

From Fenerbahçe University:

**FENERBAHÇE UNIVERSITY
REMOTE EDUCATION IMPLEMENTATION AND RESEARCH CENTER
REGULATION**

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) Purpose of this Regulation comprises of organizing and regulating the methods and principles with respect to the purpose, areas of activity, administrative bodies, duties of the administrative bodies and functioning pattern of Fenerbahçe University Remote Education Implementation and Research Center (FBUZEM).

Scope

ARTICLE 2 – (1) This Regulation covers provisions with respect to the purpose, areas of activity, administrative bodies, duties of the administrative bodies and functioning pattern of Fenerbahçe University Remote Education Implementation and Research Center (FBUZEM).

Basis

ARTICLE 3 – (1) This Regulation is prepared by basing on sub-item number (2) of item (d) of the first paragraph of Article 7 as well as Article 14 of Higher Education Law Number 2547 Dated 4/11/1981.

Definitions

ARTICLE 4 – (1) Following terms and phrases referred to under this Regulation bear the following meanings entered next to them;

- 1) Advisory Board: Advisory Board of the Center,
- 2) Center: Fenerbahçe University Remote Education Implementation and Research Center (FBUZEM),
- 3) Director: Director of the Center,
- 4) Rector: Rector of Fenerbahçe University,
- 5) Remote Education: Such education where education activities in institutions of higher education are planned and conducted/executed by basing on information and communication technologies, where courses are given by any faculty member in person based on mutual interaction by and between the student and faculty member as well as between students themselves concurrently, without any requirement for occupying the same environment,
- 6) University: Fenerbahçe University,
- 7) Board of Directors: Board of Directors of the Center.

SECTION TWO

Purpose and Fields of Activity of the Center

Purpose of the Center

ARTICLE 5 – (1) Purpose of the Center comprises of ensuring that any and all activities and operations in the field of remote training and education within framework of the University's remote training and education programs and performing courses that could be administered remotely, in an effective and efficient manner; working in cooperation with such

other national or international units functioning in these areas and dealing with any and all research, development, infrastructure as well as coordination activities.

Areas of Activity of the Center

MADDE 6 – (1) Areas of operation of the Center consist of the following:

a) Dealing with research and development in respect of remote training and education matters.

b) Promoting and providing support to any and all kinds of training, education, research activities and practices concerning remote training and education, and enabling that public institutions, private entities as well as real persons benefit from and make avail of the same.

c) Planning any scientific and technological research activities regarding remote training and education, developing strategies, realizing any practices in compliance with the objectives of the Center as and when required.

ç) Providing advisory services in generating and establishing remote training and education services required by public institutions and private entities and dealing with system analysis, procuring technical service and office services upon any request to that effect.

d) For associate, undergraduate supplementing, undergraduate and graduate programs within premises of the University conducted in the form of remote training and education based on information and communication technologies or blended training and education as well as planning, initiating, conducting and ensuring coordination of such activities like in-house/on-the-job training and education, lectures, courses, certificate programs and such other similar activities through remote training and education for national as well as international entities, institutions and individuals.

e) Setting forth and specifying content as well as training and education programs for courses, seminars, conferences, lectures, programs and departments administered in the form of remote training and education, ascribing and assigning credits thereto, granting certificates, attendance documents, course completion/passing certificates and the like depending on the type of education; setting forth, organization introducing any methods and principles towards enrolment, acceptance, examination, achievement, course passing and such similar procedures, specifying and assigning the faculty members to take part in the foregoing, enabling cooperation and coordination.

f) Determining course contents needed in any projects within premises to the University or external to the University, carrying out operations for accreditation of the same, providing advisory services in relation with the aforesaid matters and ensuring necessary coordination.

g) In respect of any research and practices in relation with remote training and education, acting in cooperation with local and foreign entities, attending any national as well as international organizations.

ğ) In respect of any matters with respect to remote training and education, making avail of the laboratories, libraries, smart classrooms, classes, studios and such other training and education means and facilities belonging to all units and departments of the University.

h) Conducting research in relation with remote training and education, publishing circulars, articles and books; carrying out academic journals, conferences, congresses, symposiums and other similar activities, filing applications for international as well as national project supports and contributions and promoting these activities.

ı) Dealing with such other activities to be decided by the Board of Directors.

SECTION THREE

Center's Management Bodies and Their Duties

Center's Management Bodies

ARTICLE 7 – (1) Management bodies/organs of the Center consist of the following:

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

Director

ARTICLE 8 – (1) Director is assigned and appointed by the Rector from amongst the faculty staff members of the University for an office term of three years. Any Director whose office term expires is re-eligible for further assignment under the same method. The Director is responsible to the Rector from conducting and improving/developing operations of the Center in a regular orderly manner.

(2) Upon recommendation of the Director, no more than two persons from amongst the faculty staff members of the University by the Rector as deputy directors, to serve office for a term of three years. In place of any deputy directors with office terms expiring or leaving office before expiry of the term, re-assignment is made by the Rector by applying the same method. Once the office term of the Director expires, so expires the office terms of the deputy directors as well. At times when the Director is not at its post, he/she assigns and appoints as its substitute any one of the deputy directors. In case such mandate lasts more than six months, a new Director is assigned.

Duties of the Manager

ARTICLE 9 – (1) Duties of the Director comprise of the following:

- a) Representing the Center.
- 2) Ensuring that activities of the Center are conducted and developed in a regular manner.
- 3) Calling the Board of Directors to meeting, acting as chairman of such meeting and implementing any resolutions adopted.
- 4) Preparing annual activity/operation report of the Center and presenting the same to the Rector following approval of the Board of Directors. Preparing annual activity/operation program pertaining to the coming year and presenting the same to the Rector following approval of the Board of Directors.
- 5) Calling the Advisory Board to meeting.

Board of Directors

ARTICLE 10 – (1) Board of Directors consist of five members in total including the Director and four faculty members on duty within organization of the University. Board of Directors members are assigned and appointed by the Rector for an office term of three years. Those members whose office terms expire are re-eligible for assignment by means of the same manner.

(2) In the event any membership is vacated for any reason whatsoever, new member is assigned to serve the remaining office term.

(3) Board of Directors meets regularly at least once every two months. Board of Directors convenes under absolute quorum and resolutions are adopted by majority vote. In case of any equality in the votes, majority is provided in parallel to the vote of the Director.

Duties of the Board of Directors

ARTICLE 11 – (1) Duties of the Board of Directors consist primarily of the following:

- a) Taking and adopting resolutions in respect of matters concerning objectives, areas of operation as well as management of the Center.

b) Discussing and deciding for the annual activity report as well as annual operation program of the Center.

c) Taking decisions in matters concerning research, publishing, education and such other areas of operation.

ç) Setting forth and specifying any scientific study groups and committees to be established under organization of the Center.

d) Preparing long-term scientific and administrative plans and programs of the Center and presenting the same to the Rector.

Advisory Board

ARTICLE 12 – (1) Advisory Board comprises of no more than ten members specified and designated from amongst the faculty members of the University conducting studies in the areas of operation of the Center or could possibly provide contribution through their fields of operation to the activities of the Center as well as representatives from public or private entities and institutions, individual persons or specialists functioning at international level provided they desire as such.

(2) Advisory Board members are assigned and appointed by the Rector upon recommendation of the Director to serve office for a term of three years. Those members whose office terms expire are re-eligible for assignment by means of the same manner. In the event any membership is vacated for any reason whatsoever, new member is assigned to serve the remaining office term.

(3) Advisory Board meets and convenes once a year under chairmanship of the Director without seeking for quorum. If the Directors deems necessary, he/she could call the Advisory Board to extraordinary meeting.

Duties of the Advisory Board

ARTICLE 13 – (1) Advisory Board is a consultation body, with duties comprising of the following:

a) Assessing long-term scientific activity plans of the Center and making recommendations to the Board of Directors to that effect and in parallel thereto.

b) Making recommendations to the Center in their operations from scientific as well as administrative perspectives.

c) Ensuring communication between the Center and relevant entities/organizations and sectors.

ç) Providing recommendations on such matters included on the agenda of the Advisory Board by the Director and/or the Board of Directors.

SECTION FOUR Final Provisions

Effect

ARTICLE 14 – (1) This Regulation enters into effect of the date of its publication.

Execution

ARTICLE 15 – (1) Provisions of this Regulation are executed by the Rector of Fenerbahçe University.