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SULEYMAN DEMIREL UNIVERSITY

D SOCIAL CONTRIBUTION

- D.1. Social Contribution Processes Management and Social Contribution Resource
  - D.1.1. Managing community contribution processes
    - Collection of work related to Social Contribution Activities from all units of the university every 3 months and entry into KÿDES (Social Contribution Information System) Q: TKPK T: January/April/July/October M8
    - Social Contribution Monitoring and Evaluation Publication of the report S: TKPK T: February M8
  - D.1.2. Sources
    - Regarding social contribution, "Social Contribution Projects" and Applications for "Guided Projects" are being accepted. S: BAP t: M9 for every term of the year
- D.2. Social Contribution Performance
  - D.2.1. Monitoring and evaluating community contribution performance.
    - The Social Contribution Committee must meet at least twice a year, and the minutes of these meetings must be submitted to the Committee and published on the Committee's website. S: Social Contribution IYK-KK T: December M5
    - Publication of improvement efforts on the coordination office's website. S: TKPK T: December
    - Checking whether the improvement studies on quality processes carried out by TKPK have been published on the coordination office's website. Q: KK T: January
    - Submission of the Social Contribution Report to the Quality Commission Q: Social Contribution
    - Report Date: January M5 Submission of the Social Contribution Report to the University Board of Directors Q: Social Contribution
    - Report Date: January M5 Submission of the Social Contribution Report to the Quality Commission Q: Social Contribution Report Chairperson Date: February 1-2 weeks

C RESEARCH AND DEVELOPMENT

- C.1. Research Processes Management and Research Resources
  - C.1.1. Managing research processes
  - C.1.2. Internal and external sources
  - C.1.3. Doctoral programs and postdoctoral opportunities
- C.2. Research Capabilities, Collaborations and Support
  - C.2.1. Research capabilities and development
  - C.2.2. National and international joint programs and joint research units
- C.3. Research Performance
  - C.3.1. Monitoring and evaluating research performance.
  - C.3.2. Evaluation of faculty/researcher performance

B EDUCATION AND TRAINING

- B.1. Program Design, Review and Update
  - B.1.1. Program design and approval
    - Stakeholder feedback will be gathered through the New Program Launch/Review/Update/Evaluation Form. Q: All academic units. T: May
    - Updating lesson plans Q: All academic units T: May
  - B.1.2. Balance of course distribution in the program
    - Checking that the elective course ratio is determined to be no less than 25% of the graduation credits and indicated in the course information package. S: Student Affairs Office T: Spring and Fall Semesters
    - Updating the university's pool of shared elective courses. Q: Student Affairs Department and Education Council T: May
  - B.1.3. Alignment of learning outcomes with program outcomes.
    - Monitoring the extent to which course learning outcomes are achieved through the Exam Accreditation Procedures Module. Q: All academic units. T: June
  - B.1.4. Student workload-based course design
    - Implementation of the ECTS workload survey Q: ECTS Coordinator and all academic units T: Spring and Fall semesters, week 11 M10
  - B.1.5. Monitoring and updating programs.
    - Preparation of the Accreditation Report: Q: Accreditation Board and all academic units T: March Implementation of the Cross-
    - Peer Review Program in the Units: Q: Accreditation Board and all academic units T: November, 1-2nd week
  - B.1.6. Management of education and training processes
    - Preparation of Unit Self-Assessment Reports Q: All academic units T: January 1-4th week Checking, updating and preparing
    - reports on course information packages Q: ECTS Coordinator and All academic units T: October-April Submission of the Education and Training Self-Assessment Report to the Board of Directors Q: Education and Training Self-
- B.2. Program Implementation
  - B.2.1. Teaching methods and techniques
    - Assessment Report T: January 4th week Preparation and publication of the Education and Training Self-Assessment
    - Report Q: All academic units T: February 3-4th week Submission of the Education and Training Self-Assessment Report to the Quality Commission
    - Q: Education and Training Self-Assessment Report President T: February 1-2nd week Publication of improvement studies Q: All
    - academic units T: End of December Holding the Education and Training Evaluation and Update Workshop
    - Q: KK T: July
  - B.2.2. Measurement and evaluation
    - Reporting of Student-Centered Learning Software Statistics Q: Distance Education UAM T: June
    - Publication of Improvement Studies Q: All Academic Units T: End of December Consideration of Student-
    - Centered Learning Methods in Course Grade Calculation and Inclusion in Information Package Q: All Academic Units T: May Reporting of Measurement, Evaluation and Development in Education
  - B.2.3. Student admission, recognition and crediting of prior learning.
    - Commission Activities Q: EÖK T: End of December Publication of Improvement Studies Q: All Academic Units T: End of December Publication
    - of Improvement Studies Q: All Academic Units T: End of December Publication of Academic Advising Report
    - Q: All Academic Units T: No later than December for Fall Semester, No later than May for Spring Semester
  - B.2.4. Certification of qualifications and diplomas
    - Publication of Improvement Studies Q: All Academic Units T: End of December Conducting Course
    - Evaluation and ECTS Workload Surveys Q: ECTS Coordination and all academic units T: 11th week of Fall and Spring semesters Publication of M10 Improvement Studies S: All
    - academic units T: End of December Publication of the Disability Application and Research Center activity
    - report S: Disability Application and Research Center T: 1-2 weeks of February
    - Publication of Improvement Studies S: Disability Application and Research Center T: End of December
- B.3. Learning Resources and Academic Support Services
  - B.3.1. Learning environments and resources
  - B.3.2. Academic support services
  - B.3.3. Facilities and infrastructure
  - B.3.4. Disadvantaged groups
  - B.3.5. Social, cultural, and sporting activities
- B.4. Teaching Staff
  - B.4.1. Appointment, promotion and assignment criteria
    - Publication of the SKS activity report: S: SKS T: April Publication
    - of improvement efforts: S: SKS T: End of December
  - B.4.2. Teaching competencies and development
    - Publication of the Academic Self-Development Report: Q: AYD T: End of March
    - Publication of the Trainers' Training Program calendar: Q: PDB/SEM T: December-January
    - Publication of survey reports conducted after the Trainers' Training Program: Q: PDB/SEM T: December-January
  - B.4.3. Incentives and rewards for educational activities.
    - Completion of award processes for academic and administrative staff and students within the scope of SDÜ Award Guidelines S: AYD T: June M6

A LEADERSHIP, GOVERNANCE AND QUALITY

- A.1. Leadership and Quality
  - A.1.1. Governance model and administrative structure
    - Request for IFR from SGDB via official letter Q: KK T: January Publication
    - of IFR Q: SGDB T: February Updating the SDÜ
    - organizational chart Q: General Secretariat T: January Holding Research Assistants Council
    - elections Q: PDB T: December M1 Publication of unit improvement studies on unit quality web
    - pages Q: All units T: December Publication of FR Q: Leadership AUM T: February Submission of IYKR to KK T: January Q: IYKs
    - M5 Submission of IYKR to the University Board of Directors
    - Q: KK T: January 4th week M5 Implementation of the Cross-
    - Peer Review Program Q: KK T: November 1st-2nd week Preparation and publication of the Cross-
    - Peer Review Program on the KK webpage Q: KK T: November 4th week
  - A.1.2. Leadership
    - Reminder and information regarding Unit Quality and Accreditation Commission (BÖDR) Q: KK T:
    - 4th week of November Publication of Unit Quality and Accreditation Commission meeting minutes (at least 2 per year) on unit quality web pages Q: All academic units T: December M5 Submission of BÖDRs to
    - the Quality Coordination Office and publication on unit quality web pages Q: All academic units T: January M5 Submission of IYK meeting minutes (at least 2 per year) to the
    - KK and publication on the KK web page Q: IYKs and KK T: December M5 Publication of FR Q: KÿMER T: February Publication of KÿMER improvement studies on unit
    - quality web pages Q: KÿMER T: December
  - A.1.3. capacity for corporate transformation
    - Submission of IYKR to the Quality Commission Q: IYK chairpersons T: 1-2nd week of February Publication of unit
    - improvement studies on unit quality web pages Q: All units T: December Checking whether the
    - improvement studies of the units have been published on the unit quality web pages and reporting those that have not been
    - published to the Rectorate Q: KK T: January Entering the results data of the first 6-month indicators in the Strategic Plan into KÿDES Q: All unit secretaries under the coordination of SGDB T: July 1-2nd week Entering the results
    - data of the second 6-month indicators in the Strategic Plan into KÿDES Q: All unit secretaries under the coordination of SGDB T: January 1-2nd week Publication of IFR, PPR and KMDBR Q:
    - SGDB T: February Publication of SGDB improvement studies on unit quality web pages Q: SGDB T: December
  - A.1.4. Internal quality assurance mechanisms
  - A.1.5. Informing the public and accountability
    - Updating of the Alumni Tracking System, which is being used as a model by EBYÜ. Q: IT Department T: October
    - ISO audits to be conducted S: IT Department T: December-January
    - Completion of ISO audits S: IT Department T: December-January
    - Updating TTS data Q: IT Department T: October
    - All improvements made will be published in the "Logbook" section. S: BÿDB T: December
    - Presidency Digital Transformation Office Information Security Guide studies, control and audit Q: IT Department Date: December Award
    - applications received Q: AYD Date: April M6 Award presentation
    - Q: AYD Date: June M6
- A.2. Mission and Strategic Objectives
  - A.2.1. Mission, vision, and policies
  - A.2.2. Strategic aims and objectives
  - A.2.3. Performance management
- A.3. Management Systems
  - A.3.1. Information management system
    - Performance applications and evaluations: Q: BAP T: March-May Reporting of M7 HR
  - A.3.2. Human resources management
    - application module statistics: Q: PDB T: 3rd week of the fall semester Reporting of HIEM statistics: Q: PDB T: 4th
    - week of January Planning of next year's trainings: Q: PDB T: December-January
  - A.3.3. Financial management
    - Preparation of IFR: Q: SGDB T: March
  - A.3.4. Process management
    - ISO audits commencement Q: IT Department Date: December-
    - January Completion of ISO audits Q: IT Department Date: December-
- A.4. Stakeholder Engagement
  - A.4.1. Internal and external stakeholder participation
    - January Reminder and information regarding Advisory Board meetings Q: QC Date: 1st week of September M3 Department Advisory Board
    - meetings and publication of minutes on unit pages Q: All academic units Date: September M3 Unit Advisory Board meetings and publication of meeting minutes on
    - unit quality web pages Q: All academic units Date: October M3 Alumni Advisory Board and Business Advisory Board meetings, submission of minutes to the QC Department and publication on
    - the web page Q: Career Center Date: October M3 Institutes Advisory Board meetings, publication of meeting minutes on unit quality web pages Q: GSE Date: October M4 KÿDR open to stakeholder feedback Q: QC
  - A.4.2. Student feedback
    - Department Date: 2nd-3rd week of March Entering student counseling data into the system Q: All department heads Date: Fall semester December, Spring semester May
  - A.4.3. Alumni relations management
- A.5. Internationalization
  - A.5.1. Managing internationalization processes
    - Publication of unit improvement efforts on unit quality web pages Q: All units T: December
    - Publication of FR (Futures Report) Q: Career Center T: February 1-2nd week
    - Updating data in the Graduate Tracking System and informing the Quality Committee Q: IT Department T: October
    - Publication of Career Center improvement efforts on the unit quality webpage Q: Career Center T: December Publication of improvement efforts
    - regarding quality processes made by the Quality Management Committee on the Quality Management Committee webpage Q: Quality Management Committee T:
    - December Checking whether the improvement efforts regarding quality processes made by the Quality Management Committee have been published on the Quality Management Committee webpage Q:
    - Quality Committee T: January Meeting of the Quality Management Committee External
    - Stakeholder Advisory Board Q: Quality Management Committee T: October M3 Quality Management Committee Unit Quality Commission meeting at least twice a year and publishing the minutes of the meetings on the unit quality webpage Q: Quality Management Committee T: December
  - A.5.2. Sources of internationalization
    - Performance indicators related to the strategic plan and internationalization policy are monitored through the regularly published International Relations Committee (IRC) Performance Indicators Report (IRR).
    - Submission of the International Relations General Coordination Board (IRB) report to the Quality Commission (QC)
    - and its publication on the IRB website. Q: IRB T: January M5 Monitoring of collaborations conducted by the IRB through the "SDÜ International Relations General Coordination Board
    - Bilateral Cooperation Agreements (MoU) and Outputs
  - A.5.3. Internationalization performance
    - Report" prepared annually. Q: IRB T: January Submission of the International Relations IRB report, prepared by the Internationalization IRB, to the Quality
    - Commission (QC). Q: Internationalization IRB T: January M5 Submission of the Internationalization IRB report to the Quality
    - Commission. Q: Internationalization IRB President T: February Meeting of the Internationalization IRB at least twice a year and submission of the meeting minutes to the Quality Commission (QC) and their publication on the Quality Commission (QC) website. Q: Internationalization IRB – QC T: December M5

Abbreviations

KK: Quality Coordination
AYD: Directorate of Research and Innovation
BAP: Scientific Research Projects Coordination Office
UIGK: General Coordination Office for International Relations
EÖK: Education and Training Coordination Office
PDB: Personnel Department
SGDB: Strategy Development Department
SKS: Directorate of Health, Culture, and Sports
BÿDB: Information Technology Department
ÖÿDB: Student Affairs Department **ÿYK:**
Monitoring and Guidance Committees
HIEM: In-Service Training Module
TTS: Demand Tracking System
EBYÜ: Erzincan Binali Yÿldÿrÿm University
SEM: Continuing Education Center
GSE: Institute of Fine Arts
TKPK: Social Contribution and Stakeholders Coordination Office
UAM: Application and Research Center
M: Legislation
Q: Responsible
T: History

Coloring is a matter

- concerning administrative units.
- Topics concerning academic units
- Issues concerning the KK and IYK
- Issues concerning both administrative and academic units.

Reports

BÖDR: Unit Self-Assessment Reports **CHADSR:**
Cross-Peer Review Results Report
FR: Activity Report **IFR:**
Administrative Activity Report
IYKR: Monitoring and Steering Committee Reports
KMDBR: Corporate Financial Status and Expectations Report
PPR: Performance Programme Report
KIDR: Corporate Internal Review Report

Regulations (click on the link.)

M1: Guidelines on the Establishment of Research Fellows' Councils **M2:**
BAP Guidelines **M3:**
Directive on the Establishment and Operation Principles of Advisory Boards
M4: Procedures and Principles of the Institutes Advisory Board
M5: Quality Assurance System Guideline
M6: Award Guidelines
M7: Performance Principles and Procedures
M8: Procedures and Principles of the Social Contribution Coordination Office
M9: Principles and Procedures for Social Contribution Projects
M10: European Credit Transfer System (ECTS) Implementation Guidelines

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QUALITY ASSURANCE SYSTEM DECISION TREE MODEL

2024