



E-learning Policy – Lecturer Side

1. Design Standards for E Learning Courses

- 1.1. E-learning courses should be self-contained. The course should contain or provide access to everything that students need to meet the course objectives.
- 1.2. Information on required course texts should be provided.
- 1.3. The course should be well-organized and easy to navigate where students can clearly understand all components and structure of the course.
- 1.4. Formatting, color, and white space should be clearly used to enhance readability of content.
- 1.5. Information on how to contact the instructor, how soon emails will be answered, and how frequently the instructor will respond to discussion posts should be provided.
- 1.6. Time in which assignments are due should be clearly stated.
- 1.7. Courses should offer ample opportunities for interaction and communication as follows: student to student, student to instructor, and student to content.
- 1.8. Instructions should provide meaningful content in a variety of ways, including the textbook, PowerPoint presentations, websites, lecture notes, outlines, and multimedia.
- 1.9. The assessments should be organized to assure the answers given by the intended student. The questions which can be answered same by everyone should be avoided.
- 1.10. **All** the theoretical courses/part of courses should be delivered through the e-learning system. For the practical parts of the courses, there is two cases:
 - If the practical part can be done by using simulation techniques, 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 on campus.

Note 1: for **some** theoretical courses in the Architecture Engineering and Interior Design Engineering Departments where the majority of the course is based on developing artistic and technical skills of the students, the heads of these departments are advised to create a list of these courses indicating reasons they can't be delivered on-line. These courses shall be conducted on-campus.

Note 2: For the design courses which require long on-line meeting sessions through ZOOM platform, the University will pay the fees of the licensed software package for unlimited meeting duration.
- 1.11. Head of Department should be responsible for the system. He/she will be authorized in the system to use. Related E-learning committee from each department will check the videos uploaded by lecturers to PIS System according to checklist (appendix 1) which will confirm the quality, standards and conformity to requirements of University E-Learning guidelines.
- 1.12. The mode of the Midterm and the Final Term Exams will be decided by the Ministry.
- 1.13. Grading and student evaluation will be done based on the syllabus.
- 1.14. E-learning period will be finalized according to new academic calendar which will be approved by University council.
- 1.15. For the Graduation Projects;
 - If the practical section of the project is completed, the regular procedure will take a place.



E-learning Policy – Lecturer Side

- If it is not possible to conduct a part of the practical section due to the pandemic circumstances, the Faculty Board has the authority to request the project supervisors to amend the project plan. The missing part of the practical section can be substituted with other suitable alternatives or by an additional theoretical section.

2.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 student's attendance is recorded by clicking the link "Click on the link to be checked in attendance form".
- 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 via his/her SIS Account and by his/her full name.
- The cameras and microphones should be switched on when the lecturer requires to do so. The microphones should be switched on when required, otherwise it should be muted.
- If a lecturer calls out a student's name and asks questions and the students does not reply, s/he will be considered as absent.

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 100% of each lecture video within 7 days of publishment, otherwise he/she will be considered absent. By the end of the 7 days the attendance records will be accumulated automatically via PIS System. Only the students who watched 100% of the video lecture will be considered "attentive".



E-learning Policy – Lecturer Side

3. Computer / Software Requirements:

3.1. Instructors must have basic computer skills. They must have access to a computer on the Internet, a web browser (variety, version, and configuration as required by the TIU IT and Web Services Office), and other software necessary to complete course requirements. For the numerical courses graphic tablet should be used as a tool by the lecturer. Technical arrangements among faculties and department and necessary training will be managed by Departments and Faculties

4. Student Orientation:

For information see the file entitled as **Technical Details of E Learning Management System**

4.1. TIU shall provide a special Help Desk for the e learning courses students, designed to serve as a central point of contact for both technical and non-technical needs.

5.Others

5.1. PIS system should be checked regularly by the heads of departments to ensure materials are current and links are functional.

5.2. The off-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.

5.3. Duration of the Lecture Video is 25 minutes on average. In case of necessity, lecturer will record additional videos.

5.4. Questions sent by students generally should be answered within 24 hours.

5.5. Assignments submitted online should be reviewed and graded by the instructor within 3 working days. Exams, essays, and term papers will be graded within 5 working days.

5.6. To check emails minimum two times a day and respond to them within 24 hours.

5.7. To report the department immediately when having technical problems: students' name/s do not appear, videos upload, assignments upload, etc.

5.8. To use the official way of communication: email and PIS/Info Board. Viber, WhatsApp, Messenger, etc. are not considered as official and cannot be used for announcements, assignments, exams, etc.

5.9. To give students reasonable deadlines for assignments, inform students about the requirements of the assignments, and follow the deadlines.

5.10. To design and give the assignments measuring students' knowledge objectively (AVOID 'GHOST WRITER' WORK AND PLAGIARISM) and ensure that the course and program learning outcomes are met.

5.11. To give clear written instructions for all assignments.

5.12. For each video lecture (live and recorded) prepare pop-quizzes to check the comprehension and grab students' attention.

5.13. To state clearly the policies, requirements, rules, materials, links, passwords, online platforms, online assessment tools, etc. in the syllabus sections Prerequisites and Student's obligations.

5.14. To save all the course documents on One Drive and keep them safe until the end of the term. At the end of the term save all the materials on DVDs and submit to the department with the Course File (including students answers).



E-learning Policy – Lecturer Side

5.15. To provide the students with course materials: PDFs of the PowerPoint presentations, templates, samples, etc via lecture notes on TIU Website.

Prepared by	Checked and edited by	Approved by
Rasha Alkabbanie	Dr. Venera Ulker	Asst. Prof. Mehmet Ozdemir