



CYPRUS AYDIN UNIVERSITY
DIRECTIVE ON THE STRATEGY AND QUALITY DEVELOPMENT
OFFICE

CHAPTER ONE

Purpose, Scope, Legal Basis, Definitions

Purpose

ARTICLE 1- (1) This Directive regulates the procedures and principles regarding the duties, authorities, and responsibilities defined within the scope of ensuring the internal and external quality assurance of Cyprus Aydın University's education and training, research and development, and social contribution activities, as well as administrative services; ensuring the internal and external quality assurance of internationalization activities and management services; coordinating, integrating, and monitoring accreditation processes, the strategic plan and related processes; and managing, analyzing, and reporting the data produced within the University.

Scope

ARTICLE 2- (1) This Directive covers the provisions related to the purpose, structure, duties, and responsibilities of the Strategy and Quality Development Office of Cyprus Aydın University.

Legal Basis

ARTICLE 3- (1) This Directive has been prepared based on:

a) The provisions of the Regulation on Higher Education Quality Assurance 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) For the purposes of this Directive:

a) **Academic Unit:** Faculties, Institutes, Schools, and Vocational Schools affiliated with Cyprus Aydın University,

b) **Accreditation:** The evaluation and external quality assurance process carried out by an external evaluating body to determine whether a higher education program meets pre-established academic and field-specific standards in a given area,

c) **Unit Internal Evaluation Report (UIER):** The report prepared annually by the unit to monitor quality assurance processes related to education and training, research and development, social contribution, internationalization activities, and administrative services,

d) External Evaluator: A qualified individual assigned by the Higher Education Quality Council to conduct the external evaluation process within the institutional external evaluation program,

e) External Evaluation: The external evaluation process carried out by external evaluators authorized by the Higher Education Quality Council or by independent external evaluation organizations recognized by the Council of Higher Education, holding a Quality Evaluation Registration Certificate, to assess the quality of education and training, research, social contribution activities, and administrative services of a unit or program,

f) Quality Assurance: All planned and systematic processes carried out to ensure that a unit or program of the University fully complies with internal and external quality standards and performance processes,

g) Quality Commission: The commission responsible for organizing and conducting internal and external quality evaluation, quality assurance, and accreditation activities at Cyprus Aydın University,

h) Quality Management System: The entirety of planned and systematic activities carried out to achieve the quality objectives defined within the Strategic Plan of Cyprus Aydın University,

i) Institutional Internal Evaluation Report (IIER): The report prepared annually by the higher education institution to monitor quality assurance processes related to education and training, research, social contribution, and administrative services,

j) Program Accreditation: The external evaluation and quality assurance process carried out by independent external evaluation and accreditation bodies that are authorized under the principles and criteria determined by the Higher Education Quality Council (YÖKAK), assessing whether a higher education program meets pre-determined academic and field-specific standards,

k) Rector: The Rector of Cyprus Aydın University,

l) Vice Rector: The Vice Rector of Cyprus Aydın University,

m) Senate: The Senate of Cyprus Aydın University,

n) Strategy and Quality Development Office: The Strategy and Quality Development Office of Cyprus Aydın University,

o) Head of Strategy and Quality Development Office: The Head of the Strategy and Quality Development Office of Cyprus Aydın University,

p) Strategic Plan: The plan that includes the medium- and long-term objectives, fundamental principles and policies, targets and priorities, performance indicators, methods to be followed, and resource allocations of Cyprus Aydın University,

q) University: Cyprus Aydın University,

r) **YÖDAK:**

s) **YÖK:** The Council of Higher Education of the Republic of Türkiye,

t) **YÖKAK:** The Higher Education Quality Council of the Republic of Türkiye.

CHAPTER TWO

Structure, Working Principles, and Duties of the Strategy and Quality Development Office

Structure of the Strategy and Quality Development Office

ARTICLE 5- (1) The Head of the Strategy and Quality Development Office is appointed by the Rector from among the faculty members of the University for a term of two years and is a natural member of the University Quality Commission. The Head may be reappointed upon the expiration of the term.

(2) Assistant(s) experienced in quality assurance in higher education, proposed by the Head, are appointed by the Rector as Deputy Coordinators for a term of two years.

(3) A sufficient number of academic and administrative personnel are assigned by the Rector to support the Office.

Working Procedures and Principles

ARTICLE 6-

(1) The Office operates under the Rectorate and, within the scope of the quality management system, collects and analyzes data obtained from education and training, research and development, and social contribution activities; monitors accreditation processes; and provides necessary support and coordination for the operation of the quality assurance system.

(2) The Office carries out activities related to quality assurance, strategic planning, and data management processes of the University.

Duties of the Strategy and Quality Development Office

ARTICLE 7-

(1) To prepare the Strategic Plan of the University and submit it to the Quality Commission for approval by the Senate,

(2) To conduct research and examinations regarding plans, programs, and projects that will support achieving the goals and objectives in the Strategic Plan, and to provide necessary coordination and support services,

(3) To ensure that the processes of determining and completing targets and performance indicators are carried out within a defined schedule,

(4) To submit performance indicator reports and related action plans to the Quality Commission for Senate approval,

- (5) To ensure coordination of information and communication between the Rectorate and internal and external stakeholders,
- (6) To collect, process, and manage data to monitor institutional development and prepare periodic and specific reports for the Rector,
- (7) To coordinate the dissemination of periodic reports to stakeholders,
- (8) To work in coordination with the Quality Commission in establishing and managing the quality assurance system,
- (9) To report on the performance of the Quality Management System and improvement needs,
- (10) To conduct analyses within quality processes,
- (11) To ensure coordination in institutional accreditation and external evaluation processes,
- (12) To ensure submission of the annual Institutional Internal Evaluation Report (IIER) to YÖKAK and its publication,
- (13) To monitor program accreditation processes and archive related documents,
- (14) To ensure timely and accurate submission of data requested by relevant authorities,
- (15) To prepare, revise, publish, and distribute relevant documents,
- (16) To communicate Quality Commission decisions,
- (17) To propose and support activities to enhance quality culture,
- (18) To contribute to institutional development and brand value.

CHAPTER THREE

Final Provisions

Entry into Force and Enforcement

ARTICLE 8-(1) This Directive enters into force upon its approval by the University Senate.

- (2) The provisions of this Directive are executed by the Rector.