

ALTINBAS UNIVERSITY
QUALITY ASSURANCE DIRECTIVE DIRECTIVE

PART ONE

Purpose, Scope, Basis, Definitions and Abbreviations

Objective

ARTICLE 1-This Directive has been prepared in order to determine the procedures and principles regarding the organisation of Altınbaş University's education-training, research-development and social contribution activities and administrative services, internal and external quality assurance system, strategic plan and accreditation processes in accordance with national and international standards.

Scope

ARTICLE 2-This directive covers the provisions regarding the planning, organisation, execution and monitoring of studies related to academic and administrative service evaluation, quality development, accreditation, strategic planning, periodic monitoring and improvement processes at Altınbaş University.

Basis

ARTICLE 3-This Directive has been prepared in accordance with the provisions of the "Regulation on Higher Education Quality Assurance and Higher Education Quality Board" published in the Official Gazette dated 23.11.2018 and numbered 30604.

Definitions and Abbreviations

ARTICLE 4 - In this Directive;

- a) Rector: The Rector of Altınbaş University,
- b) Senate: Altınbaş University Senate,
- c) Board: Higher Education Quality Board,
- d) Accreditation: An evaluation and external quality assurance process that measures whether a higher education programme meets predetermined, academic and field-specific standards in a particular field by an independent external evaluator,
- e) External Evaluation: The process of external evaluation of the quality of a higher education institution or programme, education-training research-development and social contribution activities and administrative services carried out by external evaluators or external evaluation institutions with an independent Quality Evaluation Registration Certificate recognised by the Higher Education Quality Board,
- f) External Evaluation and Accreditation Organisations: Institutions operating in Turkey or abroad and having a Quality Assessment Registration Certificate recognised by the Higher Education Quality Council,

- g) External Evaluators: Persons who are competent to carry out the external evaluation process assigned by the Higher Education Quality Board to work in the institutional external evaluation process of higher education institutions,
- h) Institutional Internal Evaluation: The evaluation of the quality of a higher education institution's leadership, education-training, research-development and social contribution activities, administrative services and institutional quality improvement activities by the evaluators appointed by the relevant higher education institution,
- i) Quality Assessment Registration Certificate: The document approved by the Higher Education Quality Board, showing that independent institutions or organisations are authorised to evaluate the external evaluation and quality assurance process that measures whether predetermined academic and field-specific standards in a particular field are met by a higher education programme,
- j) Quality Assurance: All planned and systematic processes carried out to provide assurance that a higher education institution or programme fully fulfils the quality and performance processes in line with internal and external quality standards,
- k) Quality Commission: Altınbaş University Quality Commission,
- l) Internal Evaluation Report (IER): The report prepared annually by the higher education institution in order to monitor the quality assurance processes of the higher education institution regarding education-training, research and social contribution activities and administrative services,
- m) Institutional External Evaluation Programme: The evaluation process to be carried out by the Quality Commission of the quality of education and training, research and development, social contribution activities and administrative services of higher education institutions,
- n) Institutional Feedback Report (IFR): The report prepared by external evaluators for the higher education institution evaluated within the scope of the institutional external evaluation programme, which includes the strengths and areas open to improvement of the institution,
- o) Performance Indicators: The tools used to measure, monitor and evaluate whether and to what extent higher education institutions have achieved their aims and objectives,
- p) Turkish Qualifications Framework: The national qualifications framework designed to be compatible with the European Qualifications Framework, which shows all the qualification principles acquired through vocational, general and academic education and training programmes, including primary, secondary and higher education, and other learning pathways,
- q) Higher Education Quality Assurance System: Principles regarding the internal and external quality assurance of higher education institutions' education-training, research and social contribution activities and administrative services, accreditation processes and the recognition and authorisation of independent external evaluation and accreditation bodies
- r) Interim Evaluation: The evaluation process in which the quality development processes of higher education institutions that have received conditional accreditation for two years or full accreditation for five years within the scope of the institutional accreditation programme are evaluated by the Board and as a result of this evaluation, full accreditation or rejection of accreditation is decided,
- s) Interim Evaluation Report: The report prepared by the evaluation team for the higher education institution evaluated within the scope of the interim evaluation,
- t) Evaluation Processes: Institutional external evaluation programme, institutional accreditation programme, monitoring programme and interim evaluation conducted by the Board,

- u) Monitoring Programme: The evaluation process in which the quality developments of higher education institutions evaluated within the scope of the institutional external evaluation programme are evaluated by the Board,
- v) Monitoring Report: The report prepared by the monitoring team for the higher education institution evaluated under the monitoring programme,
- w) Institutional Accreditation Programme: The evaluation process in which the planning, implementation, monitoring and improvement processes of higher education institutions in education and training, research and development, social contribution and administrative service processes are evaluated qualitatively and quantitatively by the Board and as a result, the decision regarding accreditation is made,
- x) Institutional Accreditation Report: It refers to the report prepared by the evaluation team for the higher education institution evaluated within the scope of the institutional accreditation programme.

PART TWO

STRATEGIC PLAN MONITORING AND QUALITY ASSURANCE COMMITTEE

Formation and Organisational Structure of the Commission

ARTICLE 5-(1) Quality Commission;

- a) Rector,
- b) Vice Rectors
- c) Secretary General
- d) Head of Strategy and Quality Assurance Department,
- e) Three from among the deans,
- f) Institute Director
- g) One person from among the School Directors,
- h) Three people from among the administrative unit heads,
- i) Other commission members are members determined by the University Senate, one representative from each academic unit with different fields of science,
- j) It consists of the Student Representative.

(2) The Commission is chaired by the Rector of the University, and in the absence of the Rector, by the Vice Rector.

(3) The number of members and the term of membership are determined by the senate and the term of membership is three years. The list of Quality Commission members is shared with the public on the Altınbaş University website.

(4) The student representative is determined within the principles and principles to be determined by the university senate and his/her term of office is one year.

(5) In the event of a vacancy among the members of the Quality Commission for any reason, a new member shall be appointed for the vacant membership within one month at the latest.

(6) Except for those who do not attend a total of four meetings in a year without a valid excuse and those who are unable to perform their duties for more than six months due to illness, accident or any other reason, the term of membership cannot be terminated before their term of office expires.

(7) The secretariat of the Commission is provided by the Strategy and Quality Assurance Department.

Working Procedures and Principles of the Quality Commission

ARTICLE 7 - The 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 case of equality of votes, the decision shall be deemed to have been made in favour of the chairman's vote. The decisions taken and reports prepared in the Quality Commission are signed by all members.

ARTICLE 8- The Quality Commission convenes at least once a month on the dates to be determined by the Strategy and Quality Assurance Department. If deemed necessary, it convenes extraordinarily within 10 (ten) days following the call of the chairman or the written request of one of the members of the Quality Commission to the Strategy and Quality Assurance Department.

ARTICLE 9- The meeting agenda of the Quality Commission is determined by the Rector until one week before the commission meeting, taking into consideration the suggestions from the members and the reports to be submitted by the commission. The decisions taken at the Quality Commission meetings are written down by the secretariat and communicated to the members.

ARTICLE 10- If deemed necessary by the Quality Commission, sub-commissions, working groups and advisory boards may be established in which persons who are not members of the Quality Commission may also take part.

Duties and Responsibilities of the Quality Commission

ARTICLE 11- (1) The duties of the Quality Commission are as follows;

- a) To determine the actions to be taken in order for the university to achieve its vision, mission and goals, their timing and responsibilities, and the performance criteria of these actions,
- b) To ensure the coordination of the strategic planning process, to establish an internal and external quality assurance system in order to evaluate, monitor and improve the quality of leadership, education-training, research-development and social contribution activities and administrative services in line with the strategic plan and objectives of the university and within the framework of the procedures and principles determined by the Board, to determine institution-specific key performance indicators, to conduct programme evaluation and to periodically present the results of the studies within this scope to the Senate,
- c) To plan and carry out internal evaluation studies, to prepare the annual "Institutional Internal Evaluation Report" containing the results of institutional external evaluation and quality development studies in January-March and submit it to the Senate for approval, to send the approved internal evaluation report to the Quality Board and to share the report approved by the Board with the public on the university's website,
- d) Developing questionnaires and evaluation scales for internal stakeholder (academic and administrative staff, students) and external stakeholder (employers, alumni, professional organisations, research sponsors, student relatives, etc.) analysis and including them in action plans, reports and improvement processes,
- e) For the agreed improvement and corrective actions; to determine the action, time, responsible and performance criteria and to make the necessary follow-ups,
- f) In the event that the University has an "External Evaluation", to make the necessary preparations, to provide all kinds of support to external evaluator institutions, boards and organisations, to ensure that the "Institutional Feedback Report" prepared as a result of external evaluations made by the Higher Education Quality Board and accepted by the "Higher Education Quality Board" is published on the university's website.

- g) To work in close relationship with the Higher Education Quality Board, to carry out studies in line with the procedures and principles to be determined by the board and to share best practices with the Higher Education Quality Board when requested,
- h) To share exemplary quality improvement activities with academic and/or administrative units,
- i) To encourage academic units/programmes to enter accreditation processes and to support these studies,
- j) In the implementation of quality management processes; to contribute to the creation of an institutional culture based on participation, using university resources more effectively and efficiently, improving processes and providing quality service.

(2) The Quality Commission is authorised to prepare and implement the regulations related to the fields of activity of the commission within the scope of these procedures and principles, which it has determined with the approval of the University administration.

Participation of Academic and Administrative Units in Quality Development Studies

ARTICLE 12 - (1) All academic and administrative units of the University support the work of the Quality Commission.

(2) Academic and Administrative Unit Quality Officers are appointed by the relevant unit administrations and notified to the Strategy and Quality Assurance Department.

(3) Academic and Administrative Unit Quality Officers coordinate the quality improvement activities of their academic units/programmes and administrative services, monitor their performance and make the results available to the Quality Commission.

Creating and Measuring Quality Assurance Culture

ARTICLE 13- (1) The internalisation and sustainability of the quality assurance system is directly related to the adoption of a quality culture within the institution. For this purpose, the Quality Commission works for the realisation of sustainable mechanisms that facilitate, alleviate individual workload. It organises trainings and monitors the quality culture by developing tools to monitor the quality culture in the institution.

PART THREE

INTERNAL EVALUATION

Internal Evaluation Process and Calendar

ARTICLE-14 - (1) The Quality Commission prepares an in-house evaluation report covering leadership, education-training, research-development and social contribution activities and all the services supporting them.

(2) The University completes its internal evaluation studies in January-March every year. The Internal Evaluation Report is uploaded to the relevant system on the dates determined by YÖKAK.

Scope of the Internal Evaluation Report

ARTICLE 15 - (1) Leadership, education-training, research-development and social contribution activities and administrative activities of units/programmes and research centres at all levels of the University

The quality of services and quality improvement activities are evaluated within the scope of internal evaluation.

(2) Internal Evaluation Report to be prepared;

- a) The university's policies and processes determined for quality assurance in line with its mission, vision, strategic goals, determined in the light of the national strategies and goals of higher education,
- b) The measurable objectives of the units, the performance indicators related to these objectives and the work for their periodic review,
- c) The work of the units/programmes to be structured in relation to the Turkish Higher Education Qualifications Framework and based on learning outcomes and to fulfil the requirements of the accreditation process,
- d) It includes studies related to the areas that emerged in the previous internal and external evaluations and areas in need of improvement.

PART FOUR

EXTERNAL EVALUATION

External Evaluation Process and Calendar

ARTICLE 16 - (1) External evaluation is carried out periodically by many domestic or foreign institutions such as evaluations by the Higher Education Quality Board, Institutional Accreditation Program, Unit Accreditation Programs, Interim Evaluations, periodic evaluations of Certification Bodies and Turquality evaluations. External evaluations of the Higher Education Quality Board are carried out in accordance with the calendar prepared by the Quality Board.

(2) External evaluation by the Higher Education Quality Board is carried out by external evaluators appointed by the Board.

(3) The external evaluation service for accreditation at the academic unit/programme level is carried out by a national or international independent institution with a Quality Assessment Registration Certificate and is limited to the unit/programme.

(4) Turquality assessment is carried out by the institution authorised and assigned by the Ministry of Trade and a representative of the Ministry. The evaluation period is determined by the Ministry. The calendar is established by consensus.

(5) The evaluation period of the assessments made by Certification Bodies is determined by the relevant certification body. The calendar is established by consensus.

Scope of External Evaluation Reports

ARTICLE— 17 - (1) The external evaluation of the University is carried out in a way to include the scope and subjects specified in Article 16 of this Directive. After the evaluation, the Institutional Feedback Report is sent to the university. "Monitoring Report" is sent to the university after the monitoring visit made by the Higher Education Quality Board, and "Institutional Accreditation Report" is sent to the university after the Institutional Accreditation Programme.

(2) If external evaluation is carried out at the unit/programme level, the evaluation topics are limited to the activity/service area topics of the unit/programme to be evaluated.

(3) Assessments made by institutions other than the Higher Education Quality Board are made in line with institution-specific standards and the report includes the realisations regarding the standards.

PART FIVE

Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 18 - In cases where there are no provisions in this Directive, the provisions of the relevant legislation and the decisions of the Senate are applied.

Enforcement

ARTICLE 19 - This Directive enters into force as of the date of its approval by the Senate.

Execution

ARTICLE 20 - The provisions of this Directive are executed by the Rector.

Legal Basis on which the Directive came into force		
Relevant Board	Decision Date	Number of Decision
Senate	19.07.2023	2023/08
Board of Trustees	23.11.2023	2023/08
Legal Basis for the Amendment to the Directive		
Relevant Board	Decision Date	Number of Decision