

FÜ-UZEM REGULATIONS

From Firat University:

FIRAT UNIVERSITY DISTANCE EDUCATION CENTER REGULATIONS

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

Article 1 – (1) The purpose of these regulations is to establish the principles related to the areas of activity, administrative bodies, duties, and working methods of the Firat University Distance Education Center.

Scope

Article 2 – (1) These regulations cover the provisions concerning the purposes, areas of activity, administrative bodies, their duties, and working methods of the Firat University Distance Education Center.

Basis

Article 3 – (1) These regulations have been prepared based on sub-paragraph (2) of paragraph (d) of the first clause of Article 7 and Article 14 of Law No. 2547 on Higher Education, amended by Law No. 2880.

Definitions

Article 4 – (1) In these regulations:

- a) **Advisory Board**: Refers to the Advisory Board of the Center,
- b) **Center (FUZEM)**: Refers to the Firat University Distance Education Center,
- c) **Director**: Refers to the Director of the Center,
- ç) **Rector**: Refers to the Rector of Firat University,
- d) **University**: Refers to Firat University,
- e) **Administrative Board**: Refers to the Administrative Board of the Center.

PART TWO

Purpose and Activities of the Center

Purpose of the Center

Article 5 – (1) The purpose of the Center is to carry out education, coordination, planning, research, and application activities based on communication, internet, and information technologies within the scope of distance education.

Activities of the Center

Article 6 – (1) The activities of the Center are as follows:

- a) To support the development of applications based on new distance education technologies in associate degree, undergraduate, bachelor completion, graduate, adult education, career management, and lifelong learning, and to contribute to strategic planning related to distance education within this framework.
- b) To enhance efficiency by spreading higher education to new groups of students.
- c) To increase the effectiveness of education through the multiple and interactive

environments provided by technology.

ç) To facilitate academic interaction and cooperation within the University, between universities, and with national and international institutions and organizations by sharing educational opportunities; to assist institutions and organizations with their distance education needs and demands, provide products/advisory services, and publish works.

d) To develop e-learning-based courses and programs in associate degree, undergraduate, and graduate education and to support the courses already offered at the University with e-learning.

e) To organize post-graduation education programs to assist with the professional updating of knowledge.

f) To determine the standards for diploma and certificate programs conducted via distance education.

g) To procure, design, organize, and manage any software needed for the University's distance education system.

ğ) To develop and implement web-based teaching materials for courses, seminars, or training to be conducted as part of distance education.

h) To organize distance education-based courses, seminars, conferences, and similar activities; to identify and assign teaching staff for these activities; to ensure collaboration and coordination; and to issue documents such as course completion certificates, participation certificates, and other similar acknowledgments.

PART THREE

Organs of the Center and Their Duties

Organs of the Center

Article 7 – (1) The organs of the Center are as follows:

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

Director

Article 8 – (1) The Director is appointed by the Rector from among the full-time faculty members and/or administrative staff of the University for a term of three years. The Director whose term has expired can be reappointed using the same procedure. If the Director resigns or is dismissed, a new Director is appointed using the same procedure.

(2) The Director is responsible to the Rector for the orderly execution and development of the Center's activities.

(3) To assist in carrying out the duties, the Director may nominate a faculty member and/or administrative staff of the University to serve as Deputy Director, subject to the Rector's approval. The Deputy Director performs tasks assigned by the Director related to the Center.

(4) In short-term absences, the Director assigns the Deputy Director to act as a substitute. Such delegation cannot exceed six months.

Duties of the Director

Article 9 – (1) The duties of the Director are as follows:

- a) To convene and preside over the Administrative Board and to implement the decisions

made by the Board.

- b) To convene and preside over the Advisory Board and to plan the Center's activities in line with its recommendations.
- c) To prepare the Center's work objectives, plans, and annual activity reports, and to submit these to the Rectorate after obtaining the opinion of the Administrative Board.
- ç) To manage the administrative and financial affairs of the Center and determine personnel needs.
- d) To coordinate activities between the Center and other units of the University.
- e) To establish cooperation with national and international application and research centers.

Administrative Board

Article 10 – (1) The Administrative Board consists of the Director, the Deputy Director, and three members appointed from among the University's faculty members, upon the recommendation of the Director and the approval of the Rector, making up a total of five members. Members serve a term of three years and may be reappointed. In the event of a vacancy, a new member is appointed for the remaining term. The Administrative Board meets at least twice a year upon the Director's invitation, with decisions made by a majority vote.

Duties of the Administrative Board

Article 11 – (1) The duties of the Administrative Board are as follows:

- a) To make decisions regarding the management of the Center.
- b) To review activity reports.
- c) To evaluate requests for participation in education, research, and scientific meetings related to the development of distance education activities.
- ç) To evaluate project and work proposals received by the Center and to provide recommendations.
- d) To establish working groups and commissions as needed by the Center.

Advisory Board and Its Duties

Article 12 – (1) The Advisory Board consists of nine members, including faculty members from the University, faculty members from other universities with significant experience in activities related to the Center, representatives from relevant public institutions, professional organizations, non-governmental organizations, and the business world. Members are appointed by the Rector upon the recommendation of the Administrative Board for a term of three years, with the possibility of reappointment.

(2) The Advisory Board meets at least twice a year at the invitation of the Director. Extraordinary meetings can be convened by the Director if necessary. A quorum is not required for meetings of the Advisory Board.

(3) The Advisory Board provides opinions on the Center's activities.

PART FOUR

Miscellaneous and Final Provisions

Enrollment, Exams, and Assessment

Article 13 – (1) Registration, admission, re-registration, and other processes for distance education programs are conducted in accordance with the provisions of the "Firat University

Associate and Undergraduate Education and Training Regulation," published in the Official Gazette dated July 3, 2013, and numbered 28696.

(2) Other educational activities carried out through the Center are planned by the Center.

Personnel Requirements

Article 14 – (1) The academic, administrative, and technical personnel needs of the Center are met by personnel assigned by the Rector under Article 13 of Law No. 2547.

Situations Not Covered in the Regulation

Article 15 – (1) In situations not covered by this regulation, the provisions of the relevant legislation and decisions of the Senate apply.

Repealed Regulation

Article 16 – (1) The "Firat University Distance Education Center (FÜ-UZEM) Regulation," published in the Official Gazette dated July 1, 2002, and numbered 24802, has been repealed.

Enforcement

Article 17 – (1) This regulation enters into force on the date of its publication.

Execution

Article 18 – (1) The provisions of this regulation are executed by the Rector of Firat University.

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