

**THE REGULATION FOR DISTANCE EDUCATION APPLICATION AND RESEARCH  
CENTER OF İSTANBUL AYDIN UNIVERSITY**

**SECTION 1**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1 –** (1) The purpose of this regulation is to organize the procedures and principles related to the purpose, the duties, and the management of Distance Education Application and Research Center of Istanbul Aydın University.

**Scope**

**ARTICLE 2 –** (1) This regulation includes the terms related to the purposes, the management, the duties and the works of the management of Distance Education Application and Research Center of Istanbul Aydın University, which was founded as a subsidiary of Istanbul Aydın University.

**Basis**

**ARTICLE 3 –** (1) This regulation is issued on the basis of article 14 and sub-clause (2) of clause (d) of item 1 of subject 7 of Higher Education Law numbered 2547 and dated 11/4/1981.

**Definitions**

**ARTICLE 4 –** (1) Mentioned in this regulation, the terms below stand for the following definitions:

- a) Chairperson: The chairperson of Istanbul Aydın University Board of Trustees.
- b) Advisory Committee: The Advisory Committee of Distance Education Application and Research Center of İstanbul Aydın University.
- c) Center: Distance Education Application and Research Center of Istanbul Aydın University.
- d) Director: The Director of Distance Education Application and Research Center of Istanbul Aydın University.
- e) The Board of Trustees: The Board of Trustees of Istanbul Aydın University.
- f) Rector: The rector of İstanbul Aydın University.
- g) Senate: İstanbul Aydın University Senate.

h) University: Istanbul Aydın University.

i) University Board of Management: The board of management of Istanbul Aydın University.

j) Board of Management: The board of management of the Distance Education Application and Research Center of Istanbul Aydın University.

## **SECTION 2**

### **The Purpose and Scope of the Center**

#### **The Purpose of the Center**

**ARTICLE 5 – (1)** The purposes of the center are as follows:

a) To improve the efficiency and productivity of computer and internet aided educational activities conducted in the university.

b) To carry out research - development and application activities regarding distance education.

c) To support the institutions and organizations for their needs and demands of distance education.

d) To develop lessons and programs based on the distance education for the programs approved by the higher education council and to support the lessons conducted at the university by e-learning.

e) To adapt the curriculums of public and private sector institutions to e-learning and to contribute the development of distance education systems.

f) To convey the knowledge to the related institutions and organizations, to make academic publishing.

#### **The Activity Areas of the Center**

**ARTICLE 6 – (1)** The activity areas of the center are as below:

a) To carry out research and development activities regarding distance education.

b) To prepare the course contents for the internet-based instructions conducted by the university.

c) To develop the necessary software automation and the course content for the projects both in and outside of the university, to do the accreditation, to act as advisors on these issues and provide necessary coordination.

- d) To perform or advise scientific and technological researches in order to disseminate the educational programs facilitating the development of Turkey via e-learning.
- e) To collaborate with domestic and foreign institutions for the researches and applications related to distance education.

### **SECTION 3**

#### **THE ADMINISTRATIVE BODIES OF THE CENTER AND THEIR DUTIES**

##### **THE ADMINISTRATIVE BODIES OF THE CENTER**

**ARTICLE 7 – (1)** The administrative bodies of the center are as below:

- a) The director of the center
- b) The board of management
- c) Advisory committee

##### **The Director of the Center**

**ARTICLE 8 – (1)** The director of the center is appointed for three years among the full-time instructors of the university, by the rector's proposal and the head of the board of trustees' approval. When the director's term of office is over, s/he is appointed again by the head of the board of trustees' approval. In order to assist the director of the center one of the members of the board of the management is appointed by the rector's proposal and the head of the board of trustees' approval. Deputy Manager's term of office is also three years. When the director of the center is absent, his/her assistant represents him/her. A new director for the center is appointed on condition that the director of the center is not on duty continually for over six months.

##### **Duties of the Director of the Center**

**ARTICLE 9 – (1)** The duties of the director of the center are as below:

- a) To call a meeting of the board of management, to chair the meeting and to apply the decisions taken.
- b) To organize the operation, goals, and plans of the center and the annual activity report, to submit them for the rectorate after the opinion of the board of management is taken.
- c) To conduct the administrative relations of the center, to define the need for employees and submit it for the rectorate.
- d) To collaborate with domestic and foreign centers of research and application.

## **The Board of Management**

**ARTICLE 10 – (1)** The board of management consists at least five people - including the director of the center- who are elected within the full-time instructors of the university by the the director's and rector's proposal and the head of the board of trustees' approval. The board of management members' terms of office is three years. When a member's term of office is over, s/he can be appointed again. In order to fulfill the prescribed service time, new members are appointed in substitution for those who resign before accomplishing their terms of office or those who have been assigned to work out of the university for more than six months.

(2) The board of management convenes at least once a month by the call of the director of the center. In case of need the director of the center can call an extraordinary meeting of the board of management.

## **The Duties of the Board of Management**

**ARTICLE 11 – (1)** The duties of the board of management are as below:

- a) To organize and conduct the work schedule of the center, to improve it according to the needs, to submit it for the board of trustees via the rectorate and to carry out the confirmed ones.
- b) To form project and research groups in the center and to evaluate their operations.
- c) To determine and to submit for the director of the center the units of the university, the people, national and international people, institutions and organizations that will be collaborated in the issues of the scope of the center and will be charged with the programs such as courses, internship, certification and so on by identifying the principles on collaboration with them.
- d) To organize annual activity report and submit it for the director of the center.

## **Advisory Committee**

**ARTICLE 12 – (1)** Advisory committee is appointed for three years by the rector's proposal and the approval of the head of the board of trustees within the instructors of the university or the other universities, the experts on the scope of the center, the experts working at public institutions and related nongovernmental organizations. The advisory committee consists at

least fifteen members. When a member's term of office is over, s/he can be appointed again. The director of the center is in the chair of advisory committee.

(2) Advisory committee convenes once a year usually and it convenes extraordinarily by the call of the director of the center in case of need.

### **The Duties of Advisory Committee**

**ARTICLE 13 –** (1) The duties of advisory committee are:

a) To convey the evaluations to the director of the center in order to increase the efficacy and productivity of the operations conducted by the center.

b) To submit opinions and advice for the management of the center within the frame of the purposes of the center stated in the article 5 of this regulation.

## **SECTION 4**

### **Miscellaneous and Final Provisions**

#### **The Need for Employees**

**ARTICLE 14 –** (1) The need for academic, administrative, and technical employees of the center is satisfied by staffs who are appointed by the rector, upon the director's advice and according to article 13 of Higher Education Law numbered 2547.

#### **Validity**

**ARTICLE 15 –** (1) This regulation becomes valid on the date of its publication.

#### **Execution**

**ARTICLE 16 –** (1) The provisions of this regulation are executed by the rector of İstanbul Aydın University.