BOĞAZİÇİ UNIVERSITY

QUALITY ASSURANCE DIRECTIVE

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1. The purpose of this Directive is to establish the principles governing internal and external quality assurance of educational and research activities and administrative services at Boğaziçi University, accreditation processes, and the duties, powers and responsibilities defined within this framework, as well as to determine the operating procedures and principles of the Boğaziçi University Quality Commission.

Scope

ARTICLE 2. This Directive covers the procedures and principles governing quality assurance, accreditation and evaluation activities carried out at Boğaziçi University in accordance with the Regulation on Higher Education Quality Assurance and the Higher Education Quality Council, published in the Official Gazette dated 23 November 2018 and numbered 30604.

Legal Basis

ARTICLE 3. This Directive has been prepared pursuant to Articles 7 and 65 and Article 44(b) of Higher Education Law No. 2547 of 4 November 1981, and the Regulation on Higher Education Quality Assurance and the Higher Education Quality Council, published in the Official Gazette dated 23 November 2018 and numbered 30604.

Definitions

ARTICLE 4. For the purposes of this Directive:

a) Academic Unit: The faculties, schools, institutes, application and research centers, and departments affiliated with Boğaziçi University;

b) Accreditation: An external evaluation and quality assurance process conducted by an external evaluation body to determine whether a higher education program meets predetermined academic and field-specific standards;

c) External Evaluation: The external evaluation of the quality of the University's or a program's educational and research activities and administrative services, conducted by external evaluators authorized by the Turkish Higher Education Quality Council or by independent external evaluation agencies recognized by the Council of Higher Education and holding a Quality Evaluation Registration Certificate;

ç) Secretary General: The Secretary General of Boğaziçi University;

d) Internal Evaluation: Evaluation by the Quality Commission of the quality of educational and research activities and administrative services, as well as institutional quality improvement initiatives;

e) Administrative Unit: All administrative units affiliated with Boğaziçi University;

f) Quality Evaluation Registration Certificate: A certificate approved by the Council of Higher Education upon the recommendation of the Turkish Higher Education Quality Council, indicating that an independent institution or organization is authorized to evaluate the quality of educational and research activities, administrative services and quality improvement efforts at the University;

g) Quality Assurance: Planned and systematic activities undertaken to provide assurance that the University or a program fully implements quality and performance processes in compliance with internal and external quality standards;

ğ) Quality Commission: The commission responsible for organizing and carrying out quality evaluation, quality assurance and accreditation activities at the University;

h) Quality Coordination Office: The Quality Coordination Office of Boğaziçi University;

ı) Rector: The Rector of Boğaziçi University;

i) Senate: The Senate of Boğaziçi University;

j) Head of the Strategy Development Department: The Head of the Strategy Development Department of Boğaziçi University;

k) Strategic Planning: The participatory process through which the University, taking into account higher-level policy documents such as development plans and programs, as well as relevant legislation, formulates its future mission and vision in accordance with its fundamental principles; identifies strategic objectives, measurable targets and activities to achieve those targets; determines performance indicators related to quality assurance; measures performance against predetermined indicators; prepares a strategic plan to monitor and evaluate these processes; and continuously monitors the relevant performance indicators;

l) Turkish Qualifications Framework for Higher Education (TQF-HE): The National Qualifications Framework defined for higher education;

m) University: Boğaziçi University;

n) YÖKAK: The Turkish Higher Education Quality Council.

CHAPTER TWO

Quality Commission

Establishment and Organizational Structure of the Quality Commission

ARTICLE 5. (1) The Quality Commission shall consist of:

a) The Rector;

b) The Vice Rectors;

c) The Secretary General;

ç) The Quality Coordinator;

d) The Head of the Strategy Development Department;

e) One representative from each faculty, research institute and school to ensure the representation of different disciplines and academic units;

f) Other members designated by the Senate.

(2) Representative members of the Quality Commission shall be appointed by the Senate for a term of three years. Members whose terms have expired may be reappointed.

(3) The Quality Commission shall be chaired by the Rector or, in the Rector's absence, by a Vice Rector designated by the Rector.

(4) The members of the Commission shall be announced on the University's website.

Operating Procedures and Principles of the Quality Commission

ARTICLE 6. The Commission shall operate according to the following procedures and principles:

a) The Commission shall meet at least twice in each academic year. Meetings shall be convened by the Chair.

b) The Commission shall convene with an absolute majority of its full membership and shall make decisions by an absolute majority of the members present. In the event of a tie, the Chair's vote shall determine the decision.

Duties

ARTICLE 7. The duties of the Commission are as follows:

a) To establish an internal quality assurance system for evaluating, monitoring and improving the quality of educational activities, research and development, societal contribution, leadership, governance and quality activities, and administrative services in accordance with the University's strategic plan and objectives and the procedures and principles established by YÖKAK; to undertake the necessary preparations for external evaluations at the University; to identify institution-specific key performance indicators; to conduct program evaluations; and to submit these activities to the Senate;

b) To plan and conduct internal evaluations; to prepare and submit to the Senate the annual Institutional Internal Evaluation Report containing the results of institutional evaluation and improvement activities; and to make the approved report readily accessible to the public on the University's official website;

c) To make the necessary preparations for evaluation processes and inform relevant internal and external stakeholders about these processes.

CHAPTER THREE

Quality Coordination Office

Establishment of the Quality Coordination Office

ARTICLE 8. The Quality Coordination Office shall operate under the Rectorate. It shall consist of the Quality Coordinator, the Deputy Quality Coordinator and a sufficient number of staff members.

ARTICLE 9. The Quality Coordinator and Deputy Quality Coordinator shall be designated by the Senate. Their term of office shall be three years. Upon completion of their terms, the Coordinator and Deputy Coordinator may be reappointed through the same procedure.

Duties of the Quality Coordination Office

ARTICLE 10. (1) The duties of the Quality Coordination Office are as follows:

a) To identify and implement the processes required for the Quality Management System and ensure their continuity;

b) To report on the performance of the Quality Management System and the needs for improvement;

c) To manage relations with external organizations on matters relating to the Quality Management System;

ç) To ensure coordination among all academic and administrative units of the University on matters falling within the responsibilities of the Quality Coordination Office;

d) To monitor quality standards and ensure that the Quality Management System is structured accordingly;

e) To coordinate meetings with the Quality Representatives of academic units;

f) To prepare, revise, publish, record and distribute documents related to its field of responsibility;

g) To prepare the internal quality evaluation plan and ensure that internal evaluations are conducted;

ğ) To ensure that Quality Representatives, internal auditors, process owners and employees receive training on Quality Management Systems, and to provide relevant training;

h) To prepare inputs for management review meetings, arrange these meetings, document the decisions made and distribute them to the relevant units;

ı) To ensure that quality objectives are established and that performance is measured against these objectives;

i) To provide secretarial services and personnel support for the Commission and its subcommissions;

j) To manage the office's administrative operations;

k) To take the necessary measures to facilitate external evaluations.

CHAPTER FOUR

Advisory Board

ARTICLE 11.

(1) All academic units shall establish advisory boards including representatives of the labor market and other relevant stakeholders to provide opinions and recommendations to the relevant units, departments and programs, with particular emphasis on educational and research processes.

(2) The principles governing the establishment and operation of advisory boards shall be determined by the governing boards of the relevant units.

(3) Information concerning advisory boards and their activities shall be submitted by academic units to the relevant faculty, school or institute. At the end of each year, the respective faculty, institute or school shall inform the Quality Coordination Office.

CHAPTER FIVE

Stakeholders and Stakeholder Relations

Stakeholders

ARTICLE 12.

(1) Academic staff, administrative staff, research staff, students, student associations, academic and administrative units, and research centers shall constitute the University's internal stakeholders.

(2) Regulatory bodies (such as YÖK, YÖKAK and ÜAK), public institutions and organizations, local authorities, private sector organizations, international organizations, research institutions, educational institutions, alumni and parents shall constitute the University's external stakeholders.

Stakeholder Relations

ARTICLE 13. The Quality Commission shall manage the identification and prioritization of internal and external stakeholders, the development of mutual relations, stakeholder participation, and the collection and evaluation of stakeholder opinions and recommendations in activities intended to improve quality processes relating to education, research and development, societal contribution and support services.

CHAPTER SIX

Evaluation Processes

Internal Evaluation Process and Timeline

ARTICLE 14.

(1) An internal evaluation report shall be prepared at the University covering all educational and research activities and the administrative services supporting them, in an integrated framework with the strategic plan, annual performance program and annual activity report.

(2) The Quality Coordination Office shall complete internal evaluation activities by the end of February each year, prepare a draft internal evaluation report within the scope determined by YÖKAK and forward it to the Quality Commission. The Quality Commission shall review the draft report prepared by the Quality Coordination Office and finalize the Internal Evaluation Report in March. The University shall submit the completed Internal Evaluation Report to YÖKAK by the end of April.

External Evaluation Process and Timeline

ARTICLE 15.

(1) The University's external evaluation shall be conducted in accordance with the principles and schedule established by YÖKAK.

(2) Preparatory activities and coordination for external evaluation shall be carried out by the Quality Coordination Office.

Public Disclosure of Evaluation Results

ARTICLE 16. The University's evaluation results shall be publicly accessible. Annual evaluation reports shall be published on the University's website.

Expenditures Related to Quality Improvement and Quality Assurance Activities

ARTICLE 17. All expenditures incurred in connection with activities carried out by the University under this Directive shall be covered by appropriations allocated for the relevant purposes within the University's budget.

External Evaluation Agencies and Recognition Process

ARTICLE 18.

(1) In addition to YÖKAK, independent quality assurance institutions and organizations holding a Quality Evaluation Registration Certificate may conduct evaluation activities at the institutional, unit or program level.

(2) The principles governing the evaluation of reports issued by independent quality assurance institutions and organizations other than YÖKAK, applications for a Quality Evaluation Registration Certificate, regular evaluation processes and related activities shall be determined by YÖKAK.

CHAPTER SEVEN

Miscellaneous Provisions

Matters Not Covered by This Directive

ARTICLE 19. In matters not addressed by this Directive, the relevant legislative provisions and Senate decisions shall apply.

Entry into Force

ARTICLE 20. This Directive shall enter into force on the date of its adoption by the Senate.

Implementation

ARTICLE 21. The provisions of this Directive shall be implemented by the Rector.