(Senate Resolution dated 14.09.2020 no. 14)

(Senate Resolution dated 29.12.2015 no. 10)

# ATILIM UNIVERSITY

# DIRECTIVE ON QUALITY ASSURANCE

**SECTION ONE**

## Purpose, Scope, Basis and Definitions

**Purpose**

**Article 1 -** This Directive aims to regulate the principles and procedures regarding the internal and external quality assurance system, and the accreditation procedures relevant to the education and research activities, and the administrative services of Atılım University.

**Scope**

**Article 2 -** This Directive covers the provisions regarding the duties, powers and responsibilities of Atılım University regarding the efforts towards evaluation and development of academic and administrative services, as well as their approval and recognition in terms of quality levels.

**Basis**

**Article 3 -** This Directive is based on Article 14 of Higher Education Law no. 2547 dated 4/11/1981; and Regulations on Quality Assurance at Higher Education Institutions published in the Official Gazette dated 23.07.2015, no. 29423.

## Definitions

**Article 4-** The definitions for this Directive are as follows:

**Accreditation:** The evaluation and external quality assurance process performed by an external evaluator to measure whether higher education programs meet set academic and field-specific standards in their particular fields,

**Atılım University Academic Units:** The schools, the graduate schools, the vocational schools, the Directorate of Distance Education, the research centers, and other research and education units of Atılım University,

**Atılım University Quality Commission: (Senate Resolution dated 14.09.2020 no. 14)** The Commission established under this Directive, tasked to regulate and execute quality evaluation and assurance studies, corporate development, and accreditation operations,

**The Atılım University Mission:** The main reason of existence and duties determined by and for the University,

**Atılım University Student Council:** The union of students, established by students among themselves democratically,

**Atılım University Institutional Evaluation (Self-Evaluation) Report:** The annual report that presents the results of the corporate development and quality improvement efforts of Atılım University,

**The Atılım University Vision:** The ideals the University aims to achieve in the future,

**External Evaluation:** The external evaluation process of the quality of all programs or a single program of Atılım University, and its educational and research activities, and administrative services, performed by external evaluators authorized by the Higher Education Quality Board or by external evaluation organizations with an independent Quality Evaluation Registration Certificate recognized by the Higher Education Council,

**External Evaluation and Accreditation Organizations:** Organizations operating in Türkiye or abroad, holding Quality Evaluation Registration Certificates recognized by the Higher Education Council,

**External Evaluators:** Individuals authorized to perform the external evaluation process, and appointed by the Higher Education Quality Board in order to take part in the institutional external evaluation process of higher education institutions,

**Internal Evaluation:** The evaluation on the quality of the educational and research activities, and administrative services of Atılım University, and the institutional quality development studies, performed by evaluators appointed by the Atılım University Quality Commission,

**Action Plans for Improvement:** The plans presenting the actions to be taken towards improvement by Atılım University, in line with the results of internal or external evaluations, as well as the relevant officials, and the scheduling,

**Quality Evaluation Registration Certificate:** The document approved by the Higher Education Council upon the recommendation of the Higher Education Quality Board, showing that certified independent institutions or organizations are authorized to evaluate the quality levels and quality development studies of educational and research activities and administrative services at higher education institutions,

**Quality Certificate:** The document issued to Atılım University as a result of an external evaluation, proving the quality levels of the education and research activities, and administrative services of the University,

**Quality improvement:** Continuous improvement of the quality of education, research activities and administrative services of Atılım University,

**Quality Assurance:** All planned and systematic processes executed to ensure that Atılım University fulfills its quality and performance processes in compliance with internal and external quality standards,

**Internal Periodic Review:** The periodic evaluation by Atılım University on its quality of education and research activities, and administrative services, as well as its quality improvement studies, efforts for improvement, and results,

**Program:** The departments, programs, scientific or artistic fields of the academic units of Atılım University,

**Performance:** The degree where Atılım University is able to meet the strategic objectives set by and for the University,

**Strategic Objectives:** The goals and measurable objectives of strategic importance in line with the mission and vision of Atılım University,

**Strategic Planning:** The process of preparing strategic plans through participatory methods, and continuously monitoring relevant performance indicators to monitor and evaluate the process in order to determine the mission and vision of Atılım University for the future within the framework of development plans, programs, relevant legislation and the basic principles adopted, as well as to set strategic goals and measurable targets, and measure their performance in line with predetermined indicators,

**Turkish Higher Education Qualifications Framework (THEQF):** The National Qualifications Framework determined for higher education,

**National Qualifications Framework:** A system where qualifications recognized by national and international stakeholders are structured in a certain order, in a way that demonstrates the relationship between higher education qualifications at the national level or at an educational level,

**Turkish Higher Education Quality Council:** The Council established with the Regulations on which this Directive is based, responsible for the organization and execution of quality assessment and assurance studies, and accreditation studies on higher education institutions.

# SECTION TWO

## Atılım University Quality Commission

**Article 5 –** A Quality Commission is established by the Atılım University Senate, representing academic and administrative units, to be tasked with internal and external evaluation and quality improvement studies. The members of this Commission are the President, Vice Presidents, all Deans, all Directors of Graduate Schools, Academies and research centers **(Senate Resolution dated 14.09.2020, no. 14)**; in addition to the Secretary General, the Director of Corporate Development and Planning, managers of the administrative units reporting to the Board of Trustees and the Presidency, or the representatives of these managers; as well as student representatives.

## Chairperson of the Atılım University Quality Commission

## Article 6 – The Quality Commission is chaired by the President of Atılım University; or, in their absence, the Vice President determined by the President.

## Terms of Office for Atılım University Quality Commission Members

**Article 7 –** The President, the Secretary General, **(Senate Resolution dated 14.09.2020, no. 14)** the Director of Corporate Development and Planning, as well as the managers reporting to the Board of Trustees and the Presidency constitute the permanent members of the Commission. Student representatives are appointed for periods of two years. The term of office for other members is three years. Substituting members remain on duty until the term of office of the substituted member expires. Members other than the permanent ones remain on duty for up to three semesters.

**The Duties of the Atılım University Quality Commission**

**Article 8 -** The duties of the Quality Commission are:

1. Evaluating and improving the education and research activities, and the administrative services of the University, establishing and operating an internal and external quality assurance system, identifying corporate indicators, monitoring the corporate performance; performing studies within the scope of measuring and reporting corporate development, and submitting these studies to the Senate for approval, in line with the strategic plan and objectives of Atılım university, and the principles and procedures determined by the Higher Education Quality Commission,
2. Performing "Internal Evaluation" studies at the University, preparing or overseeing the preparation of the annual institutional evaluation report with the results of the institutional evaluation and quality improvement studies, and presenting the report to the Senate, sharing the greenlit annual institutional evaluation report with the public online, and making it accessible on the official Atılım University home page,
3. Undertaking the necessary preparations for the external evaluation process so that the University undergoes an "external evaluation" process every five years at most, and supporting the Higher Education Quality Council and external evaluation institutions as required,
4. **(Senate Resolution dated 14.09.2020, no. 14)** Supporting, as required, the studies and projects to be executed in accordance with the corporate development and governance principles of the University, with a continuous improvement and change management approach,
5. **(Senate Resolution dated 14.09.2020, no. 14)** Ensuring that the provisions determined within the framework of this Directive are managed through detailed planning and operations, and the business model to be prepared.

**Participation of Academic and Administrative Units in Quality Development Studies**

**Article 9 –** The academic and administrative units of Atılım University support the operation of the Quality Commission. They coordinate quality improvement activities and monitor the performance of their academic programs and administrative services in line with the guidance by the Commission. They make their results available to the Atılım University Quality Commission, and the representatives assigned.

# SECTION THREE

## Internal Evaluation

**Internal Evaluation Process and Schedule:**

**Article 10 –** Based on the internal evaluation process determined by the Quality Commission, Atılım University prepares a strategic plan on all education and research activities and the administrative services that support them, and an internal evaluation report, integrated with the performance program and activity report, between every January and March. **(Senate Decision dated 14.09.2020 no. 14)** The internal evaluation (self-evaluation) report prepared by the University is then sent to the Higher Education Quality Council for informational purposes, in accordance with the calendar announced by the Higher Education Quality Council.

## Internal Evaluation Scope and Topics

**Article 11 -** Within the scope of internal evaluation, all education and research activities, and administrative services of the academic units at associate, undergraduate, and graduate degree levels, as well as those of research centers are evaluated in terms of quality.

**Article 12 -** In the internal evaluation processes to be executed at Atılım University, studies on the following topics are evaluated, taking into account the processes, procedures and principles to be determined by the Higher Education Quality Council:

1. Policies, processes, and projects in line with the mission, the vision, the strategic plan, and the objectives of Atılım University determined with regards to the national strategy and objectives of Higher Education,
2. Studies on the measurable strategic objectives of academic units, the development of performance indicators related to these goals, and the processes and projects executed to achieve these goals, as well as their periodic reviews,
3. Studies on structuring programs relevant to the THEQF and basing on learning outcomes, and the fulfillment of the requirements of the accreditation process,
4. Effective utilization of financial resources for education and research activities, and administrative services,
5. Results, outputs, objectives, tendencies and comparisons, including satisfaction, relevant to all stakeholders,
6. Studies on the areas of improvement emerging as a result of the previous internal evaluation.

# SECTION FOUR

## External Evaluation

## External Evaluation Process and Schedule

**Article 13 —** Atılım University executes its internal evaluation process in accordance with the calendar specified in Article 10 of this Directive, together with external evaluators recognized or assigned by the Higher Education Quality Council, or an independent institution, organization or board holding a Quality Evaluation Registration Certificate at least once every five years, and as per the calendar to be determined by the Higher Education Quality Council.

**External Evaluation Scope and Topics**

**Article 14 -** External evaluation of Atılım University is performed in a way that includes the issues specified in Articles 11 and 12 of this Directive.

## Quality Certificate and Validity

**Article 15 -** Atılım University may receive a "Quality Certificate” proving its quality and quality development levels; as per the results of an external evaluation. The certificate is valid for five years.

# SECTION FIVE

## Post-Review Studies and Periodic Reviews

## Strategic Planning

**Article 16 -** Atılım University prepares its strategic plan for the next calendar year regularly at the beginning of September at the latest every year, and creates and executes improvement action plans and budgets periodically every year until the beginning of the next calendar year, taking into account its own annual internal or external evaluation reports, internal periodic review results, the annual report of the Higher Education Quality Council, and the relevant resolutions of the higher councils for higher education.

**Action Plans for Improvement**

**Article 17 -** In order to work on the areas open to improvement emerging as a result of the internal or external evaluations at Atılım University, action plans for improvement are prepared by the academic units, programs and administrative units of the University. These plans specify the improvements to be completed, the officials responsible, and the timing. Action plans for improvement are integrated into annual budgets. Action plans for improvement are executed by the managers of the relevant academic and administrative units of the University.

## Periodical Reviews and Their Frequency

## Article 18 - Atılım University performs its own situation evaluations and review studies, starting from the beginning of each calendar year, in accordance with the procedures and principles determined by the Higher Education Quality Council, and the Atılım university Quality Commission. The Atılım University Quality Commission organizes periodic review meetings, schedules the studies, and presents the evaluation results to the Senate at the meeting following the completion of the evaluation. The dates, the participants, the decisions taken and the implementation results of the evaluation meetings are recorded within the scope of annual internal evaluation studies.

# SECTION SIX

## Publicity of Evaluation Results

## Publicity of evaluation results

**Article 19 -** The results of the internal or external evaluations at Atılım University are publicly available. Atılım University internal or external evaluation reports are sent to the Higher Education Quality Council, and published on the official web page of the University.

**Effective Date**

**Article 20** **-** This Directive shall take effect after its approval by the Senate. This Directive repeals the Atılım University Directive on Academic Evaluation and Quality Development, entered into force as per Senate Resolution dated 12.10.2011, no. 08.

## Execution

**Article 21 -** This Directive is executed by the President of Atılım University.