

**ISTANBUL AYDIN UNIVERSITY STRATEGIC PLANNING AND QUALITY COMMISSION WORKING  
PROCEDURES AND PRINCIPLES**

**SECTION ONE**

**Purpose, Content, Grounds and Definitions**

**Purpose and Content**

**ARTICLE 1-** The purpose of these Procedures and Principles; to regulate the principles regarding purposes, field of activity, working groups and the way of work of Istanbul Aydin University Quality Commission.

**Grounds**

**ARTICLE 2-** These procedures and principles were prepared in accordance with the 7<sup>th</sup> and 8<sup>th</sup> Articles of the Higher Education Quality Assurance Regulation published on the Official Gazette numbered 29432 and dated July 23, 2015.

**Definitions**

**ARTICLE 3-** The definitions of the terms in the part of the procedures and principles are as follows;

- a) Academic Unit: The Faculties, Institutes, Schools, Vocational Schools, Application Research Centers affiliated to Istanbul Aydin University,
- b) Academic Unit Quality Commission: The Commission is responsible from quality evaluation and assurance studies and the regulation and execution of accreditation studies in the Academic Units of Istanbul Aydin University,
- c) Accreditation: It is an evaluation and external quality assurance process to measure whether a higher education program meets the pre-determined academic and area-specific standards in a specific area determined by an external evaluator institution,
- d) External Evaluation: An external evaluation process carried out by the external evaluators authorized by the Higher Education Quality Board or external evaluation institutions recognized by the Council of Higher Education and having an independent Quality Assessment Registration Certificate to measure the quality of educational and research activities and administrative services of a higher education institution or program,
- e) External Evaluation and Accreditation Institutions: The institutions with a Quality Assessment Registration Certificate, operating in Turkey or abroad and recognized by the Council of Higher Education,
- f) External Evaluators: The persons who are competent to conduct the external evaluation process and appointed by the Higher Education Quality Board to serve in the institutional external evaluation process of higher education institutions,
- g) Internal Evaluation: It is evaluating the quality of educational and research activities and administrative services and corporate quality development studies by the evaluators assigned by the commission,
- h) Quality Assessment Registration Certificate: The document showing that independent institutions or organizations, approved by the Council of Higher Education upon the proposal of the Higher Education Quality Board, are authorized to evaluate the quality level and quality development of administrative services in higher education institutions,
- i) Quality Assurance: All planned and systematic procedures to provide assurance that a higher education institution or program fully fulfills the quality and performance processes in line with internal and external quality standards,

- j) Quality Commission: the commission responsible from quality evaluation and assurance studies established with the Higher Education Quality Assurance Regulation and regulation and implementation of accreditation studies,
- k) President of the Quality Commission: The Rector chairing Istanbul Aydın University Quality Commission, Vice Rector in the absence of the Rector,
- l) Institutional Strategic Planning and Quality Coordination Unit: To establish future mission and vision of our higher education institution within the framework of development plans, programs, relevant legislation and the adopted basic principles; to determine strategical goals and measurable targets; measure performance according to predetermined indicators; to prepare a strategic plan with participatory methods to monitor and evaluate this process; to continuously monitor the relevant performance indicators,
- m) National Qualifications Framework for Higher Education in Turkey (NQF-HETR): The National Qualifications Framework described for higher education,
- n) National Qualifications Framework: A system describing the relationship between higher education qualifications at the national level or at an educational system level and a system in which the qualifications recognized by national and international stakeholders are structured in a specific order.
- o) Higher Education Quality Committee: The committee responsible for quality assessment and assurance in higher institutions and organization and conduct of accreditation work,
- p) Higher Education Evaluation and Quality Assurance Information Report: The Higher Education Quality Committee annually prepares a report or have the report prepared by taking into consideration the institutional evaluation reports of higher education institutions that have been externally evaluated within the relevant year,
- q) Higher Education Institution Performance Evaluation Report: The report that is annually prepared by the related higher education institution and including the results of institutional evaluation and quality development studies of a higher education institution.

## **SECTION TWO**

### **The Formation, Operation, Tasks, Responsibilities, Authorization of the Commission and Implementation and Follow-Up of the Commission Decisions**

#### **The Formation and Operation of the Commission**

**ARTICLE 4- (1)** The working principles of the Commission are as follows;

- a) The commission is chaired by the Rector, and the Deputy Rector chairs the commission in the absence of the Rector.
- b) The members of the commission are determined by the Senate under the condition that they are from different faculties, institutes, schools, vocational schools and working in different fields of science. The commission members are as follows; one Academic Member from each faculties and schools, a President and coordinator of Scientific Research Projects Commission, Director of Scientific and Technological Research Center, General Secretary, Head of Strategy Development and Student Representative.
- c) The period of office of the Student Representative is one year and the other members are four years. Members can be re-assigned at the end of this period. If one of the members leaves for any reason, the Senate determines the new member.
- d) Those who do not attend four meetings in one year without a valid excuse and who are unable to perform their duties for an illness, accident or other reason for more than six

months will terminate their duties. If deemed necessary, the members of the commission may be replaced by the Senate.

- e) The Commission meets at least once every 2 months and upon the call of the chairman. The agenda items, place, time and duration of the meetings are determined by the chairman, and the attenders are informed in written form two (2) days before the meeting. In addition, the chairman invites the committee to a meeting on a written request of one third of the members with the requested agenda and within seven (7) days.
- f) The Commission convenes with the absolute majority of the total number of members and decisions are taken by the absolute majority of the participants. If the votes are equal, the vote of the chairman determines the decision. The decisions are recorded in the minutes or resolution book of the meeting and signed by the chairman and members at the next meeting.
- g) The agenda topic is submitted to the vote after the negotiations on the agenda are completed. Open vote is carried out. Abstaining from a vote is not possible. The members who are opposed to the decisions must forward their dissenting opinions to the commission in writing until the next meeting day. The members who do not forward their dissenting opinions will be accepted as that they agree with the decision.
- h) The decisions are determined by the minutes signed by the Chairman and members. The decisions are given a sequence number from the beginning of each calendar year. Decisions include the date of the meeting, the number of decisions, the decision text, the names of the Chairman and members attending the meeting, and the reasons for opposing votes.
- i) The decisions are prepared in two copies and one copy is stored in the Commission file and one copy is bound on an annual basis.
- j) Office and personnel support services of the Commission are carried out by the head of Strategy Development. (2) If the Commission deems it necessary, sub-committees, working groups and advisory boards may be formed, these formations are apart from the Commissions and includes non-commissioned persons.

### **The tasks and responsibilities of the Commission**

#### **ARTICLE 5-**

- a) To establish internal and external quality assurance system through the evaluation of educational and research activities, administrative services and improvement of quality; to determine institutional indicators; to carry out these studies in accordance with the procedures and principles determined by the Higher Education Quality Committee; to present these works for the approval of the Senate,
- b) To carry out internal evaluation studies; to prepare annual corporate evaluation report including results of institutional evaluation and quality improvement studies; to present this report to the Senate; to share the approved annual corporate evaluation report with the public on our university's main website,
- c) To make necessary preparations during the external evaluation process; to give all kinds of support to Higher Education Quality Board and external evaluators,
- d) To work in cooperation with Academic Unit Quality Commissions and to provide necessary support in their works.

### **The rights of the commission**

#### **ARTICLE 6-**

- a) To monitor, analyze, evaluate the quality assurance studies within the 5<sup>th</sup> article of this Procedure and Principles, to do on-site work or have working groups do it when necessary.
- b) To establish temporary or permanent work teams within the scope of quality assurance works,
- c) To carry out trainings, meetings, workshops and similar activities within the scope of the development and dissemination of quality culture,
- d) To determine the person, unit or team to prepare the annual corporate evaluation report and submit the report to the Senate,
- e) To set standards on issues related to the task field; to create forms, guides and take decisions,
- f) To evaluate the applications and to monitor the results,
- g) To carry out studies, investigations, research and other studies related to quality assurance, to evaluate the data and to publish what is deemed necessary,
- h) To exchange direct correspondence with people and units in our university,
- i) To ask for the preparation of a report or document from the person, unit or team before discussing the issues that need to be examined and researched,
- j) To appoint commission members to carry out works with the aim of implementing and developing decisions,

### **Implementation of the Commission Decisions**

#### **ARTICLE 7-**

- a) The Commission is represented by the President. Persons responsible for the implementation and follow-up of decisions are indicated. The decisions are notified by the chairman to related persons and units. The correspondence on behalf of the Commission is exchanged under the signature of the President.
- b) Decisions are implemented by the relevant units or persons. Implementations are evaluated at each commission meeting before discussing the agenda. Monitoring the practices deemed adequate by the Commission is carried out in accordance with the Article 8 of this Rules and procedures.
- c) If an implementation is deemed insufficient by the Commission, another unit, person or work team for applications may be requested from the Rector.
- d) When it is necessary to provide guidance services such as education and technical support to the units, persons or teams responsible for implementing the decisions, the commission may request the Rector to appoint a consultant.
- e) Any expenditure on quality assurance to implement the decisions is met by the appropriation allocated to the budget.

### **Follow-up of the Commission Decisions**

#### **ARTICLE 8**

- a) Follow-up of the studies on the quality assurance system and commission decisions are made by internal auditors or the people determined by the commission.
- b) A person who will follow the application of a decision informs the commission about the final status of the application before discussing the meeting agenda.
- c) The final status of the implementation of the decision is reported to the Commission by the Corporate Strategy Planning and Quality Coordination Unit at the end of December every year. The report in question is reviewed by the members and then discussed in the commission.

### **SECTION THREE**

#### **The working organs of the strategical planning and quality commission**

##### **Academic unit quality commission**

##### **ARTICLE 9-**

- a) Academic Unit Quality Commission consist of at least 5 members including the director of Dean/Institute / School /Vocational School as the head of the commission, the department / program directors of faculties / schools / vocational schools, head of the institutes, academic members from different departments, academic unit secretary and student representative. This commission is announced on the web page of the relevant unit.
- b) Dean/ Institute/ School/ Vocational School elects the deputy to assign as the head of the Unit Quality Commission Director in the absence of the Dean/ Institute/ School/ Vocational School.
- c) The term of office of the commission members determined by the Board of Faculty / Institute / School / Vocational School is 4 years. A new member is appointed by the Faculty/ Institute/School/Vocational School Board to replace the member whose period of office has ended or who resigned in accordance with the explanations of the article 9/(a). If a member leaves the office before the end of his/her period, the person who replaces him/her serves for the remaining period of time.
- d) Student representatives consist of Associate, Bachelor and / or graduate student representatives and / or they become natural members of the Academic Unit Quality Commission. The Student Representative is elected by the Board of the Faculty / Institute / School / Vocational School.

##### **Working Principles and Procedures of the Academic Unit Quality Commission**

**ARTICLE 10-** The Academic Unit Quality Commission works in accordance with the following procedures and principles in order to fulfill its duties:

- a) The Academic Unit Quality Commission is convened at least 6 times a year with the written request of the chairman or the absolute majority of the board members. The meeting date is determined by the president.
- b) The Academic Unit Quality Commission convenes with the absolute majority of the total number of members, and takes decisions with the absolute majority of the participants. If the votes are equal, the chairman's vote determines the decision.
- c) Academic Unit Quality Commission office and personnel support services are provided by the relevant Faculty / Institute / School / Vocational School.

##### **Tasks and Responsibilities of the Academic Unit Quality Commission**

**ARTICLE 11-** The tasks of the Academic Unit Quality Commission are as follows:

- a) To establish internal and external quality assurance system to evaluate the education and research activities and administrative services of academic units and to improve their qualities; to determine the scientific indicators; to carry out the studies to be done in this scope in accordance with the principles and procedures determined by Istanbul Aydın University Quality Commission; to submit a report containing these studies to the Quality Commission of Istanbul Aydın University in accordance with the calendar,
- b) To make necessary preparations related to its unit in the external evaluation process; to give all kinds of support to the Higher Education Quality Board and external evaluators, units;

- c) To carry out its activities in cooperation with Istanbul Aydın University Quality Commission.

#### **SECTION FOUR**

##### **Final Provisions Enforcement**

**ARTICLE 12** - These Procedures and Principles enter into force on the date of acceptance in the Senate.

##### **Implementation**

**ARTICLE 13** - The Rector executes the provisions of these Procedures and Principles.