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 ISTANBUL MEDIPOL UNIVERSITY

 QUALITY COMMISSION INSTRUCTION

 FIRST SECTION

 Aim, Scope, Base, and Definitions

 Aim

**ARTICLE 1 – (1)** This instruction has been prepared to regulate the procedures and principles regarding the development of internal and external quality assurance, education-training, research and social contribution activities and administrative services of Istanbul Medipol University in accordance with national and international quality standards and preparations for external evaluation studies.

# Scope

**ARTICLE 2 – (1)** This instruction covers the duties and fields of activity of the Quality Commission regarding the organization and execution of the university’s academic evaluation, quality improvement, strategic planning, internal control, institutional evaluation, periodical monitoring and improvement processes.

# Base

**ARTICLE 3 – (1)** This İnstruction has been prepared based on the provisions of the “Higher Education Quality Assurance and Higher Education Quality Board Regulation” published in the Official Gazette dated 23 November 2018 and numbered 30604.

# Definitions

**ARTICLE 4 – (1)** The definitions in this instruction refer to;

**Academic Units:** Faculties, Schools, Vocational Schools, Institutes, Application and Research Centers and Rectorate Affiliated Units of the University,

**Unit Quality Commission:** The sub-committee of the Quality Commission, which is formed in each academic unit and fulfils the duties related to its unit, which are defined in this instruction, on a unit scale,

**External Evaluation:** Evaluation of the quality of education, research and administrative activities and social and administrative services by external evaluators independent of the University,

**Internal Evaluation:** A comprehensive, systematic and regular evaluation of the quality of the university’s education, training, research and managerial activities and administrative services and institutional quality improvement works by the Quality Commission,

**Administrative Units:** General Secretariat, Departments, Directorates and similar units of the University,

**Quality Accreditation Office**: The unit that performs the bureau and personnel support services of the commission and other duties assigned by the commission chairman or coordinator,

**Quality Improvement:** Studies on continuous improvement of the quality of education, training, research and administrative activities and administrative services,

**Quality Assurance**: All activities carried out to ensure that the quality and performance processes of the university are fulfilled in accordance with internal and external quality standards,

**Quality Commission (Commission):** Istanbul Medipol University Quality Commission,

**Strategic Planning Process:** Performing the actions determined by the university to achieve its vision, mission and goals and evaluating the results by measuring the results, and in this process, determining the weak and strong aspects of the academic and administrative units, opportunities and threats in front of them according to the results of internal or external evaluation, making situation analysis and stakeholder analysis, and evaluating the quality in the light of these. The process, which includes reviewing its strategies in a way to develop the

**University:** Istanbul Medipol University.

# SECOND SECTION

# Composition of the Quality Commission and Term of Office of its Members Formation of the Commission

**ARTICLE 5 – (1)** Academic evaluation and quality improvement within the university itself

establishes a Quality Commission responsible for its work. The University Senate determines the members of this commission. Among the members of the commission is the Secretary General of the University, the Head of the Strategy Development Department, the Student Council Representative and a representative from each academic unit with different fields of science.

1. The Presidency of the Quality Commission is made by the Rector of the University, and the Vice-Rector in the absence of the Rector.
2. One of the commission members is appointed by the Rector as a coordinator to assist in the execution of the commission’s work.
3. Office and personnel support services of the Commission are carried out by the “Quality Accreditation Office”.

**ARTICLE 6 – (1)** Unit Quality Commissions, which will work in cooperation with the Quality Commission in the academic units of the university and contribute to the quality process in their units, are established. The head of this subcommittee is the unit manager, and the number of members is determined by the unit manager depending on the size of the relevant unit.

# Term of Office of the Commissioners

**ARTICLE 7 – (1)** The term of office of the commission members is at least two years, and the term of office of the student representative is one year. A new assignment is made for the missing member with the same procedures. The commissioner whose term of office expires may be reassigned.

#  THIRD SECTION

Working Procedures and Principles and Duties of the Commission

Commission’s Decision Making Process

**ARTICLE 8 – (1)** The Quality Commission convenes with the absolute majority of the total number of members and takes decisions with the absolute majority of the attendees. In the case of equality of votes, the party with the chairman is considered the majority.

# Meeting Period of the Commission

**ARTICLE 9 – (1)** The commission normally meets at least once a month. If deemed necessary, an extraordinary meeting may be held upon the call of the chairman or coordinator. The Commission may hold extended meetings attended by stakeholder representatives when necessary.

# Duties of the Commissions

**ARTICLE 10 – (1)** The duties of the Quality Commission are as follow.

* 1. To determine the activities that need to be done for the university to achieve its vision, mission and goals, their timing and responsibility, and the performance criteria of these activities,
	2. To establish and follow the quality management system at the university and to support the accreditation studies of the unit and sub-units,
	3. To ensure the coordination of the strategic planning process, to carry out all kinds of studies to evaluate the academic and administrative services, to improve the quality and to approve the quality level in line with the strategic plan and objectives of the University, to determine the key performance indicators, to contribute to the program evaluation studies,
	4. To carry out the activities of planning, implementing, controlling and taking the necessary measures (PUKÖ) of educational, research and social contribution activities and administrative services,
	5. Making a situation analysis by evaluating the results of strategic action, internal evaluation and external evaluation, if any,
	6. At the end of the calendar year, to complete the survey studies for the previous year and to prepare the internal evaluation report and submit it to the Senate,
	7. To share the approved internal evaluation report with the public on the University’s website until the end of March,
	8. To organize questionnaires to include the views of internal stakeholders (academic and administrative staff and students) and external stakeholders (employers, alumni, professional organizations, research sponsors, relatives of students, etc.) in the quality improvement process,
	9. Ensuring the planning and execution of remedial and corrective actions deemed necessary as a result of internal and external evaluation,
	10. To make the necessary preparations in the external evaluation process, to provide all kinds of support to the external evaluator institution, organization or board, and to inform the internal and external stakeholders about the process,
	11. Working closely with the Higher Education Quality Board, carrying out studies in line with the principles and procedures to be determined by the Council, and sharing sample practices with the Board,
	12. Announcing the decisions of the Higher Education Quality Board in the academic units of the University, following and evaluating their applications, ensuring their compliance with the studies throughout the university and monitoring the results of these applications,

**(2)** The duties of the Unit Quality Commission are as follow.

1. Working in cooperation with the commission as a sub-unit of the Quality Commission and fulfilling the assigned tasks,
2. To fulfil the duties of the Commission in the first paragraph of this ARTICLE concerning its unit and other activities to improve the quality of the unit and to share the results with the Quality Commission,
3. To plan the activities for the accreditation of the unit and to follow up on the applications made in this regard,
4. To review the work of the unit on the quality and accreditation process at least once a month and to make improvements when necessary,

# FOURTH SECTION

**ARTICLE 11 – (1)** In cases where there is no provision in this instruction, the provisions of Higher Education Quality Assurance and Higher Education Quality Board Regulation are applied.

**Enforcement**

**ARTICLE 12 – (1)** This instruction enters into force from the date it is approved by the University Senate.

**ARTICLE 13 – (1)** Istanbul Medipol University Quality Commission instruction, accepted by the University Senate’s decision dated 14/6/2016 and numbered 2016/13-01, has been repealed.

**Execution**

**ARTICLE 14 – (1)** The provisions of this instruction are executed by the University Rector.

\* Accepted by the University Senate’s decision dated 16/01/2019 and numbered 2019/01-02.