



**REPUBLIC OF TÜRKİYE
YAŞAR UNIVERSITY
DIRECTIVE ON QUALITY ASSURANCE**

**CHAPTER ONE
General Provisions**

Purpose and Scope

ARTICLE 1 – (1) The purpose of this directive is to regulate the quality assurance activities of Yaşar University and to regulate the principles regarding the establishment, duty and work of the academic and administrative units related to these activities.

Basis

ARTICLE 2 - This directive has been prepared based on the Regulation on Higher Education Quality Assurance and the Higher Education Quality Council published in the Official Gazette dated 23 November 2018, No. 30604.

Definitions

ARTICLE 3 – (1) The terms below shall refer to the following in this directive:

- a) University: Yaşar University,
- b) Board of Trustees: Board of Trustees of Yaşar University,
- c) Rector: the Rector of Yaşar University,
- d) SPMO: the Strategic Planning and Excellence Office of Yaşar University,
- e) Quality Commission: the commission responsible for the planning, evaluating and conducting the quality assurance and accreditation activities at the university,
- f) Quality Coordination Office: the unit established by the Rector in order to conduct quality services within SPMO
- g) KIDR: the Internal Assessment Report,
- h) PUKO: the cycle of Planning, Implementation, Controlling and Taking Precaution.

CHAPTER TWO

The Quality Assurance System and Its Duties

The units of Quality Assurance System

ARTICLE 4 – (1) Yaşar University quality assurance system consists of Quality Commission, Quality Coordination Office as well as the academic and administrative quality units and commissions and boards operating within the University.

The formation of the Quality Commission

ARTICLE 5 – (1) Quality Commission shall consist of the following members:

- a) Rector,
- b) Vice-Rectors,
- c) Deans of the Faculties, Directors of Colleges and Institutes,
- d) Secretary General,
- e) Head of the Financial Affairs Department,
- f) Director of the Registrar's Office

- g) Director of the Strategic Planning and Excellence Office,
- h) Student Council President,
- i) Quality Coordinator (Rapporteur).

(2) The terms of office of the Quality Commission members shall be limited to the terms of their primary duties.

(3) The duty of the Quality Commission Rapporteur shall be carried out by the Quality Coordinator.

(4) The members of the Quality Commission shall be announced to the public on the website of the university.

Duties of the Quality Commission

ARTICLE 6 - The Quality Commission shall aim to conduct quality assurance activities at the University effectively and in accordance with the University's Strategic Plan.

(2) The Quality Commission shall perform the following duties in accordance with its aim:

a) to monitor and assess the activities of the university units, to suggest proposals for the compliance of these activities with the strategic plan within the framework of the quality assurance when necessary,

b) to plan the necessary studies in order to bring new quality systems and accreditations to the university, to inform the partners,

c) to monitor the current quality systems and accreditations and to suggest proposals when necessary,

d) to plan the studies regarding the Internal Assessment Report (KIDR) and to form the internal assessment teams,

e) to prepare the annual internal evaluation report containing the results of institutional assessment and improvement studies and to submit it to the University Senate,

f) to make the necessary preparations for the institutional external assessment program, to inform the internal and external partners about the process,

g) to support the activities during the external assessment process,

h) to inform the public and the partners about the activities of the quality assurance system.

The Formation of the Quality Coordination Office

ARTICLE 7 – (1) The Quality Coordinator shall be appointed by the Rector from among full-time academic or administrative staff for a two-year term. The coordinator who comes to the end of their term in office may be reassigned.

(2) Full-time personnel who are experts in quality may be employed to support the coordinator within the coordination office.

Duties of the Quality Coordination Office

ARTICLE 8 – (1) The purpose of Yaşar University Quality Coordination Office is to design, support and monitor the University's activities related to quality systems and to ensure that the PUKO cycles are maintained.

(2) In line with this purpose, the quality coordination office shall perform the following duties:

(3) They shall collect information and data in accordance with the work schedule determined annually by the quality commission from the quality representatives in the university units in order to prepare KIDR, shall prepare the draft of the internal assessment report and submit the draft to the commission.

(4) They shall examine the reports submitted for monitoring the program accreditation activities together with the quality representatives in the academic units of the university and the quality systems with the quality representatives in the administrative units; shall hold meetings with quality representatives of the unit when necessary, shall suggest proposals for improvement and shall report the activities to the quality commission.

(5) They shall attend the meetings of the Quality Units as an audience, shall inform the attendants and suggest their proposals.

(6) They shall organize the meetings of the Quality Commission.

(7) They shall ensure that the Internal Assessment Report (KIDR) shall be submitted to the Higher Education Quality Council on time after being reviewed and approved and that it shall be shared with the public on the website of the university.

(8) They shall announce the higher education quality council conferences and related activities to the partners of the university.

(9) They shall ensure the organization of education and information events such as conferences, workshops, seminars in order to disseminate the quality culture in higher education.

Academic Quality Unit

ARTICLE 9 – (1) An Assistant Dean/Director responsible for Quality Management shall be appointed by the Dean/Director in the Faculties, Institutes and Colleges.

(2) Each Head of the Department shall assign a quality representative for their unit in every academic unit.

(3) The relevant unit director may form a wider academic quality unit when deemed necessary.

Administrative Quality Unit

ARTICLE 10 – (1) A quality representative shall be assigned by the unit director in each administrative unit.

(2) The administrative quality unit shall be formed under the presidency of the Vice-Rector for Legal and Administrative Affairs, consisting of the representatives from all administrative and financial units.

(3) A quality unit shall be established within the Vice-Rectorate for Research and Innovation, consisting of the quality representatives from the Project Support Office, Information and Technology Transfer Office, Implementation and Research Centers.

Duties of the Academic and Administrative Quality Units

ARTICLE 11 – (1) Quality units shall report and submit their periodic activities and PUKO cycles to the Quality Coordinator in July and January.

(2) Quality units shall report the process regarding the quality systems and program accreditations in the academic and administrative units they are affiliated with to the unit director. The unit director shall submit the reports received to the quality coordinator after reviewing them.

Informing the Board of Trustees

ARTICLE 12 – The Board of Trustees shall be informed by the Rector's Office about the reports of the quality units every six months.

CHAPTER THREE

Miscellaneous and Final Provisions

Enforcement

ARTICLE 9- (1) This directive shall be effective as of the date of the approval by the Board of Trustees after being accepted by Yaşar University Senate.

Execution

ARTICLE 10- (1) This Directive shall be executed by Yaşar University Rectorate.