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ISTANBUL GELISIM UNIVERSITY
QUALITY ASSURANCE REGULATION



(Acceptance: Senate Resolution No. 2024-03-07 dated 14.02.2024)

SECTION ONE
Purpose and Scope, Basis and Definitions

Purpose

ARTICLE 1 – The aim of this Directive is to regulate the procedures and principles regarding the evaluation of the internal and external quality assurance, education and training, research, social contribution activities, and administrative services of Istanbul Gelisim University according to national and international quality standards by the University Quality Commission, recognition and authorization of independent external evaluation and accreditation organizations, accreditation processes of programs, duties, authorities, and responsibilities defined within this scope, formation and operations of the University Quality Commission, Unit Quality Boards, and University Quality Coordination.

Scope

ARTICLE 2 – This Directive covers the procedures and principles regarding the quality processes to be carried out at Istanbul Gelisim University in accordance with the provisions of the Higher Education Quality Assurance and Higher Education Quality Board Regulation.

Basis

ARTICLE 3 – This Directive has been prepared based on the supplementary 35th article (Supplementary: 18/6/2017-7033/18 article) of the Higher Education Law numbered 2547 dated 04.11.1981 and the 'Regulation on Higher Education Quality Assurance and Higher Education Quality Board,' which was published in the Official Gazette dated 23.11.2018 and entered into force.

Definitions

ARTICLE 4 – The terms used in this Directive refer to:

- 4.1. Higher Education Quality Board:** The Higher Education Quality Board established in accordance with the 'Regulation on Higher Education Quality Assurance and Higher Education Quality Board,' including the Higher Education Quality Board.
- 4.2. University:** Istanbul Gelisim University (IGU).
- 4.3. Rector:** The Rector of IGU.
- 4.4. Senate:** The Senate of IGU.
- 4.5. Vice Rector:** The relevant Vice Rector of IGU.
- 4.6. Quality Commission:** The Quality Commission of IGU.
- 4.7. Chairperson:** The Rector/relevant Vice Rector/person appointed by the Rector of IGU.
- 4.8. Quality Coordination:** The Quality Coordination of IGU.



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- 4.9. Accreditation:** The assessment and external quality assurance process measuring whether IGU's any unit meets predetermined academic and field-specific standards determined by an external evaluating institution in a specific area.
- 4.10. Unit Quality Board:** The Unit Quality Board established in academic and administrative units.
- 4.11. External Evaluation:** The external evaluation process of IGU or its programs' quality of academic and administrative services conducted by external evaluators authorized by the Higher Education Quality Board or independent evaluation organizations holding a Quality Assessment Certificate.
- 4.12. Internal Evaluation:** The evaluation of the quality of all academic and administrative services of IGU and institutional quality improvement efforts internally by auditors with the 'Quality Internal Auditor Certificate' appointed by the University or trained in it."
- 4.13. Quality Assurance:** All planned and systematic processes carried out to provide assurance that a higher education institution or program fully fulfils its quality and performance processes in compliance with internal and external quality standards,
- 4.14. KIDR:** Institutional Internal Evaluation Report,
- 4.15. A-BIDR:** Academic Unit Internal Evaluation Report,
- 4.16. I-BIDR:** Administrative Unit Internal Evaluation Report,
- 4.17. Strategic Plan:** IGU's Strategic Plan for the relevant years,
- 4.18. Stakeholder/Relevant Party:** Individuals, groups, institutions and organizations that are directly or indirectly related to the services of IGU institutes, faculties, colleges, vocational schools and administrative units or that affect these services positively or negatively,
- 4.19. Türkiye Higher Education Qualifications Framework (THEQF):** National Qualifications Framework defined for higher education,
- 4.20. EBYS:** Refers to IGU's Electronic Document Management System.

SECTION TWO

Formation of the Quality Commission, Duties, Working Procedures and Principles and Quality Coordinatorship

Formation of the Quality Commission

ARTICLE 5 – (1) The commission is formed by the University Senate with an inclusive and participatory approach, compatible with the academic and administrative structure and reflecting the basic components of the quality assurance system. Commission members consist of academic and administrative staff and student representatives representing different scientific fields and administrative units, but not more than one representing the same faculty, institute, college and vocational school. Commission members include the general secretary, quality coordinator and unit managers responsible for relevant processes. The number of members, the membership period of the members determined by the Senate, which is not less than two years, and the working procedures and principles of the commission are determined by the Directive issued by the IGU Senate. The member appointed to replace the departed member completes his/her term of office. At the end of the two-year period, members can be reappointed. The determined commission members are shared with the public on the website of the higher education institution. The student representative who is a member of the commission is determined in accordance with the principles and principles to be determined by the Senate and his term of office is one year.



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(2) The commission's office and personnel support services are carried out by the quality coordinator.

Duties of the Quality Commission

ARTICLE 6 - The duties of the Quality Commission are as follows:

- 6.1.** To support the quality management system activities of the university's academic and administrative units in coordination with the "Quality Coordination Office",
- 6.2.** In the implementation of quality management processes, to contribute to the creation of a corporate culture based on participation, using university resources more effectively and efficiently, improving processes and providing quality service,
- 6.3.** In line with the strategic plan and objectives of the institution and within the framework of the procedures and principles determined by the Higher Education Quality Board, to establish the internal and external quality assurance system of the university in order to evaluate, monitor and improve the quality of education, research and social contribution activities and administrative services, and to determine the key performance indicators specific to the institution. To determine, evaluate the program and present the studies within this scope to the Senate,
- 6.4.** To plan and carry out internal evaluation studies and to prepare the annual Institutional Internal Evaluation Report (IDR) containing the results of institutional evaluation and improvement studies and present it to the senate and to share the approved annual IIDR with the public in an easily accessible manner on the official website of the institution.
- 6.5.** To ensure that the provisions contained in the Regulation on Providing Quality Assurance of Qualifications to be included in the Turkish Qualifications Framework are implemented at the University,
- 6.6.** To establish and execute the internal quality assurance system at the university in accordance with the European Credit Transfer System (ECTS) User Guide,
- 6.7.** To make the necessary preparations for the evaluation processes and to inform internal and external stakeholders about the process,
- 6.8.** To make the necessary preparations for the external evaluation process with the Quality Coordinator, to provide the necessary support to the "Higher Education Quality Board" or external evaluation institutions,
- 6.9.** To encourage programs to enter accreditation processes and to support these studies,
- 6.10.** To initiate the necessary studies for the preparation of the university's strategic plan, to form sub-working groups if necessary,
- 6.11.** To evaluate performance indicators within the framework of the targets determined in the strategic plan of the university, to propose new targets and to carry out the studies to be carried out in this context in line with the procedures and principles determined by the "Higher Education Quality Board",
- 6.12.** Quality Commission, to manage the quality of activities and services throughout the university or specific to units in education, community service, research, stakeholder relations, internationalization and other needed issues.
- 6.13.** Evaluating the decisions and feedback from unit quality boards,

Working procedures and principles of the Quality Commission

ARTICLE 7 – Quality Commission works in accordance with the procedures and principles stated below:

- 7.1.** The Quality Commission meets at least once a month. Additional meetings may be held upon the call of the chairman or upon the written request of the absolute majority of the commission members.



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7.2. Membership of a member who does not attend three consecutive meetings without an excuse (health report, official leave, assignment outside the institution by the institution) will be terminated. Another member from the same unit is assigned in her or his place.

7.3. The agenda, date and place of the meeting are determined by the President and announced to the members by the "Quality Coordination Office".

7.4. The Quality Commission meets with the absolute majority of the total number of members and makes decisions with the absolute majority of those attending the meeting. If the votes are equal, the party the President votes for will have the majority.

7.5. Representatives of internal and external stakeholders may attend the Quality Commission meetings upon the invitation of the President.

Quality Coordinatorship

Formation of the Quality Coordinatorship

ARTICLE 8 – (1) Quality Coordinatorship consists of the Quality Coordinator, Deputy Quality Coordinator and expert/assistant experts.

(2) The Quality Coordinator is appointed by the Rector. Those whose term of duty has ended, including the Coordinator and Assistant Coordinators, may be reappointed through the same procedure.

Quality Coordination Working Principles and Rules

ARTICLE 9– "Quality Coordinatorship" is a unit affiliated with the Rector's Office;

9.1. In determining the working principles of quality processes and monitoring their activities,

9.2. In periodically monitoring the measurable objectives of the university, academic and administrative units as stated in the "Strategic Plan," and the performance indicators related to these objectives,

9.3. In evaluating the academic and administrative activities in line with the goals stated in the University's Strategic Plan and improving quality processes,

9.4. In the establishment of the university's internal and external quality assurance system,

9.5. In identifying the needs for quality training, organizing and monitoring its effectiveness,

9.6. In identifying the needs for software and other quality tools, and monitoring their effectiveness,

9.7. In monitoring the activities of education, research, and community service,

9.8. In supporting the "Quality Commission" and "Unit Quality Boards" in conducting necessary work in accordance with the procedures and principles determined by this Directive and the decisions of the Quality Commission.

CHAPTER 3

Internal and External Quality Assurance System

Establishment of the University Quality Assurance System

ARTICLE 10 – The processes of establishing and implementing the internal and external quality assurance system to be applied at the university are carried out in accordance with the decisions of the Higher Education Quality Board.



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Unit Internal Evaluation Process and Schedule

ARTICLE 11 – (1) Istanbul Gelisim University (IGU) academic and administrative units, integrated with their vision, mission, strategic objectives, and quality assurance systems, prepare an annual internal evaluation report for academic units (A-BİDR) and administrative units (I-BİDR), encompassing all educational, research and development, and societal contribution activities, as well as the supporting administrative services.

(2) The prepared A-BİDR (after approval by the Faculty/Vocational School/Graduate School boards) and I-BİDRs are submitted to the Quality Coordination Unit in January.

(3) A-BİDR and I-BİDR submitted by Academic and Administrative Units are evaluated by the Quality Coordination Unit by the end of January and presented to the Quality Commission.

(4) The reports are publicly disclosed on the units' websites.

Institutional Internal Evaluation Process and Schedule

ARTICLE 12 - (1) Internal evaluation processes at the university are conducted in an integrated manner with vision, mission, and strategic objectives, along with the quality assurance system, encompassing all educational, research and development, management, and societal contribution activities, as well as the supporting administrative services.

(2) The A-BİDR and İ-BİDR reports prepared by Academic and Administrative Units are evaluated by the Quality Coordination Unit, and the institution's internal evaluation report (I-BİDR) is completed by the Quality Sub-Working Groups selected by the Quality Commission, consisting of members from academic/administrative units. These activities are completed by March 1 each year and submitted to the Quality Commission.

(3) KİDR studies of the Quality Sub-Working Groups are evaluated by the Quality Commission and submitted to the IGU Senate for information and requirements in the third week of March.

(4) KİDR, approved by the IGU Senate, is uploaded by the Quality Coordinatorship to the web-based system created by the Board and to the University's web page for information, considering the date determined by the Higher Education Quality Board.

Scope of Institutional Internal Evaluation Reports

ARTICLE 13– (1) KİDR is prepared periodically every year and improvements in the internal quality assurance system are included in the annual report.

(2) In the KİDR, there must be explanations about how the quality assurance processes in the institution are defined and operated, how the achievement of the competencies targeted in the curricula is assured, how the performance indicators are monitored and how the continuous improvement cycles are closed, and this explained information must be supported by evidence.

(3) KİDR to be prepared to cover IGU's education-training, research and social contribution activities and administrative services;

13.1. The quality policy, methods and processes followed, determined in the light of the national strategy and objectives and compatible with the IGU mission, vision and strategic objectives,

13.2. The managerial/organizational processes and activities implemented to achieve IGU's mission and goals,



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13.3. Internal quality assurance system, which includes the evaluation of academic and administrative units' key performance indicators and measurable goals and their periodic review to ensure that IGU's mission and goals are achieved,

13.4. Covers the improvement activities regarding areas that emerged in previous evaluation processes and need improvement.

External Evaluation Process and Schedule

ARTICLE 14 - External Evaluation Process Conducted by YÖKAK;

It is carried out at least once every 5 (five) years, within the external evaluation calendar determined by YÖKAK, by external evaluators recognized or assigned by YÖKAK or by independent institutions that have been authorized by YÖKAK with the Quality Evaluation Registration Certificate.

(2) Institutional external evaluation of the university is carried out in accordance with Articles 7 and 65 of the Higher Education Law No. 2547 dated 4/11/1981 and subparagraph (b) of Article 44 and the Higher Education Quality Assurance Regulation published in the Official Gazette No. 29423 dated 23.07.2015. It is carried out in a way that includes the scope and subjects specified in Article 11 of the.

(3) If the external evaluation is carried out at the unit/program level, the evaluation topics are limited to the activity/service area of the unit/program to be evaluated.

(4) Annual evaluation reports are published on the IGU official website.

Evaluation Reports,

ARTICLE 15 - (1) At the end of the institutional external evaluation process, an institutional feedback report is prepared by external evaluators appointed by the Board.

(2) The institutional feedback report prepared for the university covers the educational, research, and development activities conducted at the institution, any regionally/nationally prominent societal contribution activities, administrative services of the institution, and the quality assurance system in institutional decision-making processes, as well as the strong and improvement areas of the institution.

(3) At the end of the institutional accreditation program evaluation process, an institutional accreditation report is prepared by external evaluators appointed by the Board.

(4) The institutional accreditation report prepared for the university covers the educational and teaching, research and development activities conducted at the institution, any regionally/nationally prominent societal contribution activities, administrative services of the institution, and the quality assurance system in institutional decision-making processes, as well as the strong and development areas of the institution.

(5) At the end of the monitoring program evaluation process, a monitoring report is prepared by external evaluators appointed by the Board.

(6) The monitoring report prepared for the university encompasses the quality improvement process of the higher education institution, taking into account the institutional feedback report prepared for the relevant higher education institution.

(7) At the end of the interim evaluation process, an interim evaluation report is prepared by external evaluators appointed by the Board.

(8) The interim evaluation report prepared for the university encompasses the quality improvement process of the higher education institution, taking into account the institutional accreditation report prepared for the relevant higher education institution.

(9) The content and templates of the evaluation process reports are determined by the Board.



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Disclosure of Internal and External Evaluation Results to the Public

ARTICLE 16 - Internal and external evaluation results are open to the public. Annual internal and external evaluation reports are published on the official website of IGÜ.

PART FOUR

Formation, Duties, Working Procedures and Principles of the Quality Board

Unit Quality Board Formation

ARTICLE 17 – (1) Quality Boards in Academic Units consist of faculty dean/director or their deputy as the chairperson; preferably experienced academic staff in quality matters, selected by the management board of the relevant unit, and the unit secretary. One of the members serves as the unit quality representative, and this person is reported to the Electronic Document Management System (EBYS) and the Quality Coordination. If necessary, a student representative from the unit may be invited to the meeting. (2) Quality Boards are established in administrative units deemed necessary by the General Secretariat. This board consists of the unit supervisor and personnel selected by the unit supervisor.

Duties of the Unit Quality Board

ARTICLE 18 – The duties of the Unit Quality Board are as follows:

- 18.1.** To ensure the preparation of the unit's, program's/department's, dean's/director's annual goals and annual action plans, the evaluation of academic or administrative services, the improvement of quality, and the conduct of all kinds of work to be carried out in the accreditation process, in line with the university's strategic plan and objectives.
- 18.2.** To prepare the Academic Unit Internal Evaluation Report.
- 18.3.** To make the necessary preparations for the documentation and subsequent evaluation studies to be carried out by independent evaluation organizations related to the Quality Management System in the unit; to provide all kinds of support to these organizations.
- 18.4.** To announce the decisions of the Quality Commission of the İGÜ Rectorate to the relevant departments, programs, and sub-units of the relevant unit, to contribute to their implementation, and to monitor and report the results.
- 18.5.** To make suggestions to the University Quality Coordination Office on quality documents such as forms, documents, etc., created by the unit.
- 18.6.** To carry out the necessary other works in line with the procedures and principles determined by the Quality Commission.
- 18.7.** To carry out all the works related to accreditation for the unit, and to establish working groups if necessary.

Article 19 - Working Principles and Procedures of the Unit Quality Board

The Unit Quality Board operates in accordance with the following principles and procedures:

- 19.1.** The Unit Quality Board meets at least 3 (three) times a year at the call of the Chairman or upon the written request of the majority of the board members.
- 19.2.** The agenda, date, and location of the meeting are determined by the Chairman and announced to the members.



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19.3. The Unit Quality Board meets with a majority of the full membership and makes decisions with a majority of those present at the meeting. In the event of a tie, the decision is deemed to have been made in accordance with the Chairman's vote.

19.4. The decisions of the Unit Quality Board are sent to the Quality Coordination Office via EBYS within 15 (fifteen) working days after the date of the meeting.

FIFTH CHAPTER Various and Final Provisions

Cases where there are no provisions in the Regulation

Article 20 – In cases where this Regulation does not provide for a provision, the provisions of the "Higher Education Quality Assurance and Higher Education Quality Council Regulation" published in the Official Gazette dated 23.11.2018 and numbered 30604 shall apply.

Repeal of the Regulation

Article 21 - The İGÜ Quality Assurance Regulation published on 07.09.2022 with the Senate Decision numbered 2022-12-3 is repealed on the date of adoption of this Regulation.

Effectiveness

Article 22 – This Regulation shall enter into force from the date of its adoption by the Senate.

Implementation

Article 23 – The provisions of this Regulation shall be implemented by the Rector.