

**GIRNE AMERICAN UNIVERSITY
REGULATIONS FOR DISTANCE EDUCATION CENTER**

SECTION ONE

Aim, Scope, Basis and Definitions

Aim

Article 1. The aim of these regulations is to organize procedures and principles related to the purpose, duties and management of Girne American University Distance Learning Center.

Scope

Article 2. These regulations cover the essential rules related to the purpose, management organs, the duties, and the working principles of Girne American University Distance Learning Center established under Girne American University.

Basis

Article 3. These regulations have been prepared on the basis of the Regulations for Girne American University.

Definitions

Article 4. In these regulations, the following words are defined as follows:

University - Girne American University,

Rector - Girne American University Rector,

Center - Girne American University Distance Education Research and Application Center (GAU-DEC),

Director of the Center – Director of the Center,

Administrative Board - Administrative Board of the Center.

SECTION TWO

Aim and Duties of the Center

Aim of the Center

Article 5. To provide more effective and efficient Internet-supported teaching activities carried out by Girne American University, to do research, development, and application studies related to distance education, to help institutions and organizations about their needs and requests related to distance education, to develop undergraduate, graduate and adult education programs and e-learning-based course materials and support e-learning courses provided by the University, to contribute to the adaptation of the training programs of public and private sector institutions to e-learning, and the development of distance education systems, to transfer information collected to related institutions and organizations and publish.

Duties of the Center

Article 6. The duties of the center are as follows;

- a. To do research and development studies on distance education,
- b. To prepare course contents for Internet-supported instruction launched by the University,

- c. To realize the software automations and course contents needed for projects in and outside the university, actualize accreditations, act as consultant in these matters, and provide coordination,
- d. To conduct or propose scientific and technological research in order to disseminate training through e-learning that is helpful to development and progress of our country in the process of transition to information society,
- e. To collaborate with domestic and foreign organizations in distance learning-related research and applications.

SECTION THREE

Organs, Duties, and Personnel Needs of the Center

Organs of the Center

Article 7. The organs of the center are as follows:

- a. Director of the Center,
- b. Administrative Board.

Director of the Center

Article 8. The Director of the Center is appointed by the Rector for a period of three years from among the salaried and permanent status university personnel. The Director of the Center can be re-appointed when the duty date expires. The Director of the Center can be dismissed by the same procedures followed in the appointment. In case when the Director of the Center temporarily is not on duty, one of the members of the Administrative Board becomes the acting Director of the Center beginning from the most senior member.

Duties of the Director of the Center

Article 9. The duties of the Director of the Center are as follows;

- a. To call the Administrative Board to a meeting, chair the meeting, and implement the decisions taken,
- b. To prepare the Center's work, goals, plans, and the annual report, and present the report to the Rectorate after obtaining opinions of the Administrative Board,
- c. To carry out the administrative duties of the Center and determine the need for staff and to present it to the Rectorate,
- d. To cooperate with the domestic and abroad research and application centers.

Administrative Board

Article 10. The Administrative Board consists of five members including the Director of the Center. The other three members are appointed for a period of three years by the Rector from among the members of the teaching staff. Members whose term ends can be re-appointed. When a membership becomes vacant for any reason, a new member can be appointed to complete the remaining period of term. The Director of the Center is the chair of the Administrative Board. The Administrative Board meets at least twice a year upon the invitation of the Director of the Center by simple majority and decisions are taken by majority vote.

Duties of the Administrative Board

Article 11. Duties of the Administrative Board are as follows;

- a. To take decisions regarding the management of the center,
- b. To discuss the annual report to be submitted to the Rector's Office,
- c. To evaluate requests from researcher and practitioner staff for financial support to participate in research, publications, and scientific meetings related to distance education,
- d. To evaluate job and project proposals presented to the Center and make suggestions,
- e. To set up working groups and commissions needed for the Center.

Personnel needs

Article 12. The need for the academic, administrative and technical personnel of the Center is met by the personnel appointed by the Rector.

SECTION FOUR

Conducting Courses on Electronic Media

General Rules

Article 13. Courses conducted on electronic media are subjected to the same rules as traditional courses.

Course Curricula and Rules

Article 14. Course curricula and rules are prepared by the responsible course instructor and present to the students on electronic media. Students are obliged to comply with these rules.

Confidentiality of the registration process and user accounts

Article 15. Enrolled in a course offered through distance education system, each student must create a user account based on information provided to him. The specified user name and password for access to this account is personal and must not be shared with any third party people.

Students are responsible for transferring the difficulties in creating their account and/or accessing to their account to the distance education center in the shortest time. The center will try to solve the problems transferred to it in the shortest time possible.

Attendance

Article 15. Compulsory attendance at courses will be indicated in the course syllabus. Each student will create a user account on the system according to the instructions transmitted to him. The electronic records of the user account will be examined in determining the status of attendance.

Participation in interactive activities

Article 16. Whether the participation in the interactive activities offered in the course is compulsory or not will be indicated in the syllabus. The students are responsible for participating and submitting the work demanded from them on time.

Examinations

Article 17. Examination rules specified in the Girne American University Regulations will be applied.

Behavior

Article 18. The students should pay attention to the mutual rules of courtesy in using the distance education system. Criminal sanctions may be applied to threats / bullying / harassment cases. All kinds of illegal activity are strictly prohibited and the university disciplinary board will be notified.

SECTION FIVE**Final Provisions****Validity**

Article 19. These regulations will come into force on the date published.

Execution

Article 20. The Rector of Girne American University executes these regulations.