# T.C.

ISTANBUL MEDIPOL UNIVERSITY

DISTANCE EDUCATION INSTRUCTION\*

**FIRST SECTION**

Aim, Scope, Base, and Definitions

**Aim**

**ARTICLE 1 – (1)** The aim of this instruction is to determine the principles of distance education conducted by Istanbul Medipol University Distance Education Application and Research Center.

# Scope

**ARTICLE 2 – (1)** This instruction covers the provisions regarding the application, measurement and evaluation, excuses and objection processes of the courses given via distance education at Istanbul Medipol University.

# Base

**ARTICLE 3 – (1)** This instruction has been prepared based on ARTICLEs 44 and 46 of the Higher Education Law No. 2547 and the Procedures and Principles Regarding Distance Education in Higher Education Institutions.

# Definitions

**ARTICLE 4– (1) The definitions in this instruction refer to;**

1. Academic Unit: Departments and programs of Institute, Faculty, School and Vocational Schools affiliated to Istanbul Medipol University,
2. Asynchronous Courses: Broadcasting with video and similar methods and tools regardless of time and place,
3. Course Coordinator: The instructor who is responsible for the execution of the courses given through distance education and the supply of their content,
4. MEBIS: Istanbul Medipol University Education Information System,
5. MUZEM: Istanbul Medipol University Distance Education Application and Research Center,
6. Instructor: Academician who carries out education and training activities at the university,
7. Virtual Classroom: Groups created for live lessons in the distance education system,
8. Senate: Istanbul Medipol University Senate,
9. Synchronous (live) Course: Broadcasting using the virtual classroom, provided that the student lecturer is interactive,
10. Studio: The area where movies are shot, sound is received and broadcast for cinema, television and radio, assignments, projects, etc., in addition to these exams.

# SECOND SECTION

Opening Courses

**ARTICLE 5 – (1)** Some courses in the university's undergraduate and graduate degree programs, which are allowed by the Council of Higher Education, and in the first and second education programs approved by the Senate, can be given via distance education.

# THIRD SECTION

Assessment Evaluation

**ARTICLE 6 -(1)** Measurement and evaluation activities related to distance education programs and courses given through distance education can be carried out face-to-face or electronically, with or without supervision, using measurement and evaluation methods (homework, project, practice, written, oral, etc.) determined in accordance with the curriculum approved by the Istanbul Medipol University Senate or in the form of a centralized examination.

1. Midterm exams, if requested, in an unattended electronic environment; It is essential that the general exams and make-up exams are conducted live or electronically under supervision. In addition to the exams determined as the basis of where and how these exams will be held, the measurement and evaluation methods such as an oral exam, performance, project, thesis and portfolio will be applied are announced to the students in advance.
2. The effect of unsupervised assessment and evaluation activities on overall success cannot be more than 20% in distance education.

# FOURTH SECTION

# Practice Principles

# Conducting Courses

# ARTICLE 7- (1) The conduct of the courses is as follows.

1. In distance education, the number of students in each course or branch of the course is limited to 150 students in the associate degree program, 100 students in the undergraduate program and 50 students in the graduate program. When these limits are exceeded, more than one branch can be opened, but a faculty member can run a maximum of two branches.
2. In formal education, courses that are decided to be opened through distance education with the decision of the Senate are given synchronously or asynchronously with tools such as video, video conference, virtual classroom, forum applications.
3. For each diploma program opened within the scope of distance education by the relevant unit administrative boards that continue the education, a program coordinator can be assigned among

the lecturers in charge of these programs and a unit coordinator can be assigned to the relevant academic units that continue the education.

1. If a course is conducted in more than one branch, one of the instructors assigned to teach these courses for each course may be assigned as the course coordinator by the relevant academic unit administrative boards.
2. The instructor carries out the synchronous (live) lessons according to the planned syllabus.
3. "MUZEM" is contacted in case of any problem that may occur during live lessons, in the studio or the virtual classroom.
4. If the instructor cannot do the live courses for a reasonable cause, they contact MUZEM to schedule the day and time of the make-up lesson.
5. The instructor uploads the lecture notes (Digital Resource), if any, to MEBIS.
6. The video footage of the live lessons is stored in the distance education system to access during the relevant academic semester.
7. Assignments are announced via the distance education system or MEBIS. Assignments and projects announced in the system are deemed to have been notified to the students.

# Unsupervised Exams

**ARTICLE 8 – (1)** Unsupervised exams are conducted as follows.

1. Unsupervised exam dates are determined by the Examination Commission Presidency in accordance with the academic calendar of the university, taking the opinion of MUZEM.
2. The relevant instructor makes the midterm exams ready by adding questions from the MEBIS / MUZEM panel.
3. After the questions are added to the system, the exams are made ''**Visible**'' on the published exam dates.
4. After the exam is completed, the exams are concluded by the related instructor MEBIS / MUZEM panel.

# Supervised Exams

**ARTICLE 9 – (1)** The supervised exams are conducted as follows.

1. The Examination Commission Presidency determines the dates of the supervised exams in accordance with the university's academic calendar. The academic units determine the exam hall and inspectors, and the exam is opened in MEBIS one week before the exam dates.
2. Academic units send the exam supervisor lists of the courses given via distance education to the Distance Education Application and Research Center at the latest one day before the exam.
3. A student whose name is not on the exam list will not be admitted to the exam.
4. Printing student exam lists, preparing and printing exam questions, and preparing and securing exam envelopes are the instructor's responsibility of the relevant course.
5. The instructor is responsible for checking the exam envelopes, making the necessary referrals to the relevant campuses, and delivering them to the exam invigilator.
6. The exam supervisor, who has completed the exam, delivers the exam question and answer papers to the instructor of the course he took the exam, against signature.
7. If the exams will be read in an optical reader, this process is made under the supervision of the instructor

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1. Procedures regarding the collection and storage of exam documents are carried out following the Principles Regarding the Preservation of

Exam Documents in Undergraduate Programs of Istanbul Medipol University.

1. Objections to exam results and grades are made to the relevant academic units. The relevant academic unit boards decide applications in accordance with the provisions of ARTICLE 32 of Istanbul Medipol University Associate and Undergraduate Education Regulations

# Excuses and Objections

**ARTICLE 10 – (1)** In cases where unsupervised exams cannot be completed within the exam period due to technical problems, **the Distance Education Center Directorate** may postpone the exam date to a different date ***(Annex.2)2. Istanbul Medipol University Senate Decision, 02.01.2018)***

**(2)** Students who cannot take the midterm exam apply to the academic unit they are registered to. Those whose applications are accepted by the relevant educational unit boards use their midterm exam rights according to the calendar to be determined within the same semester.

# Archiving Exams

**ARTICLE 11 – (1)** After the exams are completed, **they are kept by the instruction until the “End of Term Result Form”** is created. **“End of Term Result Form”** After the exams are made, the exams are delivered to the relevant academic unit by the instructor following the Principles Regarding the Preservation of Exam Documents in Undergraduate Degree Programs of Istanbul Medipol University.

# FIFTH SECTION

# Miscellaneous Provisions

Enforcement

**ARTICLE 12 – (1)** This instruction enters into force on the date of its publishment.

# Execution

**ARTICLE 13 – (1)** The provisions of this instruction are executed by the Rector of Istanbul Medipol University.

\*Adopted by the University Senate's decision dated 04/09/2019 and numbered 2019/09-05.