

ISTANBUL BEYKENT UNIVERSITY QUALITY ASSURANCE DIRECTIVE

(Senate Decision no. 2021/14 of 10/06/2021)

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Objective

ARTICLE 1- (1) This Directive regulates the internal and external quality assurance of educational and research activities, as well as administrative services at Istanbul Beykent University; it also outlines the accreditation processes for programmes, defines the relevant duties, authorities, and responsibilities, and specifies the procedures and principles for establishing and operating the Quality Council.

Scope

ARTICLE 2- (1) These Procedures and Principles govern the activities of the Istanbul University Quality Commission.

Basis

ARTICLE 3- (1) These Procedures and Principles have been prepared based on the Regulation on Higher Education Quality Assurance published in the Official Gazette No. 30604 of 23.11.2018.

Definitions

ARTICLE 4- (1) Some definitions in this Procedures and Principles are as follows:

- a) **University:** Beykent University
- b) **Senate:** Beykent University Senate
- c) **Rector:** Rector of Istanbul Beykent University
- d) **Regulation:** Regulation on Higher Education Quality Assurance published in the Official Gazette No. 30604 of 23.11.2018
- e) **Accreditation:** The evaluation and external quality assurance process conducted by an external assessor to determine whether a higher education programme meets established academic and field-specific standards within a particular discipline
- f) **External Evaluation:** The external evaluation process carried out by external evaluators authorised by the Council of Higher Education Quality Council or external evaluation institutions recognised by the Council of Higher Education and holding an independent Quality Evaluation Registration Certificate for the quality of the university's education, training and research activities and administrative services
- g) **External Evaluation and Accreditation Bodies:** National or international institutions with a Quality Assessment Registration Certificate recognised by the Council of Higher Education
- h) **Internal Evaluation:** The evaluation process of the quality of the university's education and research activities, administrative services and institutional quality development studies by the evaluators to be assigned by the University
- i) **University Quality Assurance System:** All planned and systematic procedures carried out in order to provide assurance that the University fully fulfils the quality and performance processes in line with the quality standards
- j) **Quality Commission:** Beykent University Quality Commission, which is responsible for the organisation and execution of quality assessment and assurance studies and accreditation studies within the university,
- k) **Performance Indicators:** The tools used to assess, monitor and evaluate whether and to what extent higher education institutions have achieved their targets and objectives
- l) **Institutional Self Evaluation Report:** Internal evaluation report prepared annually by the Quality Commission
- m) **Quality Evaluation Registration Certificate:** A document approved by the Council of Higher Education upon the recommendation of the Higher Education Quality Council, showing that independent institutions or organisations are authorised to evaluate the quality level and quality improvement studies of education and research activities and administrative services in higher education institutions

- n) **National Qualifications Framework for Higher Education in Turkey (NQF-HET):** The National Qualifications Framework defined for higher education
- o) **Turkish Higher Education Quality Council:** The council responsible for the organisation and execution of quality assessment and assurance studies and accreditation studies in higher education institutions.

CHAPTER TWO

Establishment, Working Principles, Duties, and Responsibilities of the Quality Commission:

Establishment of the Quality Commission

ARTICLE 5- (1) The Rector is the Chairperson of the Quality Commission. In the absence of the Rector, a Vice-Rector appointed by the Rector chairs the commission.

- (2) The members of the Quality Commission are appointed by the University Senate, comprising one representative from each field of science, with no more than one representative per faculty, school, or institute. The Secretary General, Head of the Strategy Development and Planning Department, and a student representative are also included.
- (3) The Commission convenes with the absolute majority of the total number of members and decisions are taken with the absolute majority of those attending the meeting.
- (4) If a member of the Quality Commission resigns for any reason, a new member shall be appointed to fill the vacancy within one month at the latest.

Meeting Time and Procedure

ARTICLE 6 - (1) The Quality Commission convenes at least twice a year on the dates to be determined by the Chairperson. If necessary, the Rector may call the Quality Commission to a meeting at any time.

- (2) The Commission convenes with the absolute majority of the total number of members and decisions are taken with the absolute majority of those attending the meeting. In the event of a tie, the decision shall be considered in favour of the Chairperson's vote.
- (3) If deemed necessary, the Rector may invite directors and academic and administrative staff, other than the members of the commission, as guests to the meeting to express their opinions.

Duration and Termination of Commission Membership

ARTICLE 7 – (1) The term of office of the Quality Commission members is three years. The student representative is determined by the University Senate to serve for a period of one year. Members whose term of office has expired may be reappointed by the Senate. When necessary, the members of the Quality Commission may be dismissed before the expiry of their term in accordance with the procedure for their election. If a member of the Commission resigns for any reason, a new member shall be appointed in the same manner to fill the vacancy within one month at the latest.

(2) If a member resigns before the expiry of the term for the reasons listed below, a new appointment shall be made in the same manner to complete the remaining term.

- (a) A disease or disability, as determined by a medical board report, that may prevent a member from performing their duties continuously
- (b) Withdrawal from the membership of the Commission,
- (c) Termination of academic service and retirement
- (d) Failure of a member to attend three meetings within a calendar year without permission or excuse.

Working Principles of the Quality Commission

ARTICLE 8- (1) If deemed necessary, the Commission may establish sub-commissions, working groups and advisory boards that may include persons who are not members of the Commission.

- (2) The Rector may assign academic and administrative staff to the work of the commission when necessary.
- (3) Office and personnel ancillary services of the Quality Commission are carried out by the Office of the Secretary General.
- (4) University units are obliged to provide all kinds of information and documents requested by the Quality Commission within the scope of the Quality Assurance System.

Duties, Powers and Responsibilities of the Commission

ARTICLE 9- The main duties of the Quality Commission are as follows:

- (a) In line with the strategic plan and objectives of the University, to establish the internal and external quality assurance system of the institution regarding the evaluation and quality improvement of education, training and research activities and administrative services, to determine institutional indicators, to monitor the functioning of the quality system, to carry out the studies to be carried out in this context in accordance with the procedures and principles determined by the Higher Education Quality Council and to submit these studies to the approval of the Senate.
- (b) To conduct internal evaluation activities and prepare the annual internal evaluation report, which includes the results of institutional evaluation and quality improvement activities, submit it to the Senate, and ensure that the approved annual internal evaluation report is publicly shared in a manner accessible on the institution's homepage on the internet.
- (c) To prepare for the external evaluation process and provide all necessary information and documentation support to the Higher Education Quality Council and external evaluation bodies.
- (d) To implement the decisions of the Higher Education Quality Council.
- (e) To create the Istanbul Beykent University Quality Processes Schedule (Appendix-1), to update it when necessary and to coordinate the execution of the procedures in accordance with the schedule.

CHAPTER THREE

Quality Assurance Evaluation Process

Internal Evaluation Report and Schedule

ARTICLE 10- (1) Every year, the Quality Commission evaluates the University's education and research activities and the administrative processes supporting them within the scope of the strategic plan, annual report and performance programme.

- (2) The Quality Commission completes the internal evaluation activities by the end of March at the latest and submits them to the Senate for approval.
- (3) The Institutional Internal Evaluation Report approved by the Senate is published on the University's web page and submitted to the Higher Education Quality Council by the end of April.

Scope of the Internal Evaluation Report ARTICLE 11- (1) The Internal Evaluation Report consists of the following:

- (a) The mission, vision and strategic goals of the University, and the policies and processes determined for quality assurance
- (b) Measurable objectives of academic units, performance indicators related to these objectives and their periodic review
- (c) Efforts on structuring the programmes in relation to the NQF and based on learning outcomes and fulfilling the requirements of the accreditation process
- (d) Activities related to areas identified in previous internal and external evaluations that require improvement.

External Evaluation Process and Schedule

ARTICLE 12- (1) The University is liable to be evaluated at least every five years within the scope of a periodic institutional external evaluation process to be carried out by the Higher Education Quality Council. The external evaluation schedule of the University is prepared and announced by the Higher Education Quality Council.

- (2) The external evaluation of the University is carried out by external evaluators recognised or appointed by the Higher Education Quality Council or by independent institutions authorised by the Higher Education Quality Council with a Quality Evaluation Registration Certificate.
- (3) The external evaluation service for accreditation at the 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) The aspects requiring improvement identified from the external evaluation are prioritised by the Quality Commission.

Scope of the External Evaluation Report

ARTICLE 13- (1) The institutional external evaluation of the University is carried out within the scope and subjects specified in Article 11 of these procedures and principles and within the framework of the procedures and principles for institutional external evaluation determined by the Higher Education Quality Council.

(2) If external evaluation is conducted at the unit or programme level, the evaluation topics are limited to the activity or service areas relevant to the unit or programme being evaluated.

Public Disclosure of Internal and External Evaluation Results

ARTICLE 14- (1) The results of the internal and external evaluations of the University are open to the public. Annual internal and external evaluation reports are published on the University website.

CHAPTER FOUR**Miscellaneous and Final Provisions****Unspecified Cases**

ARTICLE 15- For cases not covered by these Procedures and Principles, the provisions of the Regulation on Higher Education Quality Assurance and other relevant legislation shall apply.

Effective Date

ARTICLE 16- (1) These Procedures and Principles come into effect upon approval by the Istanbul Beykent University Senate.

Implementation

ARTICLE 17- (1) These Procedures and Principles shall be implemented by the Rector of Istanbul Beykent University.

APPENDIX-1 ISTANBUL BEYKENT UNIVERSITY QUALITY PROCESSES SCHEDULE

1-30 September	Organisation of the Quality Commission Meeting and Preparation of Quality Activities and Improvement Action Plans for the Fall Term
1-30 September	Conducting Advisory Board Meetings
1-30 September	Submission of Advisory Board Meeting Minutes to Faculty, Vocational School, and Institute Boards, and Evaluation of the Minutes within the Boards
1 October - 30 November	Preparation of the Application Files of the Programmes that are deemed Appropriate to Apply for Accreditation as a Result of the Preliminary Evaluation and Discussion in the Relevant Committees
15 December - 15 January	Conducting the Fall Term Student, Course, and Academician Evaluation Survey
15-31 December	Conducting the Academic Staff Satisfaction Survey
15-31 December	Conducting the Administrative Staff Satisfaction Survey
1-30 January	Evaluation of the Results of Academic Staff, Administrative Staff and Student, Course and Instructor Evaluation Surveys by the Relevant Units
1-30 January	Organisation of the Quality Commission Meeting and Preparation of Quality Activities and Improvement Action Plans for the Spring Term
1 January - 31 March	Preparation of the Institution Internal Evaluation and Indicator Report and Submission to the Senate
1 December - 30 January	Preparation of Annual Activity Report and Submission to the Rector's Office
1-30 April	Preparation of Strategic Plan Performance Indicators Report by Academic Year
1-30 April	Submission of the Strategic Plan Performance Indicator Report to the Senate
1-30 April	Administration of Student Institutional Satisfaction Survey (Associate, Bachelor's, Graduate Degrees)
1-31 May	Preparation of Quality Assurance System Status Assessment Report
1-31 May	Presentation of the Quality Assurance System Status Assessment Report to the Senate
15 May - 15 June	Conducting the Spring Term Student, Course, and Academician Evaluation Survey
1-30 June	Evaluation of Spring Term Survey Results
1 February - 15 March	Conducting Alumni Surveys and Evaluating the Results
1 July - 15 August	
1-31 October	
1-31 July	Reviewing Strategic Plan Performance Indicators, Updating Performance Indicators that Appear Dysfunctional or Problematic
1 July - 31 August	Conducting Preliminary Evaluation Activities for Unaccredited Programmes and Presenting to the Relevant Boards
1 July - 31 August	Reviewing Advisory Boards and Updating Them When Needed
1 July - 31 August	Reviewing and Updating All Procedures and Processes Prepared in the Institution