

ISTANBUL AYDIN UNIVERSITY

WORKING PROCEDURES AND PRINCIPLES OF THE STRATEGIC PLANNING AND QUALITY COMMISSION

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – Purpose and scope

(1) The purpose of these Procedures and Principles is to regulate the principles regarding the objectives, fields of activity, working groups and working method of the Istanbul Aydın University Quality Commission.

ARTICLE 2 – Legal basis

(1) These Procedures and Principles have been prepared based on Articles 7 and 8 of the Higher Education Quality Assurance Regulation published in the Official Gazette dated 23 July 2015 and numbered 29423.

ARTICLE 3 – Definitions

(1) In these procedures and principles, the following terms shall mean:

- a) Academic Unit: Faculties, Institutes, Schools, Vocational Schools, and Application and Research Centers affiliated with Istanbul Aydın University,
- b) Academic Unit Quality Commission: the commission responsible for organizing and conducting quality evaluation and assurance studies and accreditation studies in Istanbul Aydın University Academic Units,
- c) Accreditation: the evaluation and external quality assurance process conducted by an external evaluator institution to measure whether a higher education program meets predetermined academic and field-specific standards in a certain field,
- ç) External Evaluation: the external evaluation process conducted by external evaluators authorized by the Higher Education Quality Council or by independent external evaluation organizations recognized by the Council of Higher Education and holding an Independent Quality Evaluation Registration Certificate, to evaluate the quality of a higher education institution or program's education–training and research activities and administrative services,
- d) External Evaluation and Accreditation Organizations: domestic or foreign organizations recognized by the Council of Higher Education and holding a Quality Evaluation Registration Certificate,

e) External Evaluators: persons assigned by the Higher Education Quality Council to serve in the institutional external evaluation process of higher education institutions and competent to conduct the external evaluation process,

f) Internal Evaluation: evaluation of the quality of education–training and research activities and administrative services and institutional quality improvement studies by evaluators to be assigned by the Commission,

g) Quality Evaluation Registration Certificate: the certificate approved by the Council of Higher Education upon the recommendation of the Higher Education Quality Council, indicating that independent institutions or organizations are authorized to evaluate the quality level and quality improvement studies of education–training and research activities and administrative services in higher education institutions,

ğ) Quality Assurance: all planned and systematic processes carried out to be able to provide assurance that a higher education institution or program fully fulfills quality and performance processes compatible with internal and external quality standards,

h) Quality Commission: the commission established by the Higher Education Quality Assurance Regulation, responsible for organizing and conducting quality evaluation and assurance studies and accreditation studies,

ı) Chair of the Quality Commission: the Rector who chairs the Istanbul Aydın University Quality Commission; in the Rector's absence, the Vice Rector,

i) Corporate Strategic Planning and Quality Coordination Unit: the unit that prepares a strategic plan with participatory methods and continuously monitors the related performance indicators in order to: form the institution's mission and vision regarding the future; determine strategic goals and measurable targets; measure performance in line with predetermined indicators; and monitor and evaluate this process within the framework of development plans, programs, relevant legislation and adopted basic principles,

j) Turkish Higher Education Qualifications Framework (TYYÇ): the National Qualifications Framework defined for higher education,

k) National Qualifications Framework: a system that explains the relationship among higher education qualifications at the national level or at the level of an education system, in which qualifications recognized by national and international stakeholders are structured within a certain order,

l) Higher Education Quality Council: the council established by the Higher Education Quality Assurance Regulation and responsible for organizing and conducting quality evaluation and assurance studies and accreditation studies in higher education institutions,

m) Higher Education Evaluation and Quality Assurance Status Report: the report prepared or commissioned each year by the Higher Education Quality Council by taking into account the

institutional evaluation reports of higher education institutions that have undergone external evaluation during the relevant year,

n) Higher Education Institution Performance Evaluation Report: the report prepared each year by a higher education institution, containing the results of its institutional evaluation and quality improvement studies.

CHAPTER TWO

Establishment and Operation of the Commission; Duties and Responsibilities; Authorities; Implementation and Monitoring of Commission Decisions

ARTICLE 4 – Establishment and operation of the Commission

(1) The working principles of the Commission are as follows:

- a) The Rector chairs the Commission; in the Rector's absence, one of the Vice Rectors chairs it.
- b) Commission members consist of members determined by the Senate, provided that they are not more than one from the same Faculty, Institute, School, Vocational School, and from different scientific fields. Among Commission members are: one faculty member from each faculty and school; the Chair and Coordinator of the Scientific Research Projects Commission; the Director of the Scientific and Technological Research Center; the Secretary General; the Head of the Strategy Development Department; and the Student Representative.
- c) The term of office of the Student Representative is one year; the term of office of other members is four years. Members may be reappointed at the end of these terms. If membership becomes vacant for any reason, the Senate determines the member to replace the vacant member.
- ç) The term of office of those who do not attend a total of four meetings in a year without a valid excuse, and those who cannot perform their duty due to illness, accident or another reason for more than six months, ends. If deemed necessary, Commission members may be changed by the Senate.
- d) The Commission meets at least once every two months and upon the call of the Chair. The agenda items, place, date/time and duration of meetings are determined by the Chair and notified to participants in writing two (2) days in advance. In addition, upon the written request of one-third of the members, the Chair calls the Commission to a meeting within seven (7) days with the requested agenda. The meeting agenda may be changed by a Commission decision upon the proposal of members during the meeting.
- e) The Commission convenes with an absolute majority of the full number of members and decisions are taken by the absolute majority of those present. In case of a tie, it is deemed that a

decision has been made in line with the Chair's vote. Decisions taken are recorded in the meeting minutes or decision book and are signed by the Chair and members at the next meeting.

f) After discussions on the agenda are completed, the agenda item is put to vote. Voting is open. Abstentions are not permitted. Members who dissent communicate their written dissenting opinions to the Commission by the next meeting day. Members who do not submit a dissenting opinion are deemed to have agreed with the Commission decision.

g) Decisions are recorded with minutes signed by the Chair and members. Each decision is given a serial number starting from the beginning of each calendar year. Decisions include: meeting date, decision number, decision text, the names of the Chair and members participating, and, if any, the reasons for dissenting votes.

ğ) Decisions are prepared in two copies; one is kept in the Commission file, and the other is bound annually.

h) The office and personnel support services of the Commission are carried out by the Strategy Development Department. Rapporteurship is carried out by the Head of the Strategy Development Department.

(2) If deemed necessary, the Commission may establish sub-commissions, working groups and advisory boards outside the Commission, which may also include persons who are not Commission members.

ARTICLE 5 – Duties and responsibilities of the Commission

a) In line with the institution's strategic plan and targets, to establish an internal and external quality assurance system for evaluating and improving the quality of education–training and research activities and administrative services, to identify institutional indicators, to conduct the studies to be carried out within this scope in line with the procedures and principles determined by the Higher Education Quality Council, and to submit these studies to the approval of the Senate,

b) To conduct internal evaluation studies and prepare the annual institutional evaluation report containing the results of institutional evaluation and quality improvement studies and submit it to the Senate; to share the approved annual institutional evaluation report with the public in a manner accessible from the main page of the University website,

c) To make the necessary preparations in the external evaluation process and provide all kinds of support to the Higher Education Quality Council and external evaluator institutions,

ç) To work in cooperation with Academic Unit Quality Commissions and provide the necessary support in their activities.

ARTICLE 6 – Authorities of the Commission

- a) To monitor, examine and evaluate quality assurance studies within the framework of Article 5 of these Procedures and Principles and, where necessary, to conduct on-site studies or have working teams conduct them,
- b) To establish temporary or permanent working teams within the scope of quality assurance studies,
- c) To carry out trainings, meetings, workshops and similar activities within the scope of developing and disseminating a quality culture,
- ç) To determine the person, unit or team that will prepare the annual institutional evaluation report and submit the report to the Senate,
- d) To determine standards on matters within its field of duty; to adopt forms, guides and decisions,
- e) To evaluate applications and monitor their results,
- f) To conduct studies such as surveys, examinations, research and other work related to quality assurance, evaluate the data, and publish what it deems necessary,
- g) To correspond directly with persons and units within the University,
- ğ) Before discussing matters requiring examination and research, to request reports or documents to be prepared by persons, units or teams,
- h) To make assignments regarding which Commission members will carry out studies aimed at implementing and improving decisions taken.

ARTICLE 7 – Implementation of Commission decisions

- a) The Commission is represented by the Chair. In the decisions taken, the persons responsible for implementation and follow-up are specified. Decisions are notified by the Chair to the relevant persons and units. Correspondence on behalf of the Commission is carried out with the Chair's signature.
- b) Decisions are implemented by the relevant units or persons. Implementation is evaluated at each Commission meeting before moving on to the agenda. Monitoring of implementations deemed sufficient by the Commission is carried out in accordance with Article 8 of these Procedures and Principles.
- c) For implementations deemed insufficient by the Commission, the Rector may be requested to assign another unit, person or working team.
- ç) The Rector may be requested to appoint a consultant by the Commission to provide guidance services such as training and technical support to the units, persons or teams responsible for implementing decisions.

d) All kinds of expenditures related to quality assurance to be carried out for implementing decisions are covered from the appropriation to be allocated in the budget for the relevant subject.

ARTICLE 8 – Monitoring of Commission decisions

a) Monitoring of studies related to the quality assurance system and Commission decisions is carried out by internal auditors or by persons determined by the Commission.

b) Before moving on to the meeting agenda, a person is assigned to follow up each decision implementation and informs the Commission about the latest status of the implementation.

c) The latest status of implementation of decisions is reported to the Commission each year as of the end of December by the Corporate Strategic Planning and Quality Coordination Unit. After the members examine the report, it is discussed by the Commission.

CHAPTER THREE

Working Bodies of the Strategic Planning and Quality Commission

ARTICLE 9 – Academic Unit Quality Commission

a) The Academic Unit Quality Commission consists of at least five members, under the chairmanship of the Dean/Institute Director/School Director/Vocational School Director, including: Department/Program Chairs in Faculties, Schools and Vocational Schools; Department Chairs in Institutes; faculty members from different departments/major fields; the academic unit secretary; and the student representative. This commission is announced on the relevant unit's website.

b) In the absence of the Dean/Institute Director/School Director/Vocational School Director, the chairmanship of the Unit Quality Commission is carried out by the assistant assigned by the Dean/Director.

c) The term of office of the commission members determined by the Faculty/Institute/School/Vocational School Board is four years. A new member is determined by the Faculty/Institute/School/Vocational School Board in place of a member whose term ends or who resigns, in line with the explanations in Article 9(a). A member appointed in place of a member who resigns before the end of the term serves for the remaining term of the replaced member.

ç) Student representatives consist of associate, undergraduate and/or graduate student representatives and/or these persons become ex officio members of the Academic Unit Quality Commission. The Student Representative is selected by the Faculty/Institute/School/Vocational School Board.

ARTICLE 10 – Working procedures and principles of the Academic Unit Quality Commission

The Academic Unit Quality Commission works in line with the procedures and principles below to be able to fulfill the duties assigned to it:

- a) The Academic Unit Quality Commission meets at least six (6) times a year upon the call of the Chair or upon the written request of an absolute majority of board members. The meeting date is determined by the Chair.
- b) The Academic Unit Quality Commission convenes with an absolute majority of the full number of members and takes decisions by the absolute majority of those present. In case of a tie, it is deemed that a decision has been made in line with the Chair's vote.
- c) The office and personnel support services of the Academic Unit Quality Commission are provided by the relevant Faculty/Institute/School/Vocational School Directorate.

ARTICLE 11 – Duties and responsibilities of the Academic Unit Quality Commission

The duties of the Academic Unit Quality Commission are as follows:

- a) In line with the University's strategic plan and targets, to establish an internal and external quality assurance system in academic units regarding evaluation and improvement of the education–training and research activities and administrative services of academic units; to determine scientific indicators; to carry out studies within this scope in line with the procedures and principles determined by the Istanbul Aydın University Quality Commission; and to submit to the Istanbul Aydın University Quality Commission a report containing these studies in accordance with the determined calendar,
- b) To make the necessary preparations related to the unit in the external evaluation process and provide all kinds of support related to the unit to the Higher Education Quality Council and external evaluator institutions,
- c) To conduct its activities in cooperation with the Istanbul Aydın University Quality Commission.

CHAPTER FOUR Final Provisions

ARTICLE 12 – Entry into force

These Procedures and Principles enter into force on the date they are adopted by the Senate.

ARTICLE 13 – Execution

The provisions of these Procedures and Principles are executed by the Rector.