:** refers to the Center Board of Directors,
- f) **Synchronous Distance Education:** refers to real-time online education in which instructors and students, while being located in different places, participate simultaneously in the same virtual environment through the use of digital communication technologies,
- g) **Asynchronous Distance Education:** refers to non-real-time online education in which instructors and students participate in learning activities without time and place constraints, using communication technologies in virtual environments in a non-simultaneous manner, that is, supported by recorded content,
- h) **Course Materials and Material Fee:** refers to all types of materials printed by ARUCAD or produced, used, or made available electronically via the internet for the conduct of distance education activities, as well as the fees charged to students in return for such materials,
- i) **Relevant Unit Conducting Instruction:** refers to the faculty, school, vocational school, or institute that offers a diploma program and is assigned by ARUCAD to conduct distance education activities,
- j) **Tuition Fee:** refers to the distance education tuition fee payable by students as consideration for instruction in distance education programs,
- k) **Distance Education:** refers to the mode of instruction in which educational activities at ARUCAD are planned and conducted based on information and communication technologies, and in which courses are delivered synchronously and/or asynchronously without the requirement for the instructor and students to be physically present in the same location, based on mutual interaction between students and instructors as well as among students themselves,
- l) **Distance Education Center:** refers to the center assigned by ARUCAD to provide technical and administrative infrastructure services for the delivery of distance education,
- m) **Board of Directors:** refers to the board of directors of the unit providing distance education services or the board of directors of the relevant unit conducting instruction.

SECTION TWO

Purpose and Operation of the Center

3. Purpose of the Center

- (1) To ensure that online-supported educational activities conducted at Arkin University of Creative Arts and Design are carried out in a more effective and efficient manner,
- (2) To conduct research, development, and implementation activities related to distance education,
- (3) To assist institutions and organizations with their distance education needs and demands,
- (4) To develop e-learning-based courses and programs at the undergraduate, graduate, and adult education levels, and to support courses offered at the University through e-learning,
- (5) To contribute to the adaptation of the training programs of public and private sector institutions to e-learning and to the development of distance education systems,
- (6) To transfer accumulated knowledge to relevant institutions and organizations and to produce publications,
- (7) To ensure the establishment, implementation, and coordination of certificate programs to be

delivered through e-learning within the University,

- (8) To share accumulated expertise in online education with other institutions and organizations and to cooperate with domestic and international institutions in research and implementation related to distance education,
- (9) To publish periodical and non-periodical publications, and to plan courses, seminars, conferences, similar instructional activities, and training programs within the scope of online education based on information and communication technologies for institutions and organizations,
- (10) To provide opinions, within the framework of Senate decisions, on principles relating to associate, undergraduate, and graduate education and training activities conducted within the scope of e-learning,
- (11) To provide the necessary infrastructure, within the framework of relevant legislation, for joint undergraduate, master's, and doctoral courses and examinations with academics working at universities domestically and abroad,
- (12) To monitor developments in communication and information technologies related to online education,
- (13) To design systems for applications and to carry out all technical operations related to distance education,
- (14) To ensure communication, interaction, and cooperation with national and international institutions and organizations on issues related to the technological and communication infrastructure of online education, and to carry out other activities proposed by the Rectorate and/or decided by the Board of Directors within the scope of online education.

4. Organs of the Center

The organs of the Center are as follows:

- (a) Center Coordinator
- (b) Board of Directors
- (c) Advisory Board

5. Center Coordinator

The Center Coordinator shall be appointed for a term of two years by the Board of Trustees upon the recommendation of the Rector from among the salaried and permanent staff of the University. A Center Coordinator whose term of office has expired may be reappointed. The Center Coordinator may be dismissed in accordance with the same procedure by which he or she was appointed. In the event that the Center Coordinator temporarily leaves office, one of the members of the Board of Directors, starting with the most senior member, shall act as deputy.

6. Duties of the Center Coordinator

The duties of the Center Coordinator are as follows:

- (a) To represent the Center,
- (b) To convene and chair meetings of the Board of Directors and to implement the decisions taken,
- (c) To prepare the Center's working plans, objectives, and annual activity report, and to submit them to the Rectorate after obtaining the opinion of the Board of Directors,
- (d) To ensure that the activities of the Center are carried out regularly and are further developed,
- (e) To conduct the administrative affairs of the Center, determine personnel needs, and submit them to

the Rectorate,

- (f) To cooperate with research and application centers at the national and international levels,
- (g) To participate, together with the relevant department chairs, in meetings of the relevant schools, faculties, and institutes during discussions of the academic programs of departments providing online education via the internet.

7. Board of Directors

The Board of Directors shall consist of one Vice Rector, one Center Coordinator, and faculty representatives. The members shall be appointed for a term of one year by the Board of Trustees upon the recommendation of the Rector from among the academic staff. Members whose terms of office have expired may be reappointed. In the event that a membership becomes vacant for any reason, a new member may be appointed to complete the remaining term. The Center Coordinator shall serve as the Chair of the Board of Directors. The Board of Directors shall convene at least four times a year upon the invitation of the Center Coordinator with an absolute majority, and decisions shall be taken by a majority of votes. In line with a decision taken by the Board of Directors, assistance may be requested from the Information Technology Department when deemed necessary. The Center Coordinator may, when required, invite one or more personnel from the Information Technology Department to attend meetings.

8. Duties of the Board of Directors

The duties of the Board of Directors are as follows:

- (a) To take decisions regarding the administration of the Center,
- (b) To review the activity report to be submitted to the Rectorate,
- (c) To evaluate requests for financial support submitted by research and implementation staff for participation in research, publications, and scientific meetings related to distance education,
- (d) To evaluate job and project proposals submitted to the Center and to make recommendations thereon,
- (e) To establish working groups and commissions as required for the Center.

9. Advisory Board

An Advisory Board may be established by the Rector when deemed necessary. The Advisory Board shall consist of individuals who work in the Center's fields of activity, have relevant experience, and whose expertise may be consulted when required. Members of the Advisory Board shall be appointed upon the recommendation of the Board of Directors and with the approval of the Rector. The Advisory Board may be composed of members from within or outside the University. The term of office of Advisory Board members shall be two years. Members whose terms have expired may be reappointed. The Advisory Board shall convene at least once a year upon the invitation of the Coordinator. When necessary, the UZEM Coordinator may invite Advisory Board members to meetings in order to benefit from their opinions and experience, to receive their views, and to inform them about the activities of the Center.

10. Duties of the Advisory Board

The duties of the Advisory Board are as follows:

- (a) To carry out evaluations and to provide advisory opinions and recommendations on matters related to the activities of the Center, as deemed necessary by the Board of Directors,
- (b) To prepare reports on matters related to the activities of the Center, as deemed necessary by the

SECTION THREE

Principles of Distance Education

11. General Principles

- (1) At Arkin University of Creative Arts and Design, associate, undergraduate, master's, and doctoral degree programs, as well as certain courses within curricula where deemed appropriate by the Senate, may be offered through distance education.
- (2) Distance education programs and courses approved to be delivered through distance education shall be offered synchronously and/or asynchronously by means of online and/or offline technologies. Instruction may also be supported by face-to-face courses and practical applications.
- (3) The Distance Education Center shall submit opinions and recommendations to the ARUCAD Senate on matters such as developing national objectives and strategies in distance education, opening programs or courses, determining principles and procedures, monitoring the development of practices, and evaluating programs.
- (4) It is essential that expenditures incurred within the scope of distance education be budgeted in a manner that enables the determination of distance education costs of faculties and programs.
- (5) In order to facilitate the adaptation of academic staff and students to distance education environments and to structure courses in a manner suitable for blended (hybrid) learning, the preparation of the necessary technical infrastructure to enable activities (such as assignments, discussions, etc.), lecture notes, resource sharing, and assessments to be carried out through distance education technologies in face-to-face courses, the provision of required training, and the implementation of incentive practices shall be carried out by the ARUCAD Distance Education Center.

12. Opening of Programs or Courses

For associate, undergraduate, master's, and doctoral courses to be conducted through distance education, the following principles for opening programs and/or courses shall apply:

- (a) Provided that it is approved by the ARUCAD Senate no later than four weeks before the start of the academic term each semester, up to 40% of courses may be offered exclusively through distance education. In determining the courses to be delivered through distance education, the ARUCAD Senate shall decide whether the total credit value of the program or the number of courses required to be taken within the program shall be taken as the basis.
- (b) Within the scope of this Regulation, prior to opening a program or course through distance education, ARUCAD shall be responsible for preparing and making accessible distance education-related websites in order to inform students and the public. In addition to general information regarding the programs offered, the website shall include detailed course syllabi for the courses. ARUCAD shall be obliged to install and effectively operate software systems that sufficiently ensure the academic and administrative interactions required by the program.
- (c) For the purpose of supporting education and training, ARUCAD may design certain courses within the scope of distance education, specific parts of courses, practical components, internships, or laboratory/workshop activities in a manner that includes face-to-face education components. Students shall be informed about such courses before enrolling in the program or course.

(d) Provided that it is approved by the ARUCAD Senate no later than four weeks before the start of the academic term each semester, for each course conducted face-to-face within academic programs, a portion of the total course hours/curriculum, not exceeding 40%, may be delivered through distance education.

13. Implementation of Distance Education

- (1) In distance education, the number of students per course or per course section shall be limited to 100 students in undergraduate programs and 50 students in master's programs. Courses shall be delivered by the instructor through synchronous and/or asynchronous tools, ensuring interaction among students.
- (2) For each diploma program opened within the scope of distance education, a program coordinator may be appointed from among the academic staff assigned to teach in such programs by the boards of the relevant units conducting instruction. In the relevant units conducting instruction, a unit coordinator may also be appointed.
- (3) In cases where a course is conducted in more than one section, one of the academic staff members assigned to teach such courses may be appointed as course coordinator for each course by the boards of the relevant units conducting instruction.
- (4) The ARUCAD Senate shall determine the courses to be conducted through distance education by taking into consideration the requests and justifications of academic units.
- (5) The ARUCAD Senate shall determine and publish distance education standards, including criteria such as the learning resources to be used in courses approved to be conducted through distance education, the methods of course delivery, and the instructional environments employed.

SECTION FOUR

Student Admission and Assessment Principles

14. Student Admission

- (1) Students shall be admitted to associate, undergraduate, master's, and doctoral programs for which distance education has been approved, in accordance with the general principles governing student placement in the relevant higher education institutions.
- (2) In cases where certain courses within curricula are offered both through face-to-face education and distance education, students shall register, during the course registration period, for the type of course delivery they prefer.

15. Attendance Requirements

- (1) Attendance-related activities required in courses for students enrolled in distance education programs or courses shall be determined by the boards of the relevant units conducting instruction and announced on the course syllabus pages prior to the beginning of the academic term.
- (2) Each student shall create a user account in the system in accordance with the instructions provided to them. In determining attendance status, the electronic records of the relevant user account shall be examined.
- (3) Whether participation in interactive activities offered within a course is compulsory shall be specified in the course syllabus. Students shall be obliged to submit the required participation

activities and assignments in a timely manner.

16. Measurement and Evaluation

- (1) Measurement and evaluation activities for courses delivered through distance education may be conducted face-to-face or electronically, with or without proctoring, using the assessment methods (such as assignments, projects, practical work, written or oral examinations, etc.) determined in accordance with the curriculum approved by the ARUCAD Senate, or in the form of a centralized examination.
- (2) Midterm and final examinations shall, where required, be conducted in unproctored electronic environments and/or in proctored formats, either live or electronically. The relevant unit conducting instruction shall decide, upon the recommendations of UZEM, on where and how such examinations shall be conducted and, in addition to the primary examination methods determined, which assessment methods—such as oral examinations, performance assessments, projects, theses, and portfolios—shall be applied.
- (3) In examinations conducted in digital environments, examination security measures shall be implemented in accordance with the principle of “transparency and auditability,” to the extent permitted by the digital platforms used and applicable legislation. Examinations shall be recorded through the relevant systems.
- (4) Necessary measures shall be taken by ARUCAD to ensure that examinations of students classified as belonging to disadvantaged groups (such as students with disabilities, foreign nationals, etc.) are conducted effectively in digital environments.

17. Participation in Interactive Activities

Whether participation in interactive activities offered within a course is compulsory shall be specified in the curriculum. Students shall be obliged to submit the required participation activities and assignments in a timely manner.

18. Conduct

Students shall observe the rules of mutual courtesy while using the distance education system. Disciplinary sanctions may be imposed in cases of profanity, harassment, provocation, or similar conduct. Any form of unlawful activity is strictly prohibited and shall be reported to the University Disciplinary Board.

19. Registration Procedure and Confidentiality of User Accounts

Each student who registers for a course offered through the distance education system shall be assigned a user account in accordance with the information provided to them. User accounts shall be assigned to students by the University. The username and password designated for access to such accounts are personal and shall not be shared with third parties.

Students shall be obliged to report any difficulties encountered in creating an account and/or accessing their account to the Distance Education Center as soon as possible. The Center shall endeavor to resolve the reported issues as promptly as possible.

SECTION FIVE

Personnel Requirements and Spending Authority of the Center

20. Personnel Requirements

The academic, administrative, and technical personnel needs of the Center shall be met by personnel assigned by the Rectorate.

21. General Rules

Courses conducted in electronic environments may be subject to the same rules as traditional courses, as well as to additional rules. Any additional rules to be determined shall be reviewed by the Board of Directors and submitted to the Rector for approval.

22. Spending Authority

The spending authority of the Center shall rest with the Rector. The Rector may partially or fully delegate this authority to one of the Vice Rectors or to the Coordinator.

SECTION SIX

Other Provisions

23. Directives

The Rectorate may issue directives for the purpose of implementing this Regulation.

24. Entry into Force

This Regulation shall enter into force on the date of its adoption by the Senate of Arkin University of Creative Arts and Design.

25. Executive Authority

The provisions of this Regulation shall be executed by the Rector of Arkin University of Creative Arts and Design.