**CHAPTER ONE**

PURPOSE, SCOPE, BASE AND DEFINITIONS

**Item 1. PURPOSE:** The purpose of this directive is to determine the bases (for lecturers and students), responsibilities , principles, rules and methods regarding the planning and execution of the theoretical, laboratory and clinical applications of the vocational courses in the distance education process of the Yeditepe University Faculty of Health Sciences Nursing Department.

**Item 2. SCOPE:** This directive covers the procedures and principles regarding the making of decisions regarding the distance education teaching process in Yeditepe University Faculty of Health Sciences Nursing Department and making the necessary changes by evaluating the suggestions from all commissions.

**Item 3. BASE:** The working principles of the commission have been determined in line with the guidelines and regulations listed below:

* Yeditepe University Distance Education Application Principles dated March 23, 2020 (<https://yeditepe.edu.tr/tr/duyuru/yeditepe-universitesi-uzaktan-egitim-uygulama-esaslari> ),
* Yeditepe University Associate and Undergraduate Education Regulations and related regulations,
* Turkey Higher Education Qualifications Framework 6th Level,
* Nursing Law No. 6283,
* Nursing Regulation published in the Official Gazette No. 27515,
* "Additional Regulation on the Amendment of Nursing Regulation" published in the Official Gazette No. 27910,
* "Regulation on the Determination of the Minimum Education Conditions for Doctorate, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs", published in the Official Gazette No. 26775,
* YÖK Nursing National Core Education Program (HUÇEP),
* Nursing Education Programs Evaluation and Accreditation Board (HEPDAK),
* Law No. 6698 on the Protection of Personal Data (KVKK), adopted on 24/3/2016,
* Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17/6/2021 and numbered 31514,
* Procedures and Principles Regarding Distance Education in Higher Education Institutions, which were decided at the meeting dated 24/09/2020.

**Item 4. DEFINITONS :** Bu yönergede geçen;

**4.1. Distance Education:** The education-teaching method in which educational activities are planned and carried out based on information and communication technologies, and the communication between the responsible lecturer of the course and the students is carried out synchronously and / or asynchronously,

**4.2. Student Information System (OBS):** An information management system used for educational institutions to manage student data,

**4.3. COADSYS/COADSYSEXAM (Instructional Management System):** An instructional management system that provides educator-student communication, where all documents used for the management of the distance education system, such as course materials, homework and assessment and evaluation tools, are published and reported. (<https://yeditepe.edu.tr/sites/default/files/images/coadsys_tr.pdf>),

**4.4. Synchronous course:** An online course in which instructors and participants come together simultaneously, in the same or different places, interact with each other, share experiences, and are directed by the instructors,

**4.5. Asynchronous course:** A lesson in which the instructor and the participants are held and recorded asynchronously in the online environment in advance, the student can access at any time and as much as they want, and the course material transfer and interaction are carried out using technology,

**4.6. Syllabus:** The weekly course flow program in which all the information about the course is shared,

**4.7. Course Instructor:** Refers to the lecturer responsible for the execution of the course in the weekly course schedule suitable for the academic terms.

**CHAPTER TWO**

Principles Regarding the Planning and Execution of Distance Education

**Item 5:** In this item, the principles of planning, conducting and evaluating theoretical courses, evaluation of the teaching process, academic counseling activities and ethical issues are explained.

**5.1. Planning of Theoretical Lessons**

**5.1.1.** During the academic year, which courses will be opened in line with the Nursing Undergraduate Program curriculum, the courses to be conducted online remotely, the responsible lecturers and weekly lesson plans are prepared by the department chair and submitted to the Faculty Secretariat.

**5.1.2.** Prepared lesson plans are opened by the Faculty Secretariat on the related faculty member in the OBS system and students are enrolled in the course with the approval of the advisor.

**5.1.3.** In line with the decisions taken by the Higher Education Institution and Yeditepe University management, distance education can be decided and changes can be made in the curriculum as required by the conditions.

**5.2. Conducting Theoretical Courses**

**5.2.1.** In the distance education process, courses can be conducted synchronously, asynchronously or mixed.

**5.2.2.** Lecture syllabus, evaluation forms, lecture notes, homework, resources, databases, books, audio and video materials related to how the courses given remotely online will be taught during the term, are provided by the system determined by the instructor of the course (coadsysexam, e-mail, classroom, etc. ) are delivered to students.

**5.2.3.** Lessons; video conferencing, virtual classroom, forum applications or different tools with recording feature (Google Meet, Zoom, Teams, CoadsysExam, etc.) can be conductedand recorded. In order to increase interaction in group work, students may be asked to have their cameras or microphones turned on.

**5.2.4.** It is the student's responsibility to upload the homework to the system determined by the course instructor correctly and within the specified time interval. When the defined time limit expires, the system does not allow the student to upload new material and automatically shows the time to upload the assignment. The Coadsysexam system is integrated with Turnitin, a plagiarism software program, in order to check the originality of the assignments to be uploaded by the students. The instructor of the course can use the plagiarism program if he/she sees fit.

**5.2.5.** As in face-to-face education, students are required to attend 80% of the theoretical courses offered online during the distance education process..

**5.2.6.** During the distance education process, on the day determined in accordance with the curriculum each week, information about the way the lesson is given (online synchronous / asynchronous, etc.), the number of students participating in the lesson and the material sharing environment are submitted to the Faculty Secretariat.

**5.3.** **Evaluation of Theoretical Courses**

**5.3.1.** During the distance education period, the courses can be held in the form of semester/end exams, online exams or assignments.

**5.3.2.** Students must be registered to the course on OBS in order to take the exam. Online exams are also made in accordance with Yeditepe University Associate and Undergraduate Education Regulations. The status of students who apply for a face-to-face exam is decided by the university and faculty management.

**5.3.3.** In order to participate in the online exams to be held through the system (Google Forms, Coadsysexam, etc.) determined by the instructor of the course, a personal computer/tablet with internet connection and an e-mail address with the Yeditepe extension must be logged into the system. The student must have a camera system that shows himself clearly during the exam and the sound system must be turned on to be used when necessary.

**5.3.4.** Before starting the exam, students; It is responsible for checking the internet connection, battery status of the computer, computer updates, video and sound systems.

**5.3.5.** The instructor who will conduct the online exam shares the online exam rules with the students before the exam.

**5.3.6.** Students must read and follow the online exam rules before taking the exam. Each student is responsible for uploading the exam petition stating that he/she has read the exam rules before the exam, will not share information during the exam and that he/she has identity information.

**5.3.7.** At least 15 minutes before the exam start time, the student has to be present in the environment where the exam will be recorded (Google Meet, Zoom, CoadsysExam, etc.) and attend the roll call by clearly showing his/her student ID..

**5.3.8.** In online exams, students are monitored and recorded with an environment (Google Meet, Zoom, Coadsysexam, etc.) that has simultaneous recording feature. During the exam, students must have a clear camera and audio systems (if desired) turned on.

**5.3.9.** Students can stay in the exam for as long as the exam period determined for the exam. After the exam period is complete, access to the exam is closed. A student can attend each exam only once. After clicking the "Finish the exam" button or after the end of the exam, it is not possible to re-enter.

**5.3.10.** Students who experience technological problems (internet disconnection, computer update, computer battery run out, etc.) during the exam can re-enter the system in short-term breaks and continue from the current stage with the remaining exam time. If he is away from the exam environment for more than 5 minutes and no communication can be made, the exam will be considered invalid. As stated in the Yeditepe University Associate and Undergraduate Education Teaching Regulations, only midterm exams can be compensated.

**5.3.11.** Exam results are published on OBS by the instructor of the course.

**5.3.12.** In cases where the student is not physically residing in the city where the university is located and the teaching is carried out completely remotely online, a signed appeal application petition (a copy in jpeg. or pdf. format) is sent to the faculty secretariat via e-mail.

**5.3.13.** The exams of the students who are determined not to comply with the exam order due to reasons such as attempting to cheat, cheating or having them taken, using threats, putting someone else in the exam for themselves or taking the exam for someone else, will be deemed invalid and action will be initiated within the scope of the Higher Education Institutions Student Disciplinary Regulation.

**Item 6:** In this item, the principles regarding the planning, execution and evaluation of clinical and laboratory applications are explained.

**6.1**. **Planning of Laboratory and Clinical Practices**

**6.1.1.** Laboratory and Clinical Practices can be planned under distance education conditions in line with the decisions taken by the Higher Education Institution, Yeditepe University management and the Ministry of Health.

**6.1.2**. In line with the recommendations of the relevant authorities, student and other stakeholder opinions, the decisions regarding the planning, postponement, cancellation and compensation of laboratory and clinical practices are taken by the Department Board and implemented with the approval of the Dean.

**6.2. Laboratuvar ve Klinik Uygulamaların Yürütülmesi**

**6.2.1**. Dönem başında planlanan laboratuvar uygulamaları, olağanüstü durum koşullarına uygun olarak iş sağlığı ve güvenliği biriminin belirlediği önlemler doğrultusunda yüz yüze yürütülebilir, ertelenebilir, iptal edilebilir veya uzaktan eğitim yöntemleri ile yapılabilir.

**6.2.2.** Laboratuvar uygulamalarında öğrenciler, “Hemşirelik Bölümü Laboratuvarı Kullanım ve İşleyiş Kuralları”na uymakla yükümlüdür.

**6.2.3.** Öğrencilerin uzaktan eğitim sürecinde çevrimiçi olarak sürdürülen laboratuvar ve klinik uygulamaların %80’ine devam etmeleri zorunludur. Ayrıntılı bilgi “Laboratuvar ve Klinik Uygulama Yönergesi”nde yer almaktadır.

**6.3.** **Execution of Laboratory and Clinical Practices**

**6.3.1.** Evaluation of laboratory and clinical applications is made according to the principles in Yeditepe University Nursing Department Laboratory and Clinical Practices Directive.

**6.3.2.** Laboratory practices are evaluated with the assessment and evaluation method specified by the lecturer at the beginning of the semester.

**Item 7:** In this item, the evaluation of the teaching process, consultancy activities and principles regarding ethical issues are explained.

**7.1.Evaluation of the Teaching Process**

**7.1.1.** Evaluation of the distance education process; At the end of each semester, theoretical lessons are made through the "Course Evaluation Questionnaires" prepared by the Education, Training and Curriculum Commission, and laboratory and clinical applications are made through the "Clinical Education Environment Student Feedback Form" and "Laboratory Environment Student Feedback Form" prepared by the relevant commission.

**7.2.** **Academic Counseling Activities**

**7.2.1.**In the distance education process, academic counseling is carried out online. Counseling hours and related links are published on the Yeditepe University Nursing Department website.

**7.3.Ethical Issues**

**7.3.1.** Establishing a more effective and healthy communication environment between the instructor and students during the online live lesson, controlling the absenteeism, ensuring exam security and a fair grading system, within the scope of other legislation, especially the Higher Education Law No. 2547 and Protection of Personal Data No. 6698 (KVKK). In order to ensure the full and complete continuity of education and training activities, personal data, especially visual and audio data, are recorded within the limits ordered by the legislation.

**7.3.2.** The image recording and audio personal data obtained with the recording taken during the course are obtained in written, oral, audio or other electronic forms for the purposes specified here, within the framework of the conditions in Articles 5 and 6 of the KVKK, transferred to the information systems of the university and kept in digital environment. can be kept.

**7.3.3.** During online lessons, exams, activities and group work, students cannot record without the knowledge of the instructor, videos or photos cannot be taken, these recordings, course login links, passwords cannot be shared with third parties and institutions, and cannot be used on social media.

**7.3.4.** The person(s) violating KVKK is responsible for sharing the original course materials in other media, storing the exam information and exam questions on the online platform, sharing them with third parties in other media, and distributing correct answers. Legal action will be taken against those who commit this violation.

**7.3.5.** This obligation will continue after the graduation of the student or after the termination of her/his relationship with our university for any reason.

**CHAPTER THREE**

SITUATIONS WITH NO PROVISION

**Item 8:** In cases where there is no provision in the procedures and principles in this Distance Education Directive, the Accreditation Board is consulted and the final decision is determined by the Accreditation Board.

**CHAPTER FOUR**

FINAL PROVISIONS

**Item 9:** This “Distance Education Directive” comes into effect with the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Item 10:** Suggestions for amendments on this directive are submitted to the Accreditation Board by the Education,Teaching and Curriculum Commission, and the prepared proposals are decided by the board.

**Madde 11:** This directive is administered by Yeditepe University, Head of Nursing Department..