

ISTANBUL AYDIN UNIVERSITY DISTANCE EDUCATION APPLICATION AND RESEARCH CENTER REGULATION

CHAPTER ONE Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – Purpose

(1) The purpose of this Regulation is to set out the procedures and principles regarding the purpose, duties and administration of the Istanbul Aydın University Distance Education Application and Research Center.

ARTICLE 2 – Scope

(1) This Regulation covers provisions regarding the objectives, management bodies, duties of the management bodies, and working procedures of the Istanbul Aydın University Distance Education Application and Research Center, established under Istanbul Aydın University.

ARTICLE 3 – Legal basis

(1) This Regulation has been prepared on the basis of subparagraph (2) of paragraph (d) of the first paragraph of Article 7 and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

ARTICLE 4 – Definitions

(1) In this Regulation:

- a) Chair: the Chair of the Board of Trustees of Istanbul Aydın University,
- b) Advisory Board: the Istanbul Aydın University Distance Education Application and Research Center Advisory Board,
- c) Center: the Istanbul Aydın University Distance Education Application and Research Center,
- ç) Director: the Director of the Istanbul Aydın University Distance Education Application and Research Center,
- d) Board of Trustees: the Board of Trustees of Istanbul Aydın University,
- e) Rector: the Rector of Istanbul Aydın University,
- f) Senate: the Senate of Istanbul Aydın University,

g) University: Istanbul Aydın University,

ğ) University Administrative Board: the Istanbul Aydın University Administrative Board,

h) Administrative Board: the Administrative Board of the Istanbul Aydın University Distance Education Application and Research Center,

shall be understood.

CHAPTER TWO

Purpose and Fields of Activity of the Center

ARTICLE 5 – Purpose of the Center

(1) The purpose of the Center is as follows:

- a) To ensure that computer- and internet-supported teaching activities carried out at the University are conducted more effectively and efficiently,
- b) To carry out research, development and implementation studies related to distance education,
- c) To assist institutions and organizations with their needs and requests regarding distance education,
- ç) To develop distance-education-based courses and programs in programs approved by the Council of Higher Education, and to support the courses delivered at the University with e-learning,
- d) To contribute to adaptation of training programs of public and private sector institutions to e-learning and to development of distance education systems,
- e) To transfer know-how to relevant institutions and organizations and to produce publications.

ARTICLE 6 – Fields of activity of the Center

(1) The fields of activity of the Center are as follows:

- a) To conduct research and development studies on distance education,
- b) To prepare course content for internet-supported teaching activities carried out by the University,
- c) To develop software, automations and course contents needed in both internal and external projects; to carry out accreditations; to provide consultancy on these matters; and to ensure necessary coordination,

- ç) To conduct or propose scientific and technological research to disseminate trainings that will contribute to Türkiye's development and progress through e-learning,
- d) To cooperate with domestic and foreign organizations in research and practices related to distance education.

CHAPTER THREE

Management Bodies of the Center and Their Duties

ARTICLE 7 – Management bodies of the Center

(1) The management bodies of the Center are:

- a) Center Director,
- b) Administrative Board,
- c) Advisory Board.

ARTICLE 8 – Center Director

(1) The Center Director is appointed for three years from among the University's full-time teaching staff upon the Rector's proposal and the approval of the Chair of the Board of Trustees. A Director whose term expires may be reappointed with the approval of the Board of Trustees.

To assist the Center Director, one of the Administrative Board members is appointed as Deputy Director upon the Rector's proposal and the approval of the Chair of the Board of Trustees. The Deputy Director's term is also three years. When the Director is not on duty, the deputy acts on their behalf. If the Director cannot be on duty continuously for more than six months, a new Director is appointed.

ARTICLE 9 – Duties of the Center Director

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

- a) To convene the Administrative Board, chair meetings, and implement decisions taken,
- b) To prepare the Center's work, goals and plans and the annual activity report, and submit them to the Rectorate after obtaining the opinion of the Administrative Board,
- c) To manage the Center's administrative relations, determine staffing needs, and submit them to the Rectorate,
- ç) To cooperate with domestic and foreign research and application centers.

ARTICLE 10 – Administrative Board

(1) The Administrative Board consists of at least five persons, including the Center Director, selected from among the University's full-time teaching staff upon the proposal of the Center Director and the Rector and the approval of the Chair of the Board of Trustees. The term of office of board members is three years. Members whose term expires may be reappointed. If a member leaves before the end of the term or is assigned outside the University for more than six months, a new member is appointed to complete the remaining term.

(2) The Administrative Board meets at least once a month upon the call of the Center Director. When necessary, the Center Director may call the Administrative Board to an extraordinary meeting.

ARTICLE 11 – Duties of the Administrative Board

(1) The duties of the Administrative Board are as follows:

- a) To prepare and implement the Center's work program, develop it in line with needs, submit it to the Board of Trustees through the Rectorate, and implement those approved,
- b) To establish project and research groups within the Center and evaluate their work,
- c) To determine the University units to be assigned in courses, internships, certificates and similar programs, and the persons, national and international institutions and organizations with whom cooperation will be made in matters related to the Center's fields of activity, as well as the principles for such cooperation, and to submit these to the Center Director,
- ç) To prepare the Center's annual activity report and submit it to the Center Director.

ARTICLE 12 – Advisory Board

(1) The Advisory Board is appointed for three years from among teaching staff of the University or other universities, expert persons in subjects related to the Center's fields of activity, and experts working in public institutions and relevant non-governmental organizations, upon the Rector's proposal and the approval of the Chair of the Board of Trustees. The Advisory Board consists of at most fifteen members. Members whose term expires may be reappointed. The Center Director chairs the Advisory Board.

(2) The Advisory Board meets ordinarily once a year and, when necessary, extraordinarily upon the call of the Center Director.

ARTICLE 13 – Duties of the Advisory Board

(1) The duties of the Advisory Board are as follows:

- a) To convey its evaluations to the Center Directorate in order to increase the effectiveness and efficiency of the studies carried out by the Center,
- b) To submit its opinions and recommendations to the Center Directorate within the framework of the objectives specified in Article 5 of this Regulation.

CHAPTER FOUR

Miscellaneous and Final Provisions

ARTICLE 14 – Staffing needs

(1) The Center’s academic, administrative and technical personnel needs are met by personnel to be assigned by the Rector in accordance with Article 13 of Law No. 2547 upon the Center Director’s recommendation.

ARTICLE 15 – Entry into force

(1) This Regulation enters into force on the date of its publication.

ARTICLE 16 – Execution

(1) The provisions of this Regulation are executed by the Rector of Istanbul Aydın University.