

BEYKOZ UNIVERSITY
DISTANCE EDUCATION IMPLEMENTATION DIRECTIVE

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SECTION ONE
PURPOSE AND SCOPE, BASIS, AND DEFINITIONS

Purpose and Scope

ARTICLE 1- (1) This directive regulates the principles of implementation regarding distance education programs conducted at Beykoz University, as well as the principles of distance education courses included in formal education programs.

Basis

ARTICLE 2- (1) This directive has been prepared on the basis of Article 44 of the Higher Education Law No. 2547; the Procedures and Principles Regarding Distance Education in Higher Education Institutions published by the Council of Higher Education; the Graduate Education and Training Regulation of Beykoz University; the Undergraduate and Associate Degree Education and Training Regulation of Beykoz University; and the Regulation of the Beykoz University Distance Education Application and Research Center.

Definitions

ARTICLE 3- (1) The following terms used in this directive refer to:

- a) Academic Calendar: The Academic Calendar of Beykoz University Undergraduate and Associate Degree Programs and the Academic Calendar of Graduate Programs.
- b) ECTS: The European Credit Transfer System credit.
- c) Live Course: A teaching environment where instructors and students communicate interactively in real-time with audio and video via web platforms.
- ç) Blended Course: A course delivered partly through distance education and partly through face-to-face education.
- d) Relevant Academic Unit: Beykoz University's Vocational Schools, Schools, Faculties, and Graduate School.
- e) Relevant Academic Unit Council: The Councils of Vocational Schools, Schools, Faculties, and Institutes of Beykoz University.
- f) Relevant Academic Unit Administrative Board: The Administrative Boards of Vocational Schools, Schools, Faculties, and Institutes of Beykoz University.
- g) Relevant Academic Unit Administrator: The Directors of Vocational Schools, the Directors of Schools, the Deans of Faculties, and the Director of the Graduate School.
- h) Undergraduate-Associate Degree Regulation: The Undergraduate and Associate Degree Education and Training Regulation of Beykoz University.
- i) Graduate Education and Training Regulation: The Graduate Education and Training Regulation of Beykoz University.
- j) Formal Education: Education conducted through face-to-face teaching.
- j) Rector: The Rector of Beykoz University.
- k) Virtual Classroom: A classroom created within the distance education system for conducting live courses.
- l) Senate: The Senate of Beykoz University.

- m) Distance Education: Education in which teaching activities in higher education institutions are planned and conducted based on information and communication technologies, where interaction occurs between students and instructors and among students themselves, and courses are delivered synchronously and/or asynchronously without requiring the instructor and students to be physically in the same place.
- n) Distance Education Program: An associate, undergraduate, or graduate diploma program consisting entirely of courses delivered through distance education.
- o) Distance Education System: The website where instructors and students access course content in the distance education programs and courses of Beykoz University.
- ö) UZEM: The Distance Education Application and Research Center of Beykoz University.
- p) University: Beykoz University.
- r) University Administrative Board: The Administrative Board of Beykoz University.

SECTION TWO GENERAL PRINCIPLES

Opening of Distance Education Programs

ARTICLE 4- (1) Associate, undergraduate, and graduate distance education programs may be opened at Beykoz University.

(2) Distance education programs are opened with the recommendation of the relevant academic unit council, the decision of the Senate, and the approval of the Council of Higher Education.

Preparation of Application File for Distance Education Programs

ARTICLE 5- (1) Academic units planning to open distance education programs receive support from UZEM in preparing application files.

(2) The design of course contents of programs planned to be opened or currently conducted is made in accordance with the principles developed by UZEM.

(3) Instructors are granted the authority to open courses and upload content in the distance education system by UZEM.

(4) During the preparation of the application file for new programs, in line with the program opening criteria set by the Council of Higher Education, each course's content—prepared by the instructor who will deliver it—must include weekly syllabi starting from the first week. With UZEM's support, these are designed and developed with online activities (live lectures, chats, surveys, Q&A, e-exams, etc.) and offline activities (presentations, documents, videos, assessments, etc.) and made accessible in the distance education system.

(5) After the course contents in the application file are uploaded to the distance education system, UZEM evaluates their suitability.

(6) The entire content of a course, prepared by the instructor, must be designed and developed, and made accessible in the distance education system at least one month before the week it will be implemented.

(7) Decisions regarding which programs will be conducted through distance education are made no later than the end of February and July each year, following the necessary preparations.

Quotas for Distance Education Programs

ARTICLE 6- (1) Each academic year/semester, quotas for distance education programs are determined with the recommendation of the relevant academic unit council, the decision of the University Senate, and the approval of the Council of Higher Education.

Applications, Admission, and Registration to Graduate Distance Education Programs

ARTICLE 7- (1) Applications and student admissions to graduate distance education programs are carried out in accordance with the relevant articles of the Graduate Education and Training Regulation.

(2) Applications are made within the dates specified in the academic calendar by uploading the required documents to the application system, or if not possible, via post or e-mail.

(3) For thesis programs, applicants are interviewed. The interview may be conducted face-to-face or remotely through video conferencing tools, in a format where the candidate is present with the jury.

(4) Accepted candidates complete their final registration and course registration within the dates specified in the Academic Calendar. Final registration must be made in person by the candidate. If the candidate cannot attend, registration may be carried out by another person through a notarized power of attorney.

(5) Candidates are called for final registration based on evaluation results, in accordance with the number of remaining vacant quotas.

Admission and Registration to Associate and Undergraduate Distance Education Programs

ARTICLE 8- (1) Admission, student placement, and registration to associate and undergraduate distance education programs are carried out in line with the relevant legislation of the Council of Higher Education and the provisions of the Undergraduate and Associate Degree Education and Training Regulation, parallel to the principles applied in formal education programs.

(2) Candidates placed in programs must complete final registration and course registration within the dates specified in the Academic Calendar. Final registration must be done in person by the candidate. If the candidate cannot be present, registration may be carried out by another person through a notarized power of attorney.

(3) Vacant quotas remaining after final registrations are filled through additional placements, and candidates complete their final registration and course registration.

Transfers Between Programs

ARTICLE 9- (1) Transfers between associate and undergraduate distance education programs are carried out in accordance with the provisions of the “Regulation on Transfers Between Associate Degree and Undergraduate Programs, Double Major, Minor, and Inter-Institutional Credit Transfers in Higher Education Institutions.”

(2) Transfers between graduate distance education programs: A successful student who has completed at least one semester in another graduate program of an institute/department or in another higher education institution may be admitted to graduate programs through horizontal transfer. The conditions for admission through horizontal transfer are determined according to the principles approved by the Senate.

Admission of Special Students to Distance Education Programs

ARTICLE 10- (1) Courses may be taken in associate, undergraduate, and graduate distance education programs as a special student.

Duration of Study

ARTICLE 11- (1) The duration of study in undergraduate and associate degree distance education programs is regulated in accordance with the provisions of subparagraph (c) of Article 44 of Law No. 2547. In graduate programs, it is also regulated in line with the relevant provisions of the Graduate Education and Training Regulation.

Student Rights

ARTICLE 12- (1) At the beginning of the semester in which they are enrolled, students of distance education programs are issued a Student Identity Card. These students benefit from all student rights until the end of the maximum duration of study, provided that they renew their academic semester/year registration.

SECTION THREE EDUCATION AND TRAINING PRINCIPLES

Advisors

ARTICLE 13- (1) An academic advisor is assigned to students enrolled in distance education programs at all levels.

Courses to be Offered and Assignment of Instructors

ARTICLE 14- (1) The Senate decides each semester which courses will be offered in distance education programs, and which instructors will be assigned to teach them, taking into consideration the opinions of the relevant academic unit council that manages and conducts education, with priority given to instructors who have prepared or will prepare distance education course materials.

(2) From among the instructors teaching in each diploma program offered through distance education, a program coordinator may be assigned by the relevant unit administrative board, and a unit coordinator may also be appointed in the relevant academic units conducting the teaching.

Conduct of Courses

ARTICLE 15- (1) In distance education programs, courses are conducted using live courses (video and audio conferences) and asynchronous communication tools (such as e-mail, web pages, forums, discussion lists, and file-sharing tools).

(2) No later than one week before the courses in the semester academic calendar begin, the relevant academic unit informs UZEM of the required virtual classroom requests for live courses, including the course code, name, branch (if any), and instructor information. UZEM provides the instructor with the web address, username, and password for the live course system.

(3) Live courses are conducted on a specific day and time of the week determined at the beginning of the semester, with the instructor and students participating in virtual classrooms in real time.

(4) The day and time of the live course, along with the web address required for participation, are announced at the beginning of the semester on the University's or the course's distance education system web page. Each live course is reminded to students by the instructor via e-mail and/or text message one day before the scheduled session.

(5) Live courses are recorded and published on the course's distance education system web page so students can access them later. These archives remain accessible throughout the semester until the date course grades are announced.

(6) At the beginning of the semester, the instructor informs students about how and when to access the distance education system via e-mail and text message. Students log in using their student number, e-mail account, and password provided by Beykoz University during registration.

(7) The suitability of distance education course content to distance education techniques and the conduct of the process are coordinated by the relevant academic unit and UZEM. If requested by the relevant academic unit, UZEM provides training and technical support to instructors and students on using these communication tools.

- (8) Weekly reports of live courses are submitted to the relevant academic unit by UZEM upon request.
- (9) Asynchronous courses are conducted on the University's learning management system website.
- (10) The criteria for preparing asynchronous courses are determined by the University and communicated to the course instructor assigned by the relevant academic unit. The instructor is responsible for meeting these criteria, including the preparation of course content, making the content accessible on the web page, voice-over, and design.
- (11) The instructor ensures weekly monitoring of courses, communication with students, content updates, and the proper conduct of the course.
- (12) When needed, support is obtained from the University's Information Technologies Department for web, server, computer, software, and hardware requirements.

Course Registration and Attendance Requirement

ARTICLE 16- (1) Distance education students register for courses within the dates specified in the Academic Calendar.

(2) Attendance requirements for activities within courses in distance education programs are determined by the relevant academic unit councils and announced on the course syllabi pages before the semester begins.

(3) For courses requiring practical sessions, students may be required to come to campus on predetermined dates set by the decision of the relevant academic unit administrative board. These dates are announced at the beginning of the semester. Attendance requirements for such sessions are also determined by the relevant academic unit administrative board.

Examinations and Course Grades

ARTICLE 17- (1) Midterm exams, final exams, and resit exams are principally conducted face-to-face under supervision. In addition to these exams, the Senate decides, upon the recommendation of the relevant academic unit, which assessment methods such as oral exams, performance, projects, theses, and portfolios will be applied.

(2) (Amended: STK-12/11/2024-14) In distance education programs, the course grade of a student is calculated as 40% of the weighted average of midterm assessments and 60% of the final exam grade.

(3) The assessment and evaluation methods to be used for courses are announced in the Student Information System (EÖBS) at the beginning of the semester. Except for courses evaluated with BI and BZ grades, at least four assessment activities must be carried out per course during the semester, including one compulsory midterm and one final exam. The weight of midterms and other semester assessments (performance, projects, assignments, portfolios, etc.) cannot exceed 40% of the course grade.

(4) For other issues regarding examinations and course grades, the provisions of the Undergraduate and Associate Degree Education and Training Regulation and the Graduate Education and Training Regulation apply.

SECTION FOUR MISCELLANEOUS AND FINAL PROVISIONS

Cases Not Covered

ARTICLE 18- (1) In matters not regulated by this directive, the provisions of other relevant legislation and the Undergraduate and Associate Degree Education and Training Regulation and the Graduate Education and Training Regulation of Beykoz University apply. For issues not regulated, the decisions of the Council of Higher Education, the Senate, and the Administrative Boards of relevant academic units are applied.

Enforcement

ARTICLE 19- (1) This directive enters into force from the 2022-2023 academic year, as of the date approved by the Senate of Beykoz University.

Repealed Directive

ARTICLE 20- (1) The Beykoz University Distance Education Implementation Directive, published by the Senate decision dated 05/09/2019 and numbered 2019/9, has been repealed.

Implementation

ARTICLE 21- (1) The provisions of this directive are implemented by the Rector of Beykoz University.