



FENERBAHÇE UNIVERSITY
QUALITY ASSURANCE
DIRECTIVE

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this directive is to establish the procedures and principles for the internal and external quality assurance of educational and research activities, administrative services, program accreditation processes, and the structure, activities, duties, powers, and responsibilities of the Quality Commission and the Quality Assurance Coordination Office at Fenerbahçe University.

Scope

ARTICLE 2- (1) The directive covers the procedures and principles for the internal and external quality assurance of educational and research activities, administrative services, program accreditation processes, and the structure, activities, duties, powers, and responsibilities of the Quality Commission and Quality Assurance Coordination Office at Fenerbahçe University.

Basis

ARTICLE 3 – (1) This directive has been prepared in accordance with Article 44/b of the Higher Education Law No. 2547, dated 4/11/1981 and the relevant provisions of the Higher Education Quality Assurance and Higher Education Quality Board Regulation No. 30604, dated 23/11/2018.

Definitions

ARTICLE 4 - (1) Definitions of the terms in this Directive are as follows;

- a) Accreditation: The evaluation and external quality assurance process that assesses whether any program at Fenerbahçe University meets the predefined academic and field-specific standards set by the external evaluating institution,
- b) Unit: Faculty, institute, college, vocational school, application and research centers, as well as academic and administrative units within Fenerbahçe University,
- c) Unit Quality Commission: The Unit Quality Commission established within academic and administrative units,

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- ç) External Evaluation: The assessment process conducted externally by authorized evaluators from the Higher Education Quality Board or independent bodies recognized by the Council of Higher Education and holding a Quality Assessment Registration Certificate,
- d) Secretary General: Secretary General of Fenerbahçe University,
- e) Internal Evaluation: The assessment process conducted internally by the Fenerbahçe University Quality Commission or evaluators appointed by the commission on the quality of education, training, research activities, administrative services, and quality improvement efforts,
- f) Quality Assurance: Planned and regular procedures to ensure that a higher education institution or program fully meets quality and performance standards in alignment with both internal and external quality criteria,
- g) Quality Commission: Fenerbahçe University Quality Commission,
- ğ) Quality Assurance Coordination Office: The Coordination Office that provides support services to the Fenerbahçe University Quality Commission,
- h) Quality Board: The Higher Education Quality Board,
- ı) Rector: Fenerbahçe University Rector,
- i) Vice-Rector; Fenerbahçe University Vice-Rector,
- j) Senate: Fenerbahçe University Senate,
- k) Strategy and Quality Directorate: Fenerbahçe University Strategy and Quality Directorate,
- l) University: Refers to Fenerbahçe University.

PART TWO

Structure, Duties, and Operational Guidelines of the Quality Commission and Coordination Office

Core principles of quality assurance activities

ARTICLE 5 - (1) The university's quality assurance activities adhere to the following principles:

- a) Fostering a shared understanding of quality among all university employees.
- b) Creating conditions that promote institutional belonging and enhance job satisfaction for employees across all university units.
- c) Ensuring that quality levels are regularly measured and maintained to support the university in achieving its quality objectives in management practices.
- ç) Promoting an institutional culture in quality management processes that emphasizes participation, effective and efficient resource utilization, continuous process improvement, and the delivery of high-quality services.
- d) Conducting measurements and establishing performance standards for all administrative and academic processes at the university, monitoring performance, and ensuring institutionalization in all operations.

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Structure of the Quality Commission

ARTICLE 6 – (1) The principles regarding the structure of the Quality Commission are as follows:

- a) The Quality Commission is established based on the Rector's proposal and Senate approval, with an inclusive and participatory approach that aligns with the academic and administrative structure and reflects the core components of the quality assurance system. The commission is chaired by the rector, and in their absence, by the vice-rector designated by the rector. The Commission consists of one elected representative each from faculty, institute, college, and vocational college, as well as a general secretary, relevant administrative staff, and a student representative.
- b) The term of office for the commissioners is three years, while the student representative serves a term of one year. The names of the designated commission members are published on the website.
- c) The Strategy and Quality Directorate provides the secretariat for the Quality Commission.

Duties of the Quality Commission

ARTICLE 7 – (1) The duties of the Quality Commission are as follows:

- a) Developing an internal and external quality assurance system that aligns with the university's plans and objectives for quality improvement.
- b) Supporting academic and administrative units in their quality management system activities through the Quality Assurance Coordination Office.
- c) Incentivizing programs to pursue accreditation processes and contributing to these activities.
- ç) Monitoring performance indicators to achieve the university's goals, setting new objectives, and coordinating the necessary activities to accomplish these goals.
- d) Ensuring that quality studies are conducted in compliance with the standards set by the Higher Education Quality Board.
- e) Conducting the institution's internal evaluation activities, preparing the annual Institutional Internal Evaluation Report that include evaluation results and quality improvement activities, and submitting it to the Senate.
- f) Submitting the Internal Evaluation Report to the Rector for presentation to the Council of Higher Education,
- g) Preparing for the external evaluation process and providing the necessary support to the Higher Education Quality Board or external evaluation bodies.
- ğ) Publishing the Institutional External Evaluation Report, prepared by external evaluators and approved by the Higher Education Quality Board, on the university's website.
- h) Preparing for the evaluation processes and informing internal and external partners about the process.
- ı) Supporting the Higher Education Quality Board during its activities in the evaluation process.

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Working principles of the Quality Commission

ARTICLE 8 – (1) The Quality Commission works in accordance with the following procedures and principles:

- a) The Quality Commission meets a minimum of three times each academic year. The commission can also be called to meet upon the invitation of the commission president or through a written request by the absolute majority of its members.
- b) The agenda, date, and location of the meeting are set by the commission president and communicated to the board members by the Quality Assurance Coordination Office.
- c) The Quality Commission meets with a majority of its members and makes decisions based on the majority of meeting participants. However, the quorum for decisions requires at least a quarter of the total number of members. In the event of a tied vote, the Commission President's vote is considered the deciding vote.
- ç) The university's internal quality assurance system is developed and implemented in accordance with the European Credit Transfer System (ECTS) User Guide.

Structure and duties of the Quality Assurance Coordination Office

ARTICLE 9 – (1) The Quality Assurance Coordination Office is composed of the required administrative and academic personnel, under the leadership of the relevant Vice-Rector. The responsibilities of the Coordination Office are:

- a) Implementing the necessary activities in accordance with the decisions of the Quality Commission.
- b) Supporting the establishment of unit-quality commissions and their definition of working principles, as well as monitoring their activities.
- c) Providing the necessary support in examining and following up on the quality performance of the units, determining new performance criteria, and fostering quality development.
- ç) Providing the necessary support on other quality-related issues required by the commissions.

PART THREE

Structure, Duties, and Working Principles of Unit Quality Commissions

Structure of unit quality commissions

ARTICLE 10 – (1) Unit quality commissions are composed of two university employees, appointed by the dean in faculties and the director in institutes, colleges, and vocational schools, and the dean/director. The unit's secretary serves as the commission's rapporteur. The Faculty/Institute/School Secretary serves as the rapporteur on the commission.

(2) The term of office for the members of the unit quality commission is 3 years. A member whose term of office has expired may be reappointed following the same procedure. A new member is appointed following the same procedure to complete the remainder of the term for a position that became vacant whether due to the expiration of the term of office or for another reason.

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Duties of unit quality commissions

ARTICLE 11 – (1) The duties of the unit quality commissions are as follows:

- a) Conducting its activities in accordance with the procedures and principles determined by the Quality Commission.
- b) Determining the quality objectives of the unit.
- c) Evaluating the academic and administrative services in the unit in line with the university's objectives, improving quality, and ensuring that activities required during the accreditation process are being carried out.
- ç) Making the necessary preparations for certification and post-evaluation studies conducted by independent evaluation bodies related to the unit's quality management system, and providing the required support to these organizations.
- d) Announcing the Quality Commission's decisions to the unit personnel, assisting in their implementation, and monitoring the results.

Working principles of unit quality commissions

ARTICLE 12 – (1) Unit quality commissions operate according to the following principles:

- a) Unit quality commissions meet at least once every academic year, with additional meetings scheduled as needed based on the agenda. The commission may also be called to meet at the invitation of the commission president or through a written request from the absolute majority of its members.
- b) The president of the Publication Committee determines the agenda, date, and location of the meeting and announces them to the members.
- c) The Quality Commission meets with a majority of its members and makes decisions based on the majority of those present at the meeting. In the event of a tied vote, the president's vote is considered the deciding vote.

PART FOUR

Miscellaneous and Final Provisions

Situations for which no applicable provision exists

ARTICLE 13 – (1) In cases where no provision is found in this directive, the provisions of the Higher Education Quality Assurance Regulation published in the Official Gazette on 23/7/2015, No. 29423, are applied.

Effective Date

ARTICLE 14- (1) This directive takes effect on the date of its publication.

Implementation

ARTICLE 15 (1) The provisions of this directive are implemented by the Rector.

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