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TED UNIVERSITY
QUALITY COMMISSION WORKING DIRECTIVE
SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

Article 1 – (1) The purpose of this directive is to establish the principles and procedures regarding the operations of the TED University Quality Commission, which is responsible for carrying out guiding and supportive quality and strategic management activities related to the establishment, monitoring, evaluation, development, and improvement of the quality assurance system for the University’s education and training, research, community engagement activities, and administrative services in line with the University’s strategic plan and objectives.

Scope

Article 2 – (1) This directive covers the provisions regarding the objectives, areas of activity, administrative bodies, and duties of the TED University Quality Commission.


Basis

Article 3 - (1) This Directive has been prepared based on Additional Article 35 of the Higher Education Law No. 2547 and the 'Regulation on Quality Assurance in Higher Education and the Higher Education Quality Council,' which entered into force upon its publication in the Official Gazette dated November 23, 2018 and numbered 30604.

Definitions


Article 4 - (1) As referred to in this directive;

- a) **Accreditation:** The evaluation and external quality assurance process conducted by an external evaluating body to determine whether a higher education program meets predefined academic and field-specific standards in a given area,
- b) **External Evaluation:** The external evaluation process carried out by external evaluators authorized by the Higher Education Quality Council or by independent external evaluation institutions recognized by the Council of Higher Education,
- c) **External Evaluation and Accreditation Bodies:** Institutions operating domestically or abroad that possess a Quality Evaluation Registration Certificate recognized by the Council of Higher Education,
- ç) **Internal Evaluation:** The institutional self-assessment that includes the university’s mission, vision, and strategic objectives; its policies and processes related to quality

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assurance; the measurable objectives of academic units and their related performance indicators and periodic reviews; efforts to fulfill the requirements of program accreditation processes; and actions taken to address areas identified for improvement in previous internal and external evaluations,

- d) Quality Assurance:** All planned and systematic actions undertaken to provide assurance that the university fully complies with internal and external quality standards and effectively implements quality and performance processes,
- e) Quality Commission:** The commission responsible for carrying out quality evaluation and assurance activities, and for overseeing the effective implementation of key quality management components such as accreditation, strategic planning, and the execution of the strategic plan in line with their intended purposes,
- f) Institutional Development Office:** The office responsible for processes related to the university's strategic planning and quality assurance system, including the monitoring, evaluation, analysis, and reporting of institutional data; and also supporting activities such as rankings, recognition, stakeholder relationship management, and the integrated information system,
- g) Institutional Self-Evaluation Report:** The internal evaluation report prepared annually by the commission.
- ğ) Rector:** The Rector of TED University,
- h) Senate:** The Senate of TED University,
- ı) Strategic Planning:** The process of creating the university's mission and vision for the future, setting strategic goals, formulating measurable objectives, measuring performance based on indicators, and monitoring and evaluating this process through participatory methods that involve stakeholders, within the framework of higher policy documents, plans and programs, relevant regulations, and fundamental principles adopted by the institution,
- i) University:** TED University,
- j) UEB:** TED University Executive Board
- k) Higher Education Quality Council:** The council responsible for organizing and overseeing quality evaluation and assurance activities, as well as accreditation processes in higher education institutions,

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SECTION TWO

Formation, Duties, and Working Principles of the Commission

Formation, Establishment, and Members of the Commission

Article 5 - (1) The Commission consists of members determined by the Senate from the faculty/institute and relevant academic and administrative units, along with a student representative, under the chairmanship of the Rector. The term of office for members is two years, and a member whose term has expired may be reappointed. The term of office for the student representative is one year, and they are selected at the beginning of each academic year and reported to the commission.

(2) The chairmanship of the Commission is held by the Rector, and in the absence of the Rector, it is carried out by the Vice Rector appointed by the Rector.


(3) If a member fails to attend three consecutive commission meetings within a calendar year without an excuse, their membership will be terminated, and a new member will be appointed in their place. If a membership becomes vacant for any reason, an appointment will be made in the same manner.

(4) This directive, which comes into effect with the decision of the Senate, and the structure of the commission, will be announced on the university's website.

Duties and Responsibilities

Article 6 - (1) The duties of the Commission are determined as follows:

- a) To carry out the planning, implementation, monitoring, and improvement processes in line with the university's strategic plan and objectives, and its priority areas of development, in order to evaluate and improve the quality of education, research and development, community engagement, and administrative services, as well as to manage the strategic planning and accreditation processes, make recommendations, and support the monitoring and implementation steps of these processes,
- b) To support the monitoring of the strategic objectives expressed in the university's strategic plan within the framework of the existing Internal Quality Assurance System and related self-assessment systems (including the identification of necessary institutional indicators to achieve strategic objectives, monitoring institutional performance, measuring and reporting institutional development), and to ensure that the work conducted in this regard is presented to the agenda of the Senate and the Higher Education Quality Council (UEB),


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- c) To conduct internal quality assessment activities at the university, prepare the annual Institutional Self-Evaluation Report (ISER) containing the results of institutional evaluation and quality improvement efforts; present it to the Senate and the Higher Education Quality Council (UEB), share the relevant report on the university's website for the information of stakeholders, initiate work on areas requiring improvement as identified in the report, and/or monitor ongoing efforts,
- ç) To make the necessary preparations for the institutional external evaluation process, provide the required support to the Higher Education Quality Council and external evaluation bodies, initiate work on areas requiring improvement as identified in the relevant report, and/or monitor ongoing efforts,
- d) To support the university's work and projects to be carried out in accordance with its institutional development and governance principles, with a focus on continuous improvement and change management, and to make recommendations for developing an asset inventory of processes, plans, procedures, forms, lists, etc. related to the Quality Management System in order to ensure the university-wide quality assurance standard in the work and reporting carried out within this scope, and to ensure the continuation of defined processes/applications,
- e) To prepare the internal audit plan for quality management processes and ensure that the internal audit is carried out,
- f) To plan the systematic and regular training of TEDU internal stakeholders in order to contribute to the development of a quality culture within the institution.


Working Procedures and Principles

Article 7 - (1) The Commission operates in accordance with the following procedures and principles:

- a) The Commission convenes upon the invitation of the Chair or upon a written request by the absolute majority of the Commission members. The Commission meets at least twice each academic year. The meeting agenda and date are determined by the Chair and communicated to the members. In necessary cases, the Rector may call the Commission to a meeting at any time.
- b) The Commission convenes with the absolute majority of the total number of members and decisions are made with the absolute majority. In case of a tie in votes, the decision is considered to be made in accordance with the vote of the Chair.

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- c) With the proposal of the Commission and the approval of the Rector, academic/administrative subcommittees and/or working groups consisting of individuals who are not members of the Commission can be formed. The work of these groups and the reports they prepare contribute to the Commission's evaluation and quality improvement activities, as well as to the preparation of the annual self-evaluation report.
- ç) The Commission shares its work with the existing academic and administrative management bodies within the university, consults them when necessary, and ensures that evaluations are carried out.
- d) The necessary analysis, reporting, and coordination support for the Commission is provided by the Institutional Development Office. The Institutional Development Office may request information, reports, and data from academic and administrative units regarding quality assurance, strategic planning, and accreditation activities as needed. All units of the university provide absolute support to the Commission's activities. In line with the Commission's guidance, they coordinate the quality improvement activities and strategic planning efforts for their academic programs and administrative services, monitor their performance, and present the results to the Commission for its awareness and access.
- e) The Commission may carry out activities with internal and external stakeholders for the purpose of quality improvement.
- f) The official records of the Commission consist of the minutes, reports, and relevant documents prepared by the Commission, taking into account the Commission's purpose of establishment, objectives, and the specific tasks and issues assigned to the Commission. Commission decisions are documented using the KYS-RP-02-MeetingReportTemplate, and all members present at the meeting sign the KYS-RP-02-ANNEX01-MeetingParticipantList, which is then registered in the institutional inventory system.
- g) The content of the asset inventory proposed for addition to the QMS by the Commission is reviewed by the Institutional Development Office. If any revisions are necessary, they are ensured to be evaluated in the Commission's agenda, and after approval, they are published.

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SECTION THREE

Miscellaneous and Final Provisions

Responsibility and Representation

Article 8 - (1) When the Commission examines issues related to its responsibilities, it conducts all work and interactions on behalf of the university regarding the subject matter. All members are responsible for ensuring that the tasks assigned to them are carried out in compliance with regulations and effectively, and for ensuring the necessary flow of information to the relevant units. With the knowledge of the Rector's office, the Commission may represent the university outside the institution.

Enforcement

Article 9 - (1) These Procedures and Principles enter into force on the date they are approved by the Senate of TED University.

Execution

Article 10 - (1) The provisions of these Procedures and Principles are executed by the Rector of TED University.

SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS

DATE	DECREE NO.	EXPLANATION
23.05.2024	2024-14	First publication