

**FINAL INTERNATIONAL UNIVERSITY DISTANCE EDUCATION APPLICATION AND RESEARCH CENTER
REGULATION**

PART ONE

Aim, Scope, Basis and Definitions

Aim

ARTICLE 1 – (1) The purpose of this Regulation; It is to regulate the procedures and principles regarding the aims, fields of activity, management bodies, duties of the management bodies and the working style of Final International University Distance Education Application and Research Center.

The center will be called UFUZEM further on.

Scope

ARTICLE 2 – (1) This Regulation; covers the provisions regarding the aims, fields of activity, administrative bodies, duties and working methods of UFUZEM which is subject to Final International University.

Basis

ARTICLE 3 - (1) This Regulation

a) Higher Education of the Turkish Republic of Northern Cyprus No. 214 of December 13, 2005

(Amended by the Amendment Laws of 21/2008, 40/2009 and 23/2017 and Principles of Teaching and Rules related to Students (in a unified form) Teaching according to the second paragraph of Article 36 part 8

b) Final International University Teaching, Examination and Success Regulations and Postgraduate Teaching Regulation,

c) Adopted at the meeting of the General Council of Higher Education date d 20.02.2014

"Procedures of Distance Education in Higher Education Institutions and

Principles" (amended; YÖK Executive Board dated 27.05.2020); YODAK's 18 March

To the decisions taken at the meeting dated 2020 and numbered 20/19,

d) It has been prepared based on the relevant legislation provisions and other decisions of MEB, YÖK and YODAK.

Definitions

ARTICLE 4 – (1) In this Regulation;

a) University: Final International University (FIU)

b) Center (UFUZEM): Final International University Distance Education Application and Research Center,

c) Manager: The Director of the Center,

d) Board of Trustees: Final International University Board of Trustees,

- e) Rector: Rector of Final International University,
- f) Senate: Final International University Senate,
- g) Deputy Director: The Deputy Director of the Center,
- h) Coordinator: Academic Affairs Coordinator to which UFUZEM is affiliated,
- i) Synchronous Distance Education: Faculty members and students are peers on the same distance education portal at the same time
- j) Asynchronous Distance Education: Recorded courses and educational materials monitored online
- k) Distance Education: In higher education institutions, teaching activities, information and communication planned and carried out based on the technology of teaching the lessons personally, based on mutual interaction among students., associate degree, license, which is given by the employee without the obligation to be in the same place
- l) Blended Education: Part of the same course is formal education and part of it is distance education, education and training system in which it is done in different physical areas,
- m) Hybrid Education: While face-to-face education is carried out in the classroom environment, distance education offers an education system that combines models of technology and makes use of all kinds of technology,
- n) UFÜ-SEM: Refers to Final International University Continuing Education Center.

PART TWO

The Objectives and Areas of Activity of the Center

The aims of the center

ARTICLE 5 - (1) The objectives of the Center are as follows:

- a) based on information and communication technologies at the University for all undergraduate, graduate, and lifelong learning, including all training programs within the scope of remote training plans, schedules, coordination and implementation activities, effective e-learning-based courses and programs to be developed to make these trainings effective,
- b) education and training opportunities by enabling sharing among universities, national and international, in cooperation with academic institutions and organizations to facilitate interaction and cooperation with FIU; for this purpose, the distance education institutions to the needs and requests; undergraduate, graduate, and adult education, e-learning courses and programs to develop and the lessons that can be provided in the University e-learning support,
- c) To carry out research and development and application studies related to distance education, to assist in updating professional knowledge by organizing post-graduation training programs through distance education,
- ç) To spread the knowledge to the society by organizing certificate programs for all sectors of the society in the areas where they are needed and to adopt the principle of lifelong learning to the society,

- d) To cooperate with other distance education units and centers locally and internationally,
- e) To transfer the knowledge and experience gained in distance education to the relevant institutions and organizations regardless of time and place and to determine the principles of administrative, financial and technical practice aimed at achieving these goals, to develop projects, to organize scientific meetings,
- f) To conduct and propose scientific and technological researches for the dissemination of trainings that will help the development and development of Turkey and the TRNC through e-learning during the transition to society.
- g) To realize the software automations and course contents needed in university and non - University projects, to consult on these issues and to provide the necessary coordination.
- h) Ensuring the spread of higher education to new students by eliminating the limitation of time and space,
- i) To increase the success of education and training with the multi- and interactive environment opportunities provided by technology,
- i) Providing technical support to all stages of the distance education system,
- j) To take measures to ensure that all kinds of administrative, technical and academic activities related are conducted in accordance with the relevant legislation in order to carry out distance education at FIU without interruption
- k) To develop and implement web-based teaching materials for courses, seminars or courses to be carried out as a distance education application

Article 6 – (1) the center's fields of activity; includes communications and information technologies of distance education based on a recent undergraduate and graduate programs, courses, seminars and conferences

(2) The Center carries out the following activities within this scope:

- a) conducted within the University undergraduate, graduate, and lifelong learning, including distance education programs and provide technical support and infrastructure for exams .
- b) To determine the standards of diploma and certificate programs that will be conducted by the University through distance education, to determine the standards of course content, to provide the necessary trainings to stakeholders, to prepare the teaching management system and server infrastructures,
- c) To realize the software automations and course contents needed in both University and non- University projects, to make accreditations, to consult on these issues and to provide the necessary coordination,
- ç) To ensure communication, interaction and cooperation with national and international institutions and organizations on the technological and communication infrastructure of distance education and research and application issues,
- d) To ensure cooperation and coordination in distance education studies conducted by the University, to provide training and consulting services on the use of the e-learning platform, course material design and development, as well as measurement and evaluation,

e) To develop projects for lifelong learning courses, courses, certificates, seminars, conferences and similar studies to be given to public and private organizations and non-governmental organizations at the national and international levels and to people within the scope of distance education, to cooperate with UFÜ-SEM in the implementation of the developed projects,

f) Conducting scientific research related to the functioning and efficiency of the distance education system and sharing its results with the scientific world,

g) To carry out other activities proposed and agreed by the Rectorate

(3) The Center uses all kinds of communication tools and various materials offered by printing, audio, video, computer and technology while carrying out the activities mentioned above for distance education.

PART THREE

The Governing Body of the Center, its Tasks and Personnel Needs

The Director of the Center

ARTICLE 7 - (1) The Director is appointed by the Rector from among the full-time faculty members of the University for three years. The director whose term has expired may be reinstated. The Director may be dismissed by the Rector if necessary.

The Director recommends a maximum of two people from among the full-time faculty members of the University to the Rector for appointment as deputy director in order to assist with work to be carried out. Vice directors perform the duties assigned to them by the Director. When the director's given duty expires, the duties of the vice directors also end. When the director is not available due to other commitments, he/she leaves one of the vice directors as a deputy instead. If the power of attorney lasts more than six months, a new Director is appointed to the post.

Duties of the director of the center

ARTICLE 8 - (1) The duties of the Director of the Center are as follows:

- a) Represent the center,
- b) Calling the vice-directors and coordinators to the meeting, setting the meeting agenda, chairing the meeting and implementing the decisions taken
- c) To make a decision by examining the work prepared by the vice directors and coordinators,
- ç) To ensure that the center's work is carried out and developed regularly,
- d) Preparing the annual activity report in accordance with the Center's work, goals and plans and submitting it to the Rectorate,
- e) Conducting administrative relations of the Center, identifying personnel needs and submitting them to the Rectorate,
- f) faculties, institutes, schools, vocational schools, UFU-SEM, Information Technology, Directorate of research and application centers and the rector provide coordination of activities related to distance education programs, and applied in sections,
- g) To provide technical and academic support for students and lecturers of all kinds of distance education programs,

- h) To determine the software, hardware, stationery, furnishing, consumables and similar things required by the Center and to present them to the Rectorate,
- i) To prepare an annual report at the end of each year and to submit the report to the Rectorate,
- i) Implementing courses, courses, certificate programs, associate degree, bachelor's degree completion, bachelor's degree and postgraduate education, education programs that will be conducted in the form of distance education, blended education and hybrid education, which has been decided to be opened by the Senate,
- j) To evaluate the job and project proposals coming to the center and to make suggestions,
- k) To establish working groups and commissions if necessary for the Center,
- l) Ensuring that the course content is adapted to the online system,
- m) To create and review standards related to the web content that will be included in the program, to make recommendations to the heads of departments related to the subject,
- n) To make decisions on issues related to the goals, areas of activity and management of the Center
- o) Preparing the long-term scientific and administrative plan and program of the Center,
- ö) To determine the scientific working groups and commissions that will be established within the Center,
- p) Preparing the budget of the center,
- r) To determine the principles of the work to be carried out jointly with domestic and foreign organizations and to prepare their protocols,
- s) Preparing a separate directive that will determine the principles of examination and evaluation methods related to distance education and sending it to the approval of the Senate through the Rectorate,
- ş) To carry out other tasks in accordance with the purpose of the Center

Duties of coordinators

ARTICLE 9 - (1) The duties of coordinators are as follows:

- a) Coordinating and improving the services offered by the Center,
- b) Informing the Manager about the transactions made,
- c) To ensure academic coordination on the issues that the director will provide

Part 4

Miscellaneous and Final Provisions

Needs of Personnel

ARTICLE 10 -(1) The academic, administrative and technical personnel needs of the Center are met with the personnel to be assigned by the University administration. Students can be employed on a

part-time basis. In addition, according to the documented areas of expertise and projects carried out related to the subjects of work of the Center, domestic and foreign personnel can also be employed within the framework of the relevant legislation.

Services covered by turn over funds

ARTICLE 11 - (1) In transactions related to the capital turn over activities of the Center, the provisions of the Final International University's Capital Turnover Regulation and other relevant legislation are applied.

Stock and equipment

ARTICLE 12 - (1) The need for space, tools and equipment necessary for the Center to perform its services is met by the Rectorate in accordance with the provisions of the relevant legislation.

Cases where there are no provisions in the regulation

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

Force

ARTICLE 14 - (1) This Regulation shall enter into force from the date approved by the FIU Board of Trustees following the decision of the Senate of Final International University.

Implementation

ARTICLE 15 - (1) The provisions of this Regulation are implemented by the Rector of Final International University.