



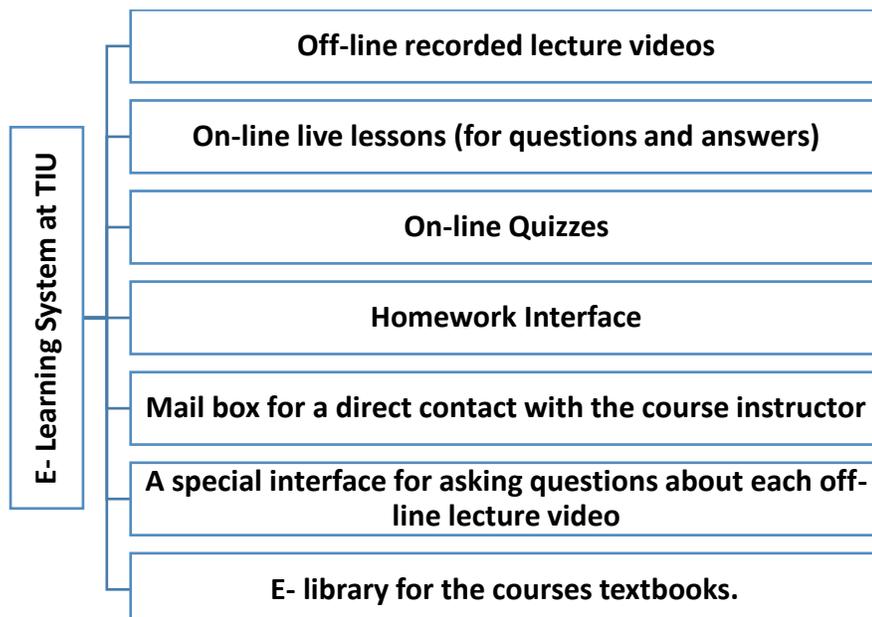
Students E-learning Policy

Important points:

- E-learning period will start on May 02, 2020 and will be finalized according to new academic calendar which will be approved by University council.
- The student will be able to reach the content of all the courses opened for his/her grade, but he/she will be only assessed for the courses that he/she registered for in the PIS System.
- Taking E-learning education is compulsory. If the student didn't attend the E-learning lessons, he/she will be considered failed in the course and he/she has to re-take the course again in the following terms.
- All the results of the student's assessment will be entered to SIS System (Student Information System).
- All the policies and regulations stated in the Student Handbook are applied for the E-Learning Educating additionally to this policy and any other related policies that may be issued in the future.

1.The E- Learning System Features:

The E-Learning System used at TIU is Mercury E-School System. This system provides you the following features:



2. E-learning System – Student Side:

The students involved in the E-Learning System is required to:

- To watch the off-line recorded lecture videos and to attend the on-line live lessons.
- To submit the homework answers (assignments) within the timeframe defined by the instructors.
- To participate in the on-line quizzes.
- To attend the on-campus midterm exams and final exams.

4. Attendance:

- A. All the policies related to attendance in the TIU Student Handbook is applicable for the E-learning Education.
- B. Attendance records will be taken by the following methods:

In the On-line Live Lessons

- the attendance records will be collected online.
- the instructor will call the students one by one during the live lesson to validate the attendance records. Therefore, the student is required to log-in to the live-lesson platform by his/her full name.

For the off-line recorded course

- the E-Learning System will provide the instructor with a report about names of the students who watched the recorded videos. So, the attendance records will be extracted from these watching reports.
- attendance records will be collected within 7 days of publishing the video lectures. So the student is required to watch the each lecture video within 7 days of publishment, otherwise he/she will be considered absent.

3. General Rules

- A. Courses at E-Learning System will provide you access to everything that is needed to meet the course objectives.
- B. All the theoretical courses/part of courses will be delivered through the E-Learning System. For the practical parts of the courses, there are two cases:
 - If the practical part can be done by using simulation techniques or recorded videos of the experiments, then it should be delivered on-line or by recorded videos.

- If the practical part can't be done by using simulation techniques, it shall be conducted later according to an arrangement decided by the University Council.
- C. Student will be provided with all the required course texts and course references through the TIU E-Library and Mercury's E-Library.
- D. The Courses at E-Learning System will be well-organized and easy to navigate where you can clearly understand all components and structure of the course.
- E. Through the E-Learning System, the student will be notified (posted) with information on date, time, and methods of all the published off-line lessons, live lessons, quizzes, homework and other items related to the E-Learning courses.
- F. Through the E-Learning System the student will be offered ample opportunities for interaction and communication with the courses instructors.
- G. The e- courses videos will not be downloadable. You have to watch and view them on-line.
- H. The of-line recorded videos will be published and the on-line Live lessons will be conducted in any days of the week (except Friday) from 09:00 AM till 17:00 PM (In Ramadan, from 10:00 AM till 17:00 PM).
- I. Questions the student post about the lesson content will be answered by the instructors.
- J. For the Graduation Projects;
 - If the practical section of the project is completed, the regular procedure will take a place.
 - If it is not possible to conduct a part of the practical section due to the pandemic circumstances, the missing part shall be compensated by an alternative duty suggested by the supervisor and approved by the faculty board.

5. Computer / Software Requirements:

- A. Students who take the E-Learning Courses at TIU must have basic computer/smartphone skills. They must have access to a computer/smartphone on the Internet and a web browser.
- B. Students will be provided with orientation videos about using the E-Learning System.