

**ANKARA YILDIRIM BEYAZIT UNIVERSITY**  
**QUALITY COMMISSION PROCEDURES AND PRINCIPLES**

**CHAPTER ONE**

**Purpose, Scope, Basis, and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of these procedures and principles is to regulate the principles regarding the objectives, fields of activity, working groups and working methods of the Ankara Yıldırım Beyazıt University Quality Commission.

**Scope**

**ARTICLE 2-** (1) These procedures and principles cover the provisions regarding the duties, working procedures and principles of the Ankara Yıldırım Beyazıt University Quality Commission.

**Basis**

**ARTICLE 3-** (1) These procedures and principles have been prepared based on Article 18 of the Regulation on Higher Education Quality Assurance and Higher Education Quality Board, published in the Official Gazette dated November 23, 2018, and numbered 30604.

**Definitions**

**ARTICLE 4-** (1) As stated in these procedures and principles;

a) Accreditation: The evaluation and external quality assurance process by an external evaluating institution that measures whether a higher education program meets predetermined academic and field-specific standards in a particular area.

b) Unit: Academic and administrative units and application and research centers affiliated with Ankara Yıldırım Beyazıt University,

c) Unit Quality Commission: The Commission responsible for organizing and conducting quality assessment and assurance, measurement and evaluation, and accreditation studies in the units of Ankara Yıldırım Beyazıt University.

c) External Evaluation: The external evaluation process of a higher education institution or program, regarding the quality of its educational and research activities and administrative services, conducted by external evaluators authorized by the Higher Education Quality Board or by independent external evaluation organizations recognized by the Higher Education Council and holding a Quality Evaluation Registration Certificate.

d) External Evaluation and Accreditation Bodies: Organizations operating domestically or abroad that possess a Quality Evaluation Registration Certificate recognized by the Higher Education Council,

e) External Evaluators: Individuals appointed by the Higher Education Quality Board to conduct the external evaluation process for higher education institutions, and who are competent to carry out the external evaluation process.

f) Internal Evaluation: The evaluation of the quality of an higher education institution's educational and research activities, administrative services, and institutional quality improvement efforts by evaluators appointed by the institution.

g) Quality Assurance: All planned and systematic processes undertaken to ensure that a higher education institution or program fully complies with internal and external quality standards and quality and performance processes.

g) Quality Commission: The commission responsible for organizing and conducting quality assessment and assurance, measurement and evaluation studies, and accreditation studies at the university.

h) Head of the Quality Commission: The University Rector or, in the Rector's absence, the relevant Vice-Rector,

i) Quality Coordination Office: The unit responsible for ensuring coordination between the Quality Commission and the university's units, monitoring the university's quality performance, identifying improvement needs, and preparing reports to be submitted to the Higher Education Council by the Quality Commission.

i) Quality Coordinator: The academic staff member responsible for the University's Quality Coordination Office.

j) University: Ankara Yıldırım Beyazıt University,

k) Higher Education Quality Board: This refers to the board responsible for organizing and conducting quality assessment, quality assurance, and accreditation studies in higher education institutions.

## **PART TWO**

### **Establishment and Organizational Structure, Duties, Working Procedures and Principles of the Quality Commission**

#### **Establishment and Organizational Structure of the Quality Commission**

**ARTICLE 5-** (1) The Rector chairs the Commission, and in the Rector's absence, the Vice-Rector appointed by the Rector chairs it.

(2) The commission consists of one member each elected by the senate, representing the same faculty, institute, college, or vocational school, but not more than one, and from different scientific fields. The university general secretary, student representative, and head of the strategy development department are ex officio members of the commission.

(3) The term of office of the members determined by the Senate is four (4) years. If a member leaves before the end of their term, a new member is appointed in the same way to complete the remaining term. The members of the commission and the working procedures and principles are shared with the public on the university's website.

(4) The student representative on the commission is determined by the university senate and his term of office is one year.

(5) The office and personnel support services of the Commission are carried out by the university's strategy development department or its relevant unit.

#### **Tasks of the Quality Commission**

**ARTICLE 6-** (1) The duties of the Quality Commission;

a) To establish the university's internal and external quality assurance system for the evaluation, monitoring, and improvement of the quality of its education, research, and community service activities, as well as its administrative services, in line with the university's strategic plan and objectives and within the framework of the procedures and principles determined by the Higher Education Quality Board; to identify university-specific key performance indicators; to conduct program evaluations; and to present the work in this context to the senate.

b) To plan and conduct internal evaluation studies, prepare the annual internal institutional evaluation report including the results of institutional evaluation and improvement studies, submit it to the senate, and share the approved annual internal institutional evaluation report with the public in an easily accessible manner on the university's official website.

c) To make the necessary preparations for the institutional external evaluation program, and to inform internal and external stakeholders about the process.

c) To support the Board's work during the external evaluation process, d) To plan, execute, coordinate, and guide work related to institutional and program accreditations.

e) To establish subcommittees, if deemed necessary, by determining their working procedures and principles.

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

**ARTICLE 7-** (1) The Quality Commission works in accordance with the procedures and principles stated below in order to fulfill the tasks assigned to it:

a) The Quality Committee meets at least four times a year at the invitation of the chairman. The meeting dates are determined by the chairman.

b) The Quality Commission convenes with a simple majority of its full membership and makes decisions by a simple majority of those present. In case of a tie, the chairman's vote shall be considered decisive.

c) Personnel support services for the Quality Commission are provided by the Strategy Development Department.

c) If necessary, the Rector may appoint a Quality Coordinator from among the commission members and a maximum of 2 (two) Assistant Quality Coordinators to assist him/her in the Quality Coordination Office.

d) Academic and administrative staff may be assigned to the Quality Commission.

## **CHAPTER THREE**

### **Working Bodies of the Quality Commission**

#### **Unit Quality Commission**

**ARTICLE 8** -(1) In academic units, the Quality Commission consists of at least 5 members, chaired by the Dean, the Director of the Institute/Conservatory/College/Vocational School or his/her deputy as deemed appropriate, teaching staff from different departments/branches and the unit secretary. Unit members serving on the Quality Commission are ex officio members of the unit quality commission. This commission is announced on the relevant unit's website.

(2) In administrative units and application and research centers, the commission consists of a maximum of 3 personnel appointed by the unit head, under the chairmanship of the unit manager or personnel deemed appropriate by him/her. This commission is announced on the relevant unit's website.

(3) The term of office of the Unit Quality Commission members is three years. A new member is appointed in the same manner to replace a member whose term has expired or who has resigned. The member appointed to replace a member who resigns before the end of their term serves for the remaining term of the member they replaced.

(4) If necessary, associate degree, undergraduate and/or postgraduate student representatives may participate in the work of the Unit Quality Commission.

#### **Operating Principles of the Unit Quality Commission**

**ARTICLE 9-** (1) The Unit Quality Commission works in accordance with the procedures and principles stated below in order to fulfill the tasks assigned to it:

a) The Unit Quality Committee meets at least four times a year at the invitation of the Unit Quality Committee Chairperson. The meeting dates are determined by the Chairperson.

b) The Unit Quality Commission convenes with a simple majority of its full membership and makes decisions by a simple majority of those present. In case of a tie, the Chairman's vote shall be

deemed to have made the decision.

c) Office and personnel support services for the Unit Quality Commission are provided by the relevant unit head.

**Duties and Responsibilities of the Unit Quality Commission**

**ARTICLE 10-** (1) The duties of the Unit Quality Commission are as follows:

a) In line with the university's strategic plan and objectives, to establish internal and external quality assurance systems in academic units regarding the evaluation and improvement of the quality of educational, research, and administrative services; to determine the indicators for each unit; to plan, execute, coordinate, and guide studies related to program accreditation; to carry out the work to be done within this scope in accordance with the procedures and principles determined by the Quality Commission; and to submit a report containing these studies to the Quality Commission in accordance with the determined schedule.

b) To make the necessary preparations for the unit during the external evaluation process, and to provide all kinds of support to the Higher Education Quality Board and external evaluation institutions regarding the unit. c) To carry out its work in cooperation with the Quality Commission.

**CHAPTER FOUR**

**Other Provisions**

**Entry into force**

**ARTICLE 11-** (1) These procedures and principles shall enter into force after they are approved by the University Senate.

**Executive**

**ARTICLE 12-** (1) The provisions of these procedures and principles are implemented by the University Rector.