**INTERNAL EVALUATION REPORT**

**ATILIM UNIVERSITY**

**2020**

**SUMMARY**

**1. Summary**

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Atılım University manages the creation of its annual “Internal Evaluation Report (IER)” successfully, and regularly. And, since the year 2019, Atılım University has exercised its efforts in report creation at a level of diligence that matches “project management” procedures. Preparations begin regardless whether an Official Letter by the Higher Education Quality Council (YÖKAK) has been received; while the Official Letter in question constitutes the basis of the Call for Action, announced via an internal letter, as seen at [Örnek\_icyazi\_KurumİçDeğerlendirmeRaporuKomisyonÇalışması\_2020.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EXP3_lQ92_xJugmslO-VCj4BGsxbh842XnDsh4sW75OKTQ?e=EliKXD).

* Project members were previously briefed on the contents, the scope, and the details of the version titled “Internal Evaluation Report\_2019” during the initial meeting in February 2021 in relation to the preliminary preparation efforts initiated earlier.
* YÖKAK provided their feedback and guidance regarding the 2019 report.
* Details were shared on the “Distant Education Internal Evaluation Report” requested by YÖKAK to be prepared within the year 2020.
* Expectations and requests were conveyed in the light of previous experiences, and on the basis of the recently published Guide of its time regarding the Internal Evaluation Report of 2020.

Study sub- and cross-groups were determined for each title within the framework of the work in question (Quality Assurance System, Education, Research and Development, Social Contribution, Management System), and specific online meetings were held with each study sub-group. Therefore, while a sense of belonging was nurtured around the components of the report in preparation, with the aim to envelope the institution in its entirety with a sense of quality.

A version of the data shared during the aforementioned meetings has been attached to this report, and is available at   
[AtilimUniversitesi\_KurumIcDegerlendirmeKomisyonu\_Mart2021\_v.1.1.pptx](https://atilim-my.sharepoint.com/:p:/g/personal/kidr_atilim_edu_tr/EfVQX1MnnGZIoGCKpn2WwrABFEroM8hTH6IXg6lWW0Jh6Q?e=z4GQ0i). Similarly, for traceability purposes, project members may be viewed under their respective sub-headings at [KurumIcDegerlendirmeRaporuKomisyonu\_2020\_v.1.3.xlsx](https://atilim-my.sharepoint.com/:x:/g/personal/kidr_atilim_edu_tr/ER1XgrjdH_dChqdZ8ovcXw4BSMQha1j6v-bp5qdgSLya9g?e=b2M33g) .

A sense of belonging was nurtured around the report within the framework of the working model, and the project management approach; with the active participation by the internal stakeholders of the University, through a flexible, intense professional discipline, and by spreading that sense of belonging among all organizational functions of Atılım University.

The main functions of the self-evaluation efforts of Atılım University, as well as the findings acquired, are presented in the report in detail, and with justifications, available under their relevant headings.

**INSTITUTION INFORMATION**

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**1. Contact Information**

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**2. History**

Holding a public legal personality, Atılım University is a foundation higher education institution established by Atılım Foundation in accordance with Higher Education Law no. 2547 and the provisions of the relevant legislation and as per Law no. 4281 dated 09/07/1997 and Additional Article 40 of the Law no. 2809. (Republic of Turkey Official Gazette no. 23050, dated 15.07.1997)

Atılım University was established with the a) School of Arts and Sciences, b) School of Business, c) School of Engineering, d) Graduate School of Natural and Applied Sciences, and e) Graduate School of Social Sciences under Atılım University Presidency. (Article 40, Law on the Organization of Higher Education Institutions no. 2809)

Educational activities began at Atılım University in the Academic Year of 1997-1998 with the Departments of Economics, and Business Administration under the School of Business; the Department of English Language and Literature under the School of Arts and Sciences; as well as Associate Degree Programs in Public Relations, Tourism and Hotel Management, Computer Aided Accounting, and Computer Programming under the Vocational School.

The history of Atılım University is available in detail in last year’s [Internal Evaluation Report 2019 under the “Institution Information” section.](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/2587/kidr)

**3. Mission, Vision, Values and Goals**

The Atılım University vision is defined as “Raising qualified individuals who are equipped with national and international knowledge by creating high-performance spaces in the production and application of scientific knowledge with the understanding of social sensitivity and sustainability.”

The core values of Atılım University are inquisitiveness, scientificity, universality, trust and reliability, respect for people and the environment, a focus on quality, a corporate sense of belong, corporateness, respect for professional ethics, a focus on stakeholders, productivity, innovativity, and creativity.

Atılım University defines its vision as “Remaining among the top 10 Turkish universities and top 500 universities around the world in the fields of research and education.”

* 1. **Atılım University Units that Offer Education Services**

The relevant studies of Atılım University are available in detail in last year’s [Internal Evaluation Report 2019 under the “Institution Information” section.](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/2587/kidr)

* 1. **Atılım University Units Undertaking Research Activities**

The relevant studies of Atılım University are available in detail in last year’s [Internal Evaluation Report 2019 under the “Institution Information” section.](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/2587/kidr)

* 1. **The Organizational Structure of Atılım University**

To view the organizational structure of Atılım University, [please visit this page.](https://www.atilim.edu.tr/tr/home/page/2359/organizasyon-semasi)

**A. QUALITY ASSURANCE SYSTEM**



**A.1. Mission and Strategic Goals**

The core aim and goal of Atılım University are to realize the idea of “a university that offers quality education, creates science and technology, conducts studies, brightens and contributes to the future of Turkey through its students.”

With this target came the sense of gradual development and sustainable renewal, based on the fundamental approach of “initiative-improvement-innovation”, and the principle of “enlightening the public with the vision formed within the framework of having been able to read the world, the geography, and the country.”

The Atılım University mission is to train qualified individuals who are equipped with national and international knowledge by creating high-performance spaces in the production and application of scientific knowledge with the understanding of social sensitivity and sustainability. In this regard, and realizing the core aim to “be the top international university in Turkey”, the concrete vision to “remain among the top 10 universities in Turkey, and the top 500 universities worldwide” was formed as a means of guidance to create a sustainable future.

Following the preparation of its first strategic plan, or the initial basic output of the strategic management process, for the period of 2006-2009, in order to realize [the mission and vision](https://www.atilim.edu.tr/tr/home/page/117/misyon---vizyon) of Atılım University, updates emerged in the form of the second plan for the 2010-2014 period and the third plan for the 2015-2019 period. Therefore, Atılım University houses a culture, and a tradition, of strategic planning.

The [previous strategic plans](https://www.atilim.edu.tr/uploads/pages/stratejik-plan-1517410923/1556802554-Atilim%20Universitesi%20Stratejik%20Plan%202015-2019.pdf) and the [current strategic plan](https://www.atilim.edu.tr/uploads/pages/stratejik-plan-1517410923/1556802554-Atilim%20Universitesi%20Stratejik%20Plan%202015-2019.pdf) of Atılım University are available via the embedded respective links, or at [A.1.1\_Atilim Universitesi Stratejik Plan\_2020\_2024\_Dokumani.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EUIyVCFS5_1GtUOjrd7i24UBgxVPCT5bm_TKAXFIWMAPXA?e=dBC0hr). The efforts by Atılım University to devise a strategic plan were realized (taking the short/ medium/ long term objectives, targets, action plans, timing, prioritization, and the opinions of those responsible and all stakeholders into consideration) as detailed in [IER 2019](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/2587/kidr), with the plan emerging and gaining approval through the active participation by all players within the institution. Presented in the following table\_1 within the framework of the devised and documented plan, 5 key areas with strategic priority have been determined, and an integrated approach has been proposed for each of these key areas, with strategic purposes, strategic targets, performance indicators and the responsible/ relevant units, long-term action plans and prioritization of certain elements.

|  |  |  |  |
| --- | --- | --- | --- |
| Area of Strategic Priority | Strategic Purpose | Strategic Target | Performance Indicator |
| Corporate Governance | 11 | 30 | 94 |
| R&D and Innovation | 10 | 16 | 24 |
| Student-Oriented University | 13 | 18 | 32 |
| Internationalization | 4 | 7 | 12 |
| Education | 4 | 15 | 45 |
| Total | 42 | 86 | 207 |

Table\_1: Summary Table for the Atılım University Strategic Plan

Within the scope of the 2020-2024 Strategic Plan to be realized; strategic purposes and goals have also been defined in line with the requirements of the 21st century for “distance education” in the key strategic area of “Education”. All details regarding the issue, as well as the content on the aforementioned topic are available at this link. To paint a picture, Table\_2 presents a summary regarding distance education processes.

|  |  |  |  |
| --- | --- | --- | --- |
| Coding | Area of Strategic Priority | Strategic Purpose | Strategic Target |
| EGT\_1 | Education | Improving the current digital content used in Distance Education, utilizing and making Distance Education a commercial product as a package content through MOODLE and SCORM packaging | Improving the quality of Distance Education, providing digital content references for Formal Education, and commercializing the product (in Turkish, English, and Arabic) |
| EGT\_2 | Education | Adopting the technology of “Augmented Reality” in our education processes, making use of the Learning-Information Objects Library. | Developing the process of education with an AR structure in the light of technological developments, and relating to the skills of the 21st century. |
| EGT\_3 | Education | Improving the quality of Distance Education | Improving the productivity and the quality through finalizing the integration between MOODLE and ATACS. |
| EGT\_8 | Education | Improving the quality of Distance Education | Increasing the number of Distance Education programs and courses [MOOCs / Webinars/ Coursera etc.] |

Table\_2 Summary Table for the Atılım University Strategic Plan for Distance Education

13 meetings were held on “EDUCATION”, a strategic area of priority determined within the scope of the efforts to devise a strategic plan. These meetings were attended by 90 people/ stakeholders, with the meetings lasting 21.5 hours in total, and 166 people/hours’ worth of effort was exercised. [The minutes from a sample meeting](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EfEq2njim9NDmoACg14L4IIBGu-UvYlYgU7K3GkFeIiVZw?e=FOqVC7) have been provided to paint a picture.

The “Strategic Plan Development Commission” was established as per the Internal Letter dated August 26, 2019, and numbered 59394181-050.06.02-E.5603, for the Atılım University Strategic Plan of the 2020-2024 period. The studies for the new period began with the invitation to the first meeting. The current purpose, targets and performance indicators regarding the strategic plan were [monitored, evaluated, and reported.](https://atilim-my.sharepoint.com/:p:/g/personal/kidr_atilim_edu_tr/EXMYkUXWUktJkFB3gejgB7UBVXi9bytdZHb5Xfun154TdQ?e=rVJtYr) The data acquired showed that 75% of the relevant targets had been achieved, with 22.7% undone, and 2% canceled. Therefore, the need was acknowledged to initiate strategic planning efforts for the new period (2020-2024). Within the framework of these efforts, the 2020-2024 Strategic Plan was estimated to be prepared in a way to minimize the occurrence of any delays as per the schedule, without losses in performance. For this purpose, the strategic plan and development process has been conveyed in detail in the section titled “Quality Assurance System” in the [Internal Evaluation Report of 2019](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/2587/kidr), taking into account the strategic plan development efforts made in the past and drawing from the strategic planning experience of Atılım University. Both internal, and external stakeholders of Atılım University participated in the cycle of [planning, implementation, and control](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EQ6LA7vA9bdDusLQlOYyxCMBfJLQw_VkiLP5SAzoUiOqUg?e=I6Bszd) during the creation phase of the Atılım University Strategic Plan.

As a result of these efforts, the approval mechanisms for the strategic plan activities in question were finalized in the first quarter of 2020 and ensured to be integrated with the Performance Management System - MMS.

As an approach, Strategic Management is a part of the quality management system. Quality management begins with the process cycle of Strategic Management, and draws from it the input for the strategic plan. In strategic planning, the strategic performance targets determined to achieve the strategic goals also constitute the quality targets of the University. Meanwhile, the quality targets become the performance indicators of the operational procedures of the relevant units. Therefore; with a Strategic Plan comes a mechanism that integrates and operates with quality assurance management, and the performance management system.

The “Performance Management System”, first implemented in 2017, is the mechanism that allows for basic traceability, measurement, improvements and updates regarding the extent of strategic plan realization, as well as the extent of reaching strategical goals, and the realization of strategic performance targets.

Defining performance indicators for academic and administrative managers ensures the assignment of these indicators to the relevant managers and employees, as well as their traceability and evaluation. These indicators derive from the strategic areas of priority within the scope of the Strategic Plan of 2020-2024 (Corporate Governance, R&D and Innovation, Student Oriented University, Internationalization, Education) as well as the operational and administrative processes within the responsibilities of managers. A [sample target card](https://atilim-my.sharepoint.com/:p:/g/personal/kidr_atilim_edu_tr/Ee1P54_3NhlIjViqSL2cw6MBqAuSIijBdAPWluhOUe1B-w?e=vf5cCV) integrated within the PMS mechanism that operates on the targets within the scope of the strategic plan has been provided.

Targets are being assigned, and evaluation meetings are being held with all employees within the scopes of [Form1, Form2, and Form3](https://atilim-my.sharepoint.com/:u:/g/personal/kidr_atilim_edu_tr/EfDI69SokHpMhc5DaTmphu8BNV2hZg-i46265RfF_hBc-g?e=0oNGxP) within the corporate performance management system in place at Atılım University. The relevant forms in use are provided to justify this statement.

The extent and the targets realized within the PMS are utilized, preserved, and improved as the Atılım Target Library. The results acquired through the PMS are added into the cycle at the end of each evaluation period (every July) as inputs for the strategic management process. With revisions and improvements that include the effectiveness of the Atılım University strategic management process approach, the cycle of “Plan-Do-Control-Act” reaches a full circle. Within the framework of the continuous improvement approach of the corporate performance management mechanism, targets were marked for improvement within the scope of the Strategic Plan of 2020-2024. In this context, the section “Corporate Governance”, also an area of strategic priority, defines the strategic targets and performance indicators for the strategic purpose to increase individual productivity.

* Under “Increasing Individual Productivity”, the strategic goal "to perform activities that will reveal / increase the potential of employees” was determined as a strategic purpose. (KRMSL\_9)
* Under “Devising an Integrated University Information System Structure”, the strategic goal "to devise a PMS - Performance Management System (Administrative Staff)” was determined as a strategic purpose. (KRMSL\_14)

Throughout 2019, efforts continued under Basic Procedures and Related Operations by all University units, in order to determine and regulate their organization and operation. [Process management handbooks](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EXJCWWEz-FpMntXzYZYTSToBHcKf-YG6P4NeuDMbMpKhdA?e=SAkVMc) on basic activities and related operations were prepared, reviewed and have been subject to continuous updates in line with the approach of continuous improvement. The relevant data was shared via the Electronic Document Management System (“EDMS”) with all units as per the [Senate Resolution dated 05.02.2019 and numbered 02](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Eb8J0P_T0spHoeT7uvVo-qkBlVCHI93V_Rvwm-mYkwPRIg?e=SUDKyq) (Article 19/19).

The efforts by Atılım University are in line with the philosophy of process management. Atılım University is a higher education institution with the capability to operate the continuous improvement mechanisms. In this regard, within the framework of the [Strategic Plan Studies for the Period of 2020-2024](https://www.atilim.edu.tr/tr/home/page/4626/stratejik-planlama), under “Corporate Governance”, another key area of strategic priority, the project on the “reconfiguration of operational procedures” was adopted as a key target of priority. In this context, under "Corporate Governance", a strategic area of priority, strategic target and performance indicators, which include the efficiency determination of business processes, restructuring, re-organization studies and the provision of a technology platform on which all studies will run, are defined as strategic targets, as detailed below.

* Under the strategic purpose of "Fast and compliant bureaucratic transactions", "Increasing the efficiency of business processes" was determined as a strategic target. (KRMSL\_6)
* Under the strategic purpose of "Fast and compliant bureaucratic transactions", the strategic target of "Providing technological support for business processes" was determined. (KRMSL\_7)

Based on these efforts; with the Official Letter dated October 09, 2020 and numbered E-59394181-051.08-6621, and within the scope of the Studies for the Strategic Plan of 2020 – 2024 at Atılım University; studies have been initiated to breathe life into the operations, and maintain them in accordance with the principle of continuous improvement under the specific objective of the “Business Processes Reconfiguration Project”. The relevant commission convened at times to work on issues such as the main requirements of the project, stakeholder participation planning, project specification, contractor identification, and tender processes in accordance with the international project management approach (PMI-PMBOK). Following the conclusion of the tender process as of 2021, reconfiguration and reorganization is now imminent for our business processes, with the revitalization of our technology platform to its core. The unique approach devised by Atılım University in line with its needs will succeed once the main elements of the relevant project detailed below are realized.

* Definition of operational procedures,
* Creation of a process inventory,
* Creation of an advanced process map,
* Creation of a map of mutual relationships between processes,
* Determination of SLAs and KPIs for processes,
* Determination of input-output relationships of processes,
* Devisal of a business model,
* Devisal of a personnel training & investment plan,
* Creation of IT infrastructure and inventory data,
* Detection of IT requirements, integration of the technological platform
* Re-organization
* Creation of a transition plan, a road map on the entirety of the outputs mentioned

As an important organizational proof of the desire for continuous improvement with the signature development and pioneering quality of Atılım University; and in line with the wishes and expectations of the stakeholders, an independent department, namely the “Directorate of Corporate Development and Planning”, was established. The directorate reports directly to the Presidency. Atılım University strives to complement the quality management system with its targets for excellence. In order to transform the positive atmosphere formed in this regard into a form of culture, Atılım University continues to improve its quality assurance system and maintains its total quality approach, while bridging the gap between the past and the future.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EsNan1LeoF9Op7f8P0g-VicBsKELXZ6mlBnvE47AQxZLzQ?e=REgC81) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

A.1.1\_StratejikPlan2018\_2023\_StatüDegerlendirme\_14102019.pptx

A.1.1\_AtilimUniversitesiStratejikPlan\_2020\_2024\_Dokumani.pdf

A.1.1\_KurumsalGelisimPlanlamaKoordinatorlugu\_AylikProgramStatuTakibi\_30112019.pdf

A.1.1\_SPGK\_StratejikPlanGelistirmeKomitesi\_MOM\_05092019.docx

A.1.1\_StratejikPlan2020\_2024 ProjeBaşlangıçDokümanı\_190919.pdf

A.1.1\_PYS\_StratejikPlanPerformansGostergesi\_OrnekGosterim.pptx

A.1.1\_StratejikPlanGelistirme\_EGITIM\_ToplantiNotlari\_11122019.docx

A.1.2\_SüreçYonetimiElKitabı.docx

A.1.2\_Değişim Yönetim Programı Komitesi Hazırlık Faaliyetleri\_09102020.pdf

A.1.2\_UniversiteSurecleriveGorevTanimlari\_SENATO KAR 05.02.2019-02.docx

A.1.3\_Formlar (form1\_form2\_form3).rar

A.1.3\_PerformansYönetimSistemiProsedürü.pdf

**Mission, vision, strategic purpose, and targets**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [A.1.1\_AtilimUniversitesiStratejikPlan\_2020\_2024\_Dokumani.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_AtilimUniversitesiStratejikPlan_2020_2024_Dokumani.pdf)
* [A.1.1\_KurumsalGelisimPlanlamaKoordinatorlugu\_AylikProgramStatuTakibi\_30112019.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_KurumsalGelisimPlanlamaKoordinatorlugu_AylikProgramStatuTakibi_30112019.pdf)
* [A.1.1\_PYS\_StratejikPlanPerformansGostergesi\_OrnekGosterim.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_PYS_StratejikPlanPerformansGostergesi_OrnekGosterim.pptx)
* [A.1.1\_SPGK\_StratejikPlanGelistirmeKomitesi\_MOM\_05092019.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_SPGK_StratejikPlanGelistirmeKomitesi_MOM_05092019.docx)
* [A.1.1\_StratejikPlan2018\_2023\_StatüDegerlendirme\_14102019.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_StratejikPlan2018_2023_Stat%C3%BCDegerlendirme_14102019.pptx)
* [A.1.1\_StratejikPlan2020\_2024 ProjeBaşlangıçDokümanı\_190919.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_StratejikPlan2020_2024%20ProjeBa%C5%9Flang%C4%B1%C3%A7Dok%C3%BCman%C4%B1_190919.pdf)
* [A.1.1\_StratejikPlanGelistirme\_EGITIM\_10\_UygulamaveGozdenGecirmeToplantiNotlari\_30012020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_StratejikPlanGelistirme_EGITIM_10_UygulamaveGozdenGecirmeToplantiNotlari_30012020.docx)
* [A.1.1\_StratejikPlanGelistirme\_EGITIM\_ToplantiNotlari\_11122019.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.1_StratejikPlanGelistirme_EGITIM_ToplantiNotlari_11122019.docx)

**Quality assurance; education and training; research and development; social contribution and management policies**

**Level of Maturity:** These policies and related practices are followed and evaluated with relevant stakeholders.

**Evidence**

* [A.1.2\_Değişim Yönetim Programı Komitesi Hazırlık Faaliyetleri\_09102020.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.2_De%C4%9Fi%C5%9Fim%20Y%C3%B6netim%20Program%C4%B1%20Komitesi%20Haz%C4%B1rl%C4%B1k%20Faaliyetleri_09102020.pdf)
* [A.1.2\_SüreçYonetimiElKitabı.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.2_S%C3%BCre%C3%A7YonetimiElKitab%C4%B1.docx)
* [A.1.2\_UniversiteSurecleriveGorevTanimlari\_SENATO KAR 05.02.2019-02.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.2_UniversiteSurecleriveGorevTanimlari_SENATO%20KAR%2005.02.2019-02.docx)

**Corporate performance management**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [A.1.3\_PerformansYönetimSistemiProsedürü.pdf.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.1.3_PerformansY%C3%B6netimSistemiProsed%C3%BCr%C3%BC.pdf.pdf)

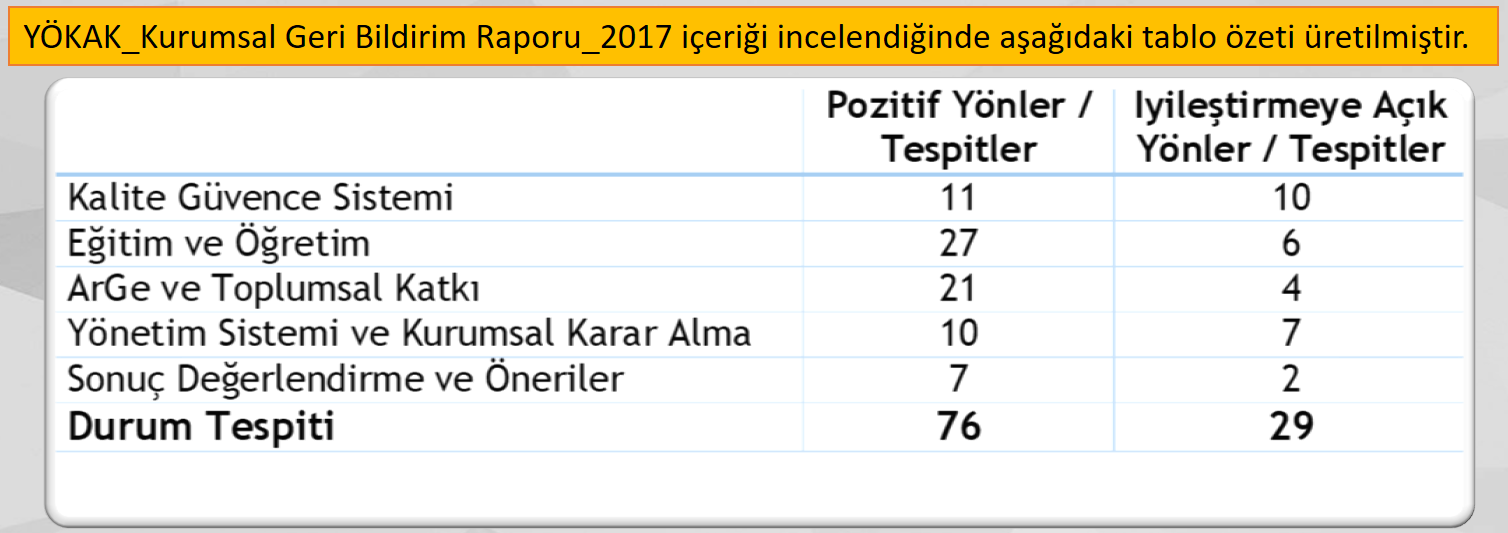
**A.2. Internal Quality Assurance**

Atılım University Quality Commission is established and operational within the framework of Atılım University Quality Assurance Directive, as approved by the Senate Resolution dated 29.12.2015 and numbered 10. Atılım University strives for its quest to realize the strategic targets of its strategic plan in the light of the philosophy of continuous improvement. In this context, the university revised its Quality Assurance Directive and published [an updated version](https://www.atilim.edu.tr/files/yonergeler/Kalite%20Guvence%20Yonergesi%20(14.09.2020-14).pdf) as per the Senate Resolution dated September 14, 2020 and numbered 14 on its corporate website. In line with the updated version, “[Atılım Üniversitesi Kalite Komisyonu İş Modeli.pdf (“*Atılım University Quality Commission Business Model*”)](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EY5ehuJy9XFHjhdKgwGRpYABKDUdoXprF_qjPN_3g0g0lg?e=FBiYWe)”, a business model unique to Atılım University, was devised to match the needs of the university, and increase the productivity of the quality commission in which senior management staff actively takes part. Commission members were invited to the meeting on the operation mechanism of the business model with the invitation titled [A.2.1\_AtılımÜniversitesiKaliteKomisyonuToplantı\_daveti.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EYL7b7GA3uZFvZokg6OFBbEBOjYtbvtaDB9-X59NlE7bRA?e=Kpmu69), and the meeting was held. Another important issue that made the meeting agenda was the "Accreditation and Evaluation Program" and the "Change Management Program (business process restructuring, re-organization project and technology platform)", two strategic objectives of priority within the scope of the strategic plan in accordance with the established business model. Attendees were briefed on the relevant project commissions and project planning. A meeting was held on September 16, 2020, regarding the Accreditation and Evaluation Program. The evaluations of the meeting were shared as meeting minutes, in the document titled [A.2.1\_ProgramDegerlendirmeKomisyon\_ToplantiNotlari\_1\_16092020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EUuLNwH0chdMhxFwwRQPUAUBKaO4r6g2KIJmO5XqS0K8xg?e=s0isNW). Another meeting was held on October 14, 2020, regarding the Change Management Program. The invitation to this meeting is available at [A.2.1\_DeğişimYönetimProgramıKomitesiToplantı\_daveti](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EZAppmYeWbpOpt3295Ps35gB4Tj3ul2lCeDBpTfqdVaSxQ?e=W1XWZK). Currently, both programs are progressing successfully, in line with the project planning. The file titled [A.2.2\_AtilimUniversitesiSureclerininTamami.rar](https://atilim-my.sharepoint.com/:u:/g/personal/kidr_atilim_edu_tr/EbvK-UiaxURIj8XFcwwNVG8BT5ieNqYWQcjTIdQOYw4M4A?e=QwgWDy) includes all the data on the current operational procedures of the university, the work flow, duties and responsibilities, and the roles of stakeholders; but please note that the “Change Management Program” is well underway to improve the current situation.

Both internal and external stakeholders are consulted within the Quality Commission. Their suggestions shape the activities of the Commission in which the academic and administrative services of the University are assessed, improved, approved and recognized in terms of the levels of quality. With the “quality commission business model” devised within Atılım University, the Quality Commission supports all studies that are scaled and projected. The Commission convened at times in the year 2020 under coordination meetings. A sample meeting agenda and the resolutions shared with attendees is available at [A.2.2\_KaliteKomisyonuToplantisi\_20102020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EXAc9aW1P-lKujVSWNAirEYB6hxb8Mk3rY9U7-HTXhgEkg?e=DZhNvn).

Their active participation in the development of the 2020-2024 strategic plan constitutes a concrete output regarding the studies of Atılım University Quality Commission. As detailed previously, various meetings and workshops were organized within this framework (All administrative and academic managers attended the [Strategic Management Workshop](https://www.atilim.edu.tr/tr/home/news/4508/atilim-universitesi-stratejik-yonetim-calistayi-kibris’ta-gerceklestirildi) in November 2019. Around 50 students from various departments and sections participated in the focus group studies during the [Student Workshop](https://www.atilim.edu.tr/tr/home/news/4537/bugun-ve-gelecek-icin-ogrencilerimizle-bulustuk) in December 2019. Students from various departments and sections also participated in the “International Student Workshop” in December 2019 to discuss the requirements for a “student-oriented university”.). In this context, the current situation was assessed with the participation of managers from all units and departments within the framework of the self-evaluation approach of the university; and [improvement and result reports](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/5200/calistaylarimiz) were created on the detection and revision of the current areas of improvement by [students (Turkish or International)](https://www.atilim.edu.tr/tr/home/event/3579/atilim-universitesi-ogrenci-calistayi) and shared with stakeholders within the framework of peer evaluation. Thus, the cycle of “plan, do, control, act” based on feedback (“*PDCA*”) regarding the active participation of our internal stakeholders was completed successfully. While other student workshops had been planned for the year 2020, they were held online on March 25-26, 2021, due to the pandemic.

Atılım University has a business model in which the internal quality assurance mechanism is well-structured, the senior management actively participates in the studies and performs an encouraging function. Within the scope of the monitoring and evaluation workshop held as of November 23, 2020, University processes were examined by YÖKAK external evaluators and the workshop resolved efficiently with the participation of all senior management, quality commission members, students, alumni and employer representatives. Details on senior management leadership and stakeholders participating in the workshop on monitoring and evaluation is presented at [A.2.3\_Paydaşlar\_Atilim University Monitoring Visit Plan\_23112020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EXUGpe7YQNFImpo8uPtY6YsBilkgCeUxmt562d8_ga85Pg?e=2gsJRT). Within the scope of this workshop, a detailed development report on the areas with room for improvement, as well as the strengths and the weaknesses in the document titled [Atılım Üniversitesi Kurumsal Geri Bildirim Raporu\_Şubat 2017.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EftCFwYKWjRLr6f9mtWn69EBmkhO9uCL52x3uJlgM-SYqQ?e=94oPb6) may be viewed in detail at [A.2.3\_Atilim Universitesi\_Izleme Degerlendirme Calistayi\_Kasim 2020.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EVZZ9Lch9L1IpW1AikQAqMEBSrxYRLnX1pnb0bCOHZEY2Q?e=JrJRd9). The positives and the areas with room for improvement as per the KGBR\_07 report within the framework of these analyses are summarized below in Table\_3.



Table\_3: Summary Table for Atılım University YÖKAK KGBR\_2017

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EmEhKyLk0r9OkfwimZPMTKsBAv1Nt6WDmaJ_1UhetgUBRw?e=0yLy2x) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

A.2.1\_AtilimUniversitesi\_Kalite\_Guvencesi\_Yonergesi.pdf

A.2.1\_Atılım Üniversitesi\_KaliteKomisyonuIsModeli\_Agustos2020\_v.2.0.pdf

A.2.1\_AtılımÜniversitesiKaliteKomisyonuToplantı\_daveti.pdf

A.2.1\_DeğişimYönetimProgramıKomitesiToplantı\_daveti.pdf

A.2.1\_ProgramDegerlendirmeKomisyon\_ToplantiNotlari\_1\_16092020.docx

A.2.1\_SenatoKararı\_KaliteGuvenceYonergesi\_14.09.2020-14.docx

A.2.2\_AtilimUniversitesiSureclerininTamami.rar

A.2.2\_KaliteKomisyonuToplantisi\_20102020.docx

A.2.3\_Paydaşlar\_AtilimUniversitesiIzlemeZiyaretPlani\_23112020.docx

A.2.3\_Atılım\_Universitesi\_Kurumsal\_Geri\_Bildirim\_Raporu\_Subat\_2017.pdf

A.2.3\_AtilimUniversitesi\_IzlemeDegerlendirmeCalistayi\_Kasim2020.pdf

**Quality Commission**

**Level of Maturity:** The working style and functioning of the quality commission are monitored and related improvements are made.

**Evidence**

* [A.2.1\_Atılım Üniversitesi\_KaliteKomisyonuIsModeli\_Agustos2020\_v.2.0.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.1_At%C4%B1l%C4%B1m%20%C3%9Cniversitesi_KaliteKomisyonuIsModeli_Agustos2020_v.2.0.pdf)
* [A.2.1\_AtılımÜniversitesiKaliteKomisyonuToplantı\_daveti.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.1_At%C4%B1l%C4%B1m%C3%9CniversitesiKaliteKomisyonuToplant%C4%B1_daveti.pdf)
* [A.2.1\_DeğişimYönetimProgramıKomitesiToplantı\_daveti.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.1_De%C4%9Fi%C5%9FimY%C3%B6netimProgram%C4%B1KomitesiToplant%C4%B1_daveti.pdf)
* [A.2.1\_Kalite Guvence Yonergesi (14.09.2020-14).pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.1_Kalite%20Guvence%20Yonergesi%20(14.09.2020-14).pdf)
* [A.2.1\_ProgramDegerlendirmeKomisyon\_ToplantiNotlari\_1\_16092020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.1_ProgramDegerlendirmeKomisyon_ToplantiNotlari_1_16092020.docx)
* [A.2.1\_SenatoKararı\_KaliteGuvenceYonergesi\_14.09.2020-14.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.1_SenatoKarar%C4%B1_KaliteGuvenceYonergesi_14.09.2020-14.docx)

**Internal quality assurance mechanisms (The PDCA cycle, schedules, unit structures)**

**Level of Maturity:** The internal quality assurance system is spread throughout the organization, carried out in a transparent and holistic manner.

**Evidence**

* [A.2.2\_KaliteKomisyonuToplantisi\_20102020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.2_KaliteKomisyonuToplantisi_20102020.docx)

**A culture of leadership and quality assurance**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

Evidence

Kanıtlar

* [A.2.3\_Atılım\_Universitesi\_Kurumsal\_Geri\_Bildirim\_Raporu\_Subat\_2017.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.3_At%C4%B1l%C4%B1m_Universitesi_Kurumsal_Geri_Bildirim_Raporu_Subat_2017.pdf)
* [A.2.3\_AtilimUniversitesi\_IzlemeDegerlendirmeCalistayi\_Kasim2020.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.3_AtilimUniversitesi_IzlemeDegerlendirmeCalistayi_Kasim2020.pdf)
* [A.2.3\_Paydaşlar\_AtilimUniversitesiIzlemeZiyaretPlani\_23112020.doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.2.3_Payda%C5%9Flar_AtilimUniversitesiIzlemeZiyaretPlani_23112020.doc)

**3. Stakeholder Participation**

**A.3. Stakeholder Participation**

Atılım University continues its activities with an approach that attaches importance to stakeholder participation in all its activities under A.1. Mission and Strategic Purposes, A.2. Internal Quality Assurance, and within the scope of this report. Similarly, academic and administrative performance evaluation, course and faculty member evaluation surveys, personnel and student satisfaction surveys are conducted within the University, and it is possible for internal stakeholders to contribute to quality. External stakeholders also contribute to decision-making, governance and improvement mechanisms as an important part of processes (such as the processes of accreditation). For example, [in-service training seminars](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EdP1Wnvw9zRDvO0fXmgWDx8BIapkycrHMBtaRPMMYzkYcw?e=cTgOzd) (A.3.1\_2020 Yili Oryantasyon Programi.pdf) are held especially for newly-recruited faculty members and administrative staff, in order to maintain and continuously improve the quality of education with the highest internal stakeholder satisfaction in the surveys. Orientation seminars for new Atılım University members are planned, organized at times, checked in accordance with possible feedback and suggestions, and improved with the data collected from the questionnaires [A.\_3.1\_Egitim Oryantasyon Seminerleri Degerlendirme Formu.png](https://atilim-my.sharepoint.com/:i:/g/personal/kidr_atilim_edu_tr/Efy7umQwbkRNgjzYkOBnPXoBluWLRvkszVExvGZY3qJVyQ?e=dSva40). This successfully closes the cycle of continuous improvement (*“PDCA”*).

Here, as detailed under A.2. Internal Quality Assurance, the evaluation workshop within the scope of the YÖKAK Monitoring Program, student workshops for Turkish and international students, regular evaluation meetings chaired by the University Presidency (weekly evaluation meetings for academic managers, and regular meetings for administrative managers) ([A.3.1\_PeriyodikDegerlendirme\_6\_ToplantiNotlari\_06052020](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EQcUjRWXSyVAnzFLD03X_ekB7McxEouBZM48UBNxJMWipw?e=ZL5hbW)) constitute an example.

Participation platforms in accreditation studies such as *MÜDEK, FEDEK*, and *TURAK* are among active platforms for the participation of external stakeholders. [With 14 different accredited programs](https://www.atilim.edu.tr/tr/home/page/2954/akreditasyonlarimiz), Atılım University has proved its habit of keeping in touch with internal and external stakeholders, receiving and resolving possible improvement suggestions. In addition to these programs, [the Graduate School of Foreign Language holds Pearson Accreditation](https://www.atilim.edu.tr/tr/sfl/page/3448/pearson-assured-akreditasyon-sureci). Similarly, the Graduate School of Civil Aviation has passed the regulative mechanisms approved by the Directorate General of Civil Aviation, and now holds a [SHY-147 Certificate](https://www.atilim.edu.tr/tr/ugmb/page/4701/shy-147-sertifikasyonu).

Atılım University Alumni Affairs Office was established in order to contribute to the development of all graduates and students of Atılım University. Having established organic relations with more than 13000 Atılım University graduates, the office primarily aims to strengthen the communication between graduates and students, and to raise them to the privilege and the sense of belonging of being a member of Atılım University. Atılım University Alumni Affairs establishes social platforms to connect students and graduates where graduates are able to share their opinions and feedback with events such as [Career Days](https://www.atilim.edu.tr/tr/cpa/event/3612/kariyer-gunleri), [Alumni Fair](https://www.atilimmed.org.tr/5-mezunlar-panayiri/), and [Alumni Reunion](https://www.atilim.edu.tr/tr/home/event/3600/soylesi-mezun-ogrenci-bulusmasi). Atılım University Alumni Affairs Office compiles contact information of our graduates, as well as their educational, occupational, and residential status and membership details, and contacts them during the semester for updates. In order to coordinate with the Atılım University Alumni Association, Atılım University Alumni Affairs Office logs the expectations, opinions and suggestions of Atılım University graduates and students regarding the University through one-to-one communication and survey calls. In order to integrate communication efforts with Atılım University Alumni with technology, and to establish a consolidated management, studies on the [MAP - Atılım Alumni Platform](https://www.atilim.edu.tr/tr/mezunlarla-iletisim-ofisi/page/4009/mezun-atilimlilar-platformu-map) have been finalized.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/Erqv6X2QdA1HnYcPvWRZy18BSq6j6OljPP5IW9YjNBdhnQ?e=LkF8Jz) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

A.3.1\_2020 Yili Oryantasyon Programi.pdf

A.3.1\_EgitimOryantasyonSeminerleriDegerlendirmeFormu.png

A.3.1\_PeriyodikDegerlendirme\_6\_ToplantiNotlari\_06052020.docx

A.3.1\_ Sosyal İsler ve Spor Direktorlugu.docx

**Involvement of internal and external stakeholders in quality assurance, education and training, research and development, management and internationalization processes**

**Level of Maturity:** The functioning of stakeholder engagement mechanisms is monitored and related improvements are made.

**Evidence**

* [A.\_3.1\_EgitimOryantasyonSeminerleriDegerlendirmeFormu.jpg](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A._3.1_EgitimOryantasyonSeminerleriDegerlendirmeFormu.jpg)
* [A.3.1\_2020 Yili Oryantasyon Programi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.3.1_2020%20Yili%20Oryantasyon%20Programi.pdf)
* [A.3.1\_PeriyodikDegerlendirme\_6\_ToplantiNotlari\_06052020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.3.1_PeriyodikDegerlendirme_6_ToplantiNotlari_06052020.docx)
* [A.3.1\_Sosyal İsler ve Spor Direktorlugu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.3.1_Sosyal%20%C4%B0sler%20ve%20Spor%20Direktorlugu.docx)

**4. Internationalization**

**A.4. Internationalization**

Atılım University regards “internationalization” as a strategic area to constitute the key to be “among the top 10 universities in Turkey and the top 500 universities in the world in education and research” within the framework of its mission to "become a world university", and its [vision](https://www.atilim.edu.tr/tr/home/page/117/misyon---vizyon). Similarly, “internationalization” has made its way as a specific “area of strategic priority” in the 2020-2024 Strategic Plan.

The Directorate of International Relations was established in order to contribute more to the internationalization studies among the main strategic goals of Atılım University. The field of duty of the Directorate of International Relations is defined as "contributing to the efforts of Atılım University to increase international integration in education, research and community service". Detailed information on the job description and operational dynamics of the Directorate of International Relations are available under the [“Internationalization of the Quality Assurance System” Section of the IER 2019.](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/2587/kidr)

Within the framework of the studies regarding the [2020-2024 Strategic Plan](https://www.atilim.edu.tr/tr/home/page/4626/stratejik-planlama), Atılım University has adopted “Internationalization” as a strategic area of priority. Strategic goals such as “Having Over 10% International Students,” “Offering at Least 2 Dual Diploma Programs, or Common Diploma Graduate Degree Programs”, “Realizing International Collaborations towards which the University sees active collaboration with 8 universities”, and “Increasing the Number of International Academics” are now under the “Internationalization” umbrella. In this context, including “internationalization” in their short-/ medium-/ long-term plans, Atılım University has defined their strategic purposes, strategic goals, and performance indicators as follows:

* “Having Over 10% International Students” as a title includes the strategic targets of “Achieving more than 10% international students and a balanced distribution of these students among the university (Mostly undergraduate degree students from various countries should be preferred, qualified students should be admitted)”, and “Increasing promotion activities outside of Turkey, strengthening agency activities, implementing alternate promotion operations.” (ULUSLRSI\_1 and ULUSLRSI\_2)
* “Offering at Least 2 Dual Diploma Programs, or Common Diploma Graduate Degree Programs” as a title includes the strategic targets of “Performing process and legislation analyses on the concept of Dual Diploma (competition, legislations etc.)”, and “Having academic departments adopt Dual Diploma Programs”. (ULUSLRSI\_3 and ULUSLRSI\_4)
* “Realizing International Collaborations towards which the University sees active collaboration with 8 universities” as a title includes the strategic target “Determination of the International Universities to Establish Active Collaboration by Academic Departments”. (ULUSLRSI\_5)
* “Increasing the Number of International Academics” as a title includes the strategic targets of “Increasing the Number of International Academics by 50% of the Current Number”, and “Increasing the Number of International Guest Lecturers”. (ULUSLRSI\_6 and ULUSLRSI\_7)

In line with its vision, Atılım University constantly follows the developing global trends in higher education and devises strategies in this regard. These studies have transformed into success in terms of [National and Global Rankings of 2020.](https://ic.atilim.edu.tr/tr/page/48/baskandan)

Atılım University encourages internationalization with a multicultural and participatory approach in education and campus life. Atılım University offers exchange, internship and international mobility programs in European countries and other parts of the world. Atılım University has welcomed international students from 64 countries all over Europe, North America, Africa, Asia, the Middle East, the Balkans, the Gulf Region and the Caucasus. The University has internationally renowned and experienced academic and administrative staff. The language of instruction in the majority of academic programs is English. In addition to barring no obstacles for international students in their direct contact with department officials, the University provides extensive information on [accommodation](https://ic.atilim.edu.tr/tr/page/68/barinma-bilgileri), [student experiences](https://ic.atilim.edu.tr/tr/page/51/uluslararasi-ogrenci-deneyimleri), [recognition and equivalency, visa and residence permit, and HES codes](https://ic.atilim.edu.tr/page/89/helpful-informations) in its [Promotional Booklet for Prospective Students](https://ic.atilim.edu.tr/files/Student_Information_Booklet.pdf), and its official Web site.

Atılım University also has a ["Memorandum of Understanding" (MoU)](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/ER_npbhV5mlFmuKTzEy_M3wBUr0UouNPVcpVkvhlZVwaMA?e=J70fSz) prepared in collaboration with its Legal Office and approved, to be used in international collaboration agreements. The MoU is enclosed. In addition, the printed Erasmus+ bilateral agreement text prepared by the EU is used for Erasmus+ contracts. The pandemic [rendered it impossible](https://ic.atilim.edu.tr/tr/page/90/erasmus+-2020) to perform the Erasmus+ student internship mobility activities of the Summer of 2020, and the Erasmus+ student exchange activities of the Fall of 2020-2021.[Details and the current list](https://ic.atilim.edu.tr/page/15/partner-universities) regarding the active international agreements of Atılım University are available. Furthermore, Atılım University enters into international protocol and collaboration contracts, as presented in the example at [A.4.2\_Erasmus Agreement\_AtilimUniversity and University of Piraeus.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EdcVmvsbto9Lqjw4L-bnoYkB338PUgTIq3IBwdSr6oLbVg?e=9KpJN5). Atılım University signed a collaboration contract with University of Applied Science Upper Austria (in Wels, Austria) regarding a 3+2 Dual Diploma Program in the field of Electrical-Electronics Engineering.

The management and organizational structure of internationalization processes, internationalization resources and the mechanism for monitoring internationalization performance are provided in detail [in the section titled “Internationalization of the Quality Assurance System” of IER 2019.](https://www.atilim.edu.tr/tr/kurumsal-gelisim-ve-planlama-koordinatorlugu/page/2587/kidr) As for the number of applications received and the number of students registered; Atılım University received 1187 applications, and 307 students were registered for the Fall of 2020-2021.

The Erasmus+ KA107 project by our University for Baku Higher Oil School in Azerbaijan received grant support, becoming the first KA107 project of Atılım University. As for the project details, the project started on 01/08/2020, to end on 31/07/2022. The total duration of the project is 24 months, and the total budget is 3490 Euros. The Exchange and International Mobility Office under the Directorate of International Relations is the unit to undertake the Erasmus+ process at Atılım University. Excluding any additional budget requests to come, the Erasmus budget granted to the University for the contract year of 2020 is 85,100.00 Euros.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EvrITT9DjZxOnOFDOx9A5ZsB6e179ymgP-cE9ckHQ3dzhw?e=pDfMJX) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

A.4.2\_UluslararasiIliskilerDirektorlugu.docx

A.4.2\_AtilimUniversity and University of Piraeus\_MoU\_ornegi.pdf

A.4.2\_Erasmus Agreement\_AtilimUniversity and University of Piraeus.pdf

**Internationalization policy**

**Level of Maturity:** The internationalization practices of the institution are monitored and internationalization policies are improved according to the results of the monitoring.

**Management and organizational structure of internationalization processes**

**Level of Maturity:** The administrative and organizational structure of internationalization processes is monitored and improved.

**Evidence**

* [A.4.2\_AtilimUniversity and University of Piraeus\_MoU\_ornegi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.4.2_AtilimUniversity%20and%20University%20of%20Piraeus_MoU_ornegi.pdf)
* [A.4.2\_Erasmus Agreement\_AtilimUniversity and University of Piraeus.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.4.2_Erasmus%20Agreement_AtilimUniversity%20and%20University%20of%20Piraeus.pdf)
* [A.4.2\_UluslararasiIliskilerDirektorlugu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/A.4.2_UluslararasiIliskilerDirektorlugu.docx)

**Internationalization resources**

**Level of Maturity:** The internationalization resources of the institution are managed by considering the balance between the units.

**Internationalization performance**

**Level of Maturity:** Internationalization activities are monitored and improved in the institution.

**B. EDUCATION**

**1 Program Design and Approval**

**B. EDUCATION**



**B.1 Program Design and Approval**

The design and approval of programs at Atılım University are subject to [common processes](https://atilim-my.sharepoint.com/:x:/g/personal/kidr_atilim_edu_tr/EQRsCxRMij1HgIPY59T8mDABjJOjE-CQbWUPzwwi4rDe_Q?e=2D1Pfp) used for all schools. As for program design, programs that match the [mission statements and visions](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EZdM9hwO-XJPi1ThtVCeXI8BGGemoX9H4XIq1_mKNOrR8g?e=xB1cXB) of the University, its schools, and departments were determined, [taking into account the requirements of internal and external stakeholders](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EfxIKoq59t1Av3iBl8pN1A0BJnWM5HtgfuJtvNRw9bEbrg?e=Z92f00); and a certain structure, subject to [regular updates](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EfxIKoq59t1Av3iBl8pN1A0BJnWM5HtgfuJtvNRw9bEbrg?e=HErwTk), has emerged in line with these requirements.

Program Qualifications or Program Outcomes are compatible with the [National or European Qualifications Framework](https://www.myk.gov.tr/index.php/tr/avrupa-yeterlilikler-cercevesi) and the [Turkish Higher Education Qualifications framework.](http://tyyc.yok.gov.tr/?pid=33) Undergraduate Degree Program Purposes and their relation to the Turkish Higher Education Qualifications framework are available in the [ECTS and THEQ catalog](https://www.atilim.edu.tr/tr/ects/site-courses/15/info/tyycOutcomes) of Atılım University.

Regular annual Sector, Alumni and Student Advisory Board meetings [were held](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EWHVhL_02cROmqS1L34q1VIBR3w6ROBQGQdPMEUlK9A3sw?e=lAExTF) in many departments as evidence of *stakeholder participation in program design processes* and in preparation for institutional accreditation. In these meetings, feedback about the program training objectives and program adequacy was received and requirements were determined. The minutes of these boards were discussed by the Department Board and [the appropriate changes were made](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bCFCC293B-7BAD-4406-B0AC-0D15906A3591%7d&file=müfradat%20iyileştirme%20ders%20eklenmesi.docx&action=default&mobileredirect=true). Changes affecting the curriculum structure are made by the decision of the Faculty and Senate Committees, following the decisions of the Department Board. Department and school commissions for continuous improvement regularly [assess](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EdEun-cQjK1HnHtjfiFkBvUBTdR89BC3vS6-xO_UCY98ag?e=bbqfrB) the programs on a yearly basis.

*To prove that the program design and approval process is followed and improved,* [Atılım University Program Evaluation and Accreditation Commission](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Eb83PdQm5IFNvDywM2Z8gncBLgBle3Alo9rBhF1NPWMHeA?e=buHMaP), and the [Accreditation Commissions of Atılım University Schools](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bE843ECFE-1578-40E5-82A3-DF3FD7410E7B%7d&file=akrdstyn%20komisyonu%20turizp-beslenme%20çad.docx&action=default&mobileredirect=true&cid=b1cb9253-1e63-495e-8c6e-d11cb728da55) convene to provide continuous improvements regarding the programs. Accreditation and program evaluation efforts for all programs are [well underway.](https://www.atilim.edu.tr/restricted/stratejik_plan/file.php) Programs are regularly [discussed](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EfxIKoq59t1Av3iBl8pN1A0BJnWM5HtgfuJtvNRw9bEbrg?e=dBZ8Dz) with stakeholders, [the information on whom is available on the official web page.](https://www.atilim.edu.tr/tr/int/page/5198/danisma-kurullari) Suggested changes, emerging in line with stakeholder opinions, are presented to the Dean as per a resolution by boards of departments. Programs are improved accordingly where needed. This sometimes means [the addition of new courses](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bC2EA6B59-82B5-4C7C-B3A9-1503309DF098%7d&file=turizm%20ders%20eklenmesi-paydaş.docx&action=default&mobileredirect=true), mandatory or elective, to programs.

Furthermore, different practices were implemented during the Pandemic period so that the designed programs would progress effectively. With the Pandemic period starting in March 2020, Atılım University had switched to distance education by April 2020, without missing a beat. Summer school courses also went online, to match the period. In the Summer School period, faculty members received training in effective utilization of [measurement and evaluation in online courses](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b41441C29-6707-4B90-BA16-1D6D1CD9F64A%7d&file=uzakan%20eğitim%20ÖD%20temmuz%202020.pptx&action=edit&mobileredirect=true), and the education management system.

With the nature of and the number of students participating in programs in mind, the Fall semester of 2020-2021 saw *a combination of practices in distance-hybrid-formal education.*

* Courses with a small population of participants, such as electives or practical courses, were presented face-to-face, while more crowded courses, such as service courses, were online. Less crowded courses that were mandatory for their relevant programs were offered in a hybrid manner, combining these two methods ([University President’s Announcement on the 2020-2021 Spring Semester](https://www.atilim.edu.tr/tr/home/announcement/8588/2020---2021-bahar-donemine-iliskin-duyuru)). The [course timetables](https://atilimmgmt.edupage.org/timetable/?&lang=tr) present the fact that these three instruction methods were indeed in place.

*Below are certain pieces of evidence regarding the unique approaches and practices developed by the institution in addition to the standard practices and legislations:*

* The regulations on switching to distance education during the COVID-19 pandemic were planned as per [senate resolutions.](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EUyNrm74q99FkHatBZ0LinQB8vWYI4YVh9L0fId-7h-rxw?e=pJ4Mde)
* [Informative presentations](https://atilim-my.sharepoint.com/:p:/g/personal/kidr_atilim_edu_tr/EfvoFq1_esdGt-RqZj9lR3sB5r4qZp1XiczzvpnJ7mPgvQ?e=8xsKtv) on distance education (DE), as well as senate resolutions and regulations on the [practices](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EQVduhqvFH9EvBH09VOSnZcBgYU44J43SnQDuxwltUYsZA?e=D9EmfJ), planned and in place, and changes in certain issues and regulations were organized by the President and the Deans of Atılım University.
* All classrooms were decked with IP camera and microphone systems to support online and hybrid courses during the switch to distance education, and a [manual](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EVmnNvZmw9hEtrc69hJZZ94BRb8twhUNZN0pFtPYmfUCLA?e=cYClCF) was released on the utilization of these systems, proving that the process was handled in an organized manner.
* Furthermore, [all personnel were briefed](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EX2zbCyfkPRJvoS2xo01sK0BAUt_1WdOw3isWJswrdQmxQ?e=HcNgFw) on how to use the Zoom software. Various [announcements](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EX2zbCyfkPRJvoS2xo01sK0BAUt_1WdOw3isWJswrdQmxQ?e=HcNgFw) were also made on the utilization of the relevant software. Students were also [informed](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EfqoZmpdlwVMqyWyudJ655oBP1XR1Opd6JjfiQuMMa2X6w?e=9ALNua) accordingly.
* Aside from these, faculty members attended various [training sessions and seminars](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b41441C29-6707-4B90-BA16-1D6D1CD9F64A%7d&file=uzakan%20eğitim%20ÖD%20temmuz%202020.pptx&action=edit&mobileredirect=true) to ensure a quality progression of education in programs.

As seen in [the manual prepared within the scope](https://www.atilim.edu.tr/files/ects_kilavuz.pdf) of the efforts for harmonization regarding the [Bologna process](https://www.atilim.edu.tr/tr/ects/site-courses/196/9092/detail), the distribution equilibrium of program courses were adjusted to include elective courses by 25%. The [course distribution equilibriums](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EbzwkWqfYE1Dp-PDTlyfA5wBAgiuEzH03_UIM1JhArYPSA?e=3hh8XY) for accredited courses are especially presented in detail with stakeholders in self-evaluation reports. [Course distribution equilibriums](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Ec3m_UJ3kvdOmJRsbDswM4EBTCBax4hndtX9LXNvO5iULQ?e=SolDqD) for other programs have also been calculated, and matched with program education outputs via [curriculum maps](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b369A05DA-A6E4-4F11-A39F-1DF8BE721D40%7d&file=Müfredat%20Haritası%20ve%20Öğrenci%20Listeleri.xlsx&action=default&mobileredirect=true) available in the Bologna course information catalog. Main courses, as well as departmental and non-departmental electives have been planned to provide students with the information, skills, and behaviors required to achieve the competencies for their programs. The effect of this equilibrium on achieving program outputs is presented with [relevant matrices](https://www.atilim.edu.tr/tr/ects/site-courses/15/info/CourseOutcome). For example, students of the Business Administration program may receive a [certificate](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Eco-ILgKActHuD6dqEduZWgBqPjiL-Xdj-_vXmB49Q-tSg?e=YS8zTv) in the relevant field when they complete all mandatory and elective courses of the Accounting program.

The pool of departmental elective courses is subject to constant updates and improvements. Students of other Atılım University schools now have the option to attend to courses on Entrepreneurship and 21st-Century Competencies. Furthermore, with their practices aiming to aid students in reaching cultural depths, non-departmental electives are available under the Department of [Elective Courses](https://www.atilim.edu.tr/tr/sbo). Events that prove the availability of opportunities for students to attend to [non-academic activities](https://atilim-my.sharepoint.com/:i:/g/personal/kidr_atilim_edu_tr/EQhP2B6pnyhMnoyXxOQUN7QBJiJwb-EskVC13bY7lCWhvA?e=ftVEcr) are also planned and held. The course titled [ISL 303 - Managerial Skills for the 21st Century](https://www.atilim.edu.tr/tr/sbo) has been added in Turkish and English to the elective courses pool, in addition to its relevant learning outcomes being added to program to support the competencies of the 21st Century. Furthermore, courses such as [Business Simulations](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bE65F1F17-5DB3-4AB3-A259-49381D3F080C%7d&file=ISL477-Ders%20izlencesi.docx&action=default&mobileredirect=true), Digital Age and Industry 4.0 have been opened to support these competencies.

Program courses are distributed *in a way that presents students with opportunities to learn about various disciplines.* For example, the course on Entrepreneurship *by the Department of Business Administration* is planned in a way that supports teamwork by students from various departments. This course is among many others from different Atılım University schools where [students from different disciplines join forces in different projects](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EX_TnKbTvGdBjKr9dS2WU9IBPFvYUxMFPNUypiDZs8MgMA?e=84uo1t) together. Programs include [multi-disciplinary courses](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EclQI7iodHdGkAOcMTDMnEYBlSPEp63Rz28qbcLll_yOJw?e=KtNNCT), presenting students with opportunities to work and conduct projects with other students from various disciplines. Some of these multi-disciplinary courses are MAN477 [Business Simulations](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bE65F1F17-5DB3-4AB3-A259-49381D3F080C%7d&file=ISL477-Ders%20izlencesi.docx&action=default&mobileredirect=true), and [MECE422](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EZayRYB6I4RAvtHhqAzckrcBerm4aWcGiSP4P-7b6w1DJw?e=lhX1Fk). [Student projects](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn) and [project reports](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EXaDlviWHfFJk3Q5Zh5VDRABwGcekrx1M6vS0jL6kiw0qw?e=E4EfwM) may be presented to paint a picture, in relation to this course.

Course outcomes are [systematically matched](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EZdM9hwO-XJPi1ThtVCeXI8BGGemoX9H4XIq1_mKNOrR8g?e=CLCMKM) with the outputs of accredited programs. Due to the [strategic planning process](https://www.atilim.edu.tr/tr/home/page/4626/stratejik-planlama) in place at Atılım University, programs of all schools are prepared as if they are to be subject to accreditation procedures. All courses are matched with their relevant program competencies. Each course outcome is also matched with the relevant program output. The excel chart for the course titled [ISL 213 - Organization Theory](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bFB458515-9A41-4B41-BC0D-15981F62AF80%7d&file=Ders%20Kanazımı-PÇ-%20ISL213-PÇ.xlsx&action=default&mobileredirect=true) presents a relevant example. Additionally, [sample course outcomes and program outputs](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EZdM9hwO-XJPi1ThtVCeXI8BGGemoX9H4XIq1_mKNOrR8g?e=J1dnhG) from different schools may be presented as examples. Compliance charts on course outcomes and program outputs are available in the self-evaluation reports of accredited programs. While the programs with actual applications for accreditation (such as [Public Relations and Advertising](https://www.atilim.edu.tr/tr/ects/site-courses/242/info/Description), [International Trade and Logistics](https://www.atilim.edu.tr/tr/ects/site-courses/188/info/Description), [Business Administration (Turkish)](https://www.atilim.edu.tr/tr/ects/site-courses/186/info/Description), and [Business Administration (English)](https://www.atilim.edu.tr/tr/ects/site-courses/181/info/Description)) are subject to extensive preparations, efforts are also underway to have other programs prepared for the accreditation processes.

[The form presented in relation to programs already accredited or in preparation for accreditation](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bA036B3F9-8D6D-4DDC-9359-226638CA2715%7d&file=MAN416-PÇ.xlsx&action=default&mobileredirect=true) constitutes evidence on *pairing program outputs with course outcomes*, and *monitoring and improving the harmony of course outcomes with program outputs.* [The educational purposes of programs](https://www.atilim.edu.tr/tr/management/page/5201/egitim-amaclari), and the [program outputs](https://www.atilim.edu.tr/tr/management/page/5202/ogrenme-ciktilari) to help achieve these purposes were determined and paired together. [Outputs](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bFB458515-9A41-4B41-BC0D-15981F62AF80%7d&file=Ders%20Kanazımı-PÇ-%20ISL213-PÇ.xlsx&action=default&mobileredirect=true) of each course in department curricula were matched with program outputs, and the total of success results of course outputs are [used to calculate course success](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EWpAaGCWABlIhsyVBK0IoiUBmt1Y6MfMtXtLHZO2f3vAqA?e=PeVIyI) for each program output at the end of each semester. Each course output is matched with outputs of grading methods for the relevant course [(midterms/ finals/ projects/ quizzes etc., for each question in each method)](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bFB458515-9A41-4B41-BC0D-15981F62AF80%7d&file=Ders%20Kanazımı-PÇ-%20ISL213-PÇ.xlsx&action=default&mobileredirect=true) to allow for calculation through scoring these outputs. In addition, program contents are constantly evaluated and improved through graduate, employer, and sector evaluation surveys. Plus, plans for departments without any accreditation associations regarding pairing program outputs and course outcomes, monitoring and improving the harmony between course outcomes and program outputs were the case with all departments, with the [work calendar](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b7DA1DB80-0F76-42D6-ACA1-703971F53528%7d&file=Fakülte%20Akreditasyon%20İş%20%20Takvimi%201%20(1).xlsx&action=default&mobileredirect=true) shared with relevant individuals. The relevant schools and accreditation associations have received [reports](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EXMYXsgQ7-ZCrMBu5POw1_kB2KkcM3TRxNZOuKRBrYu5tA?e=skIeDz) of the efforts within programs towards constant improvements.

When establishing the Atılım University student workload-based course design, the [workload calculation systematics](https://www.atilim.edu.tr/files/ects_kilavuz.pdf) were used in line with program competencies, course learning outputs, measurement and evaluation for learning outputs, the time students would be expected to study inside and outside of classrooms. In addition, all students were asked about the time they spent studying, and the workloads of the time were compared with the data acquired. The effort and time to be spent by students on courses to achieve program learning outputs were finalized in line with the *workload* required for the course, or its ECTS value [(see the ECTS and THEQ catalog).](https://www.atilim.edu.tr/tr/ects/site-courses/196/9092/detail). Within the scope of Bologna process studies, instead of the previous equation where 30 hours of study equaled the ECTS value of 1, the Senate has resolved in an updated equation where 25 hours equal 1 ECTS.

* Student workload credits were determined and [shared](https://www.atilim.edu.tr/tr/ects/site-courses/programlar/lisans) with stakeholders for all programs.
* Student workload credits also include the [cooperative education program](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Ec40PzV_3NREpl6_jxSSBzIBn3Wn1Yd-oc4wFRgQHWfPcA?e=h32qSf), a program that sets an example for professional practice. The [Cooperative Education Manual](https://www.atilim.edu.tr/uploads/pages/co-op-ortak-egitim-1517410939/1539269263-Ortak_Egitim_Kitapcigi.pdf) and the relevant [directive](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EW_p4Q6i84lHqi4cmxRzt4YBFyJXwOcURAsFWy9auxC95w?e=UW9nR1) detail the process. In addition, exchange programs such as the Erasmus program, as well as internship periods and projects, are all included in student workload calculations.
* Students participated in determining the student workload for programs.
* A [diploma supplement](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EXuEspaIwMZKuFhqwIrkIXcBqVM9iv0eaoAjsHbU_bU0tQ?e=f6uBdO) is issued to Atılım University students as a result of the studies regarding the Bologna process.
* Studies on the updates on workload-based credit values in line with the feedback received progress systematically for programs awaiting accreditation.
* Certain [defined procedures](https://www.atilim.edu.tr/files/yonergeler/Onceki%20Öğrenimlerin%20Tanınması%20Muafiyet%20ve%20İntibak%20İşlemleri%20Yönergesi.pdf) are in place to allow for transfer and recognition of workload-based credits.
* The [School Board](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b6F38D972-69C4-46D7-ACAF-A31B668C5BA7%7d&file=Coop%20müfredatları.docx&action=default&mobileredirect=true) decisions regarding the curriculum arrangements of the departments to implement the Cooperative Education Program are available in their respective files. The Cooperative Education Curriculum and its contents are presented on a program basis.
* Information on [Cooperative Education](https://www.atilim.edu.tr/tr/cpa/page/4158/ortak-egitim-programini-uygulayan-bolumler-ve-programlar) may be accessed both from the web site of the Career Planning Office and from the [web pages of departments](https://www.atilim.edu.tr/tr/isletme-ingilizce/page/3593/ortak-egitim).

The principles and rules regarding the measurement and evaluation system are specified in the [Atılım University Associate and Undergraduate Education and Examination Regulations](https://www.atilim.edu.tr/files/yonetmelikler/Onlisans_Lisans_Egitim_Ogretim_Sınav_Yonetmeligi_15.12.2020.pdf). The institution has a holistic measurement-evaluation system. Main principles and rules are defined for measurement-evaluation, there are many directives and regulations on this subject. Documents such as [Directive on Education at the School of Medicine](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20Tıp%20Fakültesi%20Eğitim%20Öğretim%20Yönergesi%20(18.12.2019-10).pdf), [Directive on the School of Medicine Education Board](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20Tıp%20Fakültesi%20Eğitim-Öğretim%20Kurulları%20Yönergesi.pdf), [Regulations on Education and Examination](https://www.atilim.edu.tr/files/yonetmelikler/Onlisans_Lisans_Egitim_Ogretim_Sınav_Yonetmeligi_15.12.2020.pdf) may provide examples to this. In addition to these, information on the programs at schools are regularly provided to the deans to provide an effective measurement and evaluation process. Departments were briefed on [rubrics to be used in their programs](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ETvS3tvBRVtGpfUOm7WNQd0BjCXPG7tYwdwZVr4QwU4m0g?e=6c8cYQ) for assignments and projects. Sample rubrics were shared. Distance education and hybrid education processes also progress in line with the regulations mentioned. Flexibility was provided in examination numbers and weights. Faculty members took the initiative to adjust their syllabuses accordingly. The relevant [senate resolution](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EUyNrm74q99FkHatBZ0LinQB8vWYI4YVh9L0fId-7h-rxw?e=ctpQgr) may be viewed.

*Examination security mechanisms:*

* Security precautions regarding examinations are implemented within the framework of the [Regulations on Student Discipline in Higher Education Institutions](https://www.atilim.edu.tr/files/yonetmelikler/YOK_Disiplin_Yonetmeliği.pdf), and examination sessions are supervised by at least one proctor. As for face-to-face examinations during the COVID-19 Pandemic, precautions as per the e-mail [by the Dean](https://atilim-my.sharepoint.com/:i:/g/personal/kidr_atilim_edu_tr/EaGamoaCDENOrPFDuQ820YUBJnEUuxSVsDN1C01RYdszSQ?e=EQ9Z5R), and [additional measures](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Ec2MQ6kuPIdFl1PehxJdmlQBb4AqgHpdLiiOunIzmY7osw?e=t65Ytu), were taken.
* In addition, the way in which exams are sat was announced on [the official web page of schools](https://www.atilim.edu.tr/tr/law/announcement/8210/2020-2021-guz-donemi-ara-sinavlari-duzeni).
* Details on examination [implementation](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EXzBOGhqExhFgi2ed6SsolgBhoxHSk-NYr6HycFjK8MG8Q?e=iXxJTB), [preparation](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EZnr7eM0vCxEuRY4qtMN16wB0HvGHlKmbPeRLkxVwuqSfg?e=cR3HFm), and [evaluation](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EdZQ--BNrU9CmX84RKrFa6EBL8vxCuGMfi31Ma-jShk0-w?e=obD7Vg) processes are available.

Within the scope of the accreditation studies on *Harmony among curricula, teaching methods, and measurement and evaluation (Pieces of evidence that the measurement and evaluation process is monitored and improved)*, as well as on *Reliability analyses on evaluation processes*, and based on the evaluation system where [program purposes and outputs are paired with course outputs](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bFB458515-9A41-4B41-BC0D-15981F62AF80%7d&file=Ders%20Kanazımı-PÇ-%20ISL213-PÇ.xlsx&action=default&mobileredirect=true), all questions asked within the scope of each course are used to calculate the success of the [course outcomes and the relevant program outcomes](https://atilim-my.sharepoint.com/:x:/g/personal/kidr_atilim_edu_tr/EWEF6W-AviZCsBYhExIm1UMBGK4Phcd61UC__ayCEpFflQ?e=ap3Ubh) at the end of each semester, with [necessary plans](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EbYs0fY0Y3RIkJDIsOlO4pcBZMZhhSp5Wo3bDGDi9MwARQ?e=zSPwHv) underway to allow for constant improvement. Self-evaluation reports present that measurement-evaluation [processes are monitored](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EUJ7z3Vjep1Ki5JBCD3wBikBR1IrOP1N0Ff9zZ5O6goIAg?e=xrudqN) and continuous improvement [procedures](https://atilim-my.sharepoint.com/:i:/g/personal/kidr_atilim_edu_tr/EdhOeOQJ1GpHuS0U4s6e7Y4B5ZDZIaFlAsqF5hSejDCxcw?e=X8L9Cm) are followed. As an example, the relevant sections of the self-evaluation report summarize the efforts to achieve [continuous improvements](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b2472C12E-FDCF-4F0B-9D2B-158F8BCA1C75%7d&file=sürekli%20iyleştirme%20turizm.docx&action=default&mobileredirect=true). A sample [Committee feedback report](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EUJ7z3Vjep1Ki5JBCD3wBikBR1IrOP1N0Ff9zZ5O6goIAg?e=opitur) from the programs awaiting accreditation may also be presented as an example of monitoring and improvement studies.

*Mechanisms for special types of evaluation, such as exams for disadvantaged groups and online exams:*

* Exams went online for students with [chronic illnesses](https://atilim-my.sharepoint.com/:i:/g/personal/kidr_atilim_edu_tr/EYgknYSZyEhKm3jxJ1arJt4BSapXyJXJfsE76hD_a6yEQw?e=VysHY0) during the COVID period. The [e-mail](https://atilim-my.sharepoint.com/:i:/g/personal/kidr_atilim_edu_tr/EYgknYSZyEhKm3jxJ1arJt4BSapXyJXJfsE76hD_a6yEQw?e=VysHY0) by relevant deans may provide details.
* The [Office for Students with Disabilities](https://www.atilim.edu.tr/tr/engelli-ogrenciler-ofisi) aims to take the necessary precautions, prepare the best physical environment and make arrangements to ensure the full participation of students with disabilities in educational processes in order to facilitate their education life.
* In order to support the process, seminars on alternative approaches to be used in [measurement and evaluation](https://atilim-my.sharepoint.com/:p:/g/personal/kidr_atilim_edu_tr/Eb7m2EaF1g9Hi7v7apFGCt0BM9UCxWTOAX4q42hPxM_SVw?e=P7TW8y) in hybrid and distance education processes were also organized with the participation of all academic staff.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EreQ6FGdn1JItAFD1J7WmOUBW27NtF3fPTiW8Ivxn1K5Tw?e=v1Tupx) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

[School of Fine Arts](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Ecbed0BvS0NPvd1W0WYsjWUBHCh9YFQVqyBIYJRylmKGpQ?e=WOrxb5)

[School of Medicine](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ETMxBJ4G3LxNpwtyMB4APzQB6xkmObkHnzUqnuoWk-NA_g?e=uNeVt1)

[Stakeholder Participation School of Arts and Sciences](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bA50A314B-846C-4B35-B46D-23580A8F5692%7d&file=FEF%20B.1.1.%20Programların%20tasarımı%20ve%20onayı.docx&action=default&mobileredirect=tru)

[Design and Approval of Programs in Medicine](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EdGkN5bFK9NJhZKVBVjMQ4sB33rxjSIHpjE8G9f0IhBRNA?e=1zsetj)

[Curriculum Updates for Engineering](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ERxyhv8WHYBGsoq8hq6FxhEBgtvJ148quS_YG2qGrrF1PA?e=lcTFh1)

[Information on DE](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ESN5GzG3kwhAq_4Lmbhv6FYB3R-8PZGfL5sm4JTE0sKFsA?e=vfUAiU)

[Senate Resolutions on DI](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EcFmSuZ4bwpOhO03fKpEUdUBhF4uVRkFGayCcg3BgA--TQ?e=MvFusJ)

[Design and Approval of Programs](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/Ec720WcReJFGqvpqeZYLPFIB1D7rwVGFhVyDIgDFAZ__nA?e=ZsfERh)

[Learning purpose and self-task harmony of programs](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EdV4TTco35BLnTDeAX5vETkBcBvok-AXIx-c_TUpsNT_RA?e=BtmxfA)

B.1.1.iyilestirme-BölümKurulKararları-Insaat.pdf

B.1.1.Kamerali\_Sinif\_derse\_baslangic.pdf

B.1.1.KarmaDersProgramı-MühendislikFakültesi-IE3.png

B.1.1.MüfredatGüncellemeleri-07sayı12.08.2020tarihliFakülteKurulKararı.docx

B.1.1.ProgramAmaçlarıTTYÇilişkiÖrnekleri.docx

B.1.1.Surekli\_iyilestirme\_ElifAydin.pptx

B.1.1.Süreçler.xlsx

B.1.1.UzaktanEğitim-Bilgilendirme Süreci\_16-Nisan-2020.pptx

B.1.1.UzaktanEğitim-Bilgilendirme Süreci\_18-Haziran-2020.pdf

B.1.1.UzaktanEğitimDuyurular-14 mayıs.docx

B.1.1.UzaktanEğitimDuyurular-24 Mart.docx

B.1.1.UzaktanEğitimDuyurular-24March\_v3.docx

B.1.1.UzaktanEğitim-Senato Kararı 19.03.2020-06.docx

B.1.1.Zoom\_kullanım klavuzu.pdf

B.1.1a.Factors\_Atilim Covid-19 Survey.docx

B.1.1b.manuscript\_JCHE.pdf

B.1.2.CokDisiplinliDerslerinMufredatlaraEklenmesi-02 FKK 20.05.2019.docx

B.1.2.ÇokDisiplinli-ENE303 - Multidisciplinary Project - Group 7 - SAMPLE - whole project with grading.pdf

B.1.2.ÇokDisiplinli-MECE 422 Proje Grubu\_1\_2.docx

B.1.2.ÇokDisiplinli-MECE 422\_Syllabus.pdf

B.1.2.ÇokDisiplinli-MECE422\_Team\_1\_2\_Final Report.pdf

B.1.2.B1.4-Akreditasyon Dönemindeki Değişiklikler Ocak 2017.pdf

B.1.3.Ders Kanazımı-PÇ- ISL213-PÇ.xlsx

B.1.3.Fakülte Akreditasyon İş Takvimi 1 (1).xlsx

B.1.3.Program çıktıları-öğrenci.docx

B.1.4.EndüstriMühendisliği-DersDağılımDengesi.pdf

B.1.4.MÜHENDİSLİK\_COOP Uygulaması\_SON.xlsx

B.1.4.Ortak Eğitim Yönergesi.pdf

B.1.4.OrtakEğitim-Müfredatlar-FakülteKurulKararı 02 05.02.2018.docx

B.1.4.OrtakEğitim-Örnek-başarı-belgesi.pdf

B.1.4.OrtakEğitim-Örnek-firma-bilgilendirme-çalışma-programı-yazısı.pdf

B.1.4.OrtakEğitim-Örnek-öğrenci-çalışma-programı-orneği.pdf

B.1.5.DersÖlçmeDeğerlendirme-MECE 447 Fall 2019-2020 Course File v2.xlsx

B.1.5.İyileştirme-Endüstri Sürekli İyileştirme Prosedürü.png

B.1.5.KronikRahatsızlığı OlanÖğrencilereSınavlarınUzaktanYapılması.png

B.1.5.Mekatronik\_MÜDEK\_ÖzDeğerlendirmeRaporu\_Revize\_30.12.2019.pdf

B.1.5.SınavGüvenlik-IE-222 Online Sınav Prosedürü.pdf

B.1.5.SınavProsedürü-COVID-DekanlıkEmail.png

B.1.5.SınavProsedürü-COVID-EkÖnlemler.docx

B.1.5-İyileştirme-DersBazlıÖnlemler-EndüstriBölümKurulu.pdf

B.1.5-MüfredatDersÇıktısıİlişkileri-ÖlçümSistemi-IE323\_Course\_File.pdf

B.1.6\_14 01 2019 Konusma Sinavi Hazirlama ve Uygulama Süreci.docx

B.1.6\_14 01 2019 Sınav Uygulama ve Değerlendirme Süreci.docx

B.1.6\_2019-2020 Fall Student\_s Handbook MDB pdf.pdf

B.1.6\_MDB yazılı Sınav Uygulama ve Değerlendirme Süreci.docx

**Program Design and Approval**

**Level of Maturity:** The design and approval processes regarding the programs are systematically monitored and improved through evaluations with the relevant stakeholders.

Evidence

* [B1.1.iyilestirme-BölümKurulKararları-Insaat.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.iyilestirme-B%C3%B6l%C3%BCmKurulKararlar%C4%B1-Insaat.pdf)
* [B1.1.Kamerali\_Sinif\_derse\_baslangic.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.Kamerali_Sinif_derse_baslangic.pdf)
* [B1.1.KarmaDersProgramı-MühendislikFakültesi-IE3.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.KarmaDersProgram%C4%B1-M%C3%BChendislikFak%C3%BCltesi-IE3.png)
* [B1.1.MüfredatGüncellemeleri-07sayı12.08.2020tarihliFakülteKurulKararı.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.M%C3%BCfredatG%C3%BCncellemeleri-07say%C4%B112.08.2020tarihliFak%C3%BClteKurulKarar%C4%B1.docx)
* [B1.1.ProgramAmaçlarıTTYÇilişkiÖrnekleri.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.ProgramAma%C3%A7lar%C4%B1TTY%C3%87ili%C5%9Fki%C3%96rnekleri.docx)
* [B1.1.Surekli\_iyilestirme\_ElifAydin.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.Surekli_iyilestirme_ElifAydin.pptx)
* [B1.1.Süreçler.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.S%C3%BCre%C3%A7ler.xlsx)
* [B1.1.UzaktanEğitim-Bilgilendirme Süreci\_16-Nisan-2020.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.UzaktanE%C4%9Fitim-Bilgilendirme%20S%C3%BCreci_16-Nisan-2020.pptx)
* [B1.1.UzaktanEğitim-Bilgilendirme Süreci\_18-Haziran-2020.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.UzaktanE%C4%9Fitim-Bilgilendirme%20S%C3%BCreci_18-Haziran-2020.pdf)
* [B1.1.UzaktanEğitimDuyurular-14 mayıs.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.UzaktanE%C4%9FitimDuyurular-14%20may%C4%B1s.docx)
* [B1.1.UzaktanEğitimDuyurular-24 Mart.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.UzaktanE%C4%9FitimDuyurular-24%20Mart.docx)
* [B1.1.UzaktanEğitimDuyurular-24March\_v3.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.UzaktanE%C4%9FitimDuyurular-24March_v3.docx)
* [B1.1.UzaktanEğitim-Senato Kararı 19.03.2020-06.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.UzaktanE%C4%9Fitim-Senato%20Karar%C4%B1%2019.03.2020-06.docx)
* [B1.1.Zoom\_kullanım klavuzu.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1.Zoom_kullan%C4%B1m%20klavuzu.pdf)
* [B1.1a.Factors\_Atilim Covid-19 Survey.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1a.Factors_Atilim%20Covid-19%20Survey.docx)
* [B1.1b.manuscript\_JCHE.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.1b.manuscript_JCHE.pdf)

**Course distribution balance of programs**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [B1.2.CokDisiplinliDerslerinMufredatlaraEklenmesi-02 FKK 20.05.2019.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.2.CokDisiplinliDerslerinMufredatlaraEklenmesi-02%20FKK%2020.05.2019.docx)
* [B1.2.ÇokDisiplinli-ENE303 - Multidisciplinary Project - Group 7 - SAMPLE - whole project with](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.2.%C3%87okDisiplinli-ENE303%20-%20Multidisciplinary%20Project%20-%20Group%207%20-%20SAMPLE%20-%20whole%20project%20with%20grading.pdf)
* [grading.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.2.%C3%87okDisiplinli-ENE303%20-%20Multidisciplinary%20Project%20-%20Group%207%20-%20SAMPLE%20-%20whole%20project%20with%20grading.pdf)
* [B1.2.ÇokDisiplinli-MECE 422 Proje Grubu\_1\_2.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.2.%C3%87okDisiplinli-MECE%20422%20Proje%20Grubu_1_2.docx)
* [B1.2.ÇokDisiplinli-MECE 422\_Syllabus.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.2.%C3%87okDisiplinli-MECE%20422_Syllabus.pdf)
* [B1.2.ÇokDisiplinli-MECE422\_Team\_1\_2\_Final Report.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.2.%C3%87okDisiplinli-MECE422_Team_1_2_Final%20Report.pdf)
* [B1.2-B1.4-Akreditasyon Dönemindeki Değişiklikler Ocak 2017.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.2-B1.4-Akreditasyon%20D%C3%B6nemindeki%20De%C4%9Fi%C5%9Fiklikler%20Ocak%202017.pdf)

**Compatibility of course outcomes with program outcomes**

**Level of Maturity:** Compliance of course outcomes with program outcomes is monitored and improved.

**Evidence**

* [Ders Kanazımı-PÇ- ISL213-PÇ.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/Ders%20Kanaz%C4%B1m%C4%B1-P%C3%87-%20ISL213-P%C3%87.xlsx)
* [Fakülte Akreditasyon İş Takvimi 1 (1).xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/Fak%C3%BClte%20Akreditasyon%20%C4%B0%C5%9F%20%20Takvimi%201%20(1).xlsx)
* [MAN416-PÇ.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/MAN416-P%C3%87.xlsx)
* [program çıktıları-öğrenci.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/program%20%C3%A7%C4%B1kt%C4%B1lar%C4%B1-%C3%B6%C4%9Frenci.docx)

**Course design based on student workload**

**Level of Maturity:** Student workload is monitored in the programs and the course design is updated accordingly.

**Evidence**

* [B1.4.EndüstriMühendisliği-DersDağılımDengesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.4.End%C3%BCstriM%C3%BChendisli%C4%9Fi-DersDa%C4%9F%C4%B1l%C4%B1mDengesi.pdf)
* [B1.4.Ortak Eğitim Yönergesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.4.Ortak%20E%C4%9Fitim%20Y%C3%B6nergesi.pdf)
* [B1.4.OrtakEğitim-Müfredatlar-FakülteKurulKararı 02 05.02.2018.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.4.OrtakE%C4%9Fitim-M%C3%BCfredatlar-Fak%C3%BClteKurulKarar%C4%B1%2002%2005.02.2018.docx)
* [B1.4.OrtakEğitim-Örnek-başarı-belgesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.4.OrtakE%C4%9Fitim-%C3%96rnek-ba%C5%9Far%C4%B1-belgesi.pdf)
* [B1.4.OrtakEğitim-Örnek-firma-bilgilendirme-çalışma-programı-yazısı.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.4.OrtakE%C4%9Fitim-%C3%96rnek-firma-bilgilendirme-%C3%A7al%C4%B1%C5%9Fma-program%C4%B1-yaz%C4%B1s%C4%B1.pdf)
* [B1.4.OrtakEğitim-Örnek-öğrenci-çalışma-programı-orneği.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.4.OrtakE%C4%9Fitim-%C3%96rnek-%C3%B6%C4%9Frenci-%C3%A7al%C4%B1%C5%9Fma-program%C4%B1-orne%C4%9Fi.pdf)

**Measurement and evaluation system**

**Level of Maturity:** Measurement and evaluation practices are followed in the institution and improvements are made in the measurement and evaluation system according to the monitoring results.

**Evidence**

* [B1.5.İyileştirme-Endüstri Sürekli İyileştirme Prosedürü.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5.%C4%B0yile%C5%9Ftirme-End%C3%BCstri%20S%C3%BCrekli%20%C4%B0yile%C5%9Ftirme%20Prosed%C3%BCr%C3%BC.png)
* [B1.5.KronikRahatsızlığı OlanÖğrencilereSınavlarınUzaktanYapılması.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5.KronikRahats%C4%B1zl%C4%B1%C4%9F%C4%B1%20Olan%C3%96%C4%9FrencilereS%C4%B1navlar%C4%B1nUzaktanYap%C4%B1lmas%C4%B1.png)
* [B1.5.Mekatronik\_MÜDEK\_ÖzDeğerlendirmeRaporu\_Revize\_30.12.2019.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5.Mekatronik_M%C3%9CDEK_%C3%96zDe%C4%9FerlendirmeRaporu_Revize_30.12.2019.pdf)
* [B1.5.SınavGüvenlik-IE-222 Online Sınav Prosedürü.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5.S%C4%B1navG%C3%BCvenlik-IE-222%20Online%20S%C4%B1nav%20Prosed%C3%BCr%C3%BC.pdf)
* [B1.5.SınavProsedürü-COVID-DekanlıkEmail.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5.S%C4%B1navProsed%C3%BCr%C3%BC-COVID-Dekanl%C4%B1kEmail.png)
* [B1.5.SınavProsedürü-COVID-EkÖnlemler.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5.S%C4%B1navProsed%C3%BCr%C3%BC-COVID-Ek%C3%96nlemler.docx)
* [B1.5-İyileştirme-DersBazlıÖnlemler-EndüstriBölümKurulu.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5-%C4%B0yile%C5%9Ftirme-DersBazl%C4%B1%C3%96nlemler-End%C3%BCstriB%C3%B6l%C3%BCmKurulu.pdf)
* [B1.5-MüfredatDersÇıktısıİlişkileri-ÖlçümSistemi-IE323\_Course\_File.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B1.5-M%C3%BCfredatDers%C3%87%C4%B1kt%C4%B1s%C4%B1%C4%B0li%C5%9Fkileri-%C3%96l%C3%A7%C3%BCmSistemi-IE323_Course_File.pdf)
* [B.1.6\_14 01 2019 Konusma Sinavi Hazirlama ve Uygulama Süreci.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_14%2001%202019%20Konusma%20Sinavi%20Hazirlama%20ve%20Uygulama%20S%C3%BCreci.docx)
* [B.1.6\_14 01 2019 Sınav Uygulama ve Değerlendirme Süreci.doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_14%2001%202019%20S%C4%B1nav%20Uygulama%20ve%20De%C4%9Ferlendirme%20S%C3%BCreci.doc)
* [B.1.6\_2019-2020 FALL ENG101 BOLOGNA (EN).doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_2019-2020%20FALL%20ENG101%20BOLOGNA%20%20%20(EN).doc)
* [B.1.6\_2019-2020 Fall Student\_s Handbook MDB pdf.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_2019-2020%20Fall%20Student_s%20Handbook%20MDB%20pdf.pdf)
* [B.1.6\_2019-2020 TİBöğrencikitapçığı.doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_2019-2020%20T%C4%B0B%C3%B6%C4%9Frencikitap%C3%A7%C4%B1%C4%9F%C4%B1.doc)
* [B.1.6\_MDB Muafiyet Temel İngilizce Muafiyet Eş Değerlik Yonergesi 27.03.2018.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_MDB%20Muafiyet%20Temel%20%C4%B0ngilizce%20Muafiyet%20E%C5%9F%20De%C4%9Ferlik%20Yonergesi%2027.03.2018.docx)
* [B.1.6\_MDB- sözlü Sınav Uygulama ve Değerlendirme Süreci.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_MDB-%20s%C3%B6zl%C3%BC%20S%C4%B1nav%20Uygulama%20ve%20De%C4%9Ferlendirme%20S%C3%BCreci.docx)
* [B.1.6\_MDB yazılı Sınav Uygulama ve Değerlendirme Süreci.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_MDB%20yaz%C4%B1l%C4%B1%20S%C4%B1nav%20Uygulama%20ve%20De%C4%9Ferlendirme%20S%C3%BCreci.docx)
* [B.1.6\_Muafiyet yönergeleri linkleri.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_Muafiyet%20y%C3%B6nergeleri%20linkleri.docx)
* [B.1.6\_Ortalama\_ile\_Muafiyet\_Sureci.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_Ortalama_ile_Muafiyet_Sureci.docx)
* [B.1.6\_Sınav Değerlendirme web bilgi linki TİB.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_S%C4%B1nav%20De%C4%9Ferlendirme%20web%20bilgi%20linki%20T%C4%B0B.docx)
* [B.1.6\_TİB UE Kılavuzu.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.1.6_T%C4%B0B%20UE%20K%C4%B1lavuzu.pdf)

**2. Student Admission and Progress**

**B.2. Student Admission and Progress**

A central student admission process is in place at all schools; and student admission is performed in line with the [dates on the academic calendar](https://www.atilim.edu.tr/tr/oim/page/5037/akademik-takvim) approved by the University Senate, as per the provisions of the effective regulations (Law no. 2547, and relevant regulations and directives). Methods of registration within this scope may be classified into Undergraduate Placement Examination, Student Transfer, Vertical Transfer, Special Talent Exam, International Graduate Degree Registration (Graduate and Doctorate Degrees). In all applications and processes, the criteria are clear and in compliance with the legislation. As soon as they are registered to Atılım University, students are offered [orientation](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b7FD995F5-609D-4C06-998B-C49F4C22D83E%7d&file=İşletme%20Fakültesi%20Oryantasyon%20(1).pptx&action=edit&mobileredirect=true), guidance, and encouragement training by academic departments (the Preparatory School, Schools, and Graduate Schools) and administrative units. By assigning academic advisors to students, academic departments aim to accelerate the process for the students to adapt to the University. Advisors are assigned to provide [academic consultancy](https://www.atilim.edu.tr/files/yonergeler/Akademik%20Danışmanlık%20Yönergesi.pdf) services to students during registration, at the beginning of their education programs and during their education, taking into account the integrity of education and training, in accordance with the relevant regulations. As part of the services that they provide, advisors track the academic progress of students. There are multiple [regulations and directives](https://www.atilim.edu.tr/tr/home/page/113/mevzuat) in order for the process to progress successfully. For example:

* [Directive on Double Major Programs](https://www.atilim.edu.tr/files/yonergeler/Cift_Anadal_Yonergesi_18.12.2019-10.pdf)
* [Directive on Erasmus and Other Exchange Programs](https://www.atilim.edu.tr/files/yonergeler/Erasmus_ve_Diger_Degisim_Programlari_Yonergesi_05_02_2019-02.pdf)
* [Directive on Internship for the School of Fine Arts, Design, and Architecture](https://www.atilim.edu.tr/files/yonergeler/Güzel%20Sanatlar%20Tasarım%20ve%20Mimarlık%20Fakültesi%20Staj%20Yönergesi.pdf)
* [Directive on Internship for the School of Business](https://www.atilim.edu.tr/files/yonergeler/isletme_sinav_yon_2015.pdf)
* [Directive on Internship for the Vocational School](https://www.atilim.edu.tr/files/yonergeler/Meslek%20Yüksek%20Okulu%20Staj%20Yönergesi.pdf)
* [Directive on Internship for the School of Engineering](https://www.atilim.edu.tr/files/yonergeler/Mühendislik%20Fakültesi%20Staj%20Yönergesi_25.03.2010-03.pdf)
* [Cooperative Education Directive](https://www.atilim.edu.tr/files/yonergeler/Ortak%20Eğitim%20Yönergesi%20(25.12.2018%20gün%20ve%2014%20S.K).pdf)
* [Directive on the Principles of Student Transfers between Associate and Undergraduate Degree Programs](https://www.atilim.edu.tr/files/yonergeler/Onlisans%20ve%20Lisans%20Düzeyinde%20Programlar%20Arasında%20Yatay%20Geçiş%20Esaslarına%20İlişkin%20Yönergesi.pdf)
* [Directive on Recognition of Previous Education, Exemption, and Assignment Transactions](https://www.atilim.edu.tr/files/yonergeler/Onceki%20Öğrenimlerin%20Tanınması%20Muafiyet%20ve%20İntibak%20İşlemleri%20Yönergesi.pdf)
* [Directive of Education for the Medical School](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20Tıp%20Fakültesi%20Eğitim%20Öğretim%20Yönergesi%20(18.12.2019-10).pdf)
* [Directive of Education for the Medical School Boards](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20Tıp%20Fakültesi%20Eğitim-Öğretim%20Kurulları%20Yönergesi.pdf)
* [Directive on the Principles and Procedures for International Student Admission](https://www.atilim.edu.tr/files/yonergeler/uluslar_aras%C4%B1_ogrenci_kabulu_23.10.2018.pdf)
* [Directive on Exemption from English Courses for the Graduate School of Foreign Languages Department of Modern Languages and Foreign Language Equivalence for the Department of Basic English](https://www.atilim.edu.tr/files/yonergeler/modern_diller_muafiyet_temel_ingilizce%20_esdegerlik_yonergesi%2027.03.2018.pdf)
* [Directive on Exemption due to Level Success for the Graduate of Foreign Languages Department of Basic English](https://www.atilim.edu.tr/files/ydy-mevzuat.pdf)
* [Directive on Minor Programs](https://www.atilim.edu.tr/files/yonergeler/Yandal_yonergesi%2014_03_2017%20gün%20ve%2003%20sayılı(1).pdf)
* [Regulations on the Principles of Transfers between Associate Degree and Undergraduate Degree Programs; Double Major, Minor Programs and Inter-Institutional Credit Transfer for Higher Education Institutions](https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=13948&MevzuatTur=7&MevzuatTertip=5)
* [Process descriptions](https://atilim-my.sharepoint.com/:x:/g/personal/kidr_atilim_edu_tr/EZTAXxD9sIBEtLAVn5B5dJQByrp2LYc7lt0gfz6FIeqvUw?e=Lmjviq) provide the necessary details on student transfer, double major and minor programs, student assignment on the basis of the Vertical Transfer Exam, student assignment for Erasmus students and those with eligibility due to Measurement, Selection and Placement Center exams.
* Examples of sample [minor and double major program curricula](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b1CF261F4-3A53-4F9B-80AB-52C1C429BC4D%7d&file=ÇAD-YD%20Açılması.docx&action=default&mobileredirect=true) are presented.
* The current student numbers and the [description](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EVAhBHmMY3RBih8sqEU0QZ0BWzxhPlcQqV4YkzwH-09nog?e=A0qK1W) of the adjustment process are provided in detail.
* Sample documents for external transfer assignment, internal transfer and [vertical transfer assignment](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn) forms have been presented as evidence.

Defined processes and current practices related to monitoring the academic and career progression of students, diploma approval and certification of qualifications are:

* Behavioral tests conducted by the Career Planning Office, personal SWOT analyzes, and practices by the career development center to determine talents and interests, samples of which are available.
* A sample [diploma](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EewQ9ifOQGdNn0a9hz6NT5YBKJXd0iYrEwyk0Eun6Gsn8g?e=OyeDWo) and [diploma supplements](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EXuEspaIwMZKuFhqwIrkIXcBqVM9iv0eaoAjsHbU_bU0tQ?e=Uj9yd6) have been provided.

Admission criteria for transfer students, International Student Exam students, double major and minor program students; except for the student groups admitted due to eligibility by central placement examinations, are provided with relevant evidence. Student workload credits are [recognized](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bF151834D-C262-452E-A746-B9639168999C%7d&file=Ayça%20ŞEN-Erasmus%20Ders%20Tablosu.docx&action=default&mobileredirect=true) in exchange programs without the need for any additional procedures.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/ElG0KIHPLPdOuJdie6Yvs7UBgZh0tiG1MPG4D2l-rSUVzA?e=CfUQ0O) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

B.2.1 ve B2.2.İntibak Süreçleri.xlsx

B2.1.ÇiftVeYanDalGeçişDersSaydırmaProsedürSayılar.pdf

B.2.1.ÇiftVeYanDalMüfredatEşleşmeÖrnekleri.pdf

B.2.1.ErasmusDersSaydırmaKararı.pdf

B.2.1.ÇAD-YD Açılması.docx

B.2.1\_İşletme Fakültesi Oryantasyon (1).pptx

B.2.1\_DGS ile Kayıt Yaptıran Ogrenci Ders Muafiyetleri.pdf

B.2.1.ÖğrenciÖrnekİntibakFormları-EndüstriMühendisliği.pdf

B.2.1. Çift Anadal Programı İntibak Örneği.pdf

B.2.1. Grafik Erasmus İntibak.pdf

B.2.2. OrnekOgrenci-Erasmus Ders Tablosu.docx

B.2.2.örnek diploma eki.pdf

B.2.2.örnek diploma.pdf

**Student admission, recognition and crediting of prior learning**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [B.2.1. Çift Anadal Programı İntibak Örneği.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.1.%20%C3%87ift%20Anadal%20Program%C4%B1%20%C4%B0ntibak%20%C3%96rne%C4%9Fi.pdf)
* [B.2.1. Grafik Erasmus İntibak.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.1.%20Grafik%20Erasmus%20%C4%B0ntibak.pdf)
* [B.2.1\_ÇAD-YD Açılması.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.1_%C3%87AD-YD%20A%C3%A7%C4%B1lmas%C4%B1.docx)
* [B.2.1\_DGS ile Kayıt Yaptıran Ogrenci Ders Muafiyetleri.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.1_DGS%20ile%20Kay%C4%B1t%20Yapt%C4%B1ran%20Ogrenci%20Ders%20Muafiyetleri.pdf)
* [B.2.1\_İşletme Fakültesi Oryantasyon (1).pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.1_%C4%B0%C5%9Fletme%20Fak%C3%BCltesi%20Oryantasyon%20(1).pptx)
* [B2.1 ve B2.2.İntibak Süreçleri.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B2.1%20ve%20B2.2.%C4%B0ntibak%20S%C3%BCre%C3%A7leri.xlsx)
* [B2.1.ÇiftVeYanDalGeçişDersSaydırmaProsedürSayılar.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B2.1.%C3%87iftVeYanDalGe%C3%A7i%C5%9FDersSayd%C4%B1rmaProsed%C3%BCrSay%C4%B1lar.pdf)
* [B2.1.ÇiftVeYanDalMüfredatEşleşmeÖrnekleri.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B2.1.%C3%87iftVeYanDalM%C3%BCfredatE%C5%9Fle%C5%9Fme%C3%96rnekleri.pdf)
* [B2.1.ErasmusDersSaydırmaKararı.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B2.1.ErasmusDersSayd%C4%B1rmaKarar%C4%B1.pdf)
* [B2.1.ÖğrenciÖrnekİntibakFormları-EndüstriMühendisliği.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B2.1.%C3%96%C4%9Frenci%C3%96rnek%C4%B0ntibakFormlar%C4%B1-End%C3%BCstriM%C3%BChendisli%C4%9Fi.pdf)

**Certification of qualifications and diploma**

**Level of Maturity**: There are practices related to diploma approval and certification of other qualifications throughout the institution.

**Evidence**

* [B.2.2. OrnekOgrenci-Erasmus Ders Tablosu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.2.%20OrnekOgrenci-Erasmus%20Ders%20Tablosu.docx)
* [B.2.2.örnek diploma eki.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.2.%C3%B6rnek%20diploma%20eki.pdf)
* [B.2.2.örnek diploma.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.2.2.%C3%B6rnek%20diploma.pdf)

**3. Student-Centered Learning, Teaching, and Evaluation**

**B.3. Student-Centered Learning, Teaching, and Evaluation**

Under “Education”, an area of strategic priority within the framework of the studies for the [2020-2024 Strategic Plan](https://atilim-my.sharepoint.com/:b:/g/personal/yokak_atilim_edu_tr/ETdaBo1TYSNHtwEyq80c9kkB54Zu6pqUHqPKgjoeIztXqA?e=PFFeka), a specific strategic purpose/target and performance indicators regarding the creation of a “learning and teaching center” were defined. An independent unit to work on the subject was established, the relevant [directive](https://www.atilim.edu.tr/files/yonergeler/Ögretme%20ve%20Ögrenme%20Merkezi%20Yönergesi_24_07.2020.pdf) was prepared and entered into force with the Senate Resolution no. 12, dated 24.07.2020. The unit director was appointed via the Electronic Document Management System, on the basis of “Document Date and Number: 19/08/2020-4921". It was also decided that the measurement and evaluation processes of the University would be performed under this unit.

Atılım University relies on student-centered approaches in teaching. To support this decision, the University held [seminars](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bF8F2FBDF-A40F-4AC4-B53E-388555B15DAB%7d&file=İşletme%20Fak.%20Çalıştay%20I.pptx&action=edit&mobileredirect=true) for its faculty members. Discussions were made on the manners to enhance course instruction methods and strategies in line with course context in [School meetings.](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bD7F54B75-223C-42A9-B68F-ACB3E2F03111%7d&file=İşletme%20Sunu.pptx&action=edit&mobileredirect=true) For example, for the course “Organization Theory”, the [peer-led team learning](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.1/İşletme/Extending%20Peer%20Led%20Team%20Learning%20to%20Management%20Education.docx?d=w387e27a6767945418e06bfcda6055236&csf=1&web=1&e=cFv8eV) method was used. In fact, the method is still in use.

*The fact that courses are instructed with student-centered instruction methods* may be inferred from the [course information packages.](https://www.atilim.edu.tr/tr/ects/site-courses/196/9092/detail)

* [New methods](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bD7F54B75-223C-42A9-B68F-ACB3E2F03111%7d&file=İşletme%20Sunu.pptx&action=edit&mobileredirect=true&cid=bf621cd1-4b3c-4221-b19b-a7304b72ced1) such as Flipped Classroom, Peer Learning, and Learning by Doing have made their way into course instruction at the university.
* [Training sessions](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bC10E92E6-F5F1-41B1-90CF-B6A90684A0B5%7d&file=B3.1.Öğretme_Öğrenme%20Merkezi%20Seminer%20Duyurusu.docx&action=default&mobileredirect=true) and seminars on the current methods in teaching are organized by the Learning-Teaching Center.
* “[Sharing the Success](https://www.atilim.edu.tr/tr/bpp)” is a program in place to support student progression.
* The relevant processes are monitored by the [Office of Dean of Students](https://www.atilim.edu.tr/tr/od).
* The “[50 Outstanding Students](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20İz%20Bırakan%2050%20Öğrenci%20%20Programı%20Usul%20ve%20Esasları%20Yönergesi%20(25.12.2018-14).pdf)” program is in place to encourage students towards academic and social responsibility issues.

As for the *defined processes and practices regarding active and interactive teaching*, and *student-centered learning and teaching methods*;

* Processes related to active and interactive teaching and student-centered learning-teaching methods are defined in [Directive on Cooperative Education](https://www.atilim.edu.tr/files/yonergeler/Ortak%20Eğitim%20Yönergesi%20(25.12.2018%20gün%20ve%2014%20S.K).pdf) at Atılım University. Some examples to the methods implemented on the basis of this Directive are:
* The student-centered practices of the course [MAN206](file:///C:\Users\Cem\Dropbox\Kalite\KIDR2020\Extending%20Peer%20Led%20Team%20Learning%20to%20Management%20Education:%20How%20do%20Achievement,%20Critical%20Thinking,%20and%20Interest%20Vary%20Across%20the%20Ability%20Grouping%20and%20Liking%20Team%20Leaders?).
* The list of student peers participating in the Peer-Led Team Learning program, working under the School of Business in the Years of [2018-2019](https://atilim-my.sharepoint.com/:x:/g/personal/kidr_atilim_edu_tr/EQWGc1IuC1BMiucTfpDz6X8BiwKviVTAZG15P_yww1XJvQ?e=mNCa7i) and 2020-2021.
* A sample case study used in peer teaching
* Practices performed at the relevant departments at the institution for the students of departments such as Public Relations and Advertising, and Business Administration,
* [Law clinics](https://www.atilim.edu.tr/tr/law/page/4874/hukuk-klinikleri),
* [“Model Parliament”](https://www.atilim.edu.tr/tr/law/event/2431/model-parlamento-uygulamasi), performed in the course titled “Turkish Parliamentary Law”.

Useful pieces of information (such as various help files in the pdf format), [instructional videos](https://moodle.atilim.edu.tr/mod/page/view.php?id=126000), [frequently asked questions](https://moodle.atilim.edu.tr/course/view.php?id=9733), etc. for our [academics](https://moodle.atilim.edu.tr/course/view.php?id=1041) and [students](https://moodle.atilim.edu.tr/course/view.php?id=1040) have been prepared in accordance with the necessary access/ authorization mechanisms through the [Atılım University Learning Management System](https://moodle.atilim.edu.tr). The web page for Atılım University Learning Management System page was visited approximately 40 thousand times between March 30 and November 28, 2020. In addition, since March 2020, an average of 100 questions per month have been received and answered by the Directorate of Distance Education and Education Technologies. [Detailed educational presentations on the content, details and setup of the examination mechanism,](https://moodle.atilim.edu.tr/mod/page/view.php?id=126726) [educational presentations on examination preparation details](https://moodle.atilim.edu.tr/mod/page/view.php?id=126000), and [instructional documents on post-examination activities](https://moodle.atilim.edu.tr/pluginfile.php/320963/mod_resource/content/1/sinav_sonrai_islemler.pdf) are available to our stakeholders. Similarly, our stakeholders received training on the installation and utilization of the Safe Exam Browser application, the [decision](https://atilim-my.sharepoint.com/:w:/g/personal/yokak_atilim_edu_tr/Ee3NkKoFEQBMoMGHUSdkvTMBAzRzoqKdIuuPHGIeIUlI6Q?e=ig0yEW) to use which came through commission studies on [exam security within the scope of the online/ hybrid measurement and evaluation process.](https://moodle.atilim.edu.tr/mod/page/view.php?id=153480) To view the principles on developing educational material unique to distance learning and teaching methods, and the relevant pieces of evidence, please visit the links provided.

* [President’s Announcement on the 2020-2021 Spring Semester](https://www.atilim.edu.tr/tr/home/announcement/8588/2020---2021-bahar-donemine-iliskin-duyuru)
* [Hybrid Course Timetable for the School of Engineering](https://atilim-my.sharepoint.com/:i:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.1/Mühendislik/B1.1.KarmaDersProgramı-MühendislikFakültesi-IE3.png?csf=1&web=1&e=PHetP3)
* [Senate Resolution on Distance Education](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b6EAE8D4C-ABF8-45DF-9076-AD059D0B8A74%7d&file=B1.1.UzaktanEğitim-Senato%20Kararı%2019.03.2020-06.docx&action=default&mobileredirect=true)
* [Regular](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.1/Mühendislik/B1.1.UzaktanEğitim-Bilgilendirme%20Süreci_16-Nisan-2020.pptx?d=wad16e8fb7a7f46c7b7e46a663f65477b&csf=1&web=1&e=TMZqhd) announcements for students [on the distance education process](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b311B7923-93B7-4008-ABFE-0B99B86FE856%7d&file=B1.1.UzaktanEğitimDuyurular-24%20Mart.docx&action=default&mobileredirect=true);
* Information shared with students in the forms of technical [guides](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.1/Mühendislik/B1.1.Zoom_kullanım%20klavuzu.pdf?csf=1&web=1&e=PZHWIl) and [announcements](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.1/Mühendislik/B1.1.UzaktanEğitimDuyurular-14%20mayıs.docx?d=w50414fd5432d40c098845404101ca32f&csf=1&web=1&e=KRRseA) regarding distance education
* Infrastructure system enhancements and [the relevant information shared with students](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cnRpbWU9dklEWDFRanQyRWc&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.1/Mühendislik/B1.1.Kamerali_Sinif_derse_baslangic.pdf&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.1/Mühendislik) to allow for a smooth progression in distance education
* Online exam announcements [to students](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cnRpbWU9dklEWDFRanQyRWc&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.5/Mühendislik/B1.5.SınavGüvenlik-IE-222%20Online%20Sınav%20Prosedürü.pdf&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.5/Mühendislik)
* The fact that the [Directorate of Distance Education and Education Technologies](https://www.atilim.edu.tr/tr/ue) is actively operational at the university, to provide assistance where required to academic and administrative staff, and students, regarding the process.

*Examples of course information packages showing that measurement and evaluation practices are associated with course outcomes and program qualifications, and are based on student workload:*

* At Atılım University, measurement and evaluation practices are associated with course outcomes and program qualifications. The [packages](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bFB458515-9A41-4B41-BC0D-15981F62AF80%7d&file=Ders%20Kanazımı-PÇ-%20ISL213-PÇ.xlsx&action=default&mobileredirect=true&cid=18566798-47c7-4abf-8eae-c14767bae9eb) prepared in this process are based on student workload. Based on this evaluation system, all questions asked within the scope of each course at the end of the entire semester are used to calculate the success of the course outcomes and [the relevant program outcomes](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.5/Mühendislik/B1.5.DersÖlçmeDeğerlendirme-MECE%20447%20Fall%202019-2020%20Course%20File%20v2.xlsm?d=w6fe90561be804226b01621131226d543&csf=1&web=1&e=7FgaNn).

*Evidence of improvement based on monitoring and stakeholder engagement is accessible as follows;*

* [Meetings are held with stakeholders](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn) to measure the level of achievement of the educational objectives and outputs of the program created within the scope of Bologna process studies. In addition, [committees](https://www.atilim.edu.tr/tr/int/page/5198/danisma-kurullari) are formed within the University, and the [feedback](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.2/İşletme/Halkla%20İlişkiler%20ve%20Reklamcılık%20Bölümü%20akreditasyon%20çalışmaları.pdf&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.2/İşletme) received as a result of meetings are taken into account. While students provide data via [surveys and peer group meetings](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cnRpbWU9dklEWDFRanQyRWc&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.2/İşletme/Akreditasyon%20Çalışmaları.pdf&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.2/İşletme); in addition to the student surveys of each semester, opinions shared in annual meetings with students, graduates, sector and employer advisory boards shape the updates in curricula and course content by department board resolutions. With studies towards continuous improvements underway, curricula undergo [updates](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.2/Mühendislik/B3.2.PaydaşKatılımlıDersMüfredatGüncelleme-MekatronikMÜDEK.pdf?csf=1&web=1&e=F9sJNZ) in line with the requirements emerging in studies to which stakeholders participate.
* Sample practices, and exams for formal/ online/ hybrid courses, as well as evidence on the prevalence of different measurement methods in place in programs are available in the course syllabi, assignments, and exams provided.

Especially with accreditation processes in place, these processes for all programs see student participation. Mechanisms to obtain student feedback on program objectives, program outcomes, courses, and practices were provided by [survey and interview structures.](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.3/YDYO/Tanımlı%20öğrenci%20geri%20bildirim%20mekanizmaları/MDB%20ATACS%20Öğretim%20Elemanı%20Değerlendirme.png&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.3/YDYO/Tanımlı%20öğrenci%20geri%20bildirim%20mekanizmaları) [Examples of meetings](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b6EB9A40A-B905-41A4-A207-74C8D2F1F8A4%7d&file=Sınıf%20Temsilcileri%201.DOC&action=default&mobileredirect=true) showing student participation in decision-making processes are available, and improvement studies based on these are underway. For more examples, please view:

* [Course evaluation surveys](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.3/YDYO/Tanımlı%20öğrenci%20geri%20bildirim%20mekanizmaları/Öğretim%20Görevlisi%20Değerlendirme%20Anket%20Sonucu%20Örneği.pdf?csf=1&web=1&e=Lm2JXr) on ATACS at the end of each semester
* The relationship of the survey values with the [Procedures and Principles on Academic Staff Success (Performance) Measurement Criteria](https://www.atilim.edu.tr/restricted/arastirmadan_sorumlu_rektor_yardimciligi/file.php?YTBWMk9HZEZlV2xhVkVrek4xWjRPR2xOUVZJd0wzQXdiV3M0V2s1bU5WTXJjMjU2VkROaVpEbGhjbU5JUjAxR1dsTlhjemh6Y3pSelJrUnhVVTlTYVdoWVYxbFRlU3M0Y0VrMGJuVkpkSGhDYkcwMlJpdGxNQ3RxVjI1NlJEYzFXbkZyUXpGRmFrOVdkVkpMVnpGQlZYUm9PVGh3Umt4aE56UnJOM1pIWlhWMVoya3ZZakJLUVVoTlNURnNaVzlrUjNOc1FVRlBWVTloTTIxWWFHbGhiME0zT1VneE5XTnpaVEV3UFRvNnFFOUx1TDZ5aDlFdGxvaDRYZlNiRlE9PQ==), and [Directive on Academic Staff Appointment and Promotion](https://www.atilim.edu.tr/restricted/arastirmadan_sorumlu_rektor_yardimciligi/file.php?VEd4NGJuSk5OSGQ2WW1SdmNIUkdiakZ2Tms1clFXZzNUbWN5VFVoMlFsVmxRMWh3YmxObmREQnFWVUZWT0ZSeWQwUXZNSGswZEhBclkyZEZSVVZ6ZUZWcFpEaDZjVWhwTW5KdVRVOUVZbmh1YjJVclVWRTlQVG82NGljbUUyRjBuRjBnOVZ5YmRFZFd2UT09),
* [Student Councils](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20Öğrenci%20Konseyi%20Seçim%20Yönergesi%20(27.11.2020-16).pdf), electing representatives,
* The involvement of [student boards](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.3/Mühendislik/B3.3.Endüstri-ÖğrenciDanışmaKuruluTutanakları.pdf?csf=1&web=1&e=EYS9j3) and their feedback on the calculation of the success of course and training outputs.
* Sample [meeting](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b92B4E68A-7BBF-4A89-9273-3A2D4967D38A%7d&file=11.12.2019%20tarihli%202.%20sınıf%20temsilcileri%20toplantısı.docx&action=default&mobileredirect=true) [minutes](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.3/YDYO/Tanımlı%20öğrenci%20geri%20bildirim%20mekanizmaları/28.02.2020%20tarihli%203.%20sınıf%20temsilcileri%20toplantısı.docx&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.3/B.3.3/YDYO/Tanımlı%20öğrenci%20geri%20bildirim%20mekanizmaları) of meetings between departments and students may also be viewed in detail.

These pieces of information document student involvement in processes, and the respective improvements on processes themselves.

[Academic Advisory Guidelines](https://www.atilim.edu.tr/files/yonergeler/Akademik%20Danışmanlık%20Yönergesi.pdf) for all departments describe the details of the process. The School of Business has made phone calls to failing students one by one and exercised efforts to [support their adaptation](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b7FD995F5-609D-4C06-998B-C49F4C22D83E%7d&file=İşletme%20Fakültesi%20Oryantasyon%20(1).pptx&action=edit&mobileredirect=true). [Contact information](https://www.atilim.edu.tr/tr/management/page/2158/akademik-personel) of all full-time and part-time faculty members is available on the relevant web pages, and the university [phone book](https://atacs.atilim.edu.tr/Rehber).

In addition, Atılım University has the Directorate of International Relations for international students, and the [Office for Students with Disabilities](https://www.atilim.edu.tr/tr/engelli-ogrenciler-ofisi), for situations that may require specific approaches. When a specific condition is the case, these units work towards the preparation of the necessary academic environment to facilitate the studies of the students in question, and the implementation of the measures and regulations required to ensure their full participation in education processes. Representatives from all academic and administrative units have participated in the establishment of these offices, and currently work together in process-based active studies. In this regard, Atılım University was awarded 4 prizes at once in the [2019 Accessible University Awards.](https://www.atilim.edu.tr/tr/home/news/4173/universitemiz-2019-yili-engelsiz-universite-odullerinde-dort-odul-birden-kazandi)

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EgT9hgiimABIh1lVzDw3CJcBcaCLhi9A5Xd-CqHPWNBMRA?e=A5obVL) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

B.3.1.Öğrenci Odaklı Öğretim Yöntemleri, Eğitim Teknolojileri.pptx

B.3.1.MAN 213-PLTL\_Unit 5\_Interorganizational Relationships.docx

B.3.1.İşletme Fak. Çalıştay I.pptx

B.3.1.ISL 213-GRUPLAR VE LIDERLER (1).xlsx

B.3.1.Extending Peer Led Team Learning to Management Education.docx

B.3.1.Akran Liderlere Eğitim.png

B.3.1.2020 lider listesi.docx

B.3.1.EğitimdeYeniYöntemlerSunumu.pptx

B.3.1.IE401-IE402project.pdf

B.3.1.IE401syllabus.pdf

B.3.1.Öğretme\_Öğrenme Merkezi Seminer Duyurusu.docx

B.3.1.YaparakÖğrenme-MŞMM çalışan öğrenci listesi.docx

B.3.1. OzgunBaskıCalistayi.docx

B.3.1. MTT instagram söyleşileri.docx

B.3.1.Role Play Uygulaması.docx

B.3.1.Uzaktan Eğitim Yetkinlikleri Sertifikası\_ornek.pdf

B.3.2.Akreditasyon Çalışmaları.pdf

B.3.2.Halkla İlişkiler ve Reklamcılık Bölümü akreditasyon çalışmaları.pdf

B.3.2.SE 112- Introduction to Software Engineering.pdf

B.3.2.18F\_EE428\_Instructors-Course-Evaluation-Form.pdf

B.3.2.2019\_20\_fall\_ise311\_evaluation\_form.pdf

B.3.2.CMPE102-OnlineSınavÖrneği-1.png

B.3.2.CMPE102-OnlineSınavÖrneği-2.png

B.3.2.CMPE301 Course FilePDF.pdf

B.3.2.EE352 Course report and GRADES 2019 03 04.pdf

B.3.2.EvaluationReport\_005.pdf

B.3.2.PaydaşKatılımlıDersMüfredatGüncelleme-MekatronikMÜDEK.pdf

B.3.2. Ölçme ve değerlendirme\_TıpFakultesi.docx

B.3.3. 2019-2020 ICM HEDEF DOKUMANLARI-ÖĞRENCİ.pdf

B.3.3. 2020-2021 Güz Kamu Maliyesi Değerlendirme Anketi.pdf

B.3.3. Bölüm Kurul Kararı sf 01.png

B.3.3. Bölüm Kurul Kararı sf 02.png

B.3.3. İçMimarlık.docx

B.3.3. Mimarlık.docx

B.3.3. moda.docx

B.3.3. Öğrenci geri bildirimleri.docx

B.3.3.2019-2020 Spring Invitation for 1B1T WRITING CONTEST.docx

B.3.3.2019-2020 Spring 1B1T WRITING CONTEST.docx

B.3.3.Endüstri-ÖğrenciDanışmaKuruluTutanakları.pdf

B.3.3.Haftalık Online Ödev 1.png

B.3.3.Haftalık Online Ödev 2.png

B.3.3.Öğrenci geri Bildirim formu.pdf

B.3.4. Akademik Danışmanlık Toplantısı Öğrenci Katılımı.xlsx

B.3.4. Akademik Danışmanlık Toplantısı Raporu.docx

B.3.4. Akademik danışmanlık\_GSTMF.docx

B.3.4. OfisSaatleriUygulamasi.docx

**Teaching methods and techniques**

**Level of Maturity:** Student-centered practices are followed and improved with the participation of relevant internal stakeholders.

**Evidence**

* [B.3.1. MTT instagram söyleşileri.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.%20MTT%20instagram%20s%C3%B6yle%C5%9Fileri.docx)
* [B.3.1. OzgunBaskıCalistayi.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.%20OzgunBask%C4%B1Calistayi.docx)
* [B.3.1.2020 lider listesi.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.2020%20lider%20listesi.docx)
* [B.3.1.Akran Liderlere Eğitim.jpg](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.Akran%20Liderlere%20E%C4%9Fitim.jpg)
* [B.3.1.EğitimdeYeniYöntemlerSunumu.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.E%C4%9FitimdeYeniY%C3%B6ntemlerSunumu.pptx)
* [B.3.1.Extending Peer Led Team Learning to Management Education.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.Extending%20Peer%20Led%20Team%20Learning%20to%20Management%20Education.docx)
* [B.3.1.IE401-IE402project.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.IE401-IE402project.pdf)
* [B.3.1.IE401syllabus.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.IE401syllabus.pdf)
* [B.3.1.ISL 213-GRUPLAR VE LIDERLER (1).xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.ISL%20213-GRUPLAR%20VE%20LIDERLER%20(1).xlsx)
* [B.3.1.İşletme Fak. Çalıştay I.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.%C4%B0%C5%9Fletme%20Fak.%20%C3%87al%C4%B1%C5%9Ftay%20I.pptx)
* [B.3.1.MAN 213-PLTL\_Unit 5\_Interorganizational Relationships.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.MAN%20213-PLTL_Unit%205_Interorganizational%20Relationships.docx)
* [B.3.1.Öğrenci Odaklı Öğretim Yöntemleri, Eğitim Teknolojileri.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.%C3%96%C4%9Frenci%20Odakl%C4%B1%20%C3%96%C4%9Fretim%20Y%C3%B6ntemleri,%20E%C4%9Fitim%20Teknolojileri.pptx)
* [B.3.1.Öğretme\_Öğrenme Merkezi Seminer Duyurusu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.%C3%96%C4%9Fretme_%C3%96%C4%9Frenme%20Merkezi%20Seminer%20Duyurusu.docx)
* [B.3.1.Role PlayUygulaması.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.Role%20Play%20Uygulamas%C4%B1.docx)
* [B.3.1.Uzaktan Eğitim Yetkinlikleri Sertifikası\_ornek.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.Uzaktan%20E%C4%9Fitim%20Yetkinlikleri%20Sertifikas%C4%B1_ornek.pdf)
* [B.3.1.YaparakÖğrenme-MŞMM çalışan öğrenci listesi.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.1.Yaparak%C3%96%C4%9Frenme-M%C5%9EMM%20%C3%A7al%C4%B1%C5%9Fan%20%C3%B6%C4%9Frenci%20listesi.docx)

**Measurement and evaluation**

**Level of Maturity:** Student-centered measurement and evaluation practices are followed and improved with the participation of relevant internal stakeholders.

**Evidence**

* [B.3.2. Ölçme ve değerlendirme\_TıpFakultesi.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.%20%C3%96l%C3%A7me%20ve%20de%C4%9Ferlendirme_T%C4%B1pFakultesi.docx)
* [B.3.2.18F\_EE428\_Instructors-Course-Evaluation-Form.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.18F_EE428_Instructors-Course-Evaluation-Form.pdf)
* [B.3.2.2019\_20\_fall\_ise311\_evaluation\_form.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.2019_20_fall_ise311_evaluation_form.pdf)
* [B.3.2.Akreditasyon Çalışmaları.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.Akreditasyon%20%C3%87al%C4%B1%C5%9Fmalar%C4%B1.pdf)
* [B.3.2.CMPE102-OnlineSınavÖrneği-1.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.CMPE102-OnlineS%C4%B1nav%C3%96rne%C4%9Fi-1.png)
* [B.3.2.CMPE102-OnlineSınavÖrneği-2.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.CMPE102-OnlineS%C4%B1nav%C3%96rne%C4%9Fi-2.png)
* [B.3.2.CMPE102-OnlineSınavÖrneği-3.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.CMPE102-OnlineS%C4%B1nav%C3%96rne%C4%9Fi-3.png)
* [B.3.2.CMPE102-OnlineSınavÖrneği-4.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.CMPE102-OnlineS%C4%B1nav%C3%96rne%C4%9Fi-4.png)
* [B.3.2.CMPE102-OnlineSınavÖrneği-5.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.CMPE102-OnlineS%C4%B1nav%C3%96rne%C4%9Fi-5.png)
* [B.3.2.CMPE301 Course FilePDF.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.CMPE301%20Course%20FilePDF.pdf)
* [B.3.2.EE352 Course report and GRADES 2019 03 04.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.EE352%20Course%20report%20and%20GRADES%202019%2003%2004.pdf)
* [B.3.2.EvaluationReport\_005.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.EvaluationReport_005.pdf)
* [B.3.2.Halkla İlişkiler ve Reklamcılık Bölümü akreditasyon çalışmaları.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.Halkla%20%C4%B0li%C5%9Fkiler%20ve%20Reklamc%C4%B1l%C4%B1k%20B%C3%B6l%C3%BCm%C3%BC%20akreditasyon%20%C3%A7al%C4%B1%C5%9Fmalar%C4%B1.pdf)
* [B.3.2.icereci-CMPE341-Course-Report-2019-2020-Fall.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.icereci-CMPE341-Course-Report-2019-2020-Fall.pdf)
* [B.3.2.Mekatronik\_MÜDEK\_ÖDER\_30\_09\_2020.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.Mekatronik_M%C3%9CDEK_%C3%96DER_30_09_2020.pdf)
* [B.3.2.PaydaşKatılımlıDersMüfredatGüncelleme-MekatronikMÜDEK.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.Payda%C5%9FKat%C4%B1l%C4%B1ml%C4%B1DersM%C3%BCfredatG%C3%BCncelleme-MekatronikM%C3%9CDEK.pdf)
* [B.3.2.SacipToker-ISE353-Course-Report-2019-2020-I.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.SacipToker-ISE353-Course-Report-2019-2020-I.pdf)
* [B.3.2.SE 112- Introduction to Software Engineering.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.2.SE%20112-%20Introduction%20to%20Software%20Engineering.pdf)

**Student feedback**

**Level of Maturity:** Practices regarding receiving student feedback are followed in all programs and improved based on student participation. Feedback results are reflected in decision making processes.

**Evidence**

* [B.3.3. 2019-2020 ICM HEDEF DOKUMANLARI-ÖĞRENCİ.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.%202019-2020%20ICM%20HEDEF%20DOKUMANLARI-%C3%96%C4%9ERENC%C4%B0.pdf)
* [B.3.3. 2020-2021 Güz Kamu Maliyesi Değerlendirme Anketi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.%202020-2021%20G%C3%BCz%20Kamu%20Maliyesi%20De%C4%9Ferlendirme%20Anketi.pdf)
* [B.3.3. içmimarlık.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.%20i%C3%A7mimarl%C4%B1k.docx)
* [B.3.3. Mimarlık.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.%20Mimarl%C4%B1k.docx)
* [B.3.3. moda.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.%20moda.docx)
* [B.3.3. Öğrenci geri bildirimleri.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.%20%C3%96%C4%9Frenci%20geri%20bildirimleri.docx)
* [B.3.3.Endüstri-ÖğrenciDanışmaKuruluTutanakları.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.End%C3%BCstri-%C3%96%C4%9FrenciDan%C4%B1%C5%9FmaKuruluTutanaklar%C4%B1.pdf)
* [B.3.3.Haftalık Online Ödev 1.PNG](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.Haftal%C4%B1k%20Online%20%C3%96dev%201.PNG)
* [B.3.3.Haftalık Online Ödev 2.PNG](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.Haftal%C4%B1k%20Online%20%C3%96dev%202.PNG)
* [B.3.3.Öğrenci geri Bildirim formu.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.3.%C3%96%C4%9Frenci%20geri%20Bildirim%20formu.pdf)

**Academic consultancy**

**Level of Maturity:** Academic consultancy in the institution is carried out within the principles and rules.

**Evidence**

* [B.3.4. Akademik Danışmanlık Toplantısı Raporu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.4.%20Akademik%20Dan%C4%B1%C5%9Fmanl%C4%B1k%20Toplant%C4%B1s%C4%B1%20Raporu.docx)
* [B.3.4. Akademik danışmanlık\_GSTMF.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.4.%20Akademik%20dan%C4%B1%C5%9Fmanl%C4%B1k_GSTMF.docx)
* [B.3.4. OfisSaatleriUygulamasi.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.3.4.%20OfisSaatleriUygulamasi.docx)

**4. Faculty Members**

**B.4. Faculty Members**

For all programs, these procedures are subject to [Regulations on Academic Staff Appointment and Promotion](https://www.atilim.edu.tr/restricted/arastirmadan_sorumlu_rektor_yardimciligi/file.php?VEd4NGJuSk5OSGQ2WW1SdmNIUkdiakZ2Tms1clFXZzNUbWN5VFVoMlFsVmxRMWh3YmxObmREQnFWVUZWT0ZSeWQwUXZNSGswZEhBclkyZEZSVVZ6ZUZWcFpEaDZjVWhwTW5KdVRVOUVZbmh1YjJVclVWRTlQVG82NGljbUUyRjBuRjBnOVZ5YmRFZFd2UT09), and [Regulations on Promotion and Appointment as Faculty Member](https://resmigazete.gov.tr/eskiler/2018/06/20180612-6.htm). Regulations and opportunities for the appointment, promotion and development of academic staff are [announced](https://www.atilim.edu.tr/tr/home/announcement/8646/ogretim-gorevlisi-ve-arastirma-gorevlisi-alim-ilani) openly to everyone. All these criteria and processes are transparent, fair and systematically monitored.

Faculty members conduct the courses [relevant to their areas of expertise](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b0820A9A4-21AE-4DC7-AFDA-0B38BF677574%7d&file=öğretim%20üyeleri%20alan%20ve%20ders%20uyumu.docx&action=default&mobileredirect=true). [Seminars](https://www.atilim.edu.tr/tr/management/news/4996/isletme-bolumu-seminerleri) are [organized](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7bD7F54B75-223C-42A9-B68F-ACB3E2F03111%7d&file=İşletme%20Sunu.pptx&action=edit&mobileredirect=true) in Schools to support the professional development of the academic staff. Faculty members are also supported in terms of competency with training sessions aimed to [help them adapt](https://atilim-my.sharepoint.com/:p:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b41441C29-6707-4B90-BA16-1D6D1CD9F64A%7d&file=uzakan%20eğitim%20ÖD%20temmuz%202020.pptx&action=edit&mobileredirect=true) to distance education procedures.

Scores obtained in student evaluation surveys are related to the [Procedures and Principles on Academic Staff Achievement (Performance) Measurement Criteria](https://www.atilim.edu.tr/restricted/arastirmadan_sorumlu_rektor_yardimciligi/file.php?YTBWMk9HZEZlV2xhVkVrek4xWjRPR2xOUVZJd0wzQXdiV3M0V2s1bU5WTXJjMjU2VkROaVpEbGhjbU5JUjAxR1dsTlhjemh6Y3pSelJrUnhVVTlTYVdoWVYxbFRlU3M0Y0VrMGJuVkpkSGhDYkcwMlJpdGxNQ3RxVjI1NlJEYzFXbkZyUXpGRmFrOVdkVkpMVnpGQlZYUm9PVGh3Umt4aE56UnJOM1pIWlhWMVoya3ZZakJLUVVoTlNURnNaVzlrUjNOc1FVRlBWVTloTTIxWWFHbGhiME0zT1VneE5XTnpaVEV3UFRvNnFFOUx1TDZ5aDlFdGxvaDRYZlNiRlE9PQ==). These values constitute a part of the mechanism in place towards the annual performance evaluation of academic staff. The academic staff members having achieved certain criteria are awarded/ encouraged.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/Euo9bQ_OXPBAs6QmaJ64_dABRu0VclGQCiWD_lCgy6-6MA?e=8oqDLe) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

B.4.1. Atama Yükseltme.docx

B.4.1. Atama, yükseltme ve görevlendirme kriterleri.docx

B.4.1. Atama-Yükseltme Senato 18 Aralık 2019-YÖK 4 Mart 2020.pdf

B.4.1. DML Instructor Evaluation Criteria.docx

B.4.1. Eğitime Katılma Bilgilendirme Epostası TİB.docx

B.4.1. Eğitimler 2019-20.xlsx

B.4.1. EUT.docx

B.4.1. Invitation Mail for PDU Training.png

B.4.1. Performans Değerlendirme 1.pdf

B.4.1. Performans Değerlendirme 2.pdf

B.4.1. Süreç Örnekleri.docx

B.4.1. TIB 2019-2020 faaliyet raporu.docx

B.4.1. Uzmanlık alanı.docx

B.4.1. Öğretim Üyeliğine Yükseltilme ve Atanma Yönetmeliği.pdf

B.4.2. 2019-2020 Spring MDB Unit Meeting Minute.docx

B.4.2. Eğitici Eğitimi Sertifikası.pdf

B.4.2. Instructor Performance Criteria and Points.pdf

B.4.2. Instructor Performance Evaluation Criteria.pdf

B.4.2. MDB Öğretim Görevlisi Performans Değerlendirme Kriterleri.pdf

B.4.2. Mesleki Gelişim Eğitim Süreci.docx

B.4.2. Moda Görevlendirmeler.docx

B.4.2. öğretim üyeleri alan ve ders uyumu.docx

B.4.2. Öğretim yetkinliği.docx

B.4.2. Uzaktan Eğitim Yetkinlikleri- İlkem Güzel.pdf

B.4.3. TİB Bölüm Başkanı TeşekkürMesaji.docx

B.4.3. TakdirveTanimaOrnek.docx

B.4.3. Belge\_tesvik.png

B.4.3. Eğitim faaliyetlerine yönelik teşvik ve ödüllendirme.docx

B.4.3. MDB Bölüm Başkanı Teşekkür Mesajı.png

**Appointment, promotion and assignment criteria**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [B.4.1. Atama Yükseltme.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20Atama%20Y%C3%BCkseltme.docx)
* [B.4.1. Atama, yükseltme ve görevlendirme kriterleri.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20Atama,%20y%C3%BCkseltme%20ve%20g%C3%B6revlendirme%20kriterleri.docx)
* [B.4.1. Atama-Yükseltme Senato 18 Aralık 2019-YÖK 4 Mart 2020.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20Atama-Y%C3%BCkseltme%20Senato%2018%20Aral%C4%B1k%202019-Y%C3%96K%204%20Mart%202020.pdf)
* [B.4.1. Eğitime Katılma Bilgilendirme Epostası TİB.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20E%C4%9Fitime%20Kat%C4%B1lma%20Bilgilendirme%20Epostas%C4%B1%20T%C4%B0B.docx)
* [B.4.1. EUT.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20EUT.docx)
* [B.4.1. Invitation Mail for PDU Training.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20Invitation%20Mail%20for%20PDU%20Training.png)
* [B.4.1. Süreç Örnekleri.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20S%C3%BCre%C3%A7%20%C3%96rnekleri.docx)
* [B.4.1. Uzmanlık alanı.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.1.%20Uzmanl%C4%B1k%20alan%C4%B1.docx)
* [B4.1. Öğretim Üyeliğine Yükseltilme ve Atanma Yönetmeliği.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B4.1.%20%C3%96%C4%9Fretim%20%C3%9Cyeli%C4%9Fine%20Y%C3%BCkseltilme%20ve%20Atanma%20Y%C3%B6netmeli%C4%9Fi.pdf)

**Competence in teaching**

**Level of Maturity:** Findings obtained from teaching competency development practices are followed and measures are taken by examining the results of the follow-up together with the teaching staff.

**Evidence**

* [B.4.2. Eğitici Eğitimi Sertifikası.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.2.%20E%C4%9Fitici%20E%C4%9Fitimi%20Sertifikas%C4%B1.pdf)
* [B.4.2. Instructor Performance Criteria and Points.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.2.%20Instructor%20Performance%20Criteria%20and%20Points.pdf)
* [B.4.2. Instructor Performance Evaluation Criteria.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.2.%20Instructor%20Performance%20Evaluation%20Criteria.pdf)
* [B.4.2. Moda Görevlendirmeler.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.2.%20Moda%20G%C3%B6revlendirmeler.docx)
* [B.4.2. öğretim üyeleri alan ve ders uyumu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.2.%20%C3%B6%C4%9Fretim%20%C3%BCyeleri%20alan%20ve%20ders%20uyumu.docx)
* [B.4.2. Öğretim yetkinliği.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.2.%20%C3%96%C4%9Fretim%20yetkinli%C4%9Fi.docx)
* [B.4.2. Uzaktan Eğitim Yetkinlikleri- İlkem Güzel.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.2.%20Uzaktan%20E%C4%9Fitim%20Yetkinlikleri-%20%C4%B0lkem%20G%C3%BCzel.pdf)

**Incentives and rewards for educational activities**

**Level of Maturity:** Incentive and reward mechanisms; There are plans to create competency-based, fair and transparent forms.

**Evidence**

* [B.4.3. Belge\_tesvik.jpg](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.3.%20Belge_tesvik.jpg)
* [B.4.3. Eğitim faaliyetlerine yönelik teşvik ve ödüllendirme.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.3.%20E%C4%9Fitim%20faaliyetlerine%20y%C3%B6nelik%20te%C5%9Fvik%20ve%20%C3%B6d%C3%BCllendirme.docx)
* [B.4.3. MDB Bölüm Başkanı Teşekkür Mesajı.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.3.%20MDB%20B%C3%B6l%C3%BCm%20Ba%C5%9Fkan%C4%B1%20Te%C5%9Fekk%C3%BCr%20Mesaj%C4%B1.png)
* [B.4.3. TakdirveTanimaOrnek.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.3.%20TakdirveTanimaOrnek.docx)
* [B.4.3. TİB Bölüm Başkanı TeşekkürMesaji.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.3.%20T%C4%B0B%20B%C3%B6l%C3%BCm%20Ba%C5%9Fkan%C4%B1%20Te%C5%9Fekk%C3%BCrMesaji.docx)
* [B.4.3. YeniKatılımveTakdir.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.4.3.%20YeniKat%C4%B1l%C4%B1mveTakdir.docx)

**5.** **Learning Resources**

**B.5. Learning Resources**

Atılım University supports its students with necessary equipment such as classrooms, lecture halls, laboratories, computer systems, data communication and networks, manufacturing tools, experimentation and testing equipment, all established in contemporary spaces in order to ensure their scientific development. In line with the importance it attaches to scientific infrastructure, and adding to its existing laboratories, Atılım University continues its efforts to establish new laboratories for education and research.

Classrooms and laboratories at the university are of small, medium, and large capacities. These areas are open to Atılım University students and researchers. The [Social Sciences Research and Education Laboratory (SAEL)](https://www.atilim.edu.tr/tr/sael), the establishment of which was supported by Atılım University Research Laboratory Project (ALP), became a registered trademark of Atılım University on 21.04.2016 upon its recognition by the Turkish Patent Institute. An advertising workshop is in the works for the Public Relations and Advertising Program. All classrooms and laboratories have a modern, technological and ergonomic design. [Study rooms](https://www.atilim.edu.tr/tr/home/news/3968/muhendislik-fakultesi-binasi-7x24-calisma-salonu) are also available for students. Classrooms have the infrastructure to support hybrid and distance education processes.

During the pandemic process, a camera infrastructure was established in 105 lecture halls and classrooms to allow for remote and live education. With the established camera system infrastructure, the University aims to help students reap more of the benefits of distance education. A relevant [announcement on the online/ hybrid education mechanism](https://www.atilim.edu.tr/tr/home/announcement/7943/2020---2021-guz-donemine-iliskin-duyuru) was made to the public on the Atılım University official web site. In this regard, our semester of Fall 2020-2021 was planned as detailed below.

1. Our Fall semester is to initiate on October 5, 2020. Education is to progress in a hybrid manner, meaning partially formally, and partially online.
2. The 20-student population count of the Department of Basic English (Preparatory English) classes was limited to 12 to 13 for the current semester. Students are to be sectioned into three, and each group is to receive formal education at the University twice a week (with possible courses on Saturday). Attendance to formal courses is obligatory. However; for this semester, non-attendance will not deem our Department of Basic English students to fail their levels. Groups not attending the formal courses on a certain day are to attend the courses online. Details on this subject (as in the days and the groups to receive formal education, as well as student sections, classrooms, and so forth) will be announced on the Department of Basic English official web page, after the English Proficiency Test results are announced.
3. Certain undergraduate and graduate degree courses are to be presented online, in full. The other courses are to progress partially in the formal manner, and partially online, with less courses presented formally.
4. Individual announcements will be made regarding how certain courses are to progress, before course registrations.
5. Courses to progress partially formally and partially online are to be presented at the university at weekly intervals. The last digit of your student number is to constitute the basis of your intervals. Within this framework, students with odd and even numbers as the last digit of their student numbers shall alternate weekly, in terms of attendance at the University. The first week will see the attendance of students with an odd number as the last digit of their student numbers.
6. Courses to be presented partially formally and partially online are to be recorded live. In this scope, classrooms are now furnished with a system that incorporates a camera and a microphone. Your course instructor will be sharing the links to the recorded courses with you via the Learning Management System (Moodle). The video recordings of these hybrid courses will be accessible to our students via the Zoom platform. Attendance to these courses is optional.
7. Laboratory and practice sessions are mostly to take place formally, at the university. Please follow the relevant Faculty/ Department official web pages for the announcements regarding such adjustments. Attendance to these courses is compulsory.
8. Midterm and final exams for all courses are to progress formally at the university.
9. Where formal examination procedures are not possible, your exams shall be sat via a piece of secure examination software. In this framework, our students will be required to have access to a computer with a web camera, and to follow the examination rules.
10. Graduate Schools will post their individual announcements on graduate degree programs.

Learning is also supported by the learning resources and [classroom capacities](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b019B4FB5-5BA9-4256-A829-E408010793BD%7d&file=İşletme%20fakültesi%20sınıf%20kapasiteleri.xlsx&action=default&mobileredirect=true&cid=fe252ffb-9bea-4306-8a7f-bcccbe46d2b0) offered by Atılım University. Since the pandemic, certain limits have been exercised regarding the number of students in classroom, to create a kind of “dilution” effect. All classrooms have a camera, a fixed computer, and a projector. In addition, useful pieces of information (such as various help files in the pdf format), [instructional videos](https://moodle.atilim.edu.tr/mod/page/view.php?id=126000), [frequently asked questions](https://moodle.atilim.edu.tr/course/view.php?id=9733), etc. for our [academics](https://moodle.atilim.edu.tr/course/view.php?id=1041) and [students](https://moodle.atilim.edu.tr/course/view.php?id=1040) have been prepared in accordance with the necessary access/ authorization mechanisms through the [Atılım University Learning Management System](https://moodle.atilim.edu.tr). The web page for Atılım University Learning Management System page was visited approximately 40 thousand times just between March 30 and November 28, 2020. In addition, since March 2020, an average of 100 questions per month have been received and answered by the Directorate of Distance Education and Education Technologies. Moodle is the learning management system used at Atılım University. The course contents of all courses are [made available to students](https://moodle.atilim.edu.tr/enrol/index.php?id=1590) through this structure. There are [instructions and guidelines](https://moodle.atilim.edu.tr/course/view.php?id=1590) for students and faculty members to use these structures effectively.In addition to the other facilities at the university, and adding to the lecture notes shared on the MOODLE pages of the courses to support distance and hybrid education, additional resources [are provided](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.1/İşletme/DERS%20ÖZETİ%20MAN-ISL%20416%202020-21.pdf&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.1/İşletme) to students in the forms of auxiliary resources, links to current information and lecture videos.

Detailed information on the current situation and capacity of Kadriye Zaim Library under the [Directorate of Library and Documentation](https://www.atilim.edu.tr/tr/library) is provided in the scope of [B.5.1\_Egitim and Ogretim\_V.2.1\_Uzaktan.docx.](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EQ2hWgovVRZArvVTwM4Rz4QBoo60d5Gw-0C9og1Y7RpymA?e=yNFLui)

The main purpose of the [Directorate of Distance Education and Education Technologies](https://www.atilim.edu.tr/tr/ue) is to offer new forms of education that meet the demands of the digitizing information society, and distance education programs that make use of technological advancements. The main goal of the directorate is to provide a quality education with field specialists as lecturers via distance education technologies, to train qualified individuals for areas in demand, to provide higher education opportunities to young people and employees excluded from formal education, and to provide diplomas in the fields in which they are interested. The directorate achieves the highest level of competence in the distance education technology with its experienced academic staff. With the technical experts in the Directorate, Atılım University does not need to outsource distance education technologies. The strong, technical infrastructure in place lets users experience uninterrupted education. Effective course content is prepared and presented in the smart class. The Greenbox technology is used to record and edit course videos.

[Atılım University Continuing Education Center](https://atusem.atilim.edu.tr/) is another educational platform publicly available, allowing for self-learning via accessing another educational environment and educational content. The training sessions offered are for both Atılım University students, and any and all participants from outside of the university. The platform ATÜSEM (<https://atusem.atilim.edu.tr/>) organized certification programs totaling up to 26 terms, with 566 people receiving certificates, in the year 2020.Details regarding participation statuses, and field of study of participants to the training sessions are [available](https://atilim-my.sharepoint.com/:x:/g/personal/kidr_atilim_edu_tr/EakJyv8sL-JPh5h35fTUjCsBq6bAR0QuhhrC5CCkR1Bf7w?e=2F3Wwu).

The [Directorate of Career Planning and Cooperative Education](https://www.atilim.edu.tr/tr/cpa) aims to make the Cooperative Education model common across the University, and to help shape the career goals of Atılım University students. The Cooperative Education Model combines higher education with business life with the aim to equip students with both academic knowledge and professional experience. In addition, the Directorate offers counseling and guidance services in transition to business life by supporting personal developments of students. The Department believes that students participating in the program will be privileged, successful and favored both during their education and in business life after graduation thanks to the knowledge and practices acquired through cooperative education which combines theoretical knowledge with application. The current data obtained in the scope of the program shows that 38 Atılım University students continue their Cooperative Education Program at 67 [contracted companies](https://www.atilim.edu.tr/tr/cpa/page/4371/ortak-egitim-anlasmasi-yapilan-firmalar) in Turkey. To reflect [student feedback](https://www.atilim.edu.tr/tr/cpa/page/4753/ortak-egitim-deneyimleri-), the program appears to contribute to students’ professional and personal developments positively. New companies are being identified and added to the list of companies where Atılım University students are able to work within the scope of the Cooperative Education program through company visits and contracts.  
 In addition, Atılım University students may opt in to receive assistance in Career Counseling and Resume Preparation. Under “Student-Centered University” as one of the areas of strategic priority as per the studies towards the 2020-2024 Strategic Plan; decisions have been taken to track and improve studies on strategic goals within the framework. The activity report that details the efforts in the year 2020 in this regard is available at the link [B.5.1\_Kariyer Planlama ve Ortak Eğitim Koordinatörlüğü.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EdXWdnfWebhBokewxVZLcNUBCXRnNXCByaYZVe4wB2K8tA?e=UoxC26).

Atılım University offers many events aimed to support the socio-cultural development of students. For example:

* [English Speaking Club](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.2/İşletme/2020-2021%20Bahar%20Dönemi%20English%20Speaking%20Club%20Uygulaması.jpg&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.2/İşletme)
* Introductory programs for [Erasmus+](https://www.atilim.edu.tr/tr/law/announcement/8147/erasmus+-programi-tanitim-toplantisi)
* [Jean Monet Scholarship](https://www.atilim.edu.tr/tr/law/announcement/8137/jean-monnet-burs-programi-tanitim-toplantisi) Program promotions
* Promotions for [internship opportunities](https://www.atilim.edu.tr/tr/law/event/3829/avrasya-incelemeleri-merkezi-avim-staj-imkanlari-semineri)

Atılım University also has its [Directorate of Cultural and Social Affairs](https://www.atilim.edu.tr/tr/kultur), a separate unit within the university to coordinate these activities. The Directorate has a gallery area, a rehearsal-performance hall, a music room, meeting areas and a social center where Radio Atılım is also located. Nearly 70 student communities of the university operate under the directorate. The directorate has organized around a thousand events in scientific, cultural and social fields in the last five years. Over 150 of them were in 2020, in the forms of panels, seminars, theater performances, forums, conferences, social responsibility projects, concerts, and so forth. (<https://www.atilim.edu.tr/tr/kultur/event/list>) A special web page is available for each community. Details and activities related to the communities may be viewed on these web pages. <https://www.atilim.edu.tr/tr/kultur/page/2497/ogrenci-topluluklari>

Radio Atılım, which started on February 25, 2020, continues to broadcast online. <https://www.radioatilim.com/>

Atılım University has much room for facilities and infrastructure. The university has a total open area of **180747 square meters** and a closed area of **127339 square meters**, **76395 square meters** of which is in use. In the previous year, our used open area was **74055 square meters** and our total open area was **180747 square meters**. Our closed area of the same year has not changed and still appears to be **127339 square meters.** Compared to last year, our university has expanded its qualified open space and has improved in this area. In addition, a new construction is currently underway for the School of Medicine and Health Sciences which opened few years ago. The building spans for a closed space of **27476 square meters.** In addition, a building has already been rented for the Vocational School of Health, for which an application will be made to the Higher Education Institution. The total closed area of the relevant building is **12453 square meters.** Project revisions were made regarding the building, and construction continues for the building to be opened in the next period. There are 10 cafés and restaurants in total at the University for students and staff. These areas also serve as cafeterias. These areas are located on a total of 3502 square meters. There is one ARGEDA TTO (Technology Transfer Office) at the university for students. The net area of the center is 208 square meters, allowing for 32 people to work simultaneously. The university has a medical ward for students and staff. The closed net area of the ward is 331 square meters. The university has a transportation office, established to aid with the transportation issues of Atılım University members and students. The transportation office is operated by an administrative staff member and has an area of 13 square meters. In addition, the university has 9 conference halls in total. These areas are 1542 square meters, and may house a total of 1208 people at any given time.

Atılım University [has been awarded](https://www.atilim.edu.tr/tr/home/news/4173/universitemiz-2019-yili-engelsiz-universite-odullerinde-dort-odul-birden-kazandi) by the Higher Education Council thanks to its many adjustments to improve accessibility, such as [flat-leveled lecture halls](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk/B.5.4.d.jpg&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk), [accessible elevators](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk/B.5.4.a..jpg&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk), [accessible parking areas](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk/B.5.4.b..jpg&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk), [accessible rooms for students with disabilities](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk/B.5.4.e..jpg&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk), [wheelchair availability inside schools](https://atilim-my.sharepoint.com/personal/kidr_atilim_edu_tr/_layouts/15/onedrive.aspx?originalPath=aHR0cHM6Ly9hdGlsaW0tbXkuc2hhcmVwb2ludC5jb20vOmY6L2cvcGVyc29uYWwva2lkcl9hdGlsaW1fZWR1X3RyL0V0cmw5dUxKdzR4T21CTWF2a1RTMkpNQlJhaHR0eEItZmlobk1ONWVsb09US2c_cn&id=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk/B.5.4.c..jpg&parent=/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk), and [accessibility improvements through relevant markings](https://atilim-my.sharepoint.com/:i:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.5/B.5.4/Hukuk/B.5.4.f.%20yer%20işaretleri.jpeg?csf=1&web=1&e=KohhNe).

The [Student Development and Counseling Center](https://www.atilim.edu.tr/tr/kampus/page/100/ogrenci-gelisim-ve-danisma-merkezi), the [Women’s Studies Center](https://www.atilim.edu.tr/tr/kasaum), and the [Directorate of Career Planning and Cooperative Education](https://www.atilim.edu.tr/tr/cpa) at Atılım University, the last of which offers support for career-related development, provide support for Atılım University students.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EhJ8Fvd8UoBOgOBkppYnal0BhDhPPOaxgxH-9XgL5mY1cQ?e=CReIxC) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

B.5.1\_Egitim and Ogretim\_V.2.1\_Uzaktan.docx

B.5.1\_2020 yılı Eğitimler.xlsx

B.5.1\_Kariyer Planlama ve Ortak Eğitim Koordinatörlüğü.docx

B.5.1\_28.02.2020 tarihli 3. sınıf temsilcileri toplantısı.docx

B.5.1\_2019-2020 Bahar ENG102 ENGLISH CENTRAL ARA RAPOR.xlsx

B.5.1\_DERS ÖZETİ MAN-ISL 416 2020-21.pdf

B.5.1\_Haftalık Online Ödev Ekran Görüntüsü.png

B.5.1\_İşletme fakültesi sınıf kapasiteleri.xlsx

B.5.1\_OgrenmeKanyaklariKANIT.pdf

B.5.1\_MDB - öğrenci geri bildirimi- reflection paper- ENG301.pdf

B.5.1\_MDB ENG101-102 ENGLISH CENTRAL REPORT CONTROL.pdf

B.5.1\_MoodleOnlineDers.png

B.5.1\_OrnekGosterim\_HukukDurusmaSalonu.png

B.5.1\_Öğretim Görevlisi Değerlendirme Anket Sonucu Örneği.pdf

B.5.1\_Yeni\_EUT.docx

B.5.1.ÖğrenmeKaynakları-MOODLE-IE 222 Operations ResearchIDoçDrUğurBaç.png

B.5.2. Öğrenci Toplulukları Faaliyetleri Sunum.pptx

B.5.2\_2020-2021 Bahar Dönemi English Speaking Club Uygulaması.png

B.5.2\_Etkinlik Fotoğrafı-1.png

B.5.2\_MDB-1Kitap 1Konu SÖYLEŞİ.png

B.5.3. Toefl ve SAT Merkezi web bilgilendirme linki.docx

B.5.3. MuhendislikFakultesi\_Tesis ve Altyapı.xlsx

B.5.4. İsaretDili\_GSOD.docx

B.5.4. İşaret Dili Dersi video 1.mp4

B.5.4. İşaretDiliUygulaması.docx

B.5.4. Müh\_Fak\_Giriş\_EngelsizUniversite\_26.10.2020.mp4

B.5.4. YDYO Engelli Öğrenciler için Uygulanan Süreç.pdf

**Learning environment and resources**

**Level of Maturity:** Monitoring and improvement is performed for the development and use of learning resources.

**Evidence**

* [B.5.1\_28.02.2020 tarihli 3. sınıf temsilcileri toplantısı.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_28.02.2020%20tarihli%203.%20s%C4%B1n%C4%B1f%20temsilcileri%20toplant%C4%B1s%C4%B1.docx)
* [B.5.1\_2019-2020 Bahar ENG102 ENGLISH CENTRAL ARA RAPOR.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_2019-2020%20Bahar%20ENG102%20ENGLISH%20CENTRAL%20ARA%20RAPOR.xlsx)
* [B.5.1\_2020 yılı Eğitimler.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_2020%20y%C4%B1l%C4%B1%20E%C4%9Fitimler.xlsx)
* [B.5.1\_DERS ÖZETİ MAN-ISL 416 2020-21.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_DERS%20%C3%96ZET%C4%B0%20MAN-ISL%20416%202020-21.pdf)
* [B.5.1\_Egitim ve Ogretim\_V.2.1\_Uzaktan.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_Egitim%20ve%20Ogretim_V.2.1_Uzaktan.docx)
* [B.5.1\_Haftalık Online Ödev Ekran Görüntüsü.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_Haftal%C4%B1k%20Online%20%C3%96dev%20Ekran%20G%C3%B6r%C3%BCnt%C3%BCs%C3%BC.png)
* [B.5.1\_İşletme fakültesi sınıf kapasiteleri.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_%C4%B0%C5%9Fletme%20fak%C3%BCltesi%20s%C4%B1n%C4%B1f%20kapasiteleri.xlsx)
* [B.5.1\_Kariyer Planlama ve Ortak Eğitim Koordinatörlüğü.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_Kariyer%20Planlama%20ve%20Ortak%20E%C4%9Fitim%20Koordinat%C3%B6rl%C3%BC%C4%9F%C3%BC.docx)
* [B.5.1\_MDB - öğrenci geri bildirimi- reflection paper- ENG301.doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_MDB%20-%20%C3%B6%C4%9Frenci%20geri%20bildirimi-%20reflection%20paper-%20ENG301.doc)
* [B.5.1\_MDB ENG101-102 ENGLISH CENTRAL REPORT CONTROL.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_MDB%20ENG101-102%20ENGLISH%20CENTRAL%20REPORT%20CONTROL.pdf)
* [B.5.1\_MoodleOnlineDers.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_MoodleOnlineDers.png)
* [B.5.1\_OgrenmeKaynaklariKANIT.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_OgrenmeKaynaklariKANIT.pdf)
* [B.5.1\_OrnekGosterim\_HukukDurusmaSalonu.jpg](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_OrnekGosterim_HukukDurusmaSalonu.jpg)
* [B.5.1\_Öğretim Görevlisi Değerlendirme Anket Sonucu Örneği.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_%C3%96%C4%9Fretim%20G%C3%B6revlisi%20De%C4%9Ferlendirme%20Anket%20Sonucu%20%C3%96rne%C4%9Fi.pdf)
* [B.5.1\_Yeni\_EUT.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.1_Yeni_EUT.docx)
* [B5.1.ÖğrenmeKaynakları-MOODLE-IE 222 Operations ResearchIDoçDrUğurBaç.png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B5.1.%C3%96%C4%9FrenmeKaynaklar%C4%B1-MOODLE-IE%20222%20Operations%20ResearchIDo%C3%A7DrU%C4%9FurBa%C3%A7.png)

**Social, cultural, athletic activities**

**Level of Maturity:** Social, cultural and sports activities are accessible throughout the institution and they are benefited on the basis of equality of opportunity.

**Evidence**

* [B.5.2. Öğrenci Toplulukları Faaliyetleri Sunum.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.2.%20%C3%96%C4%9Frenci%20Topluluklar%C4%B1%20Faaliyetleri%20Sunum.pptx)
* [B.5.2\_2020-2021 Bahar Dönemi English Speaking Club Uygulaması.jpg](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.2_2020-2021%20Bahar%20D%C3%B6nemi%20English%20Speaking%20Club%20Uygulamas%C4%B1.jpg)
* [B.5.2\_MDB-1Kitap 1Konu SÖYLEŞİ.jpg](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.2_MDB-1Kitap%201Konu%20S%C3%96YLE%C5%9E%C4%B0.jpg)

**Facilities and infrastructures**

**Level of Maturity:** Facilities and infrastructure are accessible throughout the organization and are utilized on an equal-opportunity basis.

**Evidence**

* [B.5.3. MuhendislikFakultesi\_Tesis ve Altyapı.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.3.%20MuhendislikFakultesi_Tesis%20ve%20Altyap%C4%B1.xlsx)
* [B.5.3. Toefl ve SAT Merkezi web bilgilendirme linki.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.3.%20Toefl%20ve%20SAT%20Merkezi%20web%20bilgilendirme%20linki.docx)

**Accessible university**

**Level of Maturity:** Accessible university practices are followed and improved by taking the opinions of disadvantaged groups.

**Evidence**

* [B.5.4. İsaretDili\_GSOD.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.4.%20%C4%B0saretDili_GSOD.docx)
* [B.5.4. İşaretDiliUygulaması.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.4.%20%C4%B0%C5%9FaretDiliUygulamas%C4%B1.docx)
* [B.5.4. YDYO Engelli Öğrenciler için Uygulanan Süreç.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.5.4.%20YDYO%20Engelli%20%C3%96%C4%9Frenciler%20i%C3%A7in%20Uygulanan%20S%C3%BCre%C3%A7.pdf)

**Psychological counseling and career services**

**Level of Maturity:** Practices regarding psychological counseling and career services are followed; It is improved by taking student opinions.

**6. Monitoring and Updating Programs**

**B.6. Constantly Monitored and Updated Programs**

Although the programs that currently hold, or are awaiting accreditation differ regarding the post-semester course evaluations for self-evaluation reports and departments; regular [monitoring and improvement](https://atilim-my.sharepoint.com/:w:/r/personal/kidr_atilim_edu_tr/_layouts/15/Doc.aspx?sourcedoc=%7b2472C12E-FDCF-4F0B-9D2B-158F8BCA1C75%7d&file=sürekli%20iyleştirme%20turizm.docx&action=default&mobileredirect=true) studies that rely on the feedback from [advisory boards](https://www.atilim.edu.tr/tr/ie/page/4567/danisma-kurullari) of elements such as sectors, graduates, and employers, and the [data](https://atilim-my.sharepoint.com/:x:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.3/İşletme/Ders%20Kanazımı-PÇ-%20ISL213-PÇ.xlsx?d=wfb4585159a414b41bc0d15981f62af80&csf=1&web=1&e=FISenh) from regular surveys attended by graduates, employers, and so forth; are performed for all programs, following the sample work flow provided. Within this framework, question-based [evaluations](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.5/Mühendislik/B1.5-MüfredatDersÇıktısıİlişkileri-ÖlçümSistemi-IE323_Course_File.pdf?csf=1&web=1&e=1n22Iq) are performed at micro-levels for each course.

Accredited Atılım University departments have [Measurement-Evaluation and Continuous Improvement Boards.](https://www.atilim.edu.tr/tr/home/news/2012/olcme-ve-degerlendirme-sureclerinin-iyilestirilmesi-ve-gelistirilmesi-calisma-grubu-universitemizde-toplandi) New graduates are asked to complete surveys to evaluate program outcomes, and a large matrix is prepared using the survey results of new graduates, former graduates, and employers. The Measurement and Evaluation Board prepares the data every year, and the outputs that are 2 or less out of 5 are reviewed, and regulated. The Continuous Improvement Board ([an example](https://auefm.anadolu.edu.tr/temel-sayfa/sürekli-iyileştirme-kurulu)) ensures continuous improvements on these programs by making the necessary updates in line with the data. Detailed information is available in Section B.6 of last year’s [IER\_2019](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) on how the process functions.

Atılım University tracks the harmony between its mission and vision, and the educational purposes of departments; and performs updates in line with its mission and vision, [taking the current educational developments into consideration](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.6/B.6.1/Hukuk/görevlendirme.pdf?csf=1&web=1&e=gXNWr4). Studies are underway across the entire university, and the process sees improvements with every [self-evaluation](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.5/Mühendislik/B1.5.Mekatronik_MÜDEK_ÖzDeğerlendirmeRaporu_Revize_30.12.2019.pdf?csf=1&web=1&e=7kf9W6) report. Meanwhile, the cycle of evaluation, control, and constant [improvement](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.1/B.1.5/Mühendislik/B1.5-İyileştirme-DersBazlıÖnlemler-EndüstriBölümKurulu.pdf?csf=1&web=1&e=snUvMq) continues, with emerging changes and results undergoing [evaluation](https://atilim-my.sharepoint.com/:b:/r/personal/kidr_atilim_edu_tr/Documents/KİDR_2020/B.EğitimveÖğretim/B.Kanıtlar/B.6/B.6.1/Mühendislik/B6.1.ProgramAmaçGüncelleme-GeriBildirimler-Mekatronik_MÜDEK_EK1.4.E.pdf?csf=1&web=1&e=ctn93p) procedures.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EixoA1E3_6dDg4kikqlXhfABbIsV_LCIjMqDBZ5bI3ag4Q?e=cbEljH) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

B.6.1 2019-2020 Bahar Speaking Club Duyuru Poster.png

B.6.1 2019-2020 Quality Manual.docx

B.6.1 Announcement on student mail list about DE (2).png

B.6.1 MDB 2019-2020 Güz ENG201 Not Çizelgesi.xlsx

B.6.1 MDB 2019-2020 Hukuk Online Program Değerlendirme by FG.docx

B.6.1 Mekatronik\_MÜDEK\_ÖzDeğerlendirmeRaporu\_Revize\_30.12.2019.pdf

B.6.1 Öğrenci Pearson Sertifika Örneği.pdf

B.6.1 PEARSON ASSURED Başarı Sertifikalandırma süreci.docx

B.6.1.2. SBF 13.02.2020 20-02 Fakülte Kurulu Kararı- Akreditasyon Komisyonu Üyeleri.pdf

B.6.1.ProgramAmaçGüncelleme-GeriBildirimler-Mekatronik\_MÜDEK\_EK1.4.E.pdf

B.6.1\_DersKazanımı-ProgramÇıktısı-ProgramAmacı-DeğerlendirmeAkışı-IE.docx

B.6.1\_MufredatGuncelleme\_görevlendirme.pdf

B.6.1\_Sürekli iyleştirme turizm\_ornek.docx

B.6.1d.Atılım\_Univ\_Mekatronik\_Müh\_ÖDER\_30\_09\_2020.pdf

B.6.1e.EK-II-MekatronikMuhendisligi-AtilimUniversitesi\_ODER.pdf

B.6.1-İyileştirme-DersBazlıÖnlemler-EndüstriBölümKurulu.pdf

B.6.1-MüfredatDersÇıktısıİlişkileri-ÖlçümSistemi-IE323\_Course\_File.pdf

B.6.2\_EK 8\_Mezun Anket.docx

B.6.2\_EK 11\_Odak Grup\_Mezunlar\_25.06.2019.docx

**Monitoring and updating program outputs**

**Level of Maturity:** Program outputs are monitored by these mechanisms and updated by taking the opinions of relevant stakeholders.

**Evidence**

* [B.6.1 2019-2020 Bahar Speaking Club Duyuru Poster.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1%202019-2020%20Bahar%20Speaking%20Club%20Duyuru%20Poster.docx)
* [B.6.1 2019-2020 Quality Manual.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1%202019-2020%20Quality%20Manual.docx)
* [B.6.1 Announcement on student mail list about DE (2).png](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1%20Announcement%20on%20student%20mail%20list%20about%20DE%20(2).png)
* [B.6.1 MDB 2019-2020 Hukuk Online Program Değerlendirme by FG.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1%20MDB%202019-2020%20Hukuk%20Online%20Program%20De%C4%9Ferlendirme%20by%20FG.docx)
* [B.6.1 Mekatronik\_MÜDEK\_ÖzDeğerlendirmeRaporu\_Revize\_30.12.2019.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1%20Mekatronik_M%C3%9CDEK_%C3%96zDe%C4%9FerlendirmeRaporu_Revize_30.12.2019.pdf)
* [B.6.1 PEARSON ASSURED Başarı Sertifikalandırma süreci.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1%20PEARSON%20ASSURED%20Ba%C5%9Far%C4%B1%20Sertifikaland%C4%B1rma%20s%C3%BCreci.docx)
* [B.6.1.2. SBF 13.02.2020 20-02 Fakülte Kurulu Kararı- Akreditasyon Komisyonu Üyeleri .pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1.2.%20SBF%2013.02.2020%2020-02%20Fak%C3%BClte%20Kurulu%20Karar%C4%B1-%20Akreditasyon%20Komisyonu%20%C3%9Cyeleri%20.pdf)
* [B.6.1.ProgramAmaçGüncelleme-GeriBildirimler-Mekatronik\_MÜDEK\_EK1.4.E.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1.ProgramAma%C3%A7G%C3%BCncelleme-GeriBildirimler-Mekatronik_M%C3%9CDEK_EK1.4.E.pdf)
* [B.6.1\_DersKazanımı-ProgramÇıktısı-ProgramAmacı-DeğerlendirmeAkışı-IE.doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1_DersKazan%C4%B1m%C4%B1-Program%C3%87%C4%B1kt%C4%B1s%C4%B1-ProgramAmac%C4%B1-De%C4%9FerlendirmeAk%C4%B1%C5%9F%C4%B1-IE.doc)
* [B.6.1\_MufredatGuncelleme\_görevlendirme.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1_MufredatGuncelleme_g%C3%B6revlendirme.pdf)
* [B.6.1\_Sürekli iyleştirme turizm\_ornek.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1_S%C3%BCrekli%20iyle%C5%9Ftirme%20turizm_ornek.docx)
* [B.6.1d.Atılım\_Univ\_Mekatronik\_Müh\_ÖDER\_30\_09\_2020.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1d.At%C4%B1l%C4%B1m_Univ_Mekatronik_M%C3%BCh_%C3%96DER_30_09_2020.pdf)
* [B.6.1e.EK-II-MekatronikMuhendisligi-AtilimUniversitesi\_ODER.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1e.EK-II-MekatronikMuhendisligi-AtilimUniversitesi_ODER.pdf)
* [B.6.1-İyileştirme-DersBazlıÖnlemler-EndüstriBölümKurulu.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1-%C4%B0yile%C5%9Ftirme-DersBazl%C4%B1%C3%96nlemler-End%C3%BCstriB%C3%B6l%C3%BCmKurulu.pdf)
* [B.6.1-MüfredatDersÇıktısıİlişkileri-ÖlçümSistemi-IE323\_Course\_File.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.1-M%C3%BCfredatDers%C3%87%C4%B1kt%C4%B1s%C4%B1%C4%B0li%C5%9Fkileri-%C3%96l%C3%A7%C3%BCmSistemi-IE323_Course_File.pdf)

**Alumni tracking system**

**Level of Maturity:** There are graduate monitoring system applications throughout the programs in the institution.

**Evidence**

* [B.6.2\_EK 8\_Mezun Anket.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.2_EK%208_Mezun%20Anket.docx)
* [B.6.2\_EK 11\_Odak Grup\_Mezunlar\_25.06.2019.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/B.6.2_EK%2011_Odak%20Grup_Mezunlar_25.06.2019.docx)

**C. RESEARCH AND DEVELOPMENT**

**1. Research Strategy**

**C. RESEARCH AND DEVELOPMENT**



**C.1 Research Strategy**

The research policies of Atılım University have taken form in line with its vision to “rank among the top 10 Turkish universities and top 500 universities around the world in the fields of research and education”. It is the main objective of the university to contribute to science within the framework of the criteria determined by reputable and reliable national and international ranking organizations, and acknowledged worldwide. At Atılım University as a university that has an established strategic roadmap, that is able to act in line with its plan, and that has adopted the belief that the concept of recognition does not solely rely on research activities, but also on education, as well as knowledge production and sharing; undergraduate students are not excluded in research activities.  Within the scope of the efforts towards the 2020-2024 Strategic Plan, special studies have been conducted under “Research-Development and Innovation”. The university aims to manage the infrastructure and qualifications that it offers via a mechanism that integrates with its strategic purpose, strategic target, performance indicators, and other parameters. Apart from this study; and within the scope of the current strategic plan; [the “research” strategy of Atılım University](https://www.atilim.edu.tr/restricted/stratejik_plan/file.php) stands on 3 different strategic purposes, and relevant strategic targets, and performance indicators. [Research policies of the university](https://www.atilim.edu.tr/tr/argeda/page/931/arastirma-politikalari) are available to the public.

Prepared for each calendar year, the “Research Volume-Quality Criteria and Objectives” by Atılım University contains most of the information regarding the strategies. The document is updated each year to reflect new objectives. To determine the criteria of research volume and quality, the elements taken into consideration as much as possible by Atılım University are the criteria used by the prominent ranking organizations around the world. These criteria are included not only in the determination of the research volume criteria but also in the preparation of the academic performance evaluation system of the university. “Research Volume-Quality Criteria and Objectives” was first presented in the Atılım University Research Board meeting in October 2017. At the Atılım University Research Board meeting held in January 2021, the realization levels of the 2020 targets and the targets for 2021 were emphasized. The decisions taken in conclusion of the meeting was reported to the Chairperson of the Board of Trustees.

Atılım University currently ranks in the 601-800 range for the field of Physical Sciences, and in the 801-1000 range for Engineering and Technology as per the Times Higher Education (THE) World University Rankings. Largely based on the research potential and contribution of universities, the ranking by THE exhibits the ambition of Atılım University not only in Turkey but also in the international arena, in terms of research. Atılım University has always ranked among the top 50 Universities in the “Entrepreneur and Innovative Universities Index” rankings of TÜBITAK since 2012. In addition, in the year 2020, the university ranked 19th among all universities in Turkey.

The “key” performance indicators unique to our university are:

1. The number of complete articles published within the scope of Web of Science,
2. The number of citations by other researchers, to the articles addressed from Atılım University,
3. National and international projects receiving external support (such as TÜBİTAK, SSB, KOSGEB, H2020, COST),
4. National and International Patents of Atılım University.

These indicators are tracked by the ARGEDA-TTO Directorate, and the Vice Presidency for Research. The [publication and citation statistics](https://destek.atilim.edu.tr/restricted/arastirmadan_sorumlu_rektor_yardimciligi/docs/Yayın%20İstatistikleri.pdf) are updated monthly, and are available for a detailed overview.

The University has certain practices in place to support and encourage the targets set in line with its key performance indicators:

1. The Publication Incentive System: The system constitutes the most effective method to inform relevant communities of research results and articles naturally emerging through research studies. In this regard, the university prioritizes the publication of the scientific results obtained by its researchers in international, renowned magazines with high levels of impact. The Vice Presidency for Research is the body to trace Atılım University articles with respect to Schools, and the impact factors of the scientific magazines in which the articles are published. The data obtained shapes new strategies and incentive systems.
2. With the 2019 revision of the publication incentive system, the amount of incentives offered by the university for more effective articles (as in, those published in magazines with higher impacts) was increased. As per the data in Figure 1 on the complete WoS articles of Atılım University between 2000 and 2020, the number of complete articles addressed from Atılım University and indexed under WoS increased significantly in the years 2018, 2019, and 2020. Figure 2 presents the number of citations to the publications by Atılım University researchers made within the scope of WoS.

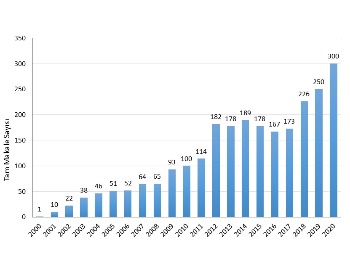


Figure 1 The number of complete WoS articles (per year)

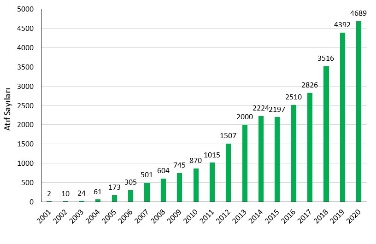


Figure 2 The number of citations made to WoS publications

1. Scientific Publication Awards Another award system, created with the aim to improve research performance, and in place for the last 3 years, is the “Scientific Publication Awards” where the number of WoS-indexed publications and citations are taken into account. The document titled [Directive for the Execution of Scientific Publication Awards](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20Bilimsel%20Yayın%20Üstün%20Başarı%20Ödülleri%20Uygulama%20Yönergesi(1).pdf) under “Directives” under the “Legislations” section of the official web site of Atılım University presents details on the topic.

The Research-Development processes at Atılım University are managed by, respectively:

* University Research Board
* Vice Presidency for Research
* Directorate of ARGEDA-TTO

As for the management and organizational structure of research-development processes; the research-development process management is undertaken by the three bodies mentioned below, and detailed in the document titled [C.1.2\_ARGEDA-TTO Yapi ve Isleyis Yonergesi.pdf](https://www.atilim.edu.tr/uploads/pages/yonergeler-1517410927/1548329462-Araştırma,%20Geliştirme,%20Tasarım,%20Uygulama,%20Danışmanlık%20ve%20Teknoloji%20Trans....pdf).

University Research Board ensures the determination and development of the research environment and interdisciplinary studies at the University, the increase in efficiency of the university at national and international levels, as well as the coordination of relevant Academic Units, and cooperation of these units at the university level. Chaired by the President, the [University Research Board](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/page/2798/universite-arastirma-kurulu) members are: A representative selected by the Chairperson of the Board of Trustees, Vice President, Deans of Schools, Directors of Graduate Schools, and the Director of ARGEDA-TTO. The board convenes at least once every academic year. The board is tasked with:

a) Determining the strategy of the university on R&D, design and innovation, and information transfer activities; and appointing internal officials where needed;

b) Determining the research and technology transfer strategies to be adopted within an academic year in line with the strategic plan of the university;

c) Performing evaluations on all projects and studies at Atılım University with respect to quality, quantity, and finances; and reporting to the Chairperson of the Board of Trustees on the results of these evaluations;

d) Considering the decisions on the relevant advice by the ARGEDA-TTO Executive Board regarding project proposals, and taking the final decision with the opinions of the Board of Trustees in consideration.

During the University Research Board meeting at the end of each calendar year, the data created and analyzed by the Vice Presidency for Research and the Directorate of ARGEDA-TTO are presented and discussed. In the information booklet distributed before the University Research Board, data on publications, citations, internal and external supported projects and patents are presented. In the light of these data, the targets for the new year and the new mechanisms to be established to achieve these targets are also reported.

The Directorate of ARGEDA-TTO ensures that the strategic decisions taken by the University Research Board are executed, that processes are created in line with these strategic decision and that internally-supported research projects are announced, evaluated, monitored, and coordinated. ARGEDA-TTO is responsible for ensuring that the experience and knowledge gained through various studies are used in the most efficient way, that technologies emerging as a result of the a wide range of studies conducted within the University gain commercial value and are used by institutions and organizations that require such technologies.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EsatZgQgLwJBltYOoMP744kBhBul8BcGlK4KUpM-iScvtw?e=iwE3ZB) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

[C.1.1\_ARGEDA-TTO Danismanlik Projeleri Uygulama Yonergesi.pdf](https://www.atilim.edu.tr/files/yonergeler/Atılım Üniversitesi Dış Destekli Araştırma, Geliştirme, Tasarım, Uygulama Ve Danışmanlık Projeleri Uygulama Yönergesi (25.12.2018-14) .pdf)

[C.1.2\_Atilim Universitesi Bilimsel Yayin Ustun Basari Odulleri Uygulama Yonergesi.pdf](https://www.atilim.edu.tr/files/yonergeler/Atılım%20Üniversitesi%20Bilimsel%20Yayın%20Üstün%20Başarı%20Ödülleri%20Uygulama%20Yönergesi(1).pdf)

[C.1.3\_AtilimUniversitesiStratejikPlan2020-2014](https://www.atilim.edu.tr/restricted/stratejik_plan/file.php)

[C.1.4\_ARGEDA-TTO Yapi ve Isleyis Yonergesi.pdf](https://www.atilim.edu.tr/files/yonergeler/Atilim%20Üniversitesi%20Araştirma,%20Geliştirme,%20Tasarim,%20Uygulama,%20Danişmanlik%20Ve%20Teknoloji%20Transfer%20Ofisi%20(Argeda-Tto)%20Yapi%20Ve%20İşleyiş%20Yönergesi%20(25.12.2018-14).pdf)

**The research policy, objectives and strategy of the institution**

**Level of Maturity:** Practices related to research policy, strategy and objectives are followed in the institution and measures are taken in line with the results of the follow-up.

**Evidence**

* [C.1.1\_ARGEDA-TTO Danismanlik Projeleri Uygulama Yonergesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.1.1_ARGEDA-TTO%20Danismanlik%20Projeleri%20Uygulama%20Yonergesi.pdf)

**Management and organizational structure of research and development processes**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [C.1.2\_ARGEDA-TTO Yapi ve Isleyis Yonergesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.1.2_ARGEDA-TTO%20Yapi%20ve%20Isleyis%20Yonergesi.pdf)

**Relationship of research with local/regional/national development goals**

**Level of Maturity:** Research throughout the institution is carried out taking into account local, regional and national development goals and changes.

**Evidence**

* [C.1.3\_Atilim Universitesi Bilimsel Yayin Ustun Basari Odulleri Uygulama Yonergesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.1.3_Atilim%20Universitesi%20Bilimsel%20Yayin%20Ustun%20Basari%20Odulleri%20Uygulama%20Yonergesi.pdf)
* [C.1.4\_Atılım Üniversitesi StratejikPlan2020\_2024\_AllinOne\_Subat2020\_v.3.0.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.1.4_At%C4%B1l%C4%B1m%20%C3%9Cniversitesi%20StratejikPlan2020_2024_AllinOne_Subat2020_v.3.0.pdf)

**2. Research Resources**

**C.2. Research Resources**

ARGEDA-TTO is the unit tasked to ensure that the experience and knowledge gained through various studies are used in the most efficient way, that technologies emerging as a result of the a wide range of studies conducted within the University gain commercial value and are used by institutions and organizations that require such technologies. The Directorate of ARGEDA-TTO operates within the scope of the TÜBİTAK 1513 and BIGG-ATILIM projects.

Atılım University offers internal support programs that it funds with the aim to encourage our academicians. The core purpose of the [Internal Support programs](https://www.atilim.edu.tr/tr/argeda/page/943/ic-destek-programlari) of Atılım University is to encourage Atılım University researchers towards externally-supported projects/ resources. In this regard, Atılım University uses its internal resources to fund researchers in order to to aid them in their initial studies, and establish the required infrastructures for high-budget project applications, while providing preliminary support for studies to be conducted within the framework of the collaboration between the university and the industry. Academicians benefiting from these programs are expected to apply for projects and establish cooperation with the public and private sectors so that they may benefit from larger funds through the execution and completion of the project. The internal support programs are updated every year in line with the current requirements and research strategies. In this scope, the funding for internal support programs has increased by 30% with a relevant update for the Operational Year of 2020. With internal support programs being coordinated by the Directorate of ARGEDA-TTO at Atılım University, LAP (Undergraduate Research Projects Program), BAD (Starting Research Support Program), ADP (Research Support Program), UDP (International Collaboration Support Program), ATÜSAD (University-Industry Cooperation Support Program) for the Academic Year of 2020-2021, as well as the Internal Panel Support System, are detailed below, and at <https://www.atilim.edu.tr/tr/argeda/page/943/ic-destek-programlari>. Supported by Atılım University since 2012 within the scope of internal support programs, the Undergraduate Research Projects Program (LAP) was developed in order to reach a higher level of inter- and multi-disciplinary research, to create an extensive culture of undergraduate research, to support teamwork in research projects, and to train inquisitive and creative students, in line with the strategic plan, and the vision of Atılım University to become a research university. Atılım University has adopted the policy where research should begin at the undergraduate level, as for the implementation of the research policy in educational programs. To establish a common culture of research at an undergraduate level, and to train inquisitive and creative students, Atılım University implements the Undergraduate Research Projects Program (LAP). These research projects are conducted by faculty members, with undergraduate degree students working as researchers, and they last for an academic year. Some of these projects may be conducted in collaboration with industries. As of the [Academic Year of 2020-2021](https://www.atilim.edu.tr/tr/argeda/page/5080/yuruyen-desteklenen-projeler), each LAP project may be supported with up to 20,000 Turkish Liras. The principles and conditions for the relevant program are available at: <https://www.atilim.edu.tr/tr/argeda/page/2149/usul-ve-esaslar>

The [Starting Research Program (BAD)](https://www.atilim.edu.tr/tr/argeda/page/944/bad---baslangic-arastirma-destegi) is in place to develop the research environment at Atılım University, and to provide Atılım University faculty members with doctorate degrees, especially newer ones, with support for their short-term and low-budget research and development for a background in research. Faculty members with doctorate degrees may apply as Project Coordinators for the program within 2 years following their employment at Atılım University, and within 5 years following the reception of their doctorate degrees. Priority fields and relevant project topics within the scope of the National Science and Technology Policy Implementation Plan shall be favored in BAD program applications. As of the Academic Year of 2020-2021, each BAD project may be supported with up to 110,000.00 Turkish Liras. The principles and conditions for the relevant program are available at: <https://www.atilim.edu.tr/tr/argeda/page/951/usul-ve-esaslar>

The Research Support Program began in 2018 with the aim to provide support for preliminary studies and infrastructure in order to aid Atılım University researchers in their efforts to receive external funding of larger scales in priority fields as deemed by Atılım University. The ADP program is for seasoned researchers, and the projects within this scope are supported for up to 12 months. Certain criteria for Project Conductors of ADP projects are that they are to have been appointed as Project Conductors at least once, or as Researchers at least in two projects of TÜBİTAK, SSM, KOSGEB and the likes. As of the Academic Year of 2020-2021, each ADP project may be supported with up to 125,000.00 Turkish Liras. The principles and conditions for the ADP program are available at <https://www.atilim.edu.tr/tr/argeda/page/4077/usul-ve-esaslar>.

Two new internal support mechanisms were developed in 2020 to support the R&D activities in line with the research strategies of Atılım University; namely the [University-Industry Cooperation Support Program (ATÜSAD)](https://www.atilim.edu.tr/tr/argeda/page/5096/atusad---sanayi-isbirligi-destek-programi) and the [Internal Panel Evaluation System.](https://www.atilim.edu.tr/tr/argeda/page/5098/ic-panel-degerlendirme-sistemi) The ATÜSAD program aims to support R&D projects of Atılım University and various institutions and organizations, within the scope of the collaboration between the university and industries. In this scope, the core aim is to encourage institutions and organizations to conduct projects in collaboration with the university. Projects of R&D qualities are supported through the ATÜSAD program, designed to support the processes of production and/ or service through the transfer of the advanced infrastructure, know-how, and research capabilities of Atılım University to the industry in line with the requirements of institutions and organizations. The ATÜSAD program is based on the mutual support between Atılım University and the Organization; and programs devised within the scope of the program are supported for up to 12 months. For the Operational Year of 2020, Atılım University allocated 500,000.00 Turkish Liras for projects within the scope of ATÜSAD. The university aims to increase the number of projects conducted within the scope of the university-industry cooperation in the future. The principles and conditions for the program are available at <https://www.atilim.edu.tr/tr/argeda/page/5097/usul-ve-esaslar>.

The “Internal Panel Evaluation System” was developed and has been implemented since 2020 with the aim to increase the number of applications for externally-supported projects. The Internal Panel Evaluation System aims to provide preliminary evaluations through evaluations by the internal panel of Atılım University for project proposals for applications within the scope of TÜBİTAK programs by Atılım University researchers, and feedback to project coordinators, in relation to the development of their project ideas. With this system, Atılım University aims to increase acceptance rates of TÜBİTAK projects proposed by the university.

In 2020, the projects and studies that could fall under the scope of intellectual property were determined, and necessary efforts regarding privacy, know-how, the decisions for registration etc., registration procedures (beneficial model, patent, etc.), and intellectual property licensing, within the framework of intellectual property management. More attention was paid to commercialization efforts in the year 2020. The commercialization efforts of Atılım University that began in 2019 yielded positive results in the Operational Year of 2020. Atılım University signed a [commercialization contract](https://www.atilim.edu.tr/tr/home/news/4988/atilim-universitesi-ve-aselsan-a-s--arasinda-ortak-patent-ve-lisans-sozlesmesi-imzalandi) on the transfer of 50% of patent rights and licensing with ASELSAN A.Ş. In addition, the university signed a license agreement with [Craft Composite](https://www.atilim.edu.tr/tr/home/news/4981/universitemiz-ile-craft-kompozit-arasinda-lisans-sozlesmesi-imzalandi), a start-up company founded by Atılım University graduates, funded within the scope of Undergraduate Research Projects program (LAP), one of the internal support programs of Atılım University.

The university also had common patent collaboration studies in the Operational Year of 2020. The patent studies performed in collaboration with METU Technopolis, METU and Hacettepe University were finalized and the commercialization procedures were initiated, cooperatively. Meanwhile, various patent studies of Atılım University are still underway, in collaboration with Hacettepe University and METU.

Atılım University organizes business idea competitions both within and outside the university, and entrepreneur candidates are supported to implement their business ideas. One of these competitions is the business idea competition called “Bir Atılım Yap” (*“Make a Breakthrough”*), for the undergraduate degree students of Atılım University in their third or fourth years. For the purposes of the competition, the university welcomed the business ideas of its students until December 31, 2019, after which the evaluation process began for the aspiring entrepreneurs. Winners were provided with services such as training, coaching, and counseling. The principles and conditions for the relevant program are available at: <https://www.atilim.edu.tr/tr/argeda/page/4810/usul-ve-esaslar>. The ongoing studies on the development of the entrepreneurship ecosystem across the university continued in 2020, as well. Within the scope of these studies, activities are carried out to support the entrepreneurial efforts of our students, graduates and academicians in order to bring new products and technologies into life. In this scope, services such as counseling, training etc. were offered on transferring business ideas into projects, marketing, legal and administrative procedures. In the Operational Term of 2020, developments were observed in entrepreneurship and incorporation activities, which had a positive impact on the performance of the university with regards to rankings, and an increase was observed in the number of business ideas included in the accelerator program and the number of entrepreneurs who became incorporated during the period. Business idea competitions were held in 2020 as part of entrepreneurial activities, and the aspiring entrepreneurs were supported in the form of prizes in their journey towards the realization of their ideas. One of these competitions is the business idea competition called “[**Bir Atılım Yap**](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4782/bir-atilim-yap--is-fikri-yarismasi’nin-final-degerlendirmesi-gerceklestirildi-)” (*“Make a Breakthrough”*), for the students of Atılım University in their third or fourth years. Preliminary judge evaluations were performed and training sessions were organized in January and February within the scope of this competition. After the final judge decisions broadcast online on June 10, 2020, the aspiring entrepreneurs who made the top three were awarded, respectively, 7500 TL, 5000 TL, and 2500 TL. Another competition that took place in the Operational Year of 2020 was a Business Idea competition titled “[**Fikrinle İz Bırak**](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4794/fikrinle-iz-birak-is-fikri-yarismasi’nin-final-degerlendirmesi-gerceklestirildi-)” (*“Leave a Mark with Your Idea”*), organized by Atılım University and the Ankara branch of TÜGİAD. With the Business Idea competition, the organizers aimed to encourage and support aspiring entrepreneurs who have innovative/ technological business ideas through prizes; and to offer services such as training, mentoring, and counseling. Business ideas from all over Turkey were received within the scope of the competition, totaling up to 150 applications. The award ceremony for the competition took place on September 12, 2020. The top three teams were awarded prizes of, respectively, 50,000 TL, 30,000 TL, and 20,000 TL.

Another important resource for research is the transfer of external funds to Atılım University. For the research strategies of Atılım University, it is vital that Atılım University researchers benefit from both TÜBİTAK project incentives, and those offered by various public or private sector institutions. In this regard, Atılım University trachs the national and international funds directly, and aids its academicians to benefit from these funds through one-on-one notifications and announcements. Training/ briefing meetings are organized with schools and departments to exchange detailed, and technical information, giving Atılım University academicians a platform to share their feedback and requests, personally.

The university continues to offer counseling for faculty members when they are at their project writing stages, to aid them with national and international fund access. The issues encountered by academicians on their quest towards national and international projects are followed. Efforts are underway as always, regarding the organization of training sessions on project writing. In order to increase the number of applications for international programs, and the competencies of Atılım University researchers, briefing meetings and training sessions were offered. The university also made an effort to establish a communication network that involved institution officials, company officials, and academicians of different universities. Meanwhile, Atılım University academicians attended training sessions and webinars on international collaborations. [Briefings were organized](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4415/lisans-ogrencilerine-yonelik-tubitak-cagrilari-bilgilendirme-toplantisi) on the updates on BİDEB, in order to aid Atılım University researchers in benefiting from TÜBİTAK BİDEB incentives, within the scope of the studies by the Directorate of ARGEDA-TTO. In addition, with the skills and careers of Atılım University academicians in consideration; Atılım University guided its academicians primarily towards TÜBİTAK COST in order to establish a local support and relationship network from the get-go, and then towards Mutual Cooperation Projects, Marie Curie Actions, and project markets of H2020.

Within the scope of University-Industry Cooperation, company interviews may be conducted by the Directorate of ARGEDA-TTO on one-on-one, in order to encourage industry-supported projects and to facilitate the working methods of academicians. The aim is to develop and increase activities especially for contracted R&D projects through various methods to contact the industry and public institutions. Atılım University provides its contributions towards the transfer of the project ideas and the current R&D studies to the industry in the most appropriate way, as well as the accurate determination of the needs of the industry and the transfer of these needs to Atılım University academicians in order to create projects; and enters into agreements with the leading companies in the defense industry, such as Aselsan, Roketsan, and FNSS.

The Directorate of ARGEDA-TTO is the unit to provide support at the application stages of Atılım University faculty members to external funds. The Directorate of ARGEDA-TTO plays a key role regarding the project writing stage, and in announcing current external programs. The Directorate also organizes training sessions in various topics during the year.

Many training events were organized in the year 2020 by the Directorate of ARGEDA-TTO. For example:

* [Informational Meeting on the Newton - Katip Çelebi Fund](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4414/newton-katip-celebi-fonu-bilgilendirme-toplantisi-duzenlendi) - 06.01.2020
* [Informational Meeting on TÜBİTAK Calls for Action for Undergraduate Degree Students](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4415/lisans-ogrencilerine-yonelik-tubitak-cagrilari-bilgilendirme-toplantisi) - 21.11.2019
* [Informational Meeting on “Academician Inventions and Patent Rights”](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4488/akademisyen-buluslari-ve-patent-haklar-konulu-bilgilendirme-toplantisi-duzenledik) - 10.01.2020
* [Informational Presentation on “R&D and Investment Support for Industrial and Technology Enterprises”](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4494/%22sanayi-ve-teknoloji-kuruluslari-icin-ar-ge-ve-yatirim-destekleri) - 17.01.2020
* [TÜBİTAK Webinar on “Call for R&D to Order” and “Call for Patent Licensing”](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4795/tubitak-siparis-ar-ge-cagrisi-ve-patent-lisanslama-cagrisi-icin-6-temmuz-2020-tarihinde-webinar-gerceklestirildi) - 06.07.2020
* [Training Sessions for the Business Idea Competitions titled “Fikrinle İz Bırak”, and “Bir Atılım Yap”](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4651/is-fikri-yarismalarimizin-egitimleri-22-23-subat-tarihlerinde-yogun-katilim-ile-gerceklesti) - 08-09.02.2020
* [Informational Meetings for the New Semester](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/5000/argeda-tto-direktorlugu-yeni-donem-uygulamalari-ve-guncellemeleri-bilgilendirme-toplantisi-duzenlendi) - 01-04.09.2020
* Informational Meeting on the Processes of Internally-Supported Projects - 08.12.2020
* [BİGG-ATILIM Training](https://www.atilim.edu.tr/tr/argeda-teknoloji-transfer-ofisi-direktorlugu/news/4958/bigg-atilim-egitimleri-tamamlandi) - 19.12.2020 and 26.12.2020

Graduate and Doctorate Degree programs of Atılım University have a significant impact on the research activities of the university. Atılım University has defined the procedures and subsidies for guest and postdoctoral researchers to be hosted at the university for joint studies with Atılım University researchers; as well as providing more scholarship opportunities for the students registered in the Graduate and Doctorate Degree programs of the university as two of the most important elements for research. A directive on practices regarding guest and post-doctorate researchers is in place, and within the scope of the directive, Atılım University offers partial support for guest researchers from outside of Turkey, visiting to conduct research with Atılım University researchers. Details are available in the easily-accessible [directive](https://www.atilim.edu.tr/files/yonergeler/MİSAFİR%20VE%20DOKTORA%20SONRASI%20ARAŞTIRMACILAR%20YÖNERGESİ.pdf) itself.

As for doctorate programs (number of graduates, trends) and "post-doc" opportunities, the doctorate degree programs executed by Atılım University Graduate Schools are:

* Electrical and Electronics Engineering Doctorate Degree Program, Chemistry Doctorate Degree Program, Mechanical Engineering Doctorate Degree Program, Architecture Doctorate Degree Program, Engineering Systems Modeling and Design Doctorate Degree Program, Software Engineering Doctorate Degree Program under the Graduate School of Natural and Applied Sciences; and
* English Language and Literature Doctorate Degree Program, Business Administration Doctorate Degree Program, Public Law Doctorate Degree Program, Political Science and Public Administration Doctorate Degree Program, Private Law Doctorate Degree Program, Political Economy Doctorate Degree Program under the Graduate School of Social Sciences.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EsatZgQgLwJBltYOoMP744kBhBul8BcGlK4KUpM-iScvtw?e=iwE3ZB) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

[C.2.1\_ Ic Destekli Arastirma Gelistirme ve Tasarim Projeleri Uygulama Yonergesi.pdf](https://www.atilim.edu.tr/files/yonergeler/Atilim%20Üniversitesi%20İç%20Destekli%20Araştirma,%20Geliştirme%20Ve%20Tasarim%20Projeleri%20Uygulama%20Yönergesi%20(25.12.2018-14).pdf)

[C.2.3\_Atilim Universitesi Bilimsel Arastirma Projeleri Fonu Yonergesi.pdf](https://www.atilim.edu.tr/files/yonergeler/Bilimsel%20Araştırma%20Projeleri%20Fonu%20Yönergesi%20(10_11_2005-13).pdf)

[C.2.3-AtılımUniversiteisİçDestekProgramlarıDetaySunum-2020](https://www.atilim.edu.tr/files/argeda%20formlar/Atılım%20Üniversitesi%20İç%20Destek%20Programları%20Sunumu.pdf)

C.2.4\_İç Destek Programları Tanıtım Rehberi.pdf

C.2.5\_2020-2021-LAP-DesteklenenProjeÖnerileri.pdf

C.2.6\_2020-2021-BAD-DesteklenenProjeÖnerileri.pdf

C.2.7\_ 2020-2021-ADP-DesteklenenProjeÖnerileri.pdf

**Research resources**

**Level of Maturity:** The adequacy and diversity of research resources are monitored and improved in the institution.

**Evidence**

* [C.2.1\_ Ic Destekli Arastirma Gelistirme ve Tasarim Projeleri Uygulama Yonergesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.2.1_%20Ic%20Destekli%20Arastirma%20Gelistirme%20ve%20Tasarim%20Projeleri%20Uygulama%20Yonergesi.pdf)

**University resources (BAP)**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [C.2.2\_Atilim Universitesi Bilimsel Arastirma Projeleri Fonu Yonergesi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.2.2_Atilim%20Universitesi%20Bilimsel%20Arastirma%20Projeleri%20Fonu%20Yonergesi.pdf)

**Orientation to external resources (Support units, methods)**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [C.2.3-AtılımUniversiteisİçDestekProgramlarıDetaySunum-2020.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.2.3-At%C4%B1l%C4%B1mUniversiteis%C4%B0%C3%A7DestekProgramlar%C4%B1DetaySunum-2020.pdf)

**Doctoral programs and postdoctoral opportunities**

**Level of Maturity:** The outputs of doctoral programs and post-doctoral opportunities are regularly monitored and improved at the institution.

**Evidence**

* [C.2.4\_İç Destek Programları Tanıtım Rehberi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.2.4_%C4%B0%C3%A7%20Destek%20Programlar%C4%B1%20Tan%C4%B1t%C4%B1m%20Rehberi.pdf)
* [C.2.5\_2020-2021-LAP-DesteklenenProjeÖnerileri.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.2.5_2020-2021-LAP-DesteklenenProje%C3%96nerileri.pdf)
* [C.2.6\_2020-2021-BAD-DesteklenenProjeÖnerileri.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.2.6_2020-2021-BAD-DesteklenenProje%C3%96nerileri.pdf)
* [C.2.7\_ 2020-2021-ADP-DesteklenenProjeÖnerileri.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.2.7_%202020-2021-ADP-DesteklenenProje%C3%96nerileri.pdf)

**3. Research Competence**

**C.3. Research Competence**

As for the development of research competence as a concept, and of the research competence of faculty members; the competence of the newly/ almost appointed research personnel is measured as per the evaluation and assignment-promoting criteria by the relevant units. The relevant regulations are available under the “LEGISLATIONS” section as the Directive on Academic Staff Appointment and Promotion, at <https://www.atilim.edu.tr/tr/home/page/113/mevzuat>.

Various training activities are carried out to increase the research competency of the current faculty members. Aside from the training activities organized by the Directorate of ARGEDA-TTO and detailed in Section C.2, Atılım University Directorate of Library and Documentation also organized training sessions on issues directly related to research such as article writing, and database utilization during the year. For example:

* 15.01.2020 Karger Author Workshop
* 13.02.2020 Oxford Medicine Online User Training
* 15.03.2020 Methods to Use ProQuest Resources for Scientific Publications
* 16.03.2020 User Training on The Cochrane Library Evidence-Based Medical Database
* 19.03.2020 Introduction to/ Training on the Databases of ClinicalKey, UptoDate, 4D Anatomy, and PressReader
* 21.04.2020 Web of Science Core Collection: “Discovery Begins Here!” User Training
* 15.04.2020 / 16.04.2020 User Training on the Databases of ClinicalKey and UpToDate
* 17.04.2020 Karger Publishers Online Author Training
* 15.10.2020 Research Performance: The New User Interface of InCities & Journal Citation Reports & Essential Science Indicators
* 20.10.2020 Clinical Case Study: How the Clinical Decision Support Technology May Support COVID-19 Treatments: A Webinar
* 27.10.2020 Complete Autonomy Database User Training
* 17.11.2020 Complete Autonomy Database User Training

Multiple research activities such as cooperative programs, collaborative research units, cooperative in-house and inter-institutional programs at national and international levels, membership in research networks, and establishing cooperation are regularly monitored by the Directorate of ARGEDA-TTO, and the necessary information is shared within Atılım University. The Directorates of International Affairs and ARGEDA-TTO conduct studies on cooperative projects and potential collaborations within the framework of the bilateral cooperation programs of TÜBİTAK to be made with foreign universities with which Atılım University shares cooperation protocols (details available under “Internationalization”). The [International Collaboration Support Program (UDP)](https://www.atilim.edu.tr/tr/argeda/page/4807/usul-ve-esaslar), initially executed within the Academic Year of 2019-2020, complements these efforts. This program aims to provide support for Atılım University academicians intending to participate in projects planned to be conducted at international levels (H2020, COST, TÜBİTAK dual collaboration programs etc.) as coordinators or researchers in their participation to international scientific collaboration meetings, project market events, and consortium meetings; as well as for research visits relevant to their projects with research groups intended for collaboration purposes.

The academic performance evaluation system measures the competence of the current research staff. The academic performance evaluation system appeared to have room to improve; therefore, studies have been carried out accordingly. In the annual performance evaluation; the creation of a structure that takes into account both research and educational activities, and that contributes to science in appointments and promotions was adopted. The academic performance evaluation system was revised, taking into account the performance indicators (publications, citations, projects, patents, industry income, etc.) for Atılım University to peak both at the national and international levels. A measurement system was devised for the new performance evaluation system, taking into account the inter-disciplinary differences.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EsatZgQgLwJBltYOoMP744kBhBul8BcGlK4KUpM-iScvtw?e=iwE3ZB) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

**Developing the research competence of faculty members**

**Level of Maturity:** At the institution, practices aimed at improving the research competence of the academic staff are followed, and measures are taken by evaluating the results of the follow-up together with faculty members.

**National and international collaborative programs and research units**

**Level of Maturity:** The institution has plans and mechanisms for multiple research activities such as national and international collaborative programs and research units, participation in research networks and establishing collaborations.

**4. Research Performance**

**C.4. Research Performance**

During the University Research Board meeting at the end of each calendar year, the data created and analyzed by the Vice Presidency for Research and the Directorate of ARGEDA-TTO are presented and discussed.

In the information booklet distributed before the University Research Board, data on publications, citations, internal and external supported projects and patents are presented. In the light of these data, the targets for the new year and the new mechanisms to be established to achieve these targets are also reported.

As for the performance evaluation of faculty members; the competence levels of the current research staff members are measured via the academic performance evaluation system. Annual performance evaluation is measured with a controllable system that takes into account both research and educational activities and is compatible with the vision of the university. Research expectations were built taking into account inter-disciplinary differences.

Performance evaluation is performed as per transparent and objective criteria within the scope of [Directive on the Procedures and Principles on Academic Staff Achievement (Performance) Measurement Criteria](https://www.atilim.edu.tr/tr/argeda/page/4534/arastirmadan-sorumlu-rektor-yardimciligi).

The process and method are as follows: Faculty members provide the required information on their activities in the previous year based on the Academic Achievement Scoring Chart attached to the relevant Directive; via the Atılım University Academic Achievement System correctly, and on a yearly basis, until February 15 every year. The information provided by faculty members is reviewed by the relevant Head of the Department until March 1 each year, and then by the Dean/ Director of Graduate School until March 15 each year. Corrections are requested and approved, where necessary. If deemed necessary, a commission of three people may be established by the Deanship/ Directorate to be chaired by the Deputy Dean/ Vice Director to review the information obtained from departments. In this case, reviews and approvals are finalized until March 15 every year. After the approval process is completed by the Dean/ Director of Graduate School, the information on the faculty members of Schools/ Graduate Schools is submitted to the Presidency until March 20, each year. The Academic Achievement Evaluation Commission, chaired by the Vice President for Research, reviews the evaluation results sent to the Presidency by the Dean/ Directors of Graduate Schools, and calculates the achievement index for each faculty member. Achievement index calculation results are submitted to the Presidency by the commission until March 31.

The achievement points for research and education activities of faculty members are calculated as per the charts attached to the relevant Directive, taking into account their Schools/ Graduate Schools. In line with the conditions on the charts, the research achievement points (P1) and the education achievement points (P2) are calculated, both of which result in an integer between 1 and 5. Once P1 and P2 are calculated, a formula (P = 0.65xP1 + 0.35xP2) is used to calculate (P), or the combined achievement index.

Research performance evaluation and result-based improvements are performed on the grounds of the value P, or the achievement index, of faculty members as detailed above, within the framework of performance evaluations for faculty members. The Vice President for Research evaluates the achievement index data on all faculty members with respect to their other counterparts within the entire university, or with regards to each School, statistically. The pay rise for the following year for each faculty member is determined as per their P achievement index value.

Lastly, as for Research Budget Performance, the research budget of Atılım University consists of these items:

* Funds for internal support programs (LAP, BAD, ADP, UDP, ATÜSAD),
* Expenses for publication incentives,
* Library expenses (expenses for scientific publications),
* Research database expenses,
* Expenses for Intellectual Property Rights,
* Support for conferences in and out of Turkey.

Currently, Atılım University has a practice in place to monitor the budget-performance relationship between the publication incentive expenses, and the number of complete articles indexed under WoS.

The university also makes use of a performance monitoring mechanism for the funds utilized within the scope of its internal support programs. For example, at least one of the criteria presented below should be met within the two years following the starting date of the project, after the completion of the projects supported under the “[Starting Research Support Program](https://www.atilim.edu.tr/tr/argeda/page/951/usul-ve-esaslar)”:

1. Publication or acceptance for publication of project outputs in magazines of Categories Q1 and Q2 as per Web of Science.
2. Patent application by project coordinators in the event that the studies within the scope of the project result in inventions,
3. Application for external support in order to improve project topic research, to industrial institutions and organizations, or national and international institutions/ organizations such as TÜBİTAK, European Union, HORIZON 2020 etc., upon project completion.

Or, at least one of the criteria presented below should be met within the two years following the starting date of the project, after the completion of the projects supported under the “Research Support Program”:

1. Publication, or acceptance for publication of project outputs in magazines of Category Q1 as per Web of Science.
2. Patent application in the event that the studies within the scope of the project result in an invention,
3. Application for external support in order to improve project topic research, to industrial institutions and organizations, or national and international institutions/ organizations such as TÜBİTAK, European Union, HORIZON 2020 etc., upon project completion.

The ARGEDA-TTO Directorate monitors for the fulfillment of these conditions after project completion.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EYA_bH3O7xBNsey_VEcqMyYBLd3rOaxdwKb3zThSNbopGw?e=Svdiyq) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

**C.4.2\_Araştırma Hacim-Kalite Ölçütleri ve Hedefleri.pdf**

**Instructor performance evaluation**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Monitoring and improving research performance**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [C.4.2\_Araştırma Hacim-Kalite Ölçütleri ve Hedefleri.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/C.4.2_Ara%C5%9Ft%C4%B1rma%20Hacim-Kalite%20%C3%96l%C3%A7%C3%BCtleri%20ve%20Hedefleri.pdf)

**Evaluation of research budget performance**

**Level of Maturity:** Research budget performance is monitored and improved at the institution.

# **D. SOCIAL CONTRIBUTION**

## 1 The Social Contribution Strategy

# **D. SOCIAL CONTRIBUTION**



## D.1 The Social Contribution Strategy

Higher education institutions should transfer their knowledge potential to the society through various mechanisms and provide benefits for the society. In this regard, the social contribution practices of universities may be listed as education of adults, applied research, counseling and health care services. As clearly stated in the [mission](https://www.atilim.edu.tr/tr/home/page/117/misyon---vizyon#:~:text=At%C4%B1l%C4%B1m%20%C3%9Cniversitesi%27nin%20var%20olu%C5%9F,donan%C4%B1ma%20sahip%20nitelikli%20bireyler%20yeti%C5%9Ftirmektir.%22) statement of Atılım University, the concept “social contribution” is realized through “sensitivity” in the statement “Raising qualified individuals who are equipped with national and international knowledge by creating high-performance spaces in the production and application of scientific knowledge with the understanding of social sensitivity and sustainability.”

Currently, and within the context of its strategic plan, Atılım University has set various targets within the strategic area of strengthening institutional capacity, in line with the strategic purpose titled "Serving to the Community and Strengthening the Relations of Atılım University with External Stakeholders”. The relevant goals may be detailed as “Developing Continuing Education Center certificate programs”, “Developing an organizational structure for alumni relations”, “Analyzing and improving the contribution of the centers to society and industry”, “Developing a Community Service indicator (increasing the number of Conferences/ Symposiums)”, “Developing a policy on authoring books by Atılım University”, “Organizing joint events and training in the city center with the cooperation of the Public, Private Sector, NGOs, and sharing the views of the Faculty Members on Current and Scientific issues through the media, social media and distance education”. The university actively continues its efforts to realize these goals.

In this regard, the organization and mechanism on the current operations are available in detail in the [IER 2019](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme), under “Institution Information”, in the sections titled “3.1. Units Offering Educational Services” and “3.2 Units Conducting Research Activities”, in the contexts of “education and research”. Similarly, the sections titled “B. Education” and “C. Research and Development” of that very report detail the mechanisms through which Atılım University transfers its information potential to the society. Please refer to the relevant report for details.

It has been considered that it would be useful to provide information about the operations and functions of some of the organizational units of Atılım University which stand out regarding how social contribution mechanisms are operated within the university.

The [Directorate of Library and Documentation](https://www.atilim.edu.tr/tr/library) supports [the policy of open science](https://www.atilim.edu.tr/tr/library/page/4823/acik-bilim-politikasi) with the Kadriye Zaim Library under its management. With an area of 8,800 square meters, and with its ergonomic structure, the Kadriye Zaim Library is one of the largest and most preferred university libraries in Ankara. The services provided by the library within the framework of working dynamics and social contribution are detailed in the section titled [“D. Social Contribution (pages 1-3)” in last year’s IER 2019 report.](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) In addition, the innovations and practices developed specifically for the year 2020 by the relevant department is available at [D.1.1\_Library and Documentation Directorate.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EVEqJd_BE_9NmxrquAv9zD0BYYVLgkp4p72OKt2uRqVluA?e=0rZqFb).

Atılım University [Science and Entertainment Center](https://eglencelibilimmerkezi.business.site/) organized its [winter science school activities](https://eglencelibilimmerkezi.business.site/posts/4295757710743956950?hl=tr) for a second time in 2020.The university began to offer training in [Robotic Coding](https://eglencelibilimmerkezi.business.site/#summary) with an educational program starting in 2019. Initially, half-day and one-day training programs were organized for groups from high schools in the Çankaya district, and robotic coding training was given within the framework of the agreement with the Çankaya District Directorate of National Education. In the 2019-2020 academic year, the program was announced to schools throughout Ankara, and public and private schools affiliated to the Ministry of National Education got to participate in the Robotic Coding Training at the Science and Entertainment Center. In addition to these training programs occurring during the semester, weekly training sessions are organized in the center under the name of Science School during winter breaks, semester breaks, and summer holidays. The Science and Entertainment Center continues its robotic coding trainings, organized as a design and skill workshop, in accordance with the criteria determined by the Ministry of National Education within the framework of the 2023 Vision for Education. In addition to these training programs occurring during the semester, weekly training sessions are organized in the center under the name of Science School during winter breaks, semester breaks, and summer holidays. Within the scope of Başkent Teacher Workshops, a [seminar](https://www.atilim.edu.tr/tr/eglencelibilim/news/4533/mehmet-zakir-ekin-anadolu-lisesi-eglenceli-bilim-merkezindeydi) on "Integration of Mind Games into Educational Environments" was held in 2020.

Providing the [Robotic Coding training](https://www.atilim.edu.tr/tr/eglencelibilim/news/4386/robotik-kodlama-egitimi) at its Science and Entertainment Center free of charge for secondary school students, Atılım University is the only foundation university in Ankara to do so. Training sessions are also organized for the children of Atılım University staff, and the students of the university, depending on the demand. The digital version of the [Science and Entertainment Magazine](https://www.atilim.edu.tr/tr/eglencelibilim/news/4482/eglenceli-bilim-dergisi-okurlariyla-bulustu), prepared by the Science and Entertainment Center and the 31st of which was published, is accessible free of charge on the web site and on the Educational Information Network (EBA). The physical copies of the magazine are sent to school libraries and teachers in Turkey free of charge. In addition, every student visiting the Science and Entertainment Center gets a free copy. In addition to the Science and Entertainment Magazine, the books “Cümlelerle Akıl Oyunları” (*Mind Games with Sentences*) and “Eğlenceli Bilim Matematik” (*Maths, a Fun Science*) were also prepared and brought to the popular science literature. Atılım University Robotic Coding Workshop and the LEGO EV3 Robot Kits within the Science and Entertainment Center constitute the only workshop where secondary school students may attend free of charge in Ankara.

The [Directorate or Corporate Communication and Promotion](https://www.atilim.edu.tr/tr/kit) executes sustainable communication and promotion activities within the framework of the principles set by Atılım University in order to establish a correct and positive outlook towards the university in Turkey and abroad. The communication activities in and out of the university are constantly updated from the tools and software used to content types, and planned with current and upcoming requirements and trends. The details of the working mechanism of the department is available in the section titled “D.Social Contribution (pages 3-4)” of last year’s [2019 IER report.](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme)

The Directorate of Corporate Communication and Promotion is responsible for the preparation of the documents presented to, primarily, [prospective students of Atılım University](http://uniaday.atilim.edu.tr/), and all institutions and organizations with which Atılım University has established contact or collaborations, as well as the preparation and publication procedures of the periodical publications of the university. In 2020, with the aim to realize the strategic targets established under the strategic plan as contributions to society, Atılım University launched its [“Geleceğe Atılım” Scholarship Mechanism](https://www.atilim.edu.tr/gelecegeatilim/).

Current trends, and technological innovations shape the updates on the communication activities performed in order to build the corporate reputation that is deserved in and outside of Turkey by the scientific, cultural, social values created by the units established under Atılım University with different purposes.

Atılım University is discoverable on LinkedIn, Instagram, Facebook, Twitter, YouTube, and Vimeo. These accounts are administrated by the Directorate of Corporate Communication and Promotion. In addition to these accounts, the social media accounts of the various academic and administrative units of Atılım University may be followed for more details on communication activities performed. Content and planning support is provided to all units by the Corporate Communications Department for the correct use of today's most effective communication channels, as well as for their widespread use. The pandemic period shifted most of the activities of the Directorate of Corporate Promotion under the Directorate of Corporate Communication and Promotion to digital platforms. Face-to-face visits that took place in January and February 2020 went online with the pandemic breaking out in Turkey in the middle of March. Online programs took place with around 150 private and public schools in Turkey, with Atılım University [reaching out](http://uniaday.atilim.edu.tr/newsperiod) to over 10 thousand students, teachers, and parents.

**Topics of Events for Students**

* [Department introductions](https://uniaday.atilim.edu.tr/news/359/evrensel-koleji-ogrencilerine-online-meslek-sunumlari)
* “My World is More Than a Screen”
* [Choosing the Right Profession](https://uniaday.atilim.edu.tr/news/357/ankara-sinav-koleji-ile-online-kariyer-gunleri)
* “Staying Motivated when Chasing Dreams”
* “I am Getting Motivated”
* [Exam Anxiety and Ways to Cope](https://uniaday.atilim.edu.tr/news/353/izmir-mev-koleji-ile-motivasyon-sunumu)
* “Effective Studying Techniques”

**Topics of Events for Teachers**

* “Teaching in the Digital Realm”
* “Changing Teachers for a Changing World”
* “Technology Addiction and How to Use Technology”
* [“Get to Know the Z-Gen Student”](https://uniaday.atilim.edu.tr/news/356/kayseri-erciyes-koleji-ogretmenleri-ile-bulustuk)
* “Stress and Time Management”
* “Effective Communication and Body Language”
* “Mind Maps and Easy Learning”

**Topics of Events for Parents**

* “Parenting in the Digital Realm”
* “Effective Parenting”
* “Get to Know the Z-Gen Student”

Taking place in open air, in line with social distancing rules, and with top-level precautions, last summer’s “[Atılım University Preference and Promotion Days](http://uniaday.atilim.edu.tr/pages/52/tanitim-gunleri)” welcomed around 10 thousand student candidates and their parents. In the event, visitors got to learn more about Atılım University departments, the concept of “university”, and how to choose better. In addition to the face-to-face event, Atılım University actively organized online events to promote the university, and provide details on certain promotions.

* With the visits to organizations taking place online from September 2020, some organizations welcomed the university in November and December.
* Pieces of information, news, and other kinds of content on various topics were shared on platforms such as Instagram and Facebook in 2020.

“BLINK”, a mobile application prepared in line with the current habits with regards to user ecperience and within the scope of the web services undertaken by the Directorate of Corporate Communication and Promotion, was adopted rather quickly, primarily by Atılım University students, and then by the academic-administrative personnel of the university.

The [Directorate of Cultural and Social Affairs](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EZqB67T-x_VNn5Vrsjhv2ZEBwZ-WsTqfjEukepfj-gIf1w?e=EsgiZm) is responsible for cultural, artistic, social and corporate activities and all ceremonies at the University, as well as supervising the organization and activities of student communities. These communities are distinguished by their social responsibility projects, entrepreneurship studies, trainings, theater plays, musical and sports activities as well as the scientific organizations conducted regionally and nationally. Details on the relevant sports activities and athletic achievements of Atılım University are available in the document titled [D.1.1\_Sosyal İsler ve Spor Direktorlugu.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EZqB67T-x_VNn5Vrsjhv2ZEBwZ-WsTqfjEukepfj-gIf1w?e=EsgiZm). The Directorate brings competent scientists and artists together with our students through panels, conferences and seminars, and thus makes the best of extracurricular activities in order to contribute to the cultural and social development of our students, raise their social awareness and improve their personal development.

In an effort to add more flavor to the campus life, Atılım University organizes social activities such as cultural trips, the Winter Fest, the Spring Fest, and the Youth Week. In addition to the activities by over seventy [Student Communities](https://www.atilim.edu.tr/tr/kultur/page/2497/ogrenci-topluluklari); the University hosts cultural & artistic performances by the students in the form of music bands, choirs, theater groups in and outside of the campus. Within this framework, with 52 events organized in the Academic Year of 2016-2017, and 72 in the Year of 2017-2018, Atılım University student communities organized 92 events in the year 2019. As presented in the document titled [D.1.1\_KulturveSosyalİslerMüdürlügü.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EdAAHWL9-jhFkiMHymCTI-UB_DRdZfDIW82gGBJb2Di15w?e=7IlJ1o), thousands of people attended over 120 events.

[Atılım University Continuing Education Center](https://atusem.atilim.edu.tr/) (ATÜSEM) has adopted the policy where, in addition to the academic staff, professional educators who have sectoral and practical experience take part in the training sessions offered to contribute to society. In line with the policy of social contribution; in the training programs such as "[Mediation in Legal Disputes](https://atusem.atilim.edu.tr/egitim/arabuluculuk-egitimi.html)", "Conciliation in Criminal Cases", "Expert Basic Training", "[Family Counseling Certificate Program](https://atusem.atilim.edu.tr/egitim/aile-danismanligi-sertifika-programi.html)" offered in the 2019-2020 season, theoretical training was given by the academic staff, while practical training was by people with many years of experience in the industry.“Fire and Working at Height Training for Trainers” was offered by practical application trainers who were experts in their fields, ensuring that the participants got the maximum benefit from [all of the programs](https://atusem.atilim.edu.tr/egitimler/butun-egitimler.html). [Necessary information on the planning of current training programs](https://atusem.atilim.edu.tr/egitim-takvimi.html) are regularly shared with the general public.

The activities carried out by the Continuing Education Center are monitored periodically, and continuous improvements are performed through participant satisfaction surveys and technological innovations. Satisfaction surveys were conducted at the end of each training program opened in 2020.  
 As a result of these surveys, the overall satisfaction average of the center was 89%. The goal has then become to exceed this score, since 2020. Please refer to [D.1.1\_SurekliEgitimMerkeziMudurlugu.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ERNsXQ5yOLJOnuHngTU87BcBwXNotVH81YgdNtxGiijQ0w?e=fnWo9f) and [D.1.1\_SurekliEgitimMerkezi\_2020](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ERNsXQ5yOLJOnuHngTU87BcBwXNotVH81YgdNtxGiijQ0w?e=fnWo9f) yılı Eğitimleri.xlsx for details on evaluations and studies performed, and more information on the training programs of 2020, respectively.

[Atılım University Women’s Studies Center (KASAUM)](https://www.atilim.edu.tr/tr/kasaum) aims to raise social awareness regarding, particularly, **women’s issues** and **gender inequality** in cooperation with relevant departments and directorates of the university. For this purpose, KASAUM aims to establish gender equality and strengthen the status of women in the society by producing new studies and projects in theory and practice in various fields (sociology, psychology, law, politics, economy and literature), and following current studies in such fields. Therefore, the center contributes the studies conducted to raise awareness among women and men, particularly among the youth considering the fact that gender equality principle must be disseminated in all layers of the society. The center carries out activities in and out of Atılım University to realize these purposes and targets. KASAUM engages in [various activities](https://www.atilim.edu.tr/tr/kasaum/page/4114/etkinlikler) to improve and develop its own structure and raise the awareness and knowledge of both academic and administrative staff and students, provide counseling and support services for the problems faced by the members of our University. Also active out of the University, KASAUM organizes activities to raise awareness in the society, to execute social responsibility studies and projects, to establish cooperation and communication with private and public organizations, and NGOs, and to provide training/ counseling where needed.

Corporate documents, details and evidence on KASAUM, and other Atılım University research centers are available at <https://www.atilim.edu.tr/tr/arastirma-merkezleri>.

The [Metal Forming Center of Excellence](https://www.atilim.edu.tr/tr/msmm) was founded in 2010 with the support of the Ministry of Development of Turkey and the contributions of Atılım University. The Center aims to support the metal forming industry in Turkey with applied research, to ensure the development of innovative, knowledge-based and energy-efficient manufacturing technologies, the production of high value-added parts, and the shaping of new and advanced materials in line with its [vision and mission](https://www.atilim.edu.tr/tr/msmm/page/3382/misyon--vizyon).

The center conducts research in close [collaboration](https://www.atilim.edu.tr/tr/msmm/page/1091/isbirlikleri) with the industry, and the academia. Since 2010, the Center has worked on a significant number of a national and international, small and medium-sized projects. The Center plays a key role in the dissemination of knowledge through its seminars, workshops, training courses and ongoing projects.

Areas of Operation of the Metal Forming Center of Excellence: These may be listed as: a) Simulation-oriented material characterization, b) Shaping of light metals, c) Mold design and improvement of lifespan, ç) Theoretical methods, d) Numerical methods, e) Material characterization experiments, f) Systematic experiments, g) Prototype production, ğ) Pre- mass-production. [Details](https://www.atilim.edu.tr/tr/msmm/page/3383/merkez-tanitimi) on these items are available.

In addition to the organizational units of Atılım University, and processes related to social contribution as detailed above; a brief piece of information was shared on the [Directorate of Social Affairs and Sports.](https://www.atilim.edu.tr/tr/sosyal-isler-ve-spor-direktorlugu) The Directorate of Social Affairs and Sports comprises of the Directorates of Culture and Social Affairs, Sports, and Alumni Affairs, the last of which coordinates the relations with Atılım University alumni. The Directorate aims to contribute to cultural and social development of students, to support their personal improvement, to enrich their life by means of sportive activities and to maintain contact with our graduates in their social and professional lives.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/Erpc-ZLB5V5CnvKrbdgLHjUBbtvDIVSkibsimaD7utUDkQ?e=sR4OKM) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

D.1.1\_Kütüphane ve Dokümantasyon Direktörlüğü.docx

D.1.1\_Sosyal İsler ve Spor Direktorlugu.docx

D.1.1\_KulturveSosyalİslerMüdürlügü.docx

D.1.1\_SurekliEgitimMerkeziMudurlugu.docx

D.1.1\_SurekliEgitimMerkezi\_2020 yılı Eğitimleri.xlsx

**Social contribution policy, objectives and strategy**

**Level of Maturity:** There are practices carried out in line with the social contribution policy, objectives and strategy throughout the institution.

**Evidence**

* [D.1.1\_KulturveSosyalİslerMüdürlügü.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/D.1.1_KulturveSosyal%C4%B0slerM%C3%BCd%C3%BCrl%C3%BCg%C3%BC.docx)
* [D.1.1\_Kütüphane ve Dokümantasyon Direktörlüğü.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/D.1.1_K%C3%BCt%C3%BCphane%20ve%20Dok%C3%BCmantasyon%20Direkt%C3%B6rl%C3%BC%C4%9F%C3%BC.docx)
* [D.1.1\_Sosyal İsler ve Spor Direktorlugu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/D.1.1_Sosyal%20%C4%B0sler%20ve%20Spor%20Direktorlugu.docx)
* [D.1.1\_SurekliEgitimMerkezi\_2020 yılı Eğitimleri.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/D.1.1_SurekliEgitimMerkezi_2020%20y%C4%B1l%C4%B1%20E%C4%9Fitimleri.xlsx)
* [D.1.1\_SurekliEgitimMerkeziMudurlugu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/D.1.1_SurekliEgitimMerkeziMudurlugu.docx)

**Management and organizational structure of social contribution processes**

**Level of Maturity:** Results related to the management of social contribution processes in the institution and the functionality of the organizational structure are monitored and precautions are taken.

**2. Social Contribution Resources**

## D.2 Social Contribution Resources

As previously detailed in the report, Atılım University provides various social services in line with its social contribution policies and strategies. These services are presented through various research and application centers, such as Atılım University Continuing Education Center, Health Services, Directorate of Distance Education and Education Technologies, as well as [other centers and units](https://www.atilim.edu.tr/tr/arastirma-merkezleri) previously discussed. Most of the services offered for social contribution purposes are free of charge.

In this context, in order to paint a clearer picture on how the Atılım mosaic is shaped, and in order to complement the information presented above on social contribution resources, the university sees the need to include the activities by certain administrative units, namely the Directorate of Distance Education and Education Technologies (in Section B.5.4 under Education), the Directorate of Career Planning and Cooperative Education ([Under Education, B.5.1\_Kariyer Planlama ve Ortak Eğitim Koordinatörlüğü.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EdXWdnfWebhBokewxVZLcNUBCXRnNXCByaYZVe4wB2K8tA?e=UoxC26)) and the Directorate of Health Services (in Section E.2.2. Management System, [E.2.2\_SağlikİşleriKoordinatorlugu.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EegfILPzDCpHlVrrUxMdzf8BuTamrmujruLBktEEsrIiVg?e=tfTviD)).

Sample-based evidence documents within Atılım University regarding all of the studies detailed under Social Contribution Resources are presented, but not limited to the following.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/Er4Uxwye2ZBAjMYg5ZXPdt4BRRPYB3f2z3UzrQ3-eSvkjw?e=2H6Q03) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

E.2.2\_SağlikİsleriKoordinatorlugu.docx

B.5.1\_Kariyer Planlama ve Ortak Eğitim Koordinatörlüğü.docx

**Resources**

**Level of Maturity:** The institution manages its social contribution resources by considering the social contribution strategy and the balance among the units.

**Evidence**

* [E.2.2\_SağlikİsleriKoordinatorlugu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.2.2_Sa%C4%9Flik%C4%B0sleriKoordinatorlugu.docx)

## 3. Social Contribution Performance

## D.3 Social Contribution Performance

Monitoring and follow-up is performed in the context of the strategic purpose, strategic target and performance indicators, which were set forth by Atılım University within the framework of the strategic plan studies on social contribution practices and outputs. At annual "strategic management workshops” of the 2015-2019, evaluations were performed on a yearly basis. Relevant workshops were held in October 2016, November 2017, October 2018 and November 2019. They were regarded as an important practice for the identification of the room for improvement at Atılım University, as well as for the purposes of monitoring, tracking and sharing what was realized within the strategic plan.

The University shares all its activities and self-evaluation information via the press, without any restrictions, through the Directorate of Corporate Communication and Promotion. In short, information and evaluations are shared via different channels such as [the corporate website](https://www.atilim.edu.tr/tr), [the strategic plan](https://www.atilim.edu.tr/tr/home/page/4626/stratejik-planlama), the university newspaper and [bulletins](https://www.atilim.edu.tr/tr/press/page/3201/iz-dergisi), and, finally, [the self-evaluation and activity report](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme).

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EjpouR1AjGlDnzbC15SOfG0Bk-_h2X3hVwnz0Ak-ZrFsRA?e=rZf28y) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

D.3.1\_ StratejikPlan2018\_2023\_StatüDegerlendirme\_14102019.pptx

**Monitoring and improving social contribution performance**

**Level of Maturity:** Mechanisms established to monitor and evaluate social contribution performance are used throughout the institution.

**Evidence**

* [D.3.1\_StratejikPlan2018\_2023\_StatüDegerlendirme\_14102019.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/D.3.1_StratejikPlan2018_2023_Stat%C3%BCDegerlendirme_14102019.pptx)

# **E. MANAGEMENT SYSTEM**

## 1 The Structure of Management and Administrative Units

# **E. MANAGEMENT SYSTEM**

## E.1 The Structure of Management and Administrative Units

Due to the continuous development, as well as the increase in the number of units and programs, and the number of students at Atılım University, it is inevitable to determine business processes in order to perform in a regular, safe, [legal](https://www.atilim.edu.tr/tr/home/page/113/mevzuat) and timely manner in the units that make up the [institutional organization](https://www.atilim.edu.tr/tr/home/page/2359/organizasyon-semasi). It is necessary to define all processes, to understand and evaluate the interactions of these processes with each other. The definition of business processes and the determination of risks related to these processes form the basis of the performance management system. With the determination of business processes; effective, preventive, detective and corrective control activities will be determined and risks shall remain under control. In order to define the business processes and determine the standards in which the work flow charts are prepared, the document [E.1.1\_SüreçYönetimiElKitabı.pdf](https://www.atilim.edu.tr/tr/home/page/2359/organizasyon-semasi) has been provided for details (all existing business processes) in the section A. Quality Assurance System within the scope of this report, but there is room for improvement.

In terms of management approach, Atılım University has developed a project management approach that attaches importance to every opinion, one where the control and balance mechanisms in place comply with international standards, and representatives from all levels of the corporate organizational architecture are included. As an institution, Atılım University is one that continuously improves this approach in line with the philosophy of constant improvement. The authorities and responsibilities of the senior management, and the management of the relationship with the in-house academic community are included in last year’s [IER 2019 report, in the section titled E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 1-3).

Atılım University is a higher education institution that operates in line with the philosophy of process management and is positioned to operate continuous improvement mechanisms. In this regard, and as provided in the document titled E.1.1\_StratejikPlan\_2020\_2024\_SenatoKarari.pdf, within the framework of the [Strategic Plan Studies for the Period of 2020-2024](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EUGEqHeT9X5AmtTxt0qKlXIBEhmlJmTH7epZriWNL3VpVg?e=ywFOXS), under “Corporate Governance”, a key area of strategic priority, the project on the “reconfiguration of operational procedures” has been adopted as a key target of priority. In this context, under "Corporate Governance", a strategic area of priority, strategic target and performance indicators, which include the efficiency determination of business processes, restructuring, re-organization studies and the provision of a technology platform on which all studies will run, are defined as strategic purposes, as detailed below.

* Under the strategic purpose of "Fast and compliant bureaucratic transactions", the strategic target of "Increasing the efficiency of business processes" was determined. (KRMSL\_6)
* Under the strategic purpose of "Fast and compliant bureaucratic transactions", the strategic target of "Providing technological support for business processes" was determined. (KRMSL\_7)

Atılım University strives for its quest to realize the strategic targets of its strategic plan in the light of the philosophy of continuous improvement. In this context, the university revised its Quality Assurance Directive and published [an updated version](https://www.atilim.edu.tr/files/yonergeler/Kalite%20Guvence%20Yonergesi%20(14.09.2020-14).pdf) as per the Senate Resolution dated September 14, 2020 and numbered 14 on its corporate website. Accordingly, a “business model” was created to increase the working efficiency of the quality commission, which consists of a well-attended executive team. Commission members were invited to the meeting on the operation mechanism of the business model with the invitation titled [E.1.1\_AtılımÜniversitesiKaliteKomisyonuToplantı\_daveti.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EReCslxG75VBh0lQcUXWa-ABPJaS4y2PKxCZ_64SFo9b0A?e=YC4bUZ), and the meeting was held. Another important issue that made the meeting agenda was the "Accreditation and Evaluation Program" and the "Change Management Program (business process restructuring, re-organization project and technology platform)", two strategic objectives of priority within the scope of the strategic plan in accordance with the established business model. Attendees were briefed on the relevant project commissions and project planning. A meeting was held on September 16, 2020, regarding the Accreditation and Evaluation Program. The evaluations of the meeting were shared as meeting minutes, in the document titled [E.1.1\_ProgramDegerlendirmeKomisyon\_ToplantiNotlari\_1\_16092020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EfMy3w720P9CsXZaj-vYpvQBshkiv4ca1RZOm7oCL4SXVA?e=rVwXWs). Another meeting was held on October 14, 2020, regarding the Change Management Program. The invitation to this meeting is available at [E.1.1\_DeğişimYönetimProgramıKomitesiToplantı\_daveti](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EY7JU_1UpGRCvEdE5ILhdfcBUP2FBctP2_3LeS9s-V2ABA?e=NXEQ6V). Currently, both programs are progressing successfully, in line with the project planning. Thus, the university develops a mechanism in which the Quality Commission may take an active role in all prioritized and projected studies within the framework of the strategic plan, and by applying a continuous improvement approach, the university follows a profile that enhances changes and periodically monitors and controls areas that are open to possible improvement.

The integration of the strategic objectives, targets and performance indicators within the scope of the strategic plan with the Performance Management System (PMS) implemented by our University for the last four years has been achieved. In this regard, the aim is to operate the cycle of “Plan-Do-Control-Act”. According to this; the cycle is completed through planning with strategic plan studies, realization of the targets (implementation) through the PMS, in practice for the last four years, breaking down the content of the strategic plan into units as of 2020 and thanks to the integration of the strategic plan and the PMS to allow it to live across the organization and be regarded as a PMS target; or monitoring (control), and finally, taking action (take action) based on feedback and assessed requirements. As for an example, with the information note dated April 20, 2020, certain elements were determined in the context of action planning for the pandemic period. Similarly, evaluations were performed in June 2020 with the participation of the Chairperson of the Board of Trustees, the management-level officials of the University Presidency, and relevant managers. Based on the decisions taken, a commission consisting of academic and administrative managers was formed and areas to improve regarding "distance education" were identified, leading to a report on the subject. Based on the recommendations presented in the produced report, academic and administrative managers received relevant training in their fields of interest. A set of organized and completed training programs in this regard is provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| No | Training Topic | Participants | Date(s) |
| 1 | Using the Zoom Platform Effectively | Academic personnel | April 2020 (2 Sessions) |
| 2 | Exam Security and How to Perform Exams\* | Academic personnel | May 11, 2020 |
| 3 | Exam Security and How to Perform Exams\* | Academic personnel | May 15, 2020 |
| 4 | Exam Security and How to Perform Exams\* | Academic personnel | May 18, 2020 |
| 5 | How to Use the Camera & Voice Infrastructure | Academic personnel | September 30, 2020 |
| 6 | How to Use the Camera & Voice Infrastructure | Academic personnel | October 3, 2020 |
| 7 | How to Use the Camera & Voice Infrastructure | Academic personnel | October 8, 2020 |
| 8 | How to Use the Moodle Platform\*\* | Academic personnel | October 7, 2020 |
| 9 | Examinations on Moodle\*\* | Academic personnel | October 8, 2020 |
| 10 | Using the Zoom Platform Effectively\*\* | Academic personnel | October 9, 2020 |

\* 60 to 300 participants attended these events.

\*\* 5 officials from the Directorate of Distance Education and Education Technologies provided real-time assistance on problems encountered on Moodle / Camera & Voice Infrastructure / the Zoom Platform.

All Atılım University units made the switch to the [Electronic Document Management System](https://www.atilim.edu.tr/tr/arsivkoord/page/2548/ebys-nedir). This way, the documents produced by Atılım University units are delivered to the right person in the timeliest manner and in the shortest way, with the system also rendering the status of the documents submitted to the feed traceable. Quickly archived documents are accessible with a single click, through various search criteria according to their authorization levels. With digital signatures, it has been ensured that not only internal but also inter-institutional correspondence to and from Atılım University is computerized. With the system, Atılım University is able to send and receive documents to and from multiple senders and receivers, simultaneously (for example, to all universities). Electronic backups ensure the continuity of the [corporate memory](https://www.atilim.edu.tr/uploads/pages/ofisimiz-1517410934/1614931623-2020%20EBYS%20Faaliyet%20Raporu.pdf), since documentation may be retrieved and recovered in minutes in case of disasters.

The business model where the quality commission actively works on Atılım University studies, provides consultancy on prioritized projects, and contributes to the decision-making mechanisms of the university is detailed in [E.1.2\_Atılım Üniversitesi\_KaliteKomisyonuIsModeli\_Agustos2020\_v.1.3.pptx](https://atilim-my.sharepoint.com/:p:/g/personal/kidr_atilim_edu_tr/EfljpmNVH7lKraUgjbuTyaYBCkoOVcehwJgul1i1JUtjFQ?e=eMgozk). Accordingly, this business model, implemented as a pilot study at all stages of the production phase of the 2020-2024 strategic plan, has been decided to be expanded for use in all priority projects of the university with the efficient working discipline achieved. In line with this decision, the quality assurance directive entered into force with updates. As of 2020, two important projects making use of the relevant business model have been initiated and are successfully underway. Thus, the business model, implemented in the strategic planning phase, later developed by making improvements, and expanded after the necessary control mechanisms, was put into practice as a unique approach and application produced in line with the needs of Atılım University.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EsOdiuti1gRPt1teN9lwc2QBkCWoCr725XzNUVs-qisnRQ?e=iuLmvZ) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

E.1.1\_SüreçYönetimiElKitabı.pdf

E.1.1\_AtilimUniversitesi\_2020\_2024\_StratejikPlanDokumani.pdf

E.1.1\_AtılımÜniversitesiKaliteKomisyonuToplantı\_daveti.pdf

E.1.1\_ProgramDegerlendirmeKomisyon\_ToplantiNotlari\_1\_16092020.docx

E.1.1\_DeğişimYönetimProgramıKomitesiToplantı\_daveti.pdf

E.1.1\_Guncel\_Kalite Guvence Yonergesi (14.09.2020-14).pdf

E.1.1\_StratejikPlan\_2020\_2024\_SenatoKarari.pdf

E.1.1\_PandemiEylemPlanlama\_BilgiNotu\_20042020

E.1.1\_Atilim Universitesi Teskilat ve Isleyisine Iliskin Yonetmelik.pdf

E.1.2\_AtilimUniversitesiMevcutSurecleri.rar

E.1.2\_AtılımÜniversitesiİdariBirimleriGörevveÇalışmaEsasları.docx

E.1.2\_Atılım Üniversitesi\_KaliteKomisyonuIsModeli\_Agustos2020\_v.1.3.pptx

**Management model and administrative structure**

**Level of Maturity:** The practices regarding the management and organizational structure of the institution are monitored and improved.

**Evidence**

* [E.1.1\_Atilim Universitesi Teskilat ve Isleyisine Iliskin Yonetmelik.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_Atilim%20Universitesi%20Teskilat%20ve%20Isleyisine%20Iliskin%20Yonetmelik.pdf)
* [E.1.1\_AtilimUniversitesi\_2020\_2024\_StratejikPlanDokumani.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_AtilimUniversitesi_2020_2024_StratejikPlanDokumani.pdf)
* [E.1.1\_AtılımÜniversitesiKaliteKomisyonuToplantı\_daveti.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_At%C4%B1l%C4%B1m%C3%9CniversitesiKaliteKomisyonuToplant%C4%B1_daveti.pdf)
* [E.1.1\_DeğişimYönetimProgramıKomitesiToplantı\_daveti.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_De%C4%9Fi%C5%9FimY%C3%B6netimProgram%C4%B1KomitesiToplant%C4%B1_daveti.pdf)
* [E.1.1\_Guncel\_Kalite Guvence Yonergesi (14.09.2020-14).pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_Guncel_Kalite%20Guvence%20Yonergesi%20(14.09.2020-14).pdf)
* [E.1.1\_PandemiEylemPlanlama\_BilgiNotu\_20042020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_PandemiEylemPlanlama_BilgiNotu_20042020.docx)
* [E.1.1\_ProgramDegerlendirmeKomisyon\_ToplantiNotlari\_1\_16092020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_ProgramDegerlendirmeKomisyon_ToplantiNotlari_1_16092020.docx)
* [E.1.1\_SenatoKararı\_KaliteGuvenceYonergesi\_14.09.2020-14.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_SenatoKarar%C4%B1_KaliteGuvenceYonergesi_14.09.2020-14.docx)
* [E.1.1\_StratejikPlan\_2020\_2024\_SenatoKarari.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_StratejikPlan_2020_2024_SenatoKarari.pdf)
* [E.1.1\_SüreçYonetimiElKitabı.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.1_S%C3%BCre%C3%A7YonetimiElKitab%C4%B1.docx)

**Process management**

**Level of Maturity:** Process management mechanisms are monitored in the institution and improved by evaluating with relevant stakeholders.

**Evidence**

* [E.1.2.\_AtılımÜniversitesiİdariBirimleriGörevveÇalışmaEsasları.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.2._At%C4%B1l%C4%B1m%C3%9Cniversitesi%C4%B0dariBirimleriG%C3%B6revve%C3%87al%C4%B1%C5%9FmaEsaslar%C4%B1.docx)
* [E.1.2\_Atılım Üniversitesi\_KaliteKomisyonuIsModeli\_Agustos2020\_v.1.3.pptx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.1.2_At%C4%B1l%C4%B1m%20%C3%9Cniversitesi_KaliteKomisyonuIsModeli_Agustos2020_v.1.3.pptx)

**2. Resource Management**

## E.2 Resource Management

The [Directorate of Human Resources](https://www.atilim.edu.tr/tr/insan-kaynaklari-direktorlugu/page/3336/kadromuz) is the administrative unit responsible for the execution of all administrative human resources processes for the university with a focus on "continuity in the employment quality of administrative personnel" and "continuous improvement of personnel rights, orientation to work and productivity environment" as elements of the Strategic Human Resources Policy of the university.

Within the framework of the strategies and processes created in this context, human resources are managed based on the logic of continuous improvement and development. Human Resources processes are carried out under the management of the Presidency and the Board of Trustees, in connection with the Directorate of Human Resources and the main strategies. Necessary rules have been established in this regard and the university aims to maintain its quality of employment at a certain level. Job definitions were created for administrative staff, and the competencies produced on the basis of these definitions, the strategic goals and the measurable targets of these competencies were determined, resulting in a performance management system for administrative personnel and academic managers. A similar structure is in place for academic performance processes under the Presidency, and the improvement process continues. Continuous training and effective information transfer are based on both for the purpose of increasing the performance of the human resources at Atılım University, and for the development of their competencies. Under “Corporate Governance”, a strategic priority of importance as per the Atılım University 2020-2024 Strategic Plan, all strategic targets and performance indicators are integrated with the current performance management system. The setup and mechanism regarding the current work and operation of the Directorate of HR are detailed in last year’s [IER 2019 report, in the section titled E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 4-5).

With revisions and improvements that include the effectiveness of the Atılım University human resource management process approach, the cycle of Plan-Do-Control-Act reaches a full circle. Within the framework of the continuous improvement approach of the mechanisms to increase corporate and individual productivity, targets were marked for improvement within the scope of the 2020-2024 Strategic Plan. In this context, the section “Corporate Governance”, an area of strategic priority, defines the strategic targets and performance indicators for the relevant strategic purpose.

* Under “Increasing Corporate Individual Productivity” as a strategic purpose, "to perform activities that will reveal / increase the potential of employees”, and “to determine corporate human resources policies” were determined as strategic targets. (KRMSL\_8 and KRMSL\_9)
* The strategic objectives of "Determining the selection criteria for the employment of administrators in accordance with the university's principles" and "Developing a "manager training program" in accordance with the criteria of the institution" were determined under "training executive candidates from within the institution in accordance with the mission and vision of the institution” as a strategic purpose. (KRMSL\_4 and KRMSL\_5)
* Under “Developing the sense of belonging of the employees” as a strategic purpose, the strategic goal “to conduct employee satisfaction and sense-of-belonging surveys and organize activities/ training to increase the sense of belonging” was determined. (KRMSL\_10)

The prominent activities of the Directorate of Human Resources in 2020 may be traced as follows:

1. New positions are identified by analyzing corporate needs and relevant positions are included in the recruitment process.
2. For recruitment purposes, a contract is made with employment portals ([E.2.1\_2021-2022 Kariyer.net System Membership Agreement.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/Ed3tbJlT-BNLndTnCqxQ6moB4nVhXufLPzwNWsLwlhyDew?e=icEHB6)) in order to announce job postings to wider audiences and to provide a more objective search process.
3. Examinations or similar procedures to measure language and technical skills as required for certain positions. Exams and similar applications ([E.2.1\_DilveTeknikBeceriyiOlcmekicinSinavCagrisi](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/ETgPTLOXBAtIrm7FoezEDUsBM6-bvmFuQfEjPHHTahsf3Q?e=xFWtuC)) are organized to measure the language and technical knowledge required for certain positions.
4. The Directorate of Information Technologies is responsible for providing the information to the information management system in place at Atılım University on administrative personnel, such as their title, position, employment date, and education correctly, ensuring that they are checked at certain periods, and communicating the deficiencies to relevant departments and sharing the information to help create statistical data to be added to the system.
5. New personnel are provided with the guidance that they may need (to obtain an Atılım University ID Card, as well as information on the food provided, and OHS training); and an [orientation program](https://www.atilim.edu.tr/tr/insan-kaynaklari-direktorlugu/page/5175/2020-2021-etkili-egitim-semineri) executed in collaboration with the Presidency. Atılım University also introduces the newcomers with a *Newcomer Announcement* ([E.2.1.Aramıza yeni katılanlar duyurusu](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/Eb-W4WcpkJlOurfzs8Ouj90BfU1oWcDA3fx9dBvM8KJyKA?e=ReQArh)).
6. Due to the COVID-19 pandemic, necessary training and informative announcements are provided to the personnel. In addition, technical and competency training deemed required as a result of the surveys are organized with internal or external trainers and/ or ATÜSEM, if any, and relevant training records are kept.
7. Due to the COVID-19 pandemic, necessary training ([E.2.1\_İSG Egitimleri\_2020.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EUTnsZAyHzBIoDNwNrqM098BW0OYFl4c4B3dHRb6fEPs4w?e=lJnUIS), [Covid19 EgitimSunumu\_2020.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EaBJkD4lGmRDhA_JCI-EhY0Bd6ATCdOA_G7w2JsB9ovKdA?e=jWv00p))and informative announcements ([E.2.1\_IdariMensuplarimiziçinIngilizceEgitimDuyurusu.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/ERUSRJKhUSZIksn8cCrnWusB9Z3IDZOKjCsqVaUq1qKWxg?e=f4aStH), [E.2.1\_PsikolojikDayaniklilikWebinarDuyurusu.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EfsGVUAqDNBIgOHzuf7DpQwBARL6l1-pUSijRZKqC00AIA?e=oP4e9B)) are provided to the personnel. In addition, technical and competency training deemed required as a result of the surveys are organized with internal or external trainers and/ or ATÜSEM, if any, and relevant training records are kept.
8. In order to obtain feedback to use to identify the strengths and the elements that need improvement at Atılım University, as well as to provide members with a better working environment, a [Survey System](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EVcpUNWxrfRBh6lyBd67tUEBQQBpsZfX4TkSEkRPCb30LQ?e=0plNgy) and a [Suggestion System](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EYxEOUyG4ENPljZNTfFRq7YBNkOPENod9KLKaLOdJ5mvNw?e=xP15qX) were initiated with the support from the Directorate of Information and Communication Technologies.
9. Surveys and mini surveys are provided to Atılım University members via ATACS - the online information management system unique to Atılım University, or other digital platforms, in an effort to increase their loyalty and motivation. The results from these surveys are reported to the senior management.
10. In addition, the university enters into corporate agreements to facilitate the lives of the personnel (Such as complementary and private health insurance contracts).
11. Personnel employment records are kept and [statistical analysis reporting](https://atilim-my.sharepoint.com/:x:/g/personal/kidr_atilim_edu_tr/ERHoqAy914BBgk3QOLdaQQ8BYGr9OjLLyeoTTygnG1AiHw?e=KUbj71) studies are prepared in certain periods and presented to the senior management (such as the number of female and male employees, education level breakdowns, the number of academic and administrative personnel, average age groups, "personnel turnover rates", etc.).
12. In order to improve the HR processes, proposals are received and approval process studies are carried out in order to work with high-level consultancy firms on issues such as job valuation, and the wage system.
13. Satisfaction surveys are conducted periodically within the scope of certain subjects in order to identify the strengths and areas of development of the university and to provide a better working environment.

[The Directorate of Financial Affairs and Budget](https://www.atilim.edu.tr/tr/mali-isler-ve-butce-direktorlugu), within the framework of an administrative functional structure within its own structure in the forms of the Directorate of Corporate/ General Accounting, the Directorate of Student Accounting, the Directorate of Personnel Financial Affairs, the Property and Fixtures Office, manages the relevant corporate accounting, finance, asset management transactions and student and personnel financial affairs within the Special Accounting Period for Foundation Universities. The setup and mechanism regarding the current work and operation of the Directorate of Financial Affairs and Budget are detailed in last year’s [IER 2019 report, in the section titled E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 6-7).

There are defined processes and practices related to the management of financial resources within Atılım University. They are included in the processes presented within the scope of this report. There is a [budget management system](https://butce.atilim.edu.tr) in place designed in order to use, monitor and report resources effectively and efficiently. Performance [evaluation reports](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EV373W7prxJGrK9jfuhpuIUB6PCNxd3a3F6QWcg_ROg_mw?e=vcjWNM) are received by external stakeholders and used in accordance with the objectives within the scope of the strategic plan ([E.2.2\_Bütçe Sistemi Yazılımı menüleri.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/ET0p5tOItQ1Ij7TeIfTSDNIBoAVHR8BBR5fPrndP8Ib7Ow?e=xVbbI6)). Annually planned budget periods are announced to the relevant departments in advance, and necessary preparations and plans are requested. The entries to the budget management system are made by the relevant department officials in accordance with the authorization and security mechanisms, and they go through the approval processes with the participation of the budget evaluation commission established during the budget period and the [relevant stakeholders](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EVWBo5F8xnRJnwNmd3mV1ZEB5K3dXj3C3eN_SfTpHLF0xQ?e=gQX0WT). Monitoring and possible improvement studies regarding financial resources are carried out throughout the year, they are shared with the senior management in accordance with [legislative](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EdEIFfpXiklMi9oNmFNJQlIB5qybrK3WxNhlJITeDr_A5w?e=3LYAlv) revisions or necessary improvement suggestions, and may be implemented in the next budget period in accordance with the decisions taken.

The 2020 studies and additional information regarding the administrative units responsible for resource management such as the [Directorate of Construction Affairs](https://www.atilim.edu.tr/tr/yapi-isleri-direktorlugu), the [Directorate of Environmental Regulation](https://www.atilim.edu.tr/tr/cdi), the [Directorate of Technical Affairs](https://www.atilim.edu.tr/tr/teknik-isler-koordinatorlugu), the [Directorate of Supporting Services](https://www.atilim.edu.tr/tr/yardimci-hizmetler-koordinatorlugu), and the [Directorate of Security](https://www.atilim.edu.tr/tr/guvenlik) are provided in last year’s [IER 2019 report, under E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 7-9). They are also available among the documents attached to this report, and at <https://www.atilim.edu.tr/tr/koordinatorlukler>.

Our detail evidence library is available for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

E.2.1\_2021-2022 Kariyer.net Sistem Üyelik Sözleşmesi.pdf

E.2.1\_AnketUygulamaAdimlari.pdf

E.2.1\_AramizaYeniKatilanlarDuyurusu.pdf

E.2.1\_Covid19\_EgitimSunumu\_2020.pdf

E.2.1\_DilveTeknikBeceriyiOlcmekicinSinavCagrisi.pdf

E.2.1\_IdariMensuplarimiziçinIngilizceEgitimDuyurusu.pdf

E.2.1\_İSG Egitimleri\_2020.pdf

E.2.1\_OneriSistemiUygulamaAdimlari.pdf

E.2.1\_PersonelIstihdamIstatistikiVeriAnalizi.xlsx

E.2.1\_PsikolojikDayaniklilikWebinarDuyurusu.pdf

E.2.2\_YMM Raporu (2019-2020).pdf

E.2.2\_Paydaş Katılımları.pdf

E.2.2\_İktisadi İşletmeler ve Bağlı Ortaklıklar.pdf

E.2.2\_İhale Yönetmeliği.pdf

E.2.2\_Bütçe Sistemi Yazılımı menüleri.pdf

E.2.2\_Atilim\_Universitesi\_Demirbas\_Yonergesi\_03.09.2019.pdf

E.2.2\_2019-2020 Akademik Dönem Onaylı Bütçe.pdf

E.2.2\_2020\_İç Mekan Bitkileri Yıllık Bakım Şartnamesi.docx

E.2.2\_2020\_Yeşil Alanlar Yıllık Bakım Şartnamesi.docx

E.2.2\_Tablo 7A\_Kapalı ve Açık Alan Envanteri ve Kullanım Bilgileri (2019-2020).pdf

E.2.2\_SağlikİsleriKoordinatorlugu.docx

E.2.2\_BasvuranPersonelveOgrenciSayilariToplami.pdf

E.2.2\_TSE EK C belgesi

E.2.2\_YapılanFaaliyetlereIliskinBilgilendirmeVideosu

E.2.2\_EgitimveFarkindalikFaaliyetleri.pdf

E.2.2\_TeknikİsleriKoordinatorlugu.docx

E.2.2\_YardimciHizmetlerKoordinatorlugu.docx

E.2.2\_AtılımUniversitesi\_SıfırAtıkBelgesi.pdf

**Human Resources Management**

**Level of Maturity:** Human resources management practices are monitored in the institution and improved by being evaluated with the relevant internal stakeholders.

**Management of financial resources**

**Level of Maturity:** The management processes of financial resources are monitored and improved in the institution.

## 3. Information Management System

## E.3. Information Management System

Atılım University follows an effective information management policy in the technology and process-oriented management of information, taking into account stakeholder participation in terms of effectiveness and efficiency throughout the university, in addition to the administrative functioning within its academic bodies. The University has a set of integrated systems that collects, consolidates, stores, analyzes and produces the necessary information and data with its own resources in order to effectively manage its managerial and operational activities.

The [Directorate of Information and Communication Technologies](https://www.atilim.edu.tr/tr/its) manages the information systems and the information technology infrastructure of Atılım University. The Directorate manages and maintains the software, the hardware, the data, the system tracks and the information networks. In addition, the university has an [Information System (ATACS - Atılım Academic System)](https://atacs.atilim.edu.tr/login/Welcome?ReturnUrl=/), developed using its own internal resources, and now operational across the entire university.The setup and mechanism regarding the current work and operation of the Directorate are detailed in last year’s [IER 2019 report, in the section titled E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 9-11).

In today's conditions, where technological developments necessitate continuous improvement, Atılım University considers investing in digital transformation activities as part of a holistic strategy. In this context, the cycle of Plan-Do-Control-Act is completed with the revisions and improvements regarding the technology processes undertaken. Within the framework of the continuous improvement approach of the mechanisms to increase corporate productivity, certain targets were marked for improvement within the scope of the 2020-2024 Strategic Plan. In this context, the section “Corporate Governance”, an area of strategic priority, defines the strategic purpose, strategic target and performance indicators under the responsibility of the Directorate of ICT Directorate as follows.

* As a strategic aim; under “Corporate Technology Architectural Structuring”, “Producing the Documentation for the Corporate Technology Architecture” was determined as a strategic target. (KRMSL\_11)
* For the strategic purpose of “Developing an Integrated University Information System structure”; the strategic targets are determined as “Automating Pre-Registration Application processes”, “Developing a survey management system software”, “Developing a PMS - Performance Management System (for Administrative Staff)”, “Developing an Information System for the Preparatory School”, “Realization of the technological infrastructure for electronic registrations”, “Providing full support in English for the full version of ATACS,”, “Developing a project for an SMS Infrastructure”, “Revising the “eMail Gateway” of the University”, “Launching an Information System for the School of Medicine”, “Implementing the Procurement Information System”, "Implementation of the Physical Fields Management Information System", "Implementation of the ATACS\_MOBILE version", "Implementation of the internal communication platform infrastructure", "The implementation of the Budget Information System". (KRMSL\_11–12–13-14-15-16-17-18-19-20-21-22-23-26 and KRMSL\_28)
* For the strategic purpose of “Realizing the automation of decision support, the business intelligence data structure (the simulation infrastructure), and the reporting infrastructure”, the strategic target of “Developing University Business Intelligence applications and the reporting infrastructure" was determined. (KRMSL\_25)

An example for the cycle of Plan-Do-Control-Act is the end-to-end encryption and the setup of the “[e-Registration Project](https://www.atilim.edu.tr/tr/oim/page/5089/yks-e-kayit)” that allowed student registrations for the Academic Year of 2020-21 to be handled entirely online, and remotely (via an internally-developed platform, and not the e-Government Gateway platform). The setup saw end-to-end automation in an effort to limit the exposure of students and their families to the risks of the pandemic to a minimum, minimize the requirements for campus visits for registration purposes, and ensure a healthy campus/ society. Meetings were held at different times regarding these studies with the participation of relevant stakeholders, business analysis studies were conducted and user tests were carried out on the original design that emerged. The minutes from one of the meetings on stakeholder participation is available at [E.3.1\_eKayıtProjesi\_PeriyodikDegerlendirme\_7\_ToplantiNotlari\_27052020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EeOi-uG0i8xEoox7Or5v70EBHRewJf93IL7L41ObvAsgwA?e=puHqtr). In addition, [a survey was conducted on the student satisfaction and suggestions](https://docs.google.com/forms/d/e/1FAIpQLSecgQX1rBSePzlhYH8A2UsrPKl-c_stFSlrDh4WUFPCWOUdAA/viewform) regarding the e-Registration module that was implemented. Information on the content of the relevant survey is also provided in the scope of [E.3.1\_e\_KayitModülü\_MemnuniyetAnketi.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/ERaQxZvmw-5Nqwov797pFwkBev_oYQhoD9pO_cU4GgDT-w?e=C9xFc0). The improvements emerging [as a result of the evaluations and analyzes](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ERdX4P2e_alFhGW_gBFCPy8BKc8YlKJFPHEv9JZIWZk8ug?e=f6f439) were included in the business planning to be implemented in the new registration period. Thus, the University has proven its capability to develop unique practices in line with the needs of the institution and the protection of public health, apart from the standard application and legislation requirements.

The [Directorate of Archive and Document Management](https://www.atilim.edu.tr/tr/arsivkoord) is another unit tasked with information, a unit where information is managed effectively and one that is critical to maintain the institutional memory and information flow of the University. In order to increase the quality of electronic communication; certain legislations and standards such as the official correspondence regulations, registered electronic mail (REM) web services, the e-correspondence package have been established to regulate internal and inter-institutional communication. In this context, the Electronic Document Management System (EDMS) continued to contribute to managerial activities in 2020. The document [E.3.1\_ArşivveBelgeYönetimKoordinatorlugu.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/ER6e-vJh9itEgTVt3ueq5wAB-r0hNenIzmjUVXEgAbseGw?e=yhgHTG) provides a report on the data from the studies by the Department in 2020 and [specific to EDMS](https://www.atilim.edu.tr/uploads/pages/ofisimiz-1517410934/1614931623-2020%20EBYS%20Faaliyet%20Raporu.pdf).

Last year’s IER 2019 report includes the 2020 studies and the additional information of the administrative units such as the [Directorate of Communication and Registry](https://www.atilim.edu.tr/tr/iletisim-ve-yazi-isleri-koordinatorlugu), the [Legal Consultancy Office](https://www.atilim.edu.tr/tr/hukuk-musavirligi), the [Directorate of Private Secretariat of the Board of Trustees](https://www.atilim.edu.tr/tr/home/page/3640/mutevelli-heyet-ozel-kalem-mudurlugu), and the [Presidency](https://www.atilim.edu.tr/tr/home/page/3904/rektorluk-ozel-kalem-mudurlugu) [in the section titled E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 11-13).

Preliminary preparations, scope determination and procurement processes were performed in 2019, on the operations within the Directorate of Information and Communication Technologies of Atılım University to receive the ISO 27001 Information Security Management System Certificate. The Information Security Management System certification studies were completed in 2019, resulting in an approval (E.3.2\_AtilimUniversitesi\_ISO27001\_BGYS\_Sertifika.png). With the certification inspection procedures completed in 2020 through the Turkish Standards Institute, the university was issued [the certificate](https://www.atilim.edu.tr/tr/its/page/5205/bilgi-guvenligi-yonetim-sistemi) in question. The produced and approved documents are available in their entirety at <https://www.atilim.edu.tr/tr/home/page/4881/bilgi-guvenligi-politikalari>.

The university also performs studies [within the context of the Personal Data Protection Law.](https://www.atilim.edu.tr/tr/home/page/3877/kisisel-verilerin-korunmasi) In 2019, a commission was established for the procurement of consultancy services related to the fulfillment of the provisions of the relevant law. Necessary infrastructure and institutional requirements were realized. Relevant training and awareness-raising activities were performed - they were face-to-face before the pandemic, and [online during the pandemic](https://www.atilim.edu.tr/tr/home/page/3877/kisisel-verilerin-korunmasi). [Awareness training sessions](https://www.atilim.edu.tr/tr/home/news/4380/kisisel-verilerin-korunmasi-hukuku-konferansi) were also organized, at different times. [A sample](https://www.youtube.com/watch?v=q3E5MWTGC0E&feature=youtu.be) has been provided. In order to ensure a successful compliance process regarding the Law on PDP at Atılım University, certain services were purchased in 2020. Data Inventories were prepared through contacting all academic/ administrative units of Atılım University. In addition, the [VERBİS](https://verbis.kvkk.gov.tr/) registration procedures were finalized for the university. A study was performed on the information/ data request method, leading to the Information/ Data Request Form that is currently in use by the Directorate of Student Affairs, on the Electronic Document Management System. A video on PDPL awareness and on awareness training was prepared and sent to all university employees, and online sessions of Compliance Training for the Law on PDP were organized.

Atılım University ensures the security of information on students, faculty members and courses within the scope of distance/ co-education in accordance with access authorizations. In this context;

* All courses are stored in the cloud for a month.
* These are backed up and stored at the end of each month.
* All user data are secured with the security software and certificates on the server, and access to the courses is password-protected, with authorizations provided via the LDAP server of the university.
* At the end of each semester, our faculty members may download copies of their own lectures to their own computers.
* In addition, Moodle is backed up at the end of each semester; and live backups remain available for a 2 years (4 semesters).
* Student user names and passwords are provided by the Directorate of Information and Communication Technologies, and these passwords/ user names are kept in an inaccessible environment. No university staff knows the credentials of these accounts. University officials only help with password reset procedures of students who require such assistance.

There are also various security measures taken for exams and these measures were shared with the public. As for the information made public, Respondus Monitor and Respondus Lockdown Browser infrastructures were tested, but a different method is now in place. Exam security is ensured using the default features of the Learning Management System (MOODLE) and the Zoom Platform. Under the chairmanship of Atılım University Vice President for Education, a commission that held its first meeting as of June 2020 was set up, the relevant commission convened at various times, its decisions were consolidated with meeting notes [[E.3.2\_UzaktanEgitimPlanlama\_ToplantiNotlari\_24072020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EeBauoqOu_5DsWYIMjfqcmQBk5NlFio3Ehabs8lXyYNUjw?e=3bagX1)], and the outputs produced were reported [[E.3.2\_Covid-19 Süreci Eğitim Öğretim ve Ölçme Değerlendirme Çalışma Planı.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EZWzNEwxnDRHnHWIyebgnNcB8KXu4wLm6SFIaLq3i9QXJg?e=zr8b39)], plans [[E.3.2\_eSınavUygulamalarRaporu.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EafFiyGL8LhCuUMGb9r18uwBnuNMn-Oo_e0btPKmtU8fig?e=GB3gLt)] were implemented and performed in accordance with the PDCA cycle. In this context; the Safe Exam Browser software was integrated into the system. Screen and keyboard features such as the help and research options and hotkeys that could jeopardize exam security were disabled during exams. The security studies were implemented as follows:

* Although not for all courses, students were also tracked via Zoom during exams.
* The time to be allocated to students during exams was decided to be barely enough for the exams themselves.
* It was ensured that the questions were shown to each student in a different order and with different answer choices.
* Exams were sat in a way that students would see each question only once.
* Exams were password protected, so that students could begin viewing the questions at the same time.
* It was ensured that the time taken by each student on each exam would be measured.
* The IP addresses via which each student took their exams were logged.
* Planning made it possible for each user to be able to connect to the Learning Management System once for each exam. Thus; multiple same-account logins from different computers were blocked. If previously logged in from another device, a new login would terminate the previous section. Therefore, two people could not access the same exam.
* After the exam, logs were provided, and suspicious accesses were checked.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EoAATJwEEyxHosE-qb8uX2EBgFAzMBErkWQJblMxOknTHA?e=5YPRKM) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

E.3.1\_eKayıtProjesi\_PeriyodikDegerlendirme\_7\_ToplantiNotlari\_27052020.docx

E.3.1\_e\_KayitModülü\_MemnuniyetAnketi.pdf

E.3.1\_eKayitModuluMemnuniyetAnketAnalizi.docx

E.3.1\_ArşivveBelgeYönetimKoordinatorlugu.docx

E.3.1\_EBYS\_2020 Faaliyet Raporu.docx

E.3.1\_Üniversitemiz 2020 yılına ait Arşiv Hizmetleri Faaliyet Raporu.pdf

E.3.2\_AtilimUniversitesi\_ISO27001\_BGYS\_Sertifika.png

E.3.2\_Covid-19 Süreci Eğitim Öğretim ve Ölçme Değerlendirme Çalışma Planı.pdf

E.3.2\_eSınavUygulamalarRaporu.docx

E.3.2\_UzaktanEgitimPlanlama\_ToplantiNotlari\_24072020.docx

**The integrated information management system**

**Level of Maturity:** The integrated information management system is monitored and improved in the institution.

**Evidence**

* [E.3.1\_ArşivveBelgeYönetimKoordinatorlugu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.1_Ar%C5%9FivveBelgeY%C3%B6netimKoordinatorlugu.docx)
* [E.3.1\_e\_KayitModülü\_MemnuniyetAnketi.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.1_e_KayitMod%C3%BCl%C3%BC_MemnuniyetAnketi.pdf)
* [E.3.1\_EBYS\_2020 Faaliyet Raporu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.1_EBYS_2020%20Faaliyet%20Raporu.docx)
* [E.3.1\_eKayitModuluMemnuniyetAnketAnalizi.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.1_eKayitModuluMemnuniyetAnketAnalizi.docx)
* [E.3.1\_eKayıtProjesi\_PeriyodikDegerlendirme\_7\_ToplantiNotlari\_27052020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.1_eKay%C4%B1tProjesi_PeriyodikDegerlendirme_7_ToplantiNotlari_27052020.docx)
* [E.3.1\_Üniversitemiz 2020 yılına ait Arşiv Hizmetleri Faaliyet Raporu.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.1_%C3%9Cniversitemiz%202020%20y%C4%B1l%C4%B1na%20ait%20Ar%C5%9Fiv%20Hizmetleri%20Faaliyet%20Raporu.pdf)

**Information security and reliability**

**Level of Maturity:** There are internalized, systematic, sustainable and exemplary practices.

**Evidence**

* [E.3.2\_Covid-19 Süreci Eğitim Öğretim ve Ölçme Değerlendirme Çalışma Planı.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.2_Covid-19%20S%C3%BCreci%20E%C4%9Fitim%20%C3%96%C4%9Fretim%20ve%20%C3%96l%C3%A7me%20De%C4%9Ferlendirme%20%C3%87al%C4%B1%C5%9Fma%20Plan%C4%B1.pdf)
* [E.3.2\_eSınavUygulamalarRaporu.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.2_eS%C4%B1navUygulamalarRaporu.docx)
* [E.3.2\_UzaktanEgitimPlanlama\_ToplantiNotlari\_24072020.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.2_UzaktanEgitimPlanlama_ToplantiNotlari_24072020.docx)
* [E.3.2\_AtilimUniversitesi\_ISO27001\_BGYS\_Sertifika.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.3.2_AtilimUniversitesi_ISO27001_BGYS_Sertifika.docx)

**4. Supporting Services**

## E.4. Supporting Services

[The Directorate of Purchasing](https://www.atilim.edu.tr/tr/satinalma-direktorlugu) is the specialized unit responsible for supplying goods and services for Atılım University. The duties of the Directorate consist of (1) Taking into consideration the educational and research requirements of Atılım University as a priority, providing the purchase, sale, service, construction and rental services at the most reasonable price, time and condition, with the interests of the university in mind, (2) Approving of the purchased fixtures and consumables by the inspection approval commission and providing timely deliveries for the demanded units in return for documents, (3) Tracing service purchases that require periodic maintenance and, where necessary, signing annual maintenance contracts, (4) Delivering the relevant documents to the Directorate of Fixtures and Stocks to log the purchased fixtures. The setup and mechanism regarding the current work and operation of the Directorate are detailed in last year’s [IER 2019 report, in the section titled E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 13-15).

The procurement process, eligibility and quality criteria of services procured from outside the university are defined and implemented. Performance and satisfaction checks are performed, and a technology platform for necessary improvements was developed. In this context; taking into account the implementation of the aforementioned mechanism, strategic targets were also defined regarding the duties of the Directorate within the scope of the studies for the 2020-2024 Strategic Plan.

* Under “Devising an Integrated University Information System Structure”, the strategic target "to devise a Purchasing Information System” was determined. (KRMSL\_21)

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EsY2xl2rQy5LrBTCJwYWjskB7P112M-LuabvkDm-JyahFw?e=mEaRO0) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

E.4.1\_ MUAYENE KABUL TUTANAGI.xlsx

E.4.1\_ PİYASA\_ARAŞTIRMA\_TEKLİF\_FORMU.xlsx

E.4.1\_ PİYASA\_ARAŞTIRMA\_TUTANAGI.xlsx

E.4.1\_Doğrudan\_Temin\_Onay\_Belgeleri\_Dokumanı.docx

E.4.1\_Tek\_Kaynaktan\_Temin\_Belgesi.docx

E.4.1\_TEDARIKCI\_SECME\_FR.xlsx

E.4.1\_ Onayli\_Tedarikci\_Listesi.xlsx

E.4.1\_ Talep\_Takip\_Dosyası.xlsx

E.4.1\_ Siparis\_Takip\_Dosyası.xlsx

E.4.1\_ Satinalma\_Performans\_Raporu.xlsx

**Suitability, quality and continuity of services and goods**

**Level of Maturity:** Mechanisms that ensure the suitability, quality and continuity of services and goods are monitored and improved by receiving feedback from relevant stakeholders.

**Evidence**

* [E.4.1\_ MUAYENE KABUL TUTANAGI.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_%20MUAYENE%20KABUL%20TUTANAGI.xlsx)
* [E.4.1\_ PİYASA\_ARAŞTIRMA\_TEKLİF\_FORMU.xls](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_%20P%C4%B0YASA_ARA%C5%9ETIRMA_TEKL%C4%B0F_FORMU.xls)
* [E.4.1\_ PİYASA\_ARAŞTIRMA\_TUTANAGI.xls](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_%20P%C4%B0YASA_ARA%C5%9ETIRMA_TUTANAGI.xls)
* [E.4.1\_ Satinalma\_Performans\_Raporu.xlsx.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_%20Satinalma_Performans_Raporu.xlsx.xlsx)
* [E.4.1\_ Siparis\_Takip\_Dosyası.xlsx.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_%20Talep_Takip_Dosyas%C4%B1.xlsx.xlsx)
* [E.4.1\_ Talep\_Takip\_Dosyası.xlsx.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_Do%C4%9Frudan_Temin_Onay_Belgeleri_Dokumanlar%C4%B1.doc)
* [E.4.1\_Doğrudan\_Temin\_Onay\_Belgeleri\_Dokumanları.doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_Do%C4%9Frudan_Temin_Onay_Belgeleri_Dokumanlar%C4%B1.doc)
* [E.4.1\_TEDARIKCI\_SECME\_FR.xlsx.xlsx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_TEDARIKCI_SECME_FR.xlsx.xlsx)
* [E.4.1\_Tek\_Kaynaktan\_Temin\_Belgesi.docx.doc](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.4.1_Tek_Kaynaktan_Temin_Belgesi.docx.doc)

## 5. Public Disclosure and Accountability

## E.5. Public Disclosure and Accountability

In line with its Corporate Governance Principles, Atılım University follows an effective information policy that ensures that its stakeholders, especially its employees, academicians, students, and the entire public are accurately informed. In this context, the public disclosure and accountability approach, as well as the current organisation and mechanism regarding the current activities and operations were detailed in last year’s [IER 2019 report, in the section titled E. Management System](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme) (pages 16-18). Please refer to that section for more information.

Preparations for the [Atılım University Unit for Inquiries](https://www.atilim.edu.tr/tr/bilgi-edinme-birimi) were performed as per the "Law on the Right to Obtain Information” published in the Official Gazette dated 24.10.2003 and numbered 4982. The unit itself was established under the Presidency in the year 2006, as per “Regulations on the Procedures and Principles regarding the Implementation of the Law on the Right to Obtain Information”, published in the Official Gazette dated April 27, 2004 and numbered 25445. The Unit is responsible for taking the necessary administrative and technical measures in order to contribute to the evaluation and conclusion of the applications made in order to fulfill the obligations attached to the right to obtain information. All scientific studies and activities produced within the University and through the University are presented as open source in the corporate open-access archive of the University Library at <http://kurumsal.library.atilim.edu.tr/>.

The University shares all its activities and self-evaluation information via the press, without any restrictions, through the Directorate of Corporate Communication and Promotion. In short, information is provided via different channels such as the [corporate website](https://www.atilim.edu.tr/tr), the [unit for inquiries](https://www.atilim.edu.tr/tr/bilgi-edinme-birimi), the [strategic plan](https://www.atilim.edu.tr/tr/home/page/4626/stratejik-planlama), media and press releases, newspapers and [bulletins](https://www.atilim.edu.tr/tr/press/page/3201/iz-dergisi), and, finally, the [self-evaluation and annual report](https://www.atilim.edu.tr/tr/home/page/121/kurum-ic-dis-degerlendirme).

[Atılım University welcomes Higher Education Council auditors every year](https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/2020/vakif-yuksekogretim-kurumlari-2020-raporu.pdf) creates the quality assurance system, management and administrative system, managerial characteristics and efficiency of managers in line with the relevant legislation. Administrative practices are put on the agenda by the Senate or the Board of Directors, and these practices are put into effect by obtaining the suggestions, opinions and compliance of the board members. Apart from these, meetings with many participants are held and briefings are provided about activities and services that are important within the institution. Documents such as activity reports, corporate internal evaluation reports, strategic plan documents are shared with the public by the University. Atılım University believes in the necessity of internal encouragement and self-control, being aware of the fact that working discipline cannot be achieved by external control in an academic environment.

[Our detail evidence library is available](https://atilim-my.sharepoint.com/:f:/g/personal/kidr_atilim_edu_tr/EuoOVQ3fHUBMs3aH328ejqYBJHmMIF0MRWMb4yyWxdfHsA?e=ZOme6K) for readers who would like to view a representation of the academic and administrative indicators, studies, and outputs on the topic.

E.5.1\_Kütüphane ve Dokümantasyon Direktörlüğü.docx

E.5.1\_2020\_Bilgi Edinme Hakkı Yıllık Rapor.pdf

E.5.2\_2019 yılına ait Arşiv Hizmetleri Faaliyet Raporu.pdf

**Public information and accountability**

**Level of Maturity:** The institution's public disclosure and accountability mechanisms are monitored and improved in line with stakeholder views.

**Evidence**

* [E.5.1\_2020\_Bilgi Edinme Hakkı Yıllık Rapor.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.5.1_2020_Bilgi%20Edinme%20Hakk%C4%B1%20Y%C4%B1ll%C4%B1k%20Rapor.pdf)
* [E.5.1\_Kütüphane ve Dokümantasyon Direktörlüğü.docx](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.5.1_K%C3%BCt%C3%BCphane%20ve%20Dok%C3%BCmantasyon%20Direkt%C3%B6rl%C3%BC%C4%9F%C3%BC.docx)
* [E.5.2\_Üniversitemiz 2020 yılına ait Arşiv Hizmetleri Faaliyet Raporu.pdf](https://api.yokak.gov.tr/Storage/atilim/2020/ProofFiles/E.5.2_%C3%9Cniversitemiz%202020%20y%C4%B1l%C4%B1na%20ait%20Ar%C5%9Fiv%20Hizmetleri%20Faaliyet%20Raporu.pdf)

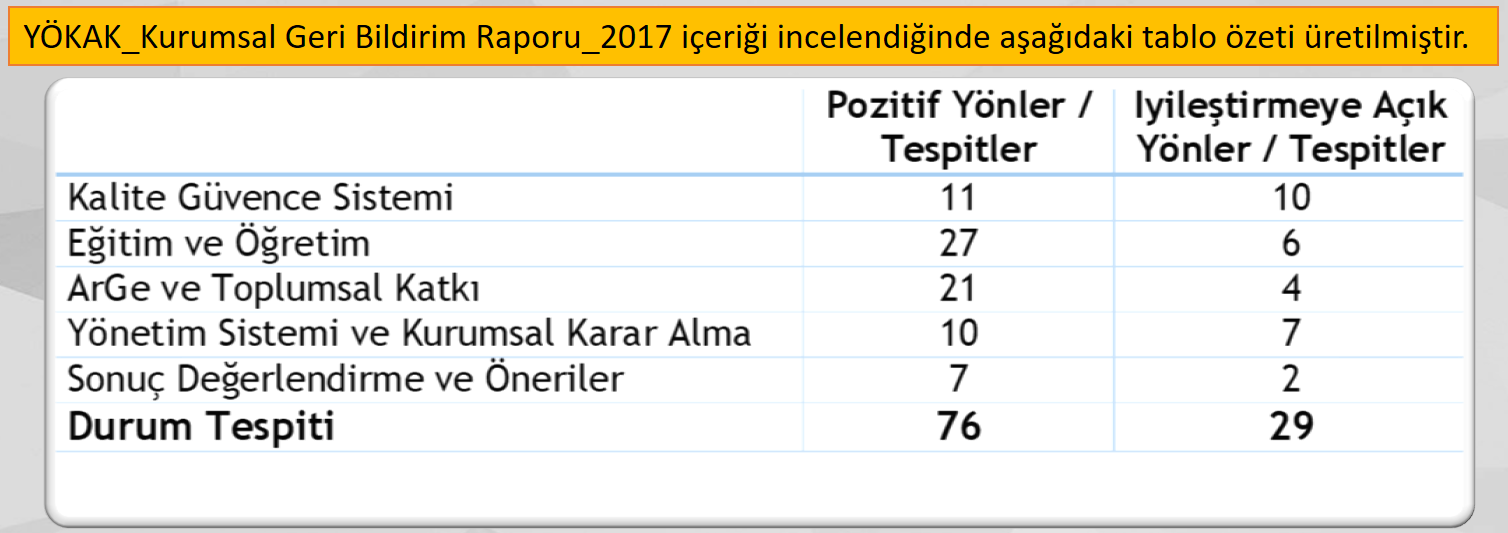
# **RESULTS AND EVALUATIONS**

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Established in accordance with Law no. 2547, Atılım University exhibits the characteristics of foundation universities at its core. Within the scope of the current legislation; and in cooperation with other foundation universities, as well as national and international higher education institutions, Atılım university continuously improves its management structure in line with the changing global conditions within the framework of a total quality management approach. Continuing its activities as a public legal entity, Atılım University has made the necessary investments in infrastructure with the financial resources provided by its Founder, the Atılım Foundation, and has the financial resources to perform its activities on tuition fees received from its students.

Atılım University was previously subjected to external evaluation by YÖKAK in the Academic Year of 2016-2017, and its determined strengths and areas to improve were conveyed to the institution with the Institutional Feedback Report of February 2017. With the operations and projects taking place in the period that followed, activities were performed to bring about the necessary improvements.

Atılım University has a business model in which the internal quality assurance mechanism is well-structured, the senior management actively participates in the studies and performs an encouraging function. The business model was accepted unanimously by the University Senate. Within the scope of the monitoring and evaluation workshop held as of November 23, 2020, University processes were examined by YÖKAK external evaluators and the workshop resolved efficiently with the participation of all senior management, quality commission members, students, alumni and employer representatives. Details on senior management leadership and stakeholders participating in the workshop on monitoring and evaluation is presented at [A.2.3\_Paydaşlar\_Atilim University Monitoring Visit Plan\_23112020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EXUGpe7YQNFImpo8uPtY6YsBilkgCeUxmt562d8_ga85Pg?e=2gsJRT). Within the scope of this workshop, a detailed development report on the areas with room for improvement, as well as the strengths and the weaknesses in the document titled [Atılım Üniversitesi Kurumsal Geri Bildirim Raporu\_Şubat 2017.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EftCFwYKWjRLr6f9mtWn69EBmkhO9uCL52x3uJlgM-SYqQ?e=94oPb6) are available at [A.2.3\_Atilim Universitesi\_Izleme Degerlendirme Calistayi\_Kasim 2020.pdf](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EVZZ9Lch9L1IpW1AikQAqMEBSrxYRLnX1pnb0bCOHZEY2Q?e=JrJRd9). The positives and the areas with room for improvement as per the KGBR\_07 report within the framework of these analyses are summarized below in Table\_3.



Table\_3: Summary Table for Atılım University YÖKAK KGBR\_2017

Atılım University sees the need to stress that, within the scope of the efforts towards developing a strategic plan for the period of 2020-2024, workshops/ activities that saw participation by Atılım University employees, students (national and international) and graduates were organized; and the 5 strategic priority areas below were identified. These areas are:

1. Student-Oriented University
2. Education
3. R&D and Innovation
4. Corporate Governance
5. Internationalization

Within the scope of the strategic planning activities by Atılım University, priority areas for the next five years are identified as above. Strategic purpose, strategic target and related performance indicators and other parameters related to each strategic priority area have also been defined. In this process, more than 70 meetings with various levels of participation were held, for a span of 109 hours in meeting duration, with 441 participants, exercising an effort level of of 1150 man/ hour of effort. Meeting minutes were prepared for each meeting, recorded in the institutional memory and shared with the participants.

Another important issue that was discussed in the report was the "Accreditation and Evaluation Program" and the "Change Management Program (business process restructuring, re-organization project and technology platform)", two strategic objectives of priority within the scope of the strategic plan in accordance with the established business model. Attendees were briefed on the relevant project commissions and project planning. A meeting was held on September 16, 2020, regarding the Accreditation and Evaluation Program. The evaluations of the meeting were shared as meeting minutes, in the document titled [A.2.1\_ProgramDegerlendirmeKomisyon\_ToplantiNotlari\_1\_16092020.docx](https://atilim-my.sharepoint.com/:w:/g/personal/kidr_atilim_edu_tr/EUuLNwH0chdMhxFwwRQPUAUBKaO4r6g2KIJmO5XqS0K8xg?e=s0isNW). Another meeting was held on October 14, 2020, regarding the Change Management Program. The invitation to this meeting is available at [A.2.1\_DeğişimYönetimProgramıKomitesiToplantı\_daveti](https://atilim-my.sharepoint.com/:b:/g/personal/kidr_atilim_edu_tr/EZAppmYeWbpOpt3295Ps35gB4Tj3ul2lCeDBpTfqdVaSxQ?e=W1XWZK). Currently, both programs are progressing successfully, in line with the project planning. Within their scope, these two projects are exercised on the basis of the YÖKAK proposal to perform sustainable improvements on the internal processes of the institution in accordance with the PDCA cycle.

With the Accreditation and Evaluation project, it is aimed that the program officials accredited within the University share their experiences with the mentoring approach designed with the program officials who have not yet been accredited, create accreditation awareness and perform a facilitating function.

The Change Management project aims to handle the business processes and functioning of the University in the context of "Human-Process-Technology-Organization" and to overhaul in accordance with the continuous improvement approach, thus realizing strengthening efforts for organizational and process excellence.