Istanbul Beykent University
Quality Processes in Education and Training

Process Name:
ET. KEY EDUCATION AND TRAINING PROCESS

Process Coordinator: Relevant Vice-Rectors, Chair of the Bologna Coordination Commission, Dean, Director, Head of Department.

Process Implementers: Dean/Director/Head of Department, Faculty/School/Vocational School Boards, Chair of the Bologna Coordination Committee, Registrar's Office, Academic and Administrative Staff, Faculty/School/Vocational School Secretary, Internship Committee, Financial Affairs.

Process Description: This process has been defined to design, execute and evaluate the education and training programmes for the existing departments, programmes and branches of art, and to carry out all processes from student admission until their graduation with an improvable framework, taking into account stakeholder opinions and expectations and developments both nationally and internationally in the field of higher education. Necessary details are defined in the sub-processes.

Purpose of the Process: To ensure and improve the quality of graduates across the university by evidence-based monitoring and updating education and training processes, and to maintain these processes with an improvable approach within an institutional framework.

Inputs of the Process: YÖK Legislation, Higher Education Quality Assurance and Higher Education Quality Board Regulation, Beykent University Quality Assurance Directive, Turkish Qualifications Framework for Higher Education, ISCED Standards, Bologna Process, University Education and Training Programme Standards, guides and plans related to Education and Training Update Studies, relevant senate decisions, regulations and directives, meeting minutes and notes with stakeholders, Course Evaluation Survey Results, Course Effectiveness Evaluation Reports by Academicians, information on academicians, number and status of existing classrooms, consumables and equipment, software, curriculum, weekly course schedule, Course Coordinators, Course Syllabi, Assigned Academicians, student internship application form.

Process and Sub-processes:

1. **ET1.** Preparation process of education and training programmes
   - **ET1.1.** Sub-processes to improve the standards of education and training programmes
   - **ET1.2.** Sub-process regarding design and approval of education and training programmes

2. **ET2.** Implementation of education and training programmes
   - **ET2.1.** Sub-process for the evaluation of education and training facilities and equipment
   - **ET2.2.** Academic human resources assessment sub-processes
     - **ET2.2.1.** The sub-process of appointment and promotion to faculty member
     - Sub-process of academicians' academic performance development
     - **ET2.2.3.** The sub-process of academicians' teaching performance assessment
   - **ET2.3.** The sub-process relating to work processes of the academic year
   - **ET2.4.** The sub-process for assigning course coordinators and academicians to courses
   - **ET.2.5.** Sub-process of in-term activities

- **ET.2.5.1.** Sub-process of academicians' course delivery methods
- **ET2.5.2.** Assessment and evaluation sub-process
  - ➢ **ET.2.5.2.1.** Sub-process for the administration of individual exams
  - ➢ **ET.2.5.2.2.** Sub-process for the administration of OMR-based exams
- **ET.2.5.3.** Sub-process for the implementation of project/design and graduation studies
- **ET2.5.4.** Internship sub-process

3. **ET3.** Process for student admission and development, recognition and certification

Outputs of the Process:

Newly established departments and programmes that are continuously monitored, and updated; newly introduced and/or monitored and updated courses and course descriptions; newly introduced or monitored and updated programme educational objectives, programme outcomes, and curricula; academician assignment information; semester course schedules, midterm and final exam schedules; list of assigned academicians; student attendance lists; student performance lists; exam documents (exam schedules, exam questions, minutes, attendance lists, exam papers, answer keys); evidential documentation related to the assessment of programme outcomes; students who have acquired the defined knowledge, skills, and competencies; success rates of educational objectives; achievement rates of programme outcomes; results of workshop and laboratory practices; internship evaluation results.

Details are provided in the sub-processes.

Performance Indicators and Monitoring Periods of the Process: Details are provided in the sub-processes.

Customers of the Process: Students, employers and society.

Suppliers of the Process: The Council of Higher Education (YÖK), secondary education institutions, software companies, consumables suppliers, hardware/equipment companies, construction companies, internship organisations.

Definers of the Process:	Main process officer, quality coordinator

Date of Definition	Date of Revision	Revision No
03 June 2016	28 June 2021	1

Process Name:
ET1. Preparation process of education and training programmes

Sub-processes:

ET1.1. Sub-processes to improve the standards of education and training programmes

ET1.2. Sub-process regarding design and approval of education and training

programmes

Process Name:
ET1.1. Sub-processes to improve the standards of education and training programmes

Process Coordinator: Relevant Vice Rectors, Education Development Committee, Quality Committee, Bologna Coordination Committee

Process Implementers: Faculty/School/Vocational School/Institute Board, Head of Department, Registrar's Office, Academic and Administrative Staff.

Process Description: It involves the establishment, implementation, and maintenance of the standards for our university's education and training programmes within the framework of the Turkish Qualifications Framework for Higher Education, Quality and Accreditation Standards, ISCED Standards, academic human resources, facilities and equipment, and stakeholder opinions.

Purpose of the Process: The aim is to establish, implement, and maintain the standards for the University's Education and Training Programmes in accordance with the inputs and definition of the process.

Inputs of the Process: Relevant Legislation, Turkish Qualifications Framework for Higher Education, Quality and Accreditation Standards, ISCED Standards, academic human resources, existing Beykent University Education and Training Programme Standards, facilities and equipment, stakeholder opinions.

Process Activities: The activities of the process are coordinated by the Quality Committee, its Working Subgroups, and relevant units.

Istanbul Beykent University Education and Training Curriculum Standards

The structural design of Beykent University programmes is made in accordance with the following criteria:

- The educational unit adheres to the ISCED (International Standard Classification of Education) core area template for the programme in curriculum development.

- The programme's NQF-HETR (Turkish Higher Education Qualifications Framework) Level and Basic Area Qualifications are taken as requirements.

● Programme outcomes and special requirements of national, if any, or international accreditation standards are taken as the main requirements.

● The curriculum must have a categorical subject-credit distribution in accordance with accreditation standards.

● It should have a theoretical/practical ratio to include accreditation standards.

● It should include a categorical structural approach suitable for easy credit transfer.

● There must be 30 ECTS credits per semester.

● It should facilitate the implementation of double major and minor programmes structurally and provide this opportunity to its students.

● As a template, it should include flexibilities and allow for elective courses at a rate of about 25%.

● In the first year of the programmes, there should be an additional course for Academic and Social Orientation for adaptation to university education.

● Undergraduate programmes should include an Introductory Course on the relevant profession, professional organisations, standards and ethical values.

● In the last year of the programmes, courses such as Directed Study, Design - Project and Graduation Study, which will allow holistic measurement of programme outcomes, must be included.

● In order to facilitate student mobility, the course names and credits to be used should be equivalent to those applied in foreign universities.

● All required programmes should include courses such as Internship – Workplace Practice.

Outputs of the Process: Beykent University Education and Training Programme Standards, which comply with the Bologna Process and ensure the knowledge, skills, and competencies specified in the Turkish Qualifications Framework for Higher Education; structurally meet Accreditation Standards; facilitate internationalisation; facilitate the implementation of double major and minor programmes; and are applicable with the university's resources.

Performance Indicators and Monitoring Periods of the Process: Processes are monitored in accordance with the schedule specified in the quality processes calendar.

Customers of the Process: Students, employers and society.

Suppliers of the Process: The Council of Higher Education (YÖK), The Council of Higher Education Quality Council (YÖKAK), secondary education institutions

Definers of the Process:	Main process officer, quality coordinator

Date of Definition	Date of Revision	Revision No
03 June 2016	28 June 2021	1

Process Name:
ET1.2. Sub-process regarding design and approval of education and training programmes

Process Coordinator: Relevant Vice Rectors, Chair of the Bologna Coordination Commission, Institute/School Director, Head of Department/Programme.

Process Implementers: Senate, Bologna Coordination Commission, Faculty/School/Vocational School/Institute Board, Dean, Institute/School Director, Department/Programme Chair, Secretary-General's Office, Registrar's Office, Academic and Administrative Staff.

Process Description: It covers the necessary activities for the design of education and training programmes in accordance with the Beykent University Education and Training Programme Standards outlined in ET1.1. It includes the implementation and maintenance of proposals for the establishment or updating of new departments/programmes that prioritise the needs and requirements of student education and training programmes, within the framework of the Turkish Qualifications Framework for Higher Education, Quality and Accreditation Standards, ISCED Standards, academic human resources, facilities and equipment, and stakeholder opinions.

Purpose of the Process: To develop education programmes designed in accordance with our university's education and training standards, ensuring that they are likely to receive recognition in a short time and secure approval from the Council of Higher Education (YÖK) on the first application; and to establish and implement the process for Establishment of New Departments/Programmes in line with the inputs and definition of the process.

Inputs of the Process: Turkish Qualifications Framework for Higher Education, programme-specific Accreditation Standards, ISCED Standards, academic human resources, Beykent University Education and Training Programme Standards outlined in ET1.1, facilities and equipment, stakeholder opinions.

Process Activities:

Design and Approval of Programmes

a) Pre-Opening:

- Opinions and suggestions are collected at Board/Commission and stakeholder meetings.
- Opinions and suggestions regarding opening and/or updating a new Department/Programme are evaluated.
- As a result of the evaluation of the opinions and suggestions regarding the opening of a new Department/Programme, the Programme/Department proposal is decided.
- The aims, objectives and programme qualifications, curricula, course learning outcomes and ECTS credits of the new Department/Programme are determined.
- Based on the outputs in accordance with the accreditation standards and by evaluating the NQF-HETR Level, NQF-HETR Core Area Qualifications, opinions from stakeholders and resources, programme outputs are prepared in matched tables to meet the Educational Objectives of the Programme.

- Programme outputs and programme sub-outputs are defined in accordance with the programme-specific requirements of Accreditation Bodies, and Programme/Department profile is written.
- The relevant Faculty / School / Institute determines the number - credit limits of the compulsory and elective courses in accordance with the structural template of the programme.
- By using the DACUM (Curriculum Development Method), the teaching modules that will provide the programme outcomes and the courses to be included in the programme are coordinated and created by the Bologna Coordination Commission and their compliance with the standards given in ET 1.1. is checked and finalised.
- Resources are evaluated:

  o The number and qualifications of the academic staff required for the programme/department to be opened are evaluated. If there is a deficiency in the number of academicians, action is taken to eliminate the deficiency.

  o Physical infrastructure is evaluated:

    ▪ Physical areas are evaluated and if there are problems, action is taken to eliminate them.

    ▪ Workshop-laboratory equipment is evaluated and if there are inadequacies, action is taken to eliminate the missing equipment.

    ▪ The necessary consumables are evaluated and if there are shortcomings, action is initiated to eliminate them.

- Course Coordinators are appointed to determine the content of the courses that need to be offered for the first time.
- The opening file is prepared in printed and CD form in accordance with the current "Criteria and Application Format for Admission of Students by Offering a New Programme" of the Council of Higher Education (YÖK). Considering the requirements of YÖK application file, the file containing information about the programme (internship and graduation requirements, infrastructure and human resources) is prepared accordingly.
- The proposals of the Faculty / Institute / Directorates are evaluated in the Faculty Boards and if the evaluation is deemed positive, the proposed Education Programme is submitted to the Senate for approval.
- The programme approved by the Senate is submitted to the YÖK for opening approval.

b) Post-Opening:

- Any shortcomings in the course syllabus in accordance with the Bologna Process are resolved by the Course Coordinators.
- If the application to YÖK is accepted, the new course plan is imported to the Student Information System by the Registrar's Office.
- All necessary information for new/updated programmes are entered into the ECTS Information Package screens by the relevant Department/Programme Head.
- Issues related to the updating of existing programmes are evaluated on the Senate agenda and the necessary updates are made by the Heads of Department/Programme and the Registrar's Office.
- Programme outcomes and course learning outcomes are matched..
- All detailed information about the programmes is published publicly in the Beykent University ECTS Information Package.
- The resource planning is reviewed, and any potential deficiencies are eliminated.
- The newly acquired teaching staff of our university are registered in YÖKSİS.

- Newly recruited teaching staff are provided with an orientation on Istanbul Beykent University's Education and Teaching Processes and Information Systems by the BEK and the IT Department.
- An application for student admission quotas is submitted to YÖK.
- The implementation planning for the academic year in which students will be admitted is completed.

Relevant Processes: Institutional Resource Planning Processes, Office of Personnel Affairs Processes

Outputs of the Process: ET1.1. Education and Training Programmes designed in accordance with Istanbul Beykent University Education and Training Programme Standards, academic infrastructure (human resources), physical infrastructure, YÖK programme application forms, newly established/updated departments and programmes.

Performance Indicators and Monitoring Periods for the Process:

- Number of newly employed academic staff / targeted number of academic staff to be recruited
- Number of departments/programmes approved for establishment by YÖK / proposed number of new departments/programmes
- Number of newly established physical infrastructures / targeted number of physical infrastructures
- Quantity of consumables required for workshop and laboratory applications procured before implementation / targeted quantity
- Number of workshops and laboratories supplied with requested hardware, equipment, and software / total number of workshops and laboratories requesting hardware, equipment, and software.

Customers of the Process: Students, industry and society.

Suppliers of the Process: Students, Department/Programme Heads, Academic and Administrative Staff

Definers of the Process:	Main process officer, quality coordinator

Date of Definition	Date of Revision	Revision No
03 June 2016	28 June 2021	1

ET2. Implementation of education and training programmes

- **ET2.1.** The Sub-process for the Evaluation of Educational Facilities and Equipment is scheduled annually. Based on YÖK's Minimum Facility Standards and various requests from the Dean's Offices of the University and the Office of the Secretary-General, the completion of necessary deficiencies and improvements are carried out by the Office of Facilities Management, the Office of the Secretary-General, and the Information Technology Department, within the framework of the work plan.

- **ET2.2.** Academic human resources assessment sub-processes
  - **ET2.2.1.** The appointment and promotion processes are defined within the institution, and are conducted in accordance with the procedures and principles defined in the
    - Regulation on the Promotion and Appointment to Faculty Membership
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    - Beykent University Directive on Promotion and Appointment to Faculty Membership,
    - The Regulation on the Procedures and Principles of the Central Exam and Entrance Exams for Appointment to Academic Positions Excluding Faculty Members

as per Law No. 2547.

  - **ET2.2.2**. The Sub-process for Improving Academic Performance of Teaching Staff is carried out under:
    - *The Law no. 2547,* T.R. Istanbul Beykent University Directive on Supporting Scientific and Artistic Activities *and* Participation in Scientific and Artistic Activities (BEDEK)
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    - Directive on Beykent University Erasmus Student and Staff Mobility
    - Istanbul Beykent University Scientific Research Projects Implementation Directive

as per Law No. 2547.

  - **ET2.2.3.** Sub-process of academicians' teaching performance assessment
  Procedures and Principles on Academic Staff Performance Assessment and Evaluation.

- **ET2.3.** Sub-process relating to work processes of the academic year
  - Every year in June, the dates related to the operations of academic units are determined in conjunction with the academic calendar, which is discussed in the Senate and subsequently announced. For the Faculty of Medicine, Faculty of Dentistry, School of Foreign Languages, and Institute of Graduate Studies, the academic calendars for the education and training processes are presented to the Senate after being discussed in the relevant boards of the faculty/school/institute. An academic calendar is prepared for the remaining associate and undergraduate programmes under the responsibility of the relevant Vice Rector and the Registrar's Office. The academic calendars are determined based on the relevant regulations of the University, the defined implementation principles related to education and teaching, and the dates announced by the Council of higher Education and ÖSYM (Centre for Assessment, Selection and Placement).
  - Within the scope of administrative activities, annual plans are made for the educational development activities of administrative staff and for the performance management system concerning administrative staff.

Using in-house software and programmes, an annual training plan is prepared and submitted for approval to the Office of the Secretary-General to be implemented for administrative staff in line with the academic calendar. Objectives are established and communicated to the staff. The results of the Performance Management System are evaluated to determine promotions and rotations. The views of both internal and external stakeholders are included in the process.

- According to the last paragraph of Article 9 of the Istanbul Beykent University Quality Assurance Directive, the Quality Committee is responsible for updating the quality processes calendar when necessary and for conducting the procedures in accordance with the schedule.

Process Name:
ET2.4. Sub-process for assigning course coordinators and academicians to courses

Process Coordinator: Related Vice-Rector, Faculty/Institute/Collegiate Boards, Deans, Department Heads

Process Implementers: Faculty/College/Institute Boards, Department Head, Vice Deans, Course Coordinator, Academic Staff, Head of Information Technology Department

Process Description: It describes the operation of the necessary definitions and decision support systems in assigning course coordinators and teaching staff.

Purpose of the Process: To make assignments regarding the coordination and development of courses delivered in different groups or individually in a manner to ensure equal output, in line with the areas of specialty of the teaching staff.

Inputs of the Process: Academic Staff, Physical Resources, Language Proficiency, ISCED Standards, Programme Curricula.

Process Activities:

Course Coordination and Instruction

A course coordinator is assigned for each course offered in the programmes of Istanbul Beykent University, and qualified academic staff are designated by the Dean's Office/Directorate for each group in which the same course is taught.

1. Responsibilities of the Course Coordinator:
- To develop course syllabi that effectively utilise available resources for teaching and assessment activities, ensuring that the relevant outcomes from the knowledge, skills, and competencies framework of the respective programmes are conveyed to students, to ensure that they are published on the Student Information System - Beykent ECTS Information Package (https://obs.beykent.edu.tr/oibs).
- To contribute to the continuous improvement of course content and activities in the "Course Content Evaluation Cycle," to submit the necessary improvements on the course syllabus to BEK, and to ensure that it is published on the student information system.
- To facilitate the necessary improvements in course content and activities based on requests from the "Educational Objectives Evaluation Cycle" by communicating these enhancements to BEK and ensuring their publication through the student information system.
- To collaborate with other faculty members who teach the course, the Department Head, and the Bologna Coordination Committee to carry out the responsibilities outlined above.
- To coordinate the implementations to ensure consistent outcomes, if the same course is delivered in different programmes or various groups within the same programme.
- To coordinate the exam questions with the teaching staff delivering the course in other groups in common exam administrations and to submit them to the Testing Center in a timely manner.

2. Course-Related Responsibilities of Teaching Staff:
Teaching staff assigned to teach at Istanbul Beykent University are required to:
- Deliver the courses as defined in the course syllabi on the student information system (OBS).

Carry out the assessment and evaluation activities specified on OBS in accordance with the relevant regulations and as outlined in the [Istanbul Beykent University Directive Assessment Activities and Examination](), adhering to the established timeline.

3. Making Assignments Through the Decision Support System

3. 1. University Planning System (UPS)

The University Planning System (UPS) is a decision support system developed at Istanbul Beykent University. Course assignments are made using this software, specifically designed for the purpose of facilitating such assignments.

The courses listed in the university's degree programmes, which have been restructured in relation to the programme outcomes within the Bologna Process, are coded according to the ISCED codes for the fields of education and training as defined by the Turkish Qualifications Framework for Higher Education. Each course is assigned a code representing one to three core areas of education and teaching, including the interdisciplinary content of the course.

The academic staff members at the university who are qualified to deliver courses are coded according to their areas of specialty based on their doctoral thesis, doctoral, master's thesis, master's and undergraduate studies (for associate degree courses), as well as their foreign language proficiency. This coding follows the ISCED codes for education and training defined by the Turkish Qualifications Framework for Higher Education.

The UPS software ranks teaching staff who are suitable for the course and their workloads, starting with the most qualified ones. This ranking is based on their qualifications (primarily based on their doctoral theses, PhD major, associate professorship, master's thesis, master's and undergraduate majors), taking into account their language proficiency and whether they have previously taught the relevant course.

3.2. Assignment of Course Coordinators

Course Coordinators are reviewed before each academic year and assigned by the Senate.

3.3. Assignment of Coordinator for Common Courses

The assignment of a Common Course Coordinator, responsible for ensuring consistent outcomes and coordinating the examinations for courses delivered across multiple programmes within the university, is also made by the Senate in a manner similar to that described above.

3.4. Assignment of Teaching Staff Based on Areas of Specialty

The UPS decision-support software generates an estimate of the total number of students likely to enrol in each course during the next course period, taking into account the number of students who failed in the previous year, the current number of students, and the quotas for newly opened programmes. Depending on the course's nature, it is determined how many students will be required to open a group. This allows for the identification of how many groups/classes of a course will be offered at the university based on the results of the final/resit examinations from the spring term of the previous academic year.

The UPS decision-support software prioritises assignments for teaching staff based on doctoral theses and majors, associate professorships, master's theses, and both master's and undergraduate majors. It also takes into account the courses previously taught by the academician, their proficiency in the language of instruction, and their current workload. The software generates the most suitable listings for academic assignments, which are then submitted to the relevant faculties, schools, and department heads for approval.

Subsequently, those assignments are approved by the Senate.

3.5. Recruitment of External Faculty Member

Based on the planning conducted with the UPS decision support software, if the university's own resources are insufficient or the courses require specialised expertise, faculty members or lecturers are assigned through external sources. This process is carried out either via Article 40/a of the Higher Education Law for faculty from other universities or Article 31 for those not affiliated with a higher education institution.

An orientation programme is provided to external faculty members, organised by the relevant Programme/Department Head, the Registrar's Office, and the Information Technology Department. This programme covers the use of Beykent University's educational and training processes and information systems, as well as how to access necessary support materials when required.

3.6. Sustainability of the Academic Staff in Terms of Quantity and Quality

To ensure sustainability, the courses/groups/classes that cannot be covered by the existing academic staff assignments for the upcoming academic year are identified during the preceding academic year. Additionally, the recruitment of necessary academic staff is carried out based on the specific academic personnel criteria set by the Council of Higher Education (YÖK) for each department/programme, as well as the standards of relevant accreditation bodies. Furthermore, in line with the strategic aims and growth objectives of our university's existing programmes, the recruitment of academic staff is conducted under the processes outlined in the promotion and appointment directive, which detail and disclose the relevant criteria.

Outputs of the Process: Course coordinators/instructors who are assigned based on their qualifications.

Performance Indicators and Monitoring Periods of the Process:

The number of course assignments made based on qualifications / Total number of

course assignments

Monitoring is conducted at the beginning of the fall and spring terms.

Customers of the Process: Students, employers and society.

Suppliers of the Process: Software companies

Definers of the Process:	Main process officer, quality coordinator	
Date of Definition	**Date of Revision**	**Revision No**
03 June 2016	28 June 2021	1

- **ET.2.5.** Sub-process of in-term activities
- **ET.2.5.1.** Sub-process of academicians' course delivery methods
- **ET2.5.2.** Assessment and evaluation sub-process
- **ET2.5.2.1.** Sub-process for the administration of individual exams
- **ET2.5.2.2.** Sub-process for the administration of OMR-based exams

At Istanbul Beykent University, in-term activities are conducted in accordance with the procedures and principles defined in the following:
- Istanbul Beykent University Regulation on Associate and Bachelor's Degree Education and Training
- Istanbul Beykent University Graduate Education and Training Regulation
- Istanbul Beykent University Directive on Assessment Activities and Examination
- Istanbul Beykent University Summer School Regulation
- Beykent University Faculty of Dentistry Regulation on Examination, Education and Training
- Istanbul Beykent University Directive on Faculty of Medicine Principles of Assessment, Evaluation and Examination
- Istanbul Beykent University Directive on Foreign Language Preparatory Programme Education-Training and Examination
- Istanbul Beykent University Relative Evaluation System Implementation Directive
- Istanbul Beykent University Directive on Faculty of Dentistry Principles of Assessment, Evaluation and Examination

ET.2.5.3. Sub-process for the implementation of project/design and graduation studies
- Istanbul Beykent University Procedures and Principles on Receiving and Utilising of Graduate Thesis-Project Studies Originality Report
- Istanbul Beykent University Directive on Assessment Activities and Examination

- **ET2.5.4.** Internship sub-process is carried out under the procedures and principles within the scope of

  Istanbul Beykent University Directive on Associate/Bachelor's Degree Internship

ET3. Process for student admission and development, recognition and certification

Specific criteria for **student admissions** have been established at our university.
The criteria for student admissions to the institution excluding central placement are regulated under the relevant regulations/directives:
- Directive on International Student Admissions
- Beykent University Criteria for International Student Admissions (Annex 1)
- Regulation on the Principles of Transfer between Associate and Bachelor's Degree Programmes in Higher Education Institutions, Double Major, Minor, and Inter-institutional Credit Transfer
- Beykent University Double Major and Minor Directive
- Istanbul Beykent University Directive on Principles of Special Student Status for Associate and Bachelor's Degree
- Beykent University Regulation on Associate and Bachelor's Degree Education and Training
- Beykent University Regulation on Graduate Education and Training
- Performance examinations for programmes that admit students through special talent tests are conducted under the responsibility of the relevant faculty. Successful students, within the quotas announced in the Higher Education Institutions Examination (YKS) Higher Education Programmes and Quotas Guide, are determined by the decision of the Faculty Board.

> The "Istanbul Beykent University Directive on Recognition of Prior Skills, Credit Transfer and Articulation Procedures," as well as the "Istanbul Beykent University Directive on Regulation of Diplomas and Other Documents," are used to evaluate previous learning outcomes of students admitted through central placement and other student admission processes.

Certification of qualifications, recognition and awarding of diplomas under the procedures and principles defined in the following regulations and directives:

> Istanbul Beykent University Regulation on Associate and Bachelor's Degree Education and Training
> Graduate Education and Training Regulations
> Regulation on the Principles of Transfer between Associate and Bachelor's Degree Programmes in Higher Education Institutions, Double Major, Minor, and Inter-institutional Credit Transfer
> Beykent University Double Major and Minor Directive
> Beykent University Directive on the Recognition of Prior Skills, Credit Transfer and Articulation Procedures
> Beykent University Directive on Issuance of Diplomas and Other Documents