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TC SULEYMAN DEMIREL UNIVERSITY
CIVIL AVIATION COLLEGE DIRECTORATE
QUALITY COMMISSION
WORK SCHEDULE

WORK SCHEDULE EXPLANATIONS	BEGINNING	FINISH
Department Self-Assessment prepared by our departments. Submission of reports to the Unit Quality Committee.	**First week of January**	**Second week of January**
The Unit Quality Commission submits the Unit Self-Assessment Report to the University Quality Coordination Office and publishes it on our website.	**Third week of January**	**4th week of January**
Department Education and Training Summary prepared by our departments. Submission of evaluation reports to the Unit Quality Committee.	**Third week of February**	
The preparation of the Education and Training Self-Assessment Report by our Departments and Unit, in cooperation with the Quality Coordination Office and the Student Affairs Office. It should be officially notified to the Presidency in writing and published on our website.	**4th week of February**	
Our Unit Advisory Board will convene and the minutes of the meeting will be published on our website.	**First week of October**	**4th week of October**
Preparations for the Cross-Peer Review Program are complete.	**First week of October**	**4th week of October**
Implementation of the Cross-Peer Review Program	**First week of November**	**Second week of November**
Publication of the minutes of the meetings organized by our Quality Committee (at least twice a year) on our website.	**4th week of December**	
Publication of our quality process improvement efforts on our website.	**End of December**	