

Republic of Türkiye
ISTANBUL AYDIN UNIVERSITY
FACULTY OF DENTISTRY
DIRECTIVE ON THE PRE-GRADUATION EDUCATION
MEASUREMENT AND EVALUATION COMMISSION

CHAPTER ONE
Purpose, Scope and Definitions

ARTICLE 1 – Purpose

(1) The purpose of this Directive is to determine the duties, authority, responsibilities and working principles of the Measurement and Evaluation Commission in line with the aims and learning objectives of Istanbul Aydın University Faculty of Dentistry.

ARTICLE 2 – Scope

(1) This Directive covers provisions regarding the establishment, duties, authority, responsibilities and working principles of the Istanbul Aydın University Faculty of Dentistry Pre-Graduation Education Measurement and Evaluation Commission.

ARTICLE 3 – Definitions

(1) In this Directive;

- a) University: Istanbul Aydın University,
- b) Senate: the Senate of Istanbul Aydın University,
- c) Deanship: the Deanship of Istanbul Aydın University Faculty of Dentistry,
- d) Faculty Board: the Board of Istanbul Aydın University Faculty of Dentistry,
- e) Pre-Graduation Dental Education Commission: the Istanbul Aydın University Faculty of Dentistry Pre-Graduation Dental Education Commission,
- f) Pre-Graduation Dental Education Student Board: the Istanbul Aydın University Faculty of Dentistry Pre-Graduation Dental Education Student Board,
- g) Commission: the Istanbul Aydın University Faculty of Dentistry Pre-Graduation Education Measurement and Evaluation Commission,

shall be understood.

CHAPTER TWO

Establishment of the Commission

ARTICLE 4 – Establishment of the Commission

(1) All appointments for the establishment and activities of the Commission are made by the Deanship.

(2) The Commission consists of: five faculty members elected by the Faculty Board for a term of three years upon the Dean's proposal; the Vice Dean responsible for Pre-Graduation Dental Education; a faculty member—preferably an expert in measurement and evaluation—assigned by the Deanship of the Istanbul Aydın University Faculty of Education; and one staff member designated by the Dean. A member whose term expires may be reappointed.

(3) The Chair of the Commission is selected by the Faculty Board, upon the Dean's proposal, from among the faculty members serving on the Measurement and Evaluation Commission.

(4) The Commission may establish sub-commissions for measurement and evaluation and program evaluation activities and may divide tasks accordingly.

(5) The Chair of the Commission is an ex officio member of the Pre-Graduation Dental Education Commission.

(6) The Chair of the Pre-Graduation Dental Education Student Board participates in the work of the relevant sub-commission during the program evaluation process.

(7) Where necessary, the Commission may invite other experts related to the subject to participate in its work.

(8) The membership of a member who does not attend three consecutive meetings within a calendar year without permission or excuse ends, and a new member is elected by the same method. Termination of membership enters into force upon notification of the Dean's approval to the person concerned.

(9) A faculty member's request to resign from Commission membership enters into force upon notification by the Chair of the Commission to the Deanship.

CHAPTER THREE

Working Principles and Duties

ARTICLE 5 – Working principles

(1) During the academic year, the Commission meets at least twice each semester; additional meetings may be held when necessary.

(2) The Commission meets with an agenda, keeps minutes for each meeting, and submits them to the Deanship.

(3) The Commission submits its annual activity plan at the beginning of the academic calendar, and year-end evaluation reports at the end of the academic calendar, to the Deanship.

ARTICLE 6 – Duties, authority and responsibilities

(1) The Commission is responsible for planning, ensuring implementation and reporting of studies aimed at evaluating the pre-graduation dental education program; planning measurement and evaluation processes; conducting, monitoring and evaluating activities supporting measurement practices; developing recommendations for improving program evaluation and measurement practices and submitting them to the relevant boards.

ARTICLE 7 – Duties and responsibilities related to measurement and evaluation

(1) The Commission's duties and responsibilities related to measurement and evaluation are as follows:

- a) To review the examinations of the Faculty of Dentistry,
- b) To determine measurement and evaluation methods in pre-graduation education and to propose them to relevant boards,
- c) To contribute to training of Faculty of Dentistry academic staff in measurement and evaluation,
- ç) To periodically review applied measurement and evaluation methods and ensure they are updated to increase validity and reliability,
- d) To conduct technical analyses of examinations and ensure that examinations become appropriate, standard, objective and of high measurement value,
- e) To take part in creating and managing a question bank,
- f) To monitor national and international activities on measurement and evaluation and to inform the Deanship and other units about them,
- g) Where necessary, to establish working groups and to benefit from the opinions of participants from other institutions,
- ğ) To work in coordination with other Dental Education groups and, when necessary, jointly with them.

ARTICLE 8 – Duties and responsibilities related to program evaluation

- (1) The Commission's duties and responsibilities related to program evaluation are as follows:
- a) To determine and ensure development of evaluation tools and methods that will enable evaluation of the pre-graduation program in terms of planning, sustainability and effects,
 - b) To collect and analyze data for program evaluation; to evaluate and report it; and, additionally, to prepare and present year-end evaluation reports,
 - c) Where necessary, to ensure the development of new evaluation scales and to propose and apply new methods,
 - ç) To ensure that program evaluation results are shared with all stakeholders,
 - d) By following developments in the field of program evaluation in dental education, to reflect these in institutional practices.

CHAPTER FOUR

Final Provisions

ARTICLE 9 – Entry into force

- (1) This Directive enters into force on the date it is adopted by the Senate of Istanbul Aydın University, to be applied as of its publication date.

ARTICLE 10 – Execution

- (1) The provisions of this Directive are executed by the Dean of the Faculty of Dentistry on behalf of Istanbul Aydın University Faculty of Dentistry.