



Cyprus Aydın University
Quality Commission
Working Principles and Procedures

Decision No:

Date of Senate Decision:

Annex:

WORKING PRINCIPLES AND PROCEDURES OF THE QUALITY COMMISSION OF CYPRUS AYDIN UNIVERSITY

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose and Scope

ARTICLE 1 – The purpose of these Working Principles and Procedures is to regulate the principles concerning the objectives, areas of activity, and mode of operation of the Quality Commission of Cyprus Aydın University.

Legal Basis

ARTICLE 2 – These Working Principles and Procedures have been prepared based on 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 23 November 2018 and numbered 30604.

Definitions

ARTICLE 3 – For the purposes of these Working Principles and Procedures:

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

b) **Academic Unit Quality Commission:** Refers to the commission responsible for organizing and conducting quality assessment and assurance activities, as well as accreditation processes, within the academic units of Cyprus Aydın University,

c) **Accreditation:** Refers to the evaluation and external quality assurance process carried out by an external evaluating body to determine whether a higher education program meets predetermined academic and field-specific standards,

d) **External Evaluation:** Refers to the external evaluation process conducted to assess the quality of a higher education institution's or program's education, research activities, and administrative services by external evaluators authorized by the TRNC Higher Education Planning, Supervision, Accreditation and Coordination Council (YÖDAK) and the Higher Education Quality Council, or by independent external evaluation bodies recognized by YÖDAK and/or the Higher Education Council and holding a Quality Evaluation Registration Certificate,

e) **External Evaluation and Accreditation Bodies:** Refers to external evaluation organizations operating domestically or internationally, recognized by YÖDAK and/or the Higher Education

Council, and holding a Quality Evaluation Registration Certificate, which conduct external evaluation processes,

f) **External Evaluators:** Refers to individuals authorized and appointed by YÖDAK and/or the Higher Education Quality Council to carry out external evaluation processes within the institutional external evaluation of higher education institutions,

g) **Internal Evaluation:** Refers to the evaluation of the quality of the University's education, research activities, administrative services, and institutional quality improvement efforts by evaluators assigned by the Commission,

h) **Quality Assurance:** Refers to all planned and systematic activities carried out to provide assurance that Cyprus Aydın University fully fulfills quality and performance processes in line with internal and external quality standards,

i) **Quality Commission:** Refers to the commission responsible for organizing and conducting quality assessment, quality assurance, and accreditation activities at Cyprus Aydın University,

j) **Chair of the Quality Commission:** Refers to the Rector who chairs the Quality Commission of Cyprus Aydın University, or in the absence of the Rector, the Vice Rector,

k) **Student Representative of the Quality Commission:** Refers to the student of Cyprus Aydın University approved by the Senate,

l) **Institutional Internal Evaluation Report (KİDR):** Refers to the report prepared annually by the University to monitor quality assurance processes related to its education, research, social contribution activities, and administrative services,

m) **Strategic Planning:** Refers to the process of preparing a strategic plan using participatory methods, including defining the University's mission and vision, setting strategic objectives and measurable targets, measuring performance based on predetermined indicators, and continuously monitoring and evaluating this process,

n) **Strategy and Quality Development Directorate:** Refers to the coordinating unit responsible for organizing and conducting quality assessment, quality assurance, and accreditation activities within the University,

o) **YÖDAK:** Refers to the TRNC Higher Education Planning, Supervision, Accreditation and Coordination Council,

p) **YÖDAK Quality and Accreditation Working Group:** Refers to the working group established to promote quality and accreditation activities of TRNC universities, to ensure their preparation for the external evaluation processes of the Turkish Higher Education Quality Council, and to contribute to YÖDAK's quality-related activities,

q) **Higher Education Quality Council:** Refers to the council established under the Regulation on Higher Education Quality Assurance, responsible for organizing and conducting quality assessment, quality assurance, and accreditation activities in higher education institutions.

CHAPTER TWO

Establishment and Functioning of the Commission, Its Duties and Responsibilities, Authorities, and the Implementation and Monitoring of Commission Decisions

Establishment and Functioning of the Commission

ARTICLE 4 – (1) The working principles of the Commission are as follows:

- a) The Commission shall be chaired by the Rector; in the absence of the Rector, the Vice Rector shall assume the chairmanship.
- b) The members of the Commission shall consist of one representative from each academic unit of the University, the Secretary General, the Head of Strategy and Quality Development, and a Student Representative, all appointed by the Senate.
- c) The term of office for the Student Representative shall be one year, while the term for the other members shall be four years. Members may be reappointed at the end of their term. In the event of any vacancy, a new member shall be appointed by the Senate to replace the departing member.
- d) Members who fail to attend a total of four meetings in one year without a valid excuse, or who are unable to perform their duties for more than six months due to illness, accident, or other reasons, shall have their membership terminated. When deemed necessary, Commission members may be replaced by the Senate.
- e) The Commission shall convene at least once every two months and upon the call of the Chair. The agenda items, venue, date, and duration of the meetings shall be determined by the Chair and communicated in writing to the participants at least two (2) days in advance.
- f) The Commission shall convene with an absolute majority of its full membership, and decisions shall be taken by a majority of those present at the meeting. In the event of a tie, the decision shall be deemed to have been made in accordance with the vote of the Chair. Decisions taken shall be recorded in the meeting minutes and signed.
- g) After discussions on the agenda are completed, each agenda item shall be put to a vote. Voting shall be conducted openly.
- h) Office and personnel support services of the Commission shall be provided by the Rectorate.
- i) When deemed necessary, the Commission may establish sub-commissions, working groups, and advisory boards, which may also include individuals who are not members of the Commission.

Duties and Responsibilities of the Commission

ARTICLE 5 –

- a) To establish an internal and external quality assurance system in line with the institution's strategic plan and objectives, for the purpose of evaluating and improving the quality of education, research activities, and administrative services; to determine institutional indicators; and to carry out related activities in accordance with the procedures and principles set by the Higher Education Quality Council, and submit them to the Senate for approval,
- b) To conduct internal evaluation activities, prepare the annual Institutional Internal Evaluation Report (KİDR) containing the results of institutional evaluation and quality improvement studies, and submit it to the Senate,
- c) To make necessary preparations for the external evaluation process and provide all required support to the Higher Education Quality Council, the YÖDAK Quality and Accreditation Working Group, and external evaluation bodies,
- d) To work in cooperation with the Academic Unit Quality Commissions and provide the necessary support for their activities,
- e) To carry out activities to promote program accreditation within the University and submit the reports prepared in this context to the Senate,
- f) To contribute to the University's strategic planning and preparation processes, regularly measure the level of achievement of the quality objectives set in the strategic plan, and ensure their sustainability,
- g) To support the dissemination of a quality culture within the institution and to carry out relevant activities to ensure that this culture is adopted by internal stakeholders,

Authorities of the Commission

ARTICLE 6 –

- a) To monitor, examine, and evaluate quality assurance activities and, when necessary, conduct on-site studies or have such studies carried out by working teams,
- b) To establish temporary or permanent working teams within the scope of quality assurance activities,
- c) To organize training sessions, meetings, workshops, and similar activities for the development and dissemination of a quality culture,
- d) To determine the person, unit, or team responsible for preparing the annual institutional evaluation report and to submit the report to the Senate,
- e) To establish standards related to its field of duty; to prepare forms and guidelines, and to make decisions,

f) To conduct studies related to quality assurance, evaluate the data, and publish findings deemed necessary,

g) To request reports or documents from individuals, units, or teams before discussing matters that require examination and research,

h) To assign Commission members to carry out activities related to the implementation and development of decisions taken,

Implementation of Commission Decisions

ARTICLE 7 –

a) The Commission shall be represented by the Chair. In the decisions taken, the persons responsible for implementation and follow-up shall be specified. Decisions shall be communicated to the relevant individuals and units by the Chair. Official correspondence on behalf of the Commission shall be conducted with the Chair's signature.

b) Decisions shall be implemented by the relevant units or individuals. The implementation shall be evaluated at each Commission meeting before proceeding to the agenda.

c) For implementations deemed insufficient by the Commission, the Rector may be requested to assign another unit, individual, or working team.

d) The Commission may request the Rector to appoint consultants to provide guidance services such as training and technical support to the units, individuals, or teams responsible for implementing decisions.

Monitoring of Commission Decisions

ARTICLE 8 –

a) The follow-up of activities related to the quality assurance system and Commission decisions shall be carried out by internal auditors or individuals designated by the Commission,

b) The person responsible for monitoring each decision shall inform the Commission about the current status of implementation before proceeding to the meeting agenda,

c) The current status of the implementation of decisions shall be reported to the Commission annually, as of the end of December, by the Strategy and Quality Development Directorate. The report shall be reviewed by the members and subsequently discussed in the Commission.

CHAPTER THREE

Working Bodies of the Quality Commission

Academic Unit Quality Commission

ARTICLE 9 –

a) The Academic Unit Quality Commission shall consist of at least five members, including a Vice Dean/Vice Director appointed by the Dean/Director as Chair, academic staff from different fields—preferably experienced in quality assurance—and the student representative of the unit. This Commission shall be announced on the relevant unit’s website.

b) The term of office of the members of the Academic Unit Quality Commission shall be four years. In case a member’s term expires or the member leaves the position, a new member shall be appointed by the Faculty/Institute/School/Vocational School Board.

c) Student representatives shall be elected by the relevant Faculty/Institute/School/Vocational School Board. The elected Student Representative shall be an ex officio member of the Academic Unit Quality Commission.

Working Principles and Procedures of the Academic Unit Quality Commission

ARTICLE 10 –

The Academic Unit Quality Commission shall operate in accordance with the following principles and procedures in order to fulfill its duties:

a) The Academic Unit Quality Commission shall convene at least six times a year, upon the call of the Chair or upon the written request of the absolute majority of the members. The meeting date shall be determined by the Chair.

b) The Academic Unit Quality Commission shall convene with an absolute majority of its full membership and shall take decisions by a majority of those present at the meeting. In the event of a tie, the decision shall be deemed to have been made in accordance with the vote of the Chair.

c) Office and personnel support services of the Academic Unit Quality Commission shall be provided by the relevant Faculty/Institute/School/Vocational School Directorate.

Duties and Responsibilities of the Academic Unit Quality Commission

ARTICLE 11 –

The duties of the Academic Unit Quality Commission are as follows:

a) To ensure the implementation of all activities related to the evaluation of academic and administrative services, quality improvement, and the accreditation process in line with the strategic plan and objectives of the University and the Academic Unit,

b) To prepare the Unit Internal Evaluation Report (BiDR) and submit it to the Quality Commission of Cyprus Aydın University,

c) To make the necessary preparations for certification and subsequent evaluation processes to be carried out by independent evaluation bodies within the scope of the quality assurance system and to provide all necessary support to these bodies,

d) To carry out its activities in cooperation with the Quality Commission of Cyprus Aydin University,

e) To communicate the decisions of the Quality Commission of Cyprus Aydin University and the Strategy and Quality Development Directorate to the relevant departments, programs, and sub-units of the Academic Unit.

CHAPTER FOUR

Final Provisions

Entry into Force

ARTICLE 12 – These Working Principles and Procedures shall enter into force on the date they are approved by the Senate.

Execution

ARTICLE 13 – The provisions of these Working Principles and Procedures shall be executed by the Rector.