

QUALITY ASSURANCE DIRECTIVE

IŞIK UNIVERSITY QUALITY ASSURANCE DIRECTIVE Definitions, Basis, Objective

Basis

ARTICLE 1 - (1) This Directive has been prepared based on Articles 7 and 65 of the Higher Education Law No. 2547 dated 04.11.1981 and Article 44, paragraph (b), and in accordance with the provisions of the "Higher Education Quality Assurance Regulation" which was published in the Official Gazette No. 29423 dated 23.07.2015.

Objective

ARTICLE 2 - (1) This Directive regulates the internal and external quality assurance of Işık University's education-teaching and research activities and administrative services, accreditation processes and the processes of authorization of independent external evaluation institutions and the principles regarding the duties, powers and responsibilities defined within this scope.

Definitions

ARTICLE 3 - (1) Definitions of the terms used in the present directive are as follows:

- (a) Accreditation: An evaluation and external quality assurance process that measures whether a higher education program meets the academic and field-specific standards previously set by an external evaluator in a particular field,
- (b) External Evaluation: The process of external evaluation of the quality of Işık University's education and research activities and administrative services based on institutions or units, carried out by external evaluators authorized by the Higher Education Quality Board or by external evaluation institutions with an independent Quality Evaluation Registration Certificate recognized by the Higher Education Board,
- (c) External Evaluation and Accreditation Bodies: Institutions operating in Turkey or abroad and holding a Quality Assessment Registration Certificate recognized by the Council of Higher Education,
- (d) External Evaluators: Persons authorized by the Higher Education Quality Council to carry out the external evaluation process to serve in the institutional external evaluation process of higher education institutions,
- (e) Internal Evaluation: Evaluation of the quality of administrative services and institutional quality improvement activities of Işık University by evaluators appointed by the University,
- (f) Quality Assurance: All planned and systematic processes carried out to ensure that Işık University completely fulfills the quality and performance processes in line with internal and external quality standards based on institutions or units,
- (g) Unit: Faculty, Institute, Graduate School, School, Vocational School and other academic units, Research and Application Center, General Secretariat, Departments, Offices, and similar units affiliated to Işık University,
- (h) THEQF: Turkish Higher Education Qualifications Framework,
- (i) Student Representative: The elected Student Representative of Işık University,
- (j) Commission: Quality Commission,
- (k) Rector: Rector of Işık University,
- (l) Vice Rector: Vice Rector of Işık University,
- (m) Secretary General: Secretary General of Işık University,
- (n) Senate: The Senate of Işık University,
- (o) University: Işık University.

SECTION TWO
Formation, Working Principles, Duties and Responsibilities of the Quality Commission

Formation of the Quality Commission

ARTICLE 4 - (1) The Commission is chaired by the Rector, and in the absence of the Rector, by the Vice Rector.

(2) The Commission consists of at least 12 members. The Commission has the following members:

- (a) the Rector
- (b) Vice Rector
- (c) Secretary General
- (d) Quality Coordinator
- (e) Head of Strategy Development Department
- (f) Student Representative
- (g) Members from different academic units and disciplines, preferably with experience in quality assurance systems, selected by the Senate from among the full-time faculty and staff of the University.

(3) The term of office of the Student Representative in the Commission is one year, and the term of office of the elected members is four years. If an elected member leaves before the end of his/her term of office, in the first Senate meeting, a new member is elected to complete the term of office of the departing member.

Working Principles of the Quality Commission

ARTICLE 5 - (1) The Quality Commission works in accordance with the following principles:

- (a) The Commission convenes at least three times a year, once in each academic semester and once in the summer semester, upon the call of the Chairperson.
- (b) Meeting agenda, place and date are determined by the Chairperson. Announcements are made by the Quality Coordinator.
- (c) The Commission convenes with the absolute majority of the total number of members and takes decisions with the absolute majority of those attending the meeting. In case of an equality of votes, the Chairperson shall have the tie-breaker vote.
- (d) The Commission conducts all its activities in accordance with the procedures and principles set out in the Regulation on Higher Education Quality Assurance, the Institutional External Evaluation Procedures prepared by the Higher Education Quality Board, and the Institutional Internal Evaluation Report Preparation Guide.

(2) Office and personnel support services of the Commission shall be provided by the Strategy Development Department or Quality Coordinator's Office.

Duties and Responsibilities of the Quality Commission

ARTICLE 6 - (1) The duties and responsibilities of the Quality Commission are as follows.

- (a) To establish the institution's internal and external quality assurance system for the evaluation and improvement of the quality of education, training and research activities and administrative services in line with the University's Strategic Plan and objectives; to determine institutional guidelines; to submit its activities to the Senate for approval.
- (b) To conduct internal evaluation activities and institutional evaluation and quality improvement
- (c) To prepare the annual institutional evaluation report including the results of the studies and submit it to the Senate for approval
- (c) To establish temporary sub-working groups or commissions upon the recommendation of the Quality Coordinator when necessary
- (d) To make the necessary preparations for the external evaluation process and to provide all kinds of support to the Higher Education Quality Council and External Evaluation and Accreditation Boards.

- (e) To develop and implement improvement plans for the areas identified as open to improvement in the Internal and External Evaluation reports and to present these plans to the Senate
- (f) To ensure the development of a mass culture based on participation in the implementation of quality management processes at the University, effective and efficient use of resources, improvement of processes and to make it widespread.

SECTION THREE

Formation, Duties and Responsibilities of the Quality Coordination Unit

Formation of the Quality Coordination Unit

ARTICLE 7 -(1) The Quality Coordinator consists of a quality coordinator and support staff.

(2) The Coordinator is appointed by the Rector from among the full-time faculty members of the University for a term of four years.

(3) The Coordinator is an essential member of the Quality Commission.

Duties and Responsibilities of the Quality Coordination Unit

ARTICLE 8 -(1) The duties of the Quality Coordinator are as follows:

(a) To develop and popularize the quality culture at the University, to plan training and similar activities for this purpose,

(b) To establish University's internal and external quality assurance systems, "

(c) Coordination of unit quality commissions and monitoring of their activities,

(d) To recommend the establishment of temporary sub-working groups or commissions when necessary and coordinating their activities,

(d) To identify, monitor and improve existing business processes,

(e) Establishment of a documentation infrastructure,

(f) In coordination with the Strategy Development Department, periodic monitoring and reporting of the measurable targets and performance indicators of the academic and administrative units of the University,

(g) To structure the programs in accordance with the program and learning outcomes related to THEQF, and fulfill the requirements of the accreditation process,

(h) To monitor the expectations and feedback of internal and external stakeholders; prepare and evaluate academic staff, administrative staff, student, and alumni satisfaction surveys, to design, implement and report studies,

(i) Public disclosure of reports on internal and external evaluation,

(j) To support the Quality Commission in carrying out the necessary work in accordance with the procedures and principles set out in this directive and the decisions of the Quality Commission

SECTION FOUR

Formation, Working Principles, Duties and Responsibilities of Unit Quality Commissions

Formation of Unit Quality Commissions

ARTICLE 9 - (1) The Unit Quality Commission is chaired by the Dean/Director/President of the relevant unit and consists of at least three and at most five members.

(2) The members are selected by the Chairperson, preferably among full-time faculty members of the unit who are experienced in accreditation, internal and/or external assessment, and approved by the Quality Commission.

(3) For departments with students, the elected student representative of the unit also takes part in the commission.

(4) The term of office of the student representative in the Unit Quality Commission is one year and the term of office of the other members is three years.

In the event that one of the elected members leaves before the end of his/her term, a new member is elected to complete the remaining term of the outgoing member.

Working Principles of Unit Quality Commissions

ARTICLE 10 -(1) Unit Quality Commissions work in accordance with the following principles:

- (a) The Unit Quality Commission shall convene at least four times in each academic year upon the Chairperson's call.
- (b) The date, agenda and venue of the meeting shall be determined by the Chairperson and announced to the members.
- (c) The Unit Quality Commission convenes with the absolute majority of the total number of members and takes decisions with the absolute majority of those attending the meeting. In the case of equality of votes, the Chairperson shall have the tie-breaker vote.

Duties and Responsibilities of Unit Quality Commissions

ARTICLE 11 - (1) The duties of the Unit Quality Commissions are as follows:

- (a) In line with the University's strategic plan and objectives, to design and operate the unit's internal and external quality assurance system for evaluating and improving the quality of the unit's education, training, research activities and administrative services, with the approval of the University Quality Commission,
- (b) To prepare the unit internal evaluation report and submit it to the University Quality Commission through the Quality Coordinator,
- (c) To carry out other necessary activities, in accordance with the procedures and principles determined by this directive and the Quality Commission.

SECTION FIVE Enforcement and Execution

Enforcement

ARTICLE 12 -(1) This Directive shall be effective as of its date of acceptance by the Senate.

Execution

ARTICLE 13 -(1) The provisions of this Directive shall be executed by the Rector of Işık University.