

**QUALITY ASSURANCE**  
**DIRECTIVE OF FENERBAHÇE**  
**UNIVERSITY**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1** - Purpose of this directive is to set forth the principles and procedures related to internal and external quality assurance of educational and research activities and administrative services at Fenerbahçe University, accreditation processes of programs, structure, activities, duties, authorities and responsibilities of Quality Commission and Quality Assurance Coordinatorship.

**Scope**

**ARTICLE 2** - This directive covers the procedures and principles related to internal and external quality assurance of administrative services and educational and research activities at Fenerbahçe University, accreditation processes of programs, structure, activities, duties, authorities and responsibilities of Quality Assurance Coordination Office.

**Basis**

**ARTICLE 3** - This Directive has been prepared based on Article 44/b of the Higher Education Law No. 2547 and 4/11/1981 and the relevant articles of the Higher Education Quality Assurance and Higher Education Quality Board Regulation No. 30604 and dated 23/11/2018.

**Definitions**

**ARTICLE 4** - The following terms used in this directive shall bear the following meanings;

- a) Accreditation: The evaluation and external quality assurance process that measures whether the academic and domain-specific standards predetermined by the external evaluation institution in a certain field are met by any program of Fenerbahçe University,
- b) Unit: Faculty, institute, college, vocational school, application and research center, academic and administrative units within Fenerbahçe University,
- c) Unit Quality Commission: Unit Quality Commission established in academic and administrative units,
- d) External Evaluation: External evaluation process carried out by external evaluators authorized by Higher Education Quality Board or external evaluation organizations with independent Quality Evaluation Registration Certificate recognized by Higher Education Board,
- e) General Secretary: Secretary General of Fenerbahçe University,
- f) Internal Evaluation: Evaluation of the quality of training and research activities and administrative services and quality improvement studies by Fenerbahçe University Quality Commission or evaluators appointed by this Commission,

- g) Quality Assurance: Planned and regular procedures to ensure that a higher education institution or program fully fulfills the quality and performance processes in accordance with internal and external quality standards,
- h) Quality Commission: Quality Commission of Fenerbahçe University,
- i) Quality Assurance Coordinatorship: Coordinatorship of Fenerbahçe University Quality Commission providing support services,
- j) Quality Board: Higher Education Quality Board, established with the Regulation on Higher Education Quality Assurance,
- k) Rector: Rector of Fenerbahçe University,
- l) Deputy Rector; Deputy Rector of Fenerbahçe University,
- m) Senate: Senate of Fenerbahçe University,
- n) The Turkish National Qualifications Framework (TYYÇ):  
The National Qualifications Framework defined for higher education,
- o) University:

## **PART TWO**

### **Structure, Duties, Working Principles of Quality Commission and Quality Coordination Office**

#### **Quality Assurance Basic Principles**

**ARTICLE 5** - The activities of the university within the scope of Quality Assurance are carried out according to the following principles;

- a) Ensuring the adoption of the quality understanding by all the employees of the University,
- b) Creating conditions that can provide corporate belonging and job satisfaction to employees in all units of the university,
- c) Ensuring that the quality level is measured and maintained regularly in order for the university to achieve the envisaged quality objectives in Quality Management practices,
- d) In the implementation of quality management processes; creating an organizational culture based on improving processes and providing quality services, using university resources more effectively and efficiently,
- e) Determining performance standards in all administrative and academic processes in the university, performing performance measurements and ensuring institutionalization in all operations,

#### **Structure of the Quality Commission**

**ARTICLE 6-** The Quality Commission shall consist of at least 6 and at most 12 members, including the president elected by the Senate from among the faculty members, each from different academic units. Commission members include the Secretary-General, Financial Affairs Director and Student Representative

The Quality Commission is presided by the Rector and, when it is not present, by the Deputy Rector.

Term of office of the members of the Quality Commission is three years and term of office of the student representative is one year. The member whose term of office is expired may be re-appointed with the same procedure and basis. A new member shall be elected in the same procedure and basis to complete the remaining period for the membership vacant for any reason or in place of the member leaving before the end of the term of office.

Office and personnel operations of the Quality Commission shall be carried out by the Quality Assurance Coordination Office.

### **Duties of the Quality Commission**

**ARTICLE 7** – The duties of the Quality Commission are as follows:

- a) Establishing internal and external quality assurance system for the improvement of quality in line with the plans and objectives of the university,
- b) Supporting the activities of academic and administrative units related to quality management system through Quality Assurance Coordination,
- c) Promoting the entry of programs into accreditation processes and to contribute to these activities,
- d) Monitoring performance indicators, setting new targets and coordinating the works to be carried out in order to achieve the targets set by the university,
- e) Ensuring that the quality related works are carried out in accordance with the rules determined by the Quality Board of Higher Education,
- f) Conducting the Internal Evaluation activities of the Institution, to prepare the annual Internal Evaluation Report including the results of the institutional evaluation and quality improvement activities of the Institution and submitting it to the Senate,
- g) Submitting the Internal Evaluation Report to the Rector for submission to the Higher Education Board,
- h) Making the preparations required by the external evaluation process and to provide the necessary support to the Higher Education Quality Board or external evaluating institutions,
- i) Publishing the Corporate External Evaluation Report prepared by external evaluators and accepted by the Higher Education Quality Board on the University's website.

### **Working Principles of the Quality Commission**

**ARTICLE 8** – The Quality Commission shall work in accordance with the following procedures and principles:

- a) The Quality Commission convenes at least 3 times a academic year. It is also gathered with the invitation of the president of the commission or the written application of the absolute majority of the commission members.
- b) Agenda, date and place of the meeting shall be determined by the President of the Commission and this information shall be notified to the members of the board by the Quality Assurance Coordination Office.
- c) The Quality Commission is gathered with the absolute majority of the member full number and the decision is taken with the absolute majority of those attending the meeting. However, the quorum for decision may not be less than one-fourth of the member full number. In case of equal votes, the side of the President of the Commission shall be deemed majority.

### **Structure and Duties of Quality Assurance Coordinatorship**

**ARTICLE 9-** "Quality Assurance Coordination" consists of the necessary number of administrative and academic personnel under the presidency of the relevant Vice Rector. The duties of the Coordinator shall be:

- a) Carrying out the necessary activities in line with the decisions of the Quality Commission.
- b) Supporting in the establishment of Unit Quality Commissions and determination of working principles and to monitor their activities.
- c) Providing the necessary support in the examination and follow-up of the quality performances of the units, the determination of new performance criteria and the improvement of quality.
- d) Providing the necessary support on other issues that quality-related commissions need.

### **PART THREE**

#### **Structure, Duties, Working Principles of Unit Quality Commissions**

##### **Structure of Unit Quality Commissions:**

**ARTICLE 10-** Unit Quality Commissions consist of a total of three people; one person appointed by the dean/ director in the relevant academic units and one person appointed by the dean/director and one unit secretary among the academic units preferably experienced in quality, under the presidency of their assistants in cases where they are not available.

The student representative of the unit also takes part in the commission in the units with students.

In administrative units, it consists of two administrative personnel to be appointed by the unit head and the unit head. In case the number of personnel of the relevant administrative unit is not sufficient, the rector may assign personnel from other administrative units.

Term of office of the members of the Unit Quality Commission is 3 years. . The member whose term of office is expired may be re-appointed according to the same procedure and basis. A new member shall be elected in the same procedure and basis to complete the remaining period for the membership vacant for any reason or in place of the member leaving before the end of the term of office.

##### **Duties of the Unit Quality Commission**

**ARTICLE 11 -** The duties of the Unit Quality Commission shall be as follows:

- a) Executing its activities in accordance with the procedures and principles to be determined by the Quality Commission,
- b) Determining the quality objectives of the unit,
- c) Evaluating the academic and administrative services in the unit, to improve the quality and to carry out the activities to be carried out in the accreditation process in line with the objectives of the university,
- d) Preparing Unit Internal Evaluation Report,
- e) Making necessary preparations for the certification and post-evaluation works to be carried out by the independent evaluation bodies related to the Quality Management System in the Unit and providing necessary support to these organizations,
- f) Announcing the decisions of the Quality Commission to the sub-units of the relevant unit, contributing to their implementation and monitoring the results,

- g) Submitting the annual report on the activities of the unit to the Quality Commission by the end of January.

**Working Principles of the Unit Quality Commission**

**ARTICLE 12** – The Unit Quality Commission shall work in accordance with the following principles:

- a) The Unit Quality Commission convenes at least 3 times a academic year. It is also gathered with the invitation of the president of the commission or the written application of the absolute majority of the commission members.
- b) Agenda, date and place of the meeting shall be determined by the President of the Unit Quality Commission and announced to the members.
- c) The Unit Quality Commission is gathered with the absolute majority of the member full number and the decision is taken with the absolute majority of those attending the meeting. In case of equal votes, the side of President shall be deemed majority.

**PART IV**

**Miscellaneous and Final Provisions**

**The conditions not covered hereunder**

**ARTICLE 13-** In cases where there is no provision in this directive; the provisions of the Higher Education Quality Assurance Regulation dated 23/7/2015 and numbered 29423 are applied.

**Effectiveness**

**ARTICLE 14-** This Directive shall become effective from the date of acceptance by the Senate.

**Enforcement**

**ARTICLE 15-** The provisions of this directive shall be executed by the rector.