

# **KADIR HAS UNIVERSITY QUALITY ASSURANCE REGULATIONS**

## **PART I**

### **Aim, Scope, Legality and Definitions**

#### **Aim and scope**

**ARTICLE 1- (1)** These terms and principles (Regulations), stipulate the guidelines for the internal and external quality assurance of Kadir Has University's teaching - education and research activities, as well as its administrative services - and its accreditation procedures as well as the operation processes and principles of the Quality Commission.

#### **Legality**

**ARTICLE 2- (1)** These regulations adhere to the tenets as stipulated in Articles 7 and 65 and the clause (b) of Article 44 of Higher Education Law 2547, dated 4/11/1981; as well as the Higher Education Quality Assurance Regulations published in the Official Gazette dated 23.07.2015 and numbered 29423.

#### **Definitions**

**ARTICLE 4 – (1)** The definitions of the following terms in these regulations are as follows:

- a) Accreditation: The evaluation and external quality assurance process of assessment by an external evaluator agency, whether pre-specified academic, and area-specific standards in a specific field are met by a higher education program,
- b) External Evaluation: The process of external evaluation of Kadir Has University's teaching - education and research activities as well as its administrative services, by external evaluators authorized by Higher Education Quality Commission, or by independent external evaluator agencies which have a Quality Assurance Certificate and which are accredited by the Higher Education Council,
- c) External Evaluation and Accreditation Agencies: Domestic or foreign agencies which have a Quality Assurance Certificate and which are accredited by the Higher Education Council,
- d) External evaluators: Individuals competent to carry out the external evaluation process who are appointed by the Higher Education Quality Commission or various program accreditation agencies to perform during Kadir Has University's institutional external evaluation process,
- e) Internal Evaluation: The evaluation of the quality of Kadir Has University's teaching - education and research activities as well as its administrative services, and institutional quality improvement work by the evaluators appointed by the University,
- f) Quality Assurance Certificate: Certificate declaring that independent agencies or organizations, accredited by the Higher Education Council upon recommendation by the Higher Education Quality Commission, are authorized to evaluate the quality level of higher education institutions' teaching - education and research activities as well as their administrative services and their quality improvement work,
- g) Quality Assurance: All of the planned and systematic operations conducted in order to provide assurance that a higher education institution or program fully covers its quality and performance processes that are in line with its internal and external quality standards,
- h) Strategic Planning: The University's strategic plan preparations based on participatory methods, and its continuous process of monitoring the related performance indicators, in order

to create future missions and visions within the framework of development plans, programs, related regulations and fundamental principles; specifying strategic aims and assessable targets; and assessing performances in line with pre-specified indicators, and monitoring and evaluating this process,

i) Kadir Has University Quality Commission (Commission): The commission set up with the Regulations herein, responsible for organizing and carrying out the quality evaluation and assurance work,

i) Higher Education Quality Committee: The committee responsible for organizing and carrying out the quality evaluation and assurance work as well as the accreditation activities,

j) University: Kadir Has University.

## **PART II**

### **Kadir Has University Quality Commission**

#### **Creation of the Commission and Organization Structure**

**ARTICLE 5- (1)** Quality commission consists of:

- a) Rector
- b) Vice Rector
- c) General Secretary
- d) Strategy Development and Research Coordinator
- e) Center for Excellence in Learning & Teaching Director
- f) Members of faculties, institutes, schools and vocational schools, appointed by the University Senate representing different scientific areas. No more than one person from each unit is accepted.
- g) Student representative.

(2) Quality Commission is headed by the Rector, and in his/her absence by the Vice Rector.

(3) Activities of the commission are supported by the Strategy Development and Research Coordination.

(4) Sub-commissions, work groups and advising commissions might be created, upon the Rector's approval, comprising of individuals who are not members of the commission.

(5) The quorum for meeting is one more than half of the total member number. The quorum for decisions is one more than the number of members who have attended the meeting in which the decision is taken. If the election is a tie, the Commission Chair's vote is accepted as final.

#### **Meeting period**

**ARTICLE 6- (1)** The Quality Commission meets at least four times a year. In case of necessity, the Rector may summon the Quality Commission for a meeting at any time.

#### **Period and termination of commission membership**

**ARTICLE 7- (1)** Members of the Quality Commission are appointed by the Senate for a

two-year duty period.

- (2) The student representative is appointed in line with the terms and principles specified by the Senate for a two-year duty period.
- (3) Members of the commission can be re-appointed at the end of their duty period.
- (4) If, for any reason, the commission loses a member, another member will be appointed, through the same procedures, within one month at the latest.

### **Duties and responsibilities of the Quality Commission**

**ARTICLE 8-** (1) In line with the strategic plan and objectives of the university, evaluating and improving the quality of its teaching - education and research activities as well as its administrative services; launching the internal and external quality assurance system of the related institution; specifying institutional indicators, monitoring the operation of the quality system; conducting the work to be done within this framework in line with the terms and principles specified by the Higher Education Quality Committee and submitting these tasks to the approval of the Senate.

(2) Carrying out internal evaluation processes, and preparing annual institutional evaluation reports, including the results of institutional evaluation and quality improvement work, submitting them to the senate and ensuring public dissemination of the approved annual institutional evaluation report.

(3) Carrying out necessary preparations for the external evaluation process, and giving the Higher Education Quality Committee and external evaluator agencies any necessary support.

## **PART THREE**

### **Internal and External Evaluation**

#### **Internal evaluation process**

**ARTICLE 9 -** (1) The University Quality Commission prepares an internal evaluation report every year, between January and March, consisting of: the strategic plan that includes all teaching and research activities and the administrative services supporting these activities; the performance program; and the activity report.

- (2) The intra-institutional report preparation process is carried out by sub-working groups whose members are selected amongst committee members.
- (3) One member of each sub-working group is appointed as the group's coordinator by its members. These coordinators are in charge of communication and coordination between the sub-working groups, as well as finalization of the internal evaluation report.
- (4) Upon the Senate's approval, the internal evaluation report will be sent to the Higher Education Quality Committee, by the end of April, for information purposes.

#### **Contents of the internal evaluation reports**

**ARTICLE 10-** (1) Internal evaluations to be carried out within the university include:

- a) The University's mission, vision and strategic objectives, as well as its policies and processes specified in line with its quality assurance,
- b) Academic units' assessable objectives, performance indicators related with these objectives and periodical reviews of these,
- c) Work on configuring the programs in relation with the National Qualifications Framework for Higher Education in Turkey and in line with learning outcomes, and meeting the requirements of the accreditation process,
- d) Work on matters which have arisen as areas to improve in the last internal and external evaluations.

### **External evaluation process**

**ARTICLE 11- (1)** The University is obliged to be evaluated within the scope of a periodical external evaluation process carried out by the Higher Education Quality Committee, at least once in every five years. The external evaluation calendar of the University is specified and announced by the Higher Education Quality Committee.

**(2)** External evaluation of the University is carried out by external evaluators authorized or appointed by the Higher Education Quality Commission or by independent external evaluator agencies which have a Quality Assurance Certificate.

**(3)** External evaluation services at unit/program level toward accreditation are carried out by a domestic or international independent external evaluator agency which has a Quality Assurance Certificate, and this evaluation is limited to the unit/program.

### **Scope of the external evaluation reports**

**ARTICLE 12- (1)** The University's institutional external evaluation will be carried out in such a way that it covers the scope and subjects specified in the 10<sup>th</sup> article of these Regulations.

**(2)** In the case that the external evaluation is carried out at unit/program level, the evaluation topics are limited to the activity/service field of the unit/program to be evaluated.

### **Public dissemination of internal and external evaluation results**

**ARTICLE 13- (1)** Internal and external evaluation results are announced to the public upon their approval by the Senate.

### **Expenses within the scope of quality improvement and quality assurance**

**ARTICLE 14- (1)** Any expense related with work to be carried out within the scope of Regulations herein by the University are covered by the University budget.

## **PART IV Final Provisions**

### **Cases with no provisions**

**ARTICLE 15 – (1)** If cases should arise for which there are no provisions in these

Regulations, then recourse must be made to the Higher Education Quality Assurance Regulations and other related regulations.

**ARTICLE 16 - (1)** These regulations go into effect as of the date they have been approved by the Senate. The legal provisions of these regulations are executed by the Rector of Kadir Has University.

*This text is a translation of the original Turkish regulations, and is solely intended to provide information concerning those regulations. The terms, conditions and stipulations in the original Turkish-language regulations shall be legally binding if any disputes over meaning should arise.*