

**ISTINYE UNIVERSITY
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
25/04/2018	10.00	07

ISTINYE UNIVERSITY QUALITY ASSURANCE DIRECTIVE

SECTION ONE

Purpose, Scope, Legal Basis and Definitions

Purpose and Scope

ARTICLE 1 - (1) This Directive was prepared in order to regulate the principles regarding the internal and external quality assurance and accreditation processes of the education and research activities as well as the administrative services of Istinye University; and the duties, powers and responsibilities defined in this respect, and to establish the working procedures and principles of the Istinye University Quality Commission.

Basis

ARTICLE 2 - (1) This Directive was prepared based on Articles 7 and 65, and paragraph (b) of Article 44 of the Higher Education Law No. 2547 dated 04/11/1981, and in accordance with the provisions of the Regulation on Quality Assurance in Higher Education which entered into force by being published in the Official Gazette No. 29423 dated July 23, 2015.

Definitions

ARTICLE 3 - (1) In this Directive;

a) Academic Unit: refers to each of the Faculties, Institutes, Vocational Schools and Application and Research centers of Istinye University,

b) Accreditation: refers to the process of evaluation and external quality assurance, whereby whether the pre-determined academic and field-specific standards in a particular field are satisfied or not by a higher education program is evaluated by an external evaluator institution,

c) External Evaluator: refers to individuals who are qualified to carry out the external evaluation process and are assigned by the Higher Education Quality Council to serve in the institutional external evaluation process of higher education institutions,

d) External Evaluation and Accreditation Institutions: refer to institutions operating in Turkey or abroad, which are recognized by the Council of Higher Education and have a Quality Assessment Registry Certificate,

e) External Evaluation: refers to the process of the external evaluation of the quality of a higher education institution's or program's educational and research activities and administrative services, which is carried out by external evaluators authorized by the Higher Education Quality Council or by independent external evaluation institutions with a Quality Assessment Registry Certificate, which are recognized by the Council of Higher Education,

f) Internal Evaluation: refers to the evaluation of the quality of the educational and research activities and administrative services, and institutional quality improvement activities of a higher education institution by evaluators who shall be appointed by the relevant higher education institution,

g) Quality Sub-Commissions/Sub-Commissions: refers to the Quality Sub-Commissions of Education, Research and Development, and Administrative and Financial Management System, which are established to carry out activities in accordance with the procedures and principles specified in this Directive,

h) Quality Commission/Commission: refers to the Istinye University Quality Commission,

i) Quality Assessment Registry Certificate: refers to the certificate that is approved by the Council of Higher Education upon the proposal of the Higher Education Quality Council, indicating that independent institutions or organizations are authorized to evaluate the quality level of the educational and research activities and administrative services, and the quality improvement activities of higher education institutions,

j) Quality Assurance: refers to all the planned and systematic work undertaken to provide assurance that a higher education institution or program fully complies with quality and performance processes that are consistent with the internal and external quality standards,

j) Rector: refers to the Rector of Istinye University,

k) Vice Rector: refers to the Vice Rector who is responsible for the quality assurance and rating activities of Istinye University,

l) Senate: refers to the Istinye University Senate,

m) University: refers to Istinye University,

n) Higher Education Quality Council: refers to the Council which is established as per the Regulation on Quality Assurance in Higher Education and is responsible for the organization and execution of quality assessment and assurance activities and accreditation activities in higher education

institutions.

SECTION TWO

Establishment, Duties and Responsibilities of the Istinye University Quality Commission

Istinye university quality commission

ARTICLE 4 - (1) The Istinye University Quality Commission is established to carry out the internal and external evaluation and quality improvement activities.

(2) The Commission consists of the individuals listed below:

a) Rector

b) Vice Rector

c) One member from each academic unit (not more than one from the same scientific discipline)

d) Quality Coordinator

e) Coordinator of the University Strategic Plan

f) Secretary General

g) Finance Director

h) Student Center Director i) Human Resources Director

j) Student Representative

(3) The chairman of the commission is the Rector of Istinye University and the Vice Rector in the absence of the Rector.

(4) The number of members, the election of members from academic units and the term of membership which cannot be less than two years, shall be determined by the Senate and shared with the public on the University website. The student representative is appointed for a term of one year in accordance with the principles and procedures to be determined by the Senate.

Duties of the commission

ARTICLE 5 - (1) The duties of the Commission are as follows:

a) To establish the internal and external quality assurance system of the institution, for the evaluation and improvement of the quality of education and research activities and administrative services in line with the strategic plan and objectives of the University. To identify the institutional indicators, to perform the activities to be carried out in this respect in accordance with the procedures and principles set by the Higher Education Quality Council, and to submit such activities for the approval of the Senate.

b) To conduct the internal evaluation activities, to prepare the annual institutional evaluation report which includes the results of the institutional evaluation and quality improvement activities and present them to the Senate, and to share the approved annual institutional evaluation report with the public on the website of the institution.

c) To make the necessary preparations for the process of external evaluation. To provide all kinds of support to the Higher Education Quality Council and the external evaluators.

Manner and duration of the meeting of the Commission

ARTICLE 6 - (1) The Quality Commission shall convene once a month at a pre-determined date, time and place upon the call of the President of the Quality Commission or the written request of the absolute majority of the members of the Commission. Where necessary, the President may call a meeting of the Quality Commission.

(2) The Quality Commission shall convene with the absolute majority of the total number of members and shall take decisions with the absolute majority of the meeting participants. The quorum cannot be less than one quarter of the total number of members. If there is an equality of the votes, the decision shall be deemed to have been made in accordance with the vote of the President of the Quality Commission.

Term and expiry of the Commission membership

ARTICLE 7 - (1) The term of office of the members determined by the Senate for the Quality Commission is two years and the term of office of the student representative is one year. The term of office of the members of the Commission, whose memberships are based on their employment is unlimited for the duration of their employment. Members whose term of office expires may be re-appointed by the Senate. Members of the Quality Commission may be dismissed before their term of office expires, in accordance with the procedure for their election.

(2) If the membership becomes vacant before the expiry of the term, a new member shall be assigned by the same method so that s/he can complete the remaining term of the previous member. Commission membership shall be terminated under the following conditions;

a) confirmation by a medical board report that the member has a disease or a disability that would prevent him/her from continuously performing his/her duties,

b) Withdrawal from Board membership,

c) Failure of participation in three meetings in one calendar year, without a leave of absence or an excuse, d) The dismissal of the member by the

Senate.

Quality Coordinator

ARTICLE 8 - (1) A Quality Coordinator is appointed by the Rector for a period of two years by being selected from the full-time faculty members of the University or individuals who are experts in their fields. The Coordinator whose term of office expires may be re-appointed or dismissed before the end of his/her term in accordance with the procedure for his/her appointment.

(2) Sufficient support personnel are assigned to assist the coordinator in his/her work.

Duties of the quality coordinator

ARTICLE 9 - (1) The duties of the Quality Coordinator are as follows:

a) Conducts the necessary activities in line with the decisions of the Quality Commission and the procedures and principles set out by this Directive.

b) Coordinates the process of the identification and finalization of the targets and performance indicators for the “Strategic Plan” which shall be jointly prepared or renewed by the academic and administrative units of the University.

c) Ensures that the measurable targets of the University and the academic units, which are included in the Strategic Plan, and the performance indicators of such targets are periodically monitored and reported.

d) Coordinates the activities for the establishment of the internal and external quality assurance system of the University.

SECTION THREE

Quality Sub-Commissions and Their Duties

Sub-Commissions

ARTICLE 10 - (1) The following sub-committees are established under the Istinye University Quality Commission:

- a) Quality Sub-Commission of Education and Training.
- b) Quality Sub-Commission of Research and Development.
- c) Quality Sub-Commission of Administrative and Financial Management System.

(2) Sub-Commissions are appointed by the Senate for two years, upon the suggestion of the Quality Commission, each consisting of five individuals.

- a) Sub-Commission of Education and Training: Consists of at least three academic and two administrative personnel,
- b) Sub-Commission of Research and Development: Consists of at least three academic and two administrative personnel,
- c) Quality Sub-Commission of Administrative and Financial Management System: Consists of at least two academic and three administrative personnel.

A member whose term of office expires may be reassigned. If the membership becomes vacant before the expiry of the term, a new member shall be assigned by the same method so that s/he can complete the remaining term of the previous member.

(3) The Quality Sub-Commissions carry out their work and prepare their reports in accordance with the provisions of the Directive.

(4) Each year, the Quality Sub-Commissions regularly create and execute the work schedule and improvement plans of the following year until the beginning of the next calendar year. In addition, at the end of January each year, they complete their annual internal evaluation reports and send them to the Commission.

(5) The Quality Sub-Commissions can develop standard documents and records such as forms, sheets, tables, etc. to enable a University-level standard in their work and reports.

(6) The Quality Sub-Commissions submit the results of their work related to their duties which are identified in the Istinye University Quality Assurance Directive, to the Quality Commission in the form of reports in accordance with the set periods of time.

Duties and responsibilities of the quality sub-commissions

ARTICLE 11 - (1) The duties and responsibilities of the sub-commissions are listed below:

A) Duties and responsibilities of the quality sub-commission of education and training:

- a) To monitor the practices of the academic units of the University in relation to educational and research activities.
- b) To participate in the internal and external evaluation activities in the field of education and training under the guidance of the Quality Commission.
- c) To perform measurements and evaluations of the programs by benefiting from the results of the surveys regarding the educational objectives and gains of the programs.
- d) To carry out student-oriented learning, teaching and evaluation activities.
- e) To carry out studies that will enable students to receive more effective educational services from the time of their registration to their graduation.
- f) To carry out studies on the qualitative and quantitative adequacy of the academic staff to effectively carry out the education and training process of the University and to achieve the education and training objectives.

g) To investigate the adequacy and appropriateness of the learning environments (classrooms, computer labs, libraries, meeting rooms, workshops, clinics, laboratories, application areas, exhibition spaces, individual workspaces, etc.) which will improve the educational efficiency of the University.

h) To ensure the review and evaluation of the programs every year and to plan for updates or improvements by ensuring the participation of internal stakeholders (students and employees) and external stakeholders (employers, the business world, representatives of professional organizations, graduates, etc.) in the process.

i) To ensure that the measurable objectives of the academic units, and the performance indicators of these objectives are identified and reviewed regularly.

i) To conduct questionnaires to measure the quality and performance of the students, particularly in the areas of education and training processes, curricula and their intensity, effectiveness of the educational curricula, and student participation and satisfaction.

j) To carry out improvement activities in areas related to education and training, which are identified in the internal and external evaluation reports and require improvement.

B) Duties and responsibilities of the quality sub-commission of research and development:

a) To carry out activities on the research strategies and objectives of the University and ways of achieving these objectives.

b) To evaluate the research infrastructure of the University and develop incentive mechanisms for establishing an infrastructure that would particularly allow multidisciplinary studies to be performed.

c) TUBITAK. To evaluate the statistics of the scientific studies resulting from BAP (Scientific Research Projects), EU projects, articles, patents, etc., to review the results of the evaluations of the University by national and international rating institutions and provide suggestions to improve the research performance.

d) To carry out activities on the qualifications, development and sustainability of the research staff of the University.

e) To periodically measure and evaluate the research and development activities, based on data, and publish the results.

f) To take the necessary actions in areas related to research and development, which are identified in the internal and external evaluation reports and require improvement.

C) Duties and responsibilities of the quality sub-commission of Administrative and Financial Management System:

a) To carry out activities on the University's risk assessment and internal control system.

b) To work on governance activities in line with the efforts of the University to achieve its mission and goals.

c) To carry out evaluation and updating activities for the organization of the management and administrative units of the University.

d) To work on the evaluation of the University's human resources and human resources management and the adequacy of the administrative staff in terms of quality and quantity.

e) To work on the effective, economic and efficient use of the University's financial and movable and immovable resources for education, training and research activities as well as administrative services.

f) To work on the improvement of the University's information management system by evaluating the design, monitoring and effectiveness of the related processes.

g) To work on identifying, measuring the efficiency of and improving the quality assurance system, as part of the effectiveness and accountability of management.

h) To design the processes for informing the internal and external stakeholders of the University.

j) To carry out improvement activities in areas related to Administrative and Financial Management System, which are identified in the internal and external evaluation reports and require improvement.

SECTION FOUR

İstinye University Internal and External Quality Assurance System

Establishment of the quality assurance systems of Istinye University

ARTICLE 12 - (1) The Istinye University Quality Commission is responsible for the establishment and operation of the internal and external quality assurance system to be implemented within itself and for ensuring that the internal and external evaluation process is carried out in accordance with the implementation principles to be prepared in this respect.

Internal evaluation reports

ARTICLE 13 - (1) The Istinye University Quality Commission shall prepare an integrated internal evaluation report including the strategic plan and the annual performance program and activity report which shall cover the educational and research activities and the administrative services that support them.

(2) The Quality Sub-Commissions shall complete the internal evaluation activities by the end of January each year and shall forward them to the Quality Commission. The Quality Commission shall evaluate the internal evaluation work of the Quality Sub-Commissions and complete the Internal Evaluation Report in March. Following the approval of the Senate, the University shall send the Internal Evaluation Report to the Higher Education Quality Council for information purposes until the end of April.

Scope of the internal evaluation reports

ARTICLE 14 - (1) It includes: the internal evaluations to be performed at the University and the annual performance reports for the units and the University which shall be prepared for this purpose;

a) The mission, vision and strategic goals that are identified in light of the national strategies and goals for higher education and the policies and processes that are identified for quality assurance,

b) The measurable objectives of the academic units, the performance indicators of these objectives, and their periodic review,

c) The work on the structuring of the Program in association with the Turkish Higher Education Qualifications Program (TYYC) and based on learning outcomes and the fulfillment of the requirements of the accreditation process,

d) The work on areas that are identified during the previous internal and external evaluations and require improvement.

External evaluation process and its schedule

ARTICLE 15 - (1) The University is obliged to be evaluated at least every five years as part of a periodic institutional external evaluation process to be conducted by the Higher Education Quality Council. The external evaluation calendar of higher education institutions is prepared and announced by the Higher Education Quality Council.

(2) The external evaluation of the University is carried out by external evaluators who are recognized or assigned by the Higher Education Quality Council or by independent institutions with Quality Assessment Registry Certificates, which are recognized by the Higher Education Quality Council.

(3) An external evaluation for accreditation at a unit/program level is carried out by an independent national or international institution with a Quality Assessment Registry Certificate and is limited to the unit/program.

Scope of the external evaluation reports

ARTICLE 16 - (1) The institutional external evaluation of the University shall be carried out in such a manner that it shall cover the scope and items specified in Article 13 of the Regulation on Quality Assurance in Higher Education.

(2) Where the external evaluation is conducted at a unit/program level, the evaluation topics are limited to the topics of the area of activity/service of the unit/program to be evaluated.

Disclosure of the internal and external evaluation results to the public

ARTICLE 17 - (1) The results of the internal and external evaluations performed at the University are open to the public. The annual internal and external evaluation reports of the University are published on the website.

Budget for the quality improvement and quality assurance activities

ARTICLE 18 - (1) Any expenditure related to the work to be carried out by the University under this Directive shall be covered by the appropriation to be reserved in the relevant item of the University budget.

SECTION FIVE

Miscellaneous and Final Provisions

Cases which are not regulated

ARTICLE 19 - (1) In cases where there are no relevant provisions in this Directive, the provisions of the Regulation on Quality Assurance in Higher Education and other relevant legislation, as well as the Senate decisions shall be applied.

Effective Date

ARTICLE 20 - (1) This Directive shall become effective on the date of its approval by the Board of Trustees.

Execution

ARTICLE 21 - (1) The provisions of this Directive shall be executed by the Rector of Istinye University.