

REGULATION

Dogus University

DOĞUŞ UNIVERSITY DISTANCE EDUCATION APPLICATION AND RESEARCH CENTER REGULATION**PART ONE****Purpose, Scope, Basis and Definitions****Objective**

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles regarding the objectives, fields of activity, governing bodies, duties of the governing bodies, and working style of Doğuş University Distance Education Application and Research Center.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions regarding the objectives, fields of activity, governing bodies, duties of the governing bodies, and working style of Doğuş University Distance Education Application and Research Center.

Basis

ARTICLE 3 - (1) This Regulation has been prepared based on subparagraph (2) of subparagraph (d) of the first paragraph (d) of Article 7 and Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Center (DOUZEM): Doğuş University Distance Education Application and Research Center,
- b) Director The Director of the Center,
- c) Rector: Rector of Doğuş University, ç)
- University: Doğuş University,
- d) Board of Directors The Board of Directors of the Center.

PART TWO**Aims and Areas of Activity of the Center****Objectives of the Center**

ARTICLE 5 - (1) The objectives of the Center are as follows:

- a) To conduct research, development and application studies on distance education, e-learning, mobile learning and their systems, structures and methods.
- b) To ensure that programs offered through distance education in associate, undergraduate and graduate education are carried out effectively and efficiently.
- c) To support the courses given in formal education at the university with distance education tools.
- ç) To share knowledge and cooperate between the University and universities, institutions and organizations in Turkey and abroad in order to contribute to developments in the field of distance education.
- d) To ensure that the educational opportunities of the university reach wider masses by using distance education technologies and to ensure that wider masses benefit from the learning activity.
- e) To increase the awareness of the university's application and research centers in the field of distance education technologies.
- f) To organize trainings for students and instructors participating in distance education activities to use distance education tools effectively and efficiently.
- g) To respond to the distance education needs and demands of universities, institutions and organizations in Turkey and abroad.
- ğ) Using distance education technologies to raise the level of success of education and training.
- h) Researching new learning systems, technologies and applications and transforming them into university learning materials.

Areas of activity of the Center

ARTICLE 6 - (1) The fields of activity of the Center are as follows:

- a) To conduct research and development in the field of distance education technologies over the Internet, to follow related developments, seminars and conferences.
- b) To design, prepare and present the contents of the courses given through distance education, e-learning or mobile learning at the university with multimedia tools.
- c) To provide the necessary coordination to determine the needs of software automation used in distance education and to make updates.
- ç) To cooperate and ensure coordination in determining the instructors who will take part in distance education.
- d) To ensure that internet-based distance education activities are carried out effectively in cooperation with the relevant academic and administrative units and that the system runs smoothly.
- e) To provide training, consultancy and technical support services to instructors working in distance education programs and students enrolled in the program on the use of the system.
- f) To cooperate with other institutions regarding research and applications related to distance education.

PART THREE**Governing****Bodies and Duties of the Center Governing****bodies of the Center**

ARTICLE 7 - (1) The governing bodies of the Center are as follows:

- a) Director.
- b) Board of Directors.

Manager and his duties

ARTICLE 8 - (1) The Director is appointed by the Rector for three years from among the faculty members of the University with salaried and permanent status. The Director whose term expires may be reappointed. The Director submits one person from among the members of the Board of Directors for the approval of the Rector to be appointed as deputy director to assist him/her in his/her work. In the event that the Director temporarily leaves his/her duty, the deputy director deputizes the Director, and in the absence of the deputy director, a member of the Board of Directors deputizes the Director.

(2) The duties of the Director are as follows:

- a) Representing the center.
- b) To implement the work program and decisions taken by the Board of Directors.
- c) To manage the units affiliated to the Center in line with the objectives of the Center.
- ç) To ensure that the activities of the Center are carried out and developed regularly and smoothly.
- d) To ensure coordination and cooperation regarding distance education programs and activities implemented in faculties, institutes, colleges and other centers within the University and units affiliated to the Rectorate.
- e) To prepare an activity report and work plan at the end of each year.
- f) To determine the software, hardware and similar requirements of the Center and submit them to the Rectorate.
- g) To carry out the administrative affairs of the Center, determine the personnel needs and submit them to the Rectorate.
- ğ) Calling the Board of Directors to a meeting, chairing it and implementing the decisions taken.

Board of Directors and its duties

ARTICLE 9 - (1) The Board of Directors consists of five members in total, including the Director, the Deputy Director and three members appointed by the Rector for three years from among the University faculty members. A member whose term of office expires may be reappointed. The Board of Directors convenes at least twice a year upon the invitation of the Director by simple majority and decisions are taken by majority vote.

(2) The duties of the Board of Directors are as follows:

- a) To take decisions in line with the principles set forth in this Regulation.
- b) To evaluate the proposals prepared by the Director on the determination of the employees to be assigned to the Center.
- c) To examine and decide on the activity report and work plan to be prepared by the Director at the end of each year.
- ç) To evaluate requests for financial support to participate in research, publications and scientific meetings related to distance education.
- d) To establish the commissions and working groups required for the Center.

SECTION FOUR**Miscellaneous and Final Provisions****Staffing needs**

ARTICLE 10 - (1) The academic, technical and administrative personnel needs of the Center are met by the personnel assigned by the Rector in accordance with Article 13 of Law No. 2547.

Enforcement

ARTICLE 11 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 12 - (1) The provisions of this Bylaw are executed by the Rector of Doğuş University.

<https://www.resmigazete.gov.tr/eskiler/2020/04/20200426-2.htm>