ASSOCIATION FOR EVALUATION AND ACCREDITATION OF UNIVERSITY PROGRAMS IN MATHEMATICAL, NATURAL AND SOCIAL SCIENCES

(FEDEK)

FEDEK REGULATION ON THE OPERATIONAL PRINCIPLES

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PROVISIONAL ARTICLES

**ARTICLE 1 Definitions and Abbreviations**

In this Regulation,

**FEF means** Faculties of Mathematical, Natural and Social Sciences

**FEDEK means**  Association for Evaluation and Accreditation of FEF Programs

**FEFKON means** FEF Committee of Deans

**FEFAK means** FEF Programs Accreditation Board working as the body of FEDEK

**DERİK means** Evaluation Report Examination Board

**DABK means** Evaluator Nomination Board

**General Assembly means** the General Assembly of FEDEK

**Executive Board means** the Executive Board of FEDEK.

**ARTICLE 2. Basis, Purpose and Scope**

1. This Regulation is prepared pursuant to Article 12 of the Charter of "the Association for Evaluation and Accreditation of FEF Programs".
2. The purpose of this Regulation is to regulate the functioning of all committees, commissions and working groups to act as the bodies of FEDEK.

This Regulation covers the issues that need to be determined by the decisions of the Executive Board regarding the functioning of the Association.

**ARTICLE 3. FEF University Programs Accreditation Objectives**

1. The program evaluation and accreditation determined by FEDEK through the charter, the regulations and directives aims to:
2. To document and announce the accredited FEF programs to inform the community (student candidates, student guides, student parents, educational institutions, professional organizations, potential employers, government agencies, etc.).
3. To play a guiding role to continuously advance and improve the education, training, research and service to the society in FEF programs so as to raise well-educated and qualified individuals to improve the welfare of the society.
4. FEDEK informs relevant institutions in the field of evaluation of FEF education.

**ARTICLE 4. FEF Programs Accreditation Board (FEFAK)**

The FEF Programs Accreditation Board works for the evaluation and accreditation of FEF Programs. In all documents and correspondence of FEDEK, this board is called "FEFAK" under its short name.

1. **Duties, Powers and Responsibilities of FEFAK**
2. To prepare, implement and take accreditation decisions for a detailed program on behalf of FEDEK for the accreditation of FEF Undergraduate and Graduate programs of national/international higher education institutions,
3. To designate the program evaluation teams, team leaders, program evaluators and other individuals to participate in the evaluations of programs,
4. To designate the candidates for program evaluators,
5. To submit to the Executive Board proposals for amendments deemed necessary regarding the current accreditation processes and evaluation criteria.
	1. **FEFAK Members and Term of Office**
		1. FEFAK is composed of a total of 9 (nine) members: six faculty members (three from social sciences and three from mathematical/natural sciences), a Turkish Accreditation Agency (TÜRKAK) representative, a Turkish Quality Association (KALDER) representative and a representative outside the academia.

4.2.2. The members elect a chairperson among themselves. The Chairperson elects one of the members as the vice-chairperson.

1. FEFAK membership period starts in January and lasts two (2) years.
2. The term of office of the Chairperson and Vice-Chairperson is two (2) years. These terms cannot be extended.
	1. **FEFAK Membership Conditions**
		1. The following conditions must be met by the FEDEK members to be a member of FEFAK
			1. To serve as an evaluator or observer at least in two (2) visit teams,
			2. Or to participate in one (1) visit team,
			3. And/or to attend in the evaluator training once,

moreover, should participate in the orientation program offered by FEDEK before becoming a member.

* 1. **Designation of FEFAK Members**
		1. The members and the Vice-Chairperson of FEFAK for the new term shall be designated by the Executive Board by absolute majority among the candidates to be proposed by DABK in accordance with the conditions of membership.
		2. The term of office of the new members and/or vice-chairperson shall be two (2) years as of the beginning of the next calendar year (January).
		3. The designation process of FEFAK members shall be regulated by the DABK Directive which will be approved and published by the Executive Board.
	2. **FEFAK Meetings and Operational Principles**
		1. The Chairperson of FEFAK is responsible for the operation of FEFAK. In the absence of the Chairperson, the Vice-Chairperson shall carry out the operation of FEFAK on behalf of the Chairperson.
		2. Meetings are conducted in accordance with the provisions of the FEFAK Directive on Operational Principles and Procedures.
	3. **Resignation from FEFAK Membership**
		1. In case a Chairperson leaves his/her duty before the end of term of office, no election shall be carried out, and the Vice-Chairperson shall assume the chair by proxy. However, this period may not last for more than one (1) year, and the Deputy Chairperson shall elect a Vice-Chairperson.
		2. If the number of FEDEK members falls below seven (7), or if the period of the duty by proxy exceeds one (1) year, the procedure in Article 4.4 shall be followed for the designation of new members to complete the current period.
		3. In case TURKAK or KalDer's representatives leave, these institutions shall be asked to notify their new representatives to FEDEK.

**ARTICLE 5. Program Evaluation Teams and Evaluators**

1. **Program Evaluation Teams**
2. Accreditation evaluations are conducted by program evaluation teams.
3. Program evaluation teams are formed by FEFAK. A separate evaluation team is formed for each institution where programs are to be evaluated.
4. Program evaluation teams are composed of a team leader and program evaluators. If other evaluators and observers can also be included in the team.
5. The team leaders shall be selected from among the members of FEFAK's current or former members, or from among the experienced program evaluators who have served as FEDEK evaluators for at least two terms.
6. The rules to be followed during the formation of the program evaluation teams shall be regulated by the Directive on Evaluation and Accreditation Implementation Principles to be approved and issued by the Executive Board.
	1. **Program Evaluators**
		1. Program evaluators shall be selected from the program evaluator pool such that their areas of expertise are in line with the programs to be evaluated.
		2. Persons in the program evaluator pool must be experienced in the FEF field.
		3. Each program evaluator must have completed a training program provided by FEDEK before taking part in the visits. Moreover, it is strongly recommended that he/she has participated in a visiting team as an observer.
		4. While determining the persons to be included in the program evaluator pool, other characteristics such as academician/industrialist, female/male balance, interinstitutional balance shall be also taken into consideration.
		5. The rules to be followed during the formation of the program evaluator pool shall be regulated by the DABK Directive to be approved and issued by the Executive Board.
	2. **Observers**
		1. If necessary, members of FEDEK, evaluator candidates and representatives from national and international accreditation bodies may participate in the evaluation teams as observers upon the decision of FEDEK provided that the approval of the team leaders and relevant institutions is obtained.
		2. Within the scope of FEDEK's cooperation with international accreditation bodies, one representative from one of these organizations may participate as an external observer in at least one of the program evaluation teams established annually. The institutions to be requested external observers and related regulations shall be determined by the Executive Board.
		3. The external observers shall submit to the Executive Board their reports to be prepared at the end of the evaluation visit. The Executive Board shall be authorized to and responsible for the evaluation of such reports and use thereof in the improvement processes.

**ARTICLE 6. FEDEK Trainings**

1. **Training Objectives**
2. Training of all new program evaluators shall be provided by the training unit.
3. All the evaluators must undergo training.
4. Such training shall ensure that all visiting team members and decision-makers are familiar with FEDEK policies, operational principles and evaluation criteria.
5. In addition, new program evaluators must participate in an institution visit as an observer as part of their training experience.
6. **Structure of the Training Unit**
7. The Training Unit consists of a total of three (3) members designated by the Executive Board from among the members of the Executive Board, FEFAK members and experienced evaluators who have participated in at least two (2) program evaluations.
8. One member of the Training Unit shall be designated by the Executive Board as the head of the unit.
9. The term of office of the members of the Training Unit is two (2) years and the members whose term of office has expired may be reappointed.
10. In case of any resignation from the membership of the Training Unit before the end of the term, the Executive Board shall appoint a new member to the Training Unit in accordance with the provisions of Article (6.2.1).

**ARTICLE 7. Evaluator Nomination Board (DABK)**

1. DABK consisting of five (5) members shall be established by the FEDEK Executive Board. The members of DABK shall elect a chairperson among themselves.
2. The Evaluator Nomination Board (DABK) shall be composed of five persons: one Chairperson and four members to be designated by the FEDEK Executive Board.
3. Duties and responsibilities of DABK shall be regulated by the DABK Directive to be approved and issued by the Executive Board.

**ARTICLE 8. Evaluation Report Examination Board (DERİK)**

1. **Members of DERİK**
2. DERİK shall be composed of leading experts of the qualification and in the number as required by the Executive Board. The Executive Board shall determine the number of members of DERİK.
3. DERİK members shall be composed of the following persons who are directly or indirectly related to the activities carried out by FEDEK:
4. Employees of professional organizations,
5. Civil servants,
6. Academicians,
7. Employees of the institutions accredited by FEDEK,
8. Stakeholder, etc.

**8.2. Duties and Responsibilities of DERİK**

Duties and responsibilities of DERİK shall be regulated by the DERİK Directive to be approved and issued by the Executive Board.

**ARTICLE 9. FEDEK Evaluation Criteria**

1. The criteria used in the evaluation of FEF programs shall determine the conditions to be met for the evaluation of the program.
2. Criteria shall be prepared by the Criteria Committee established by the FEDEK Executive Board. The Criteria Committee shall be composed of five experts including a chairperson, who is a member of the Executive Board, to be designated by the Executive Board.
3. The program to apply for accreditation shall be required to submit the information and documents required by FEDEK.

**ARTICLE 10. Application and Preparation for Visit**

1. **An institution requesting evaluation of some or all of the programs**
2. must communicate directly with FEDEK.
3. shall make the application according to FEDEK evaluation schedule.
4. **First Evaluation**

A program can be evaluated only if said program has graduated student(s) before the date of the institution visit.

**ARTICLE 11. Conflict of Interest**

1. Persons representing FEDEK may create situations that may lead to inquiries regarding the impartiality and dignity of the evaluation process or conflicts of interest. Such persons shall be expected to behave professionally and ethically, to disclose real or visible conflicts of interest, and to refrain from discussions and decisions that may be related to real or visible conflicts of interest.
2. The objectives of this policy are listed below:
3. To ensure the credibility of the evaluation process and the reliability of the decisions of persons representing FEDEK.
4. To guarantee a fair and impartial decision-making process.
5. To act impartially.
6. If persons representing FEDEK are or have been in a close or effective relationship with a program or institution in the process of decision-making by FEDEK, such persons shall not participate in the decision-making process of such an institution. A close and effective relationship shall include, but is not limited to:
7. Working still in the institution or program as a faculty member, officer or consultant or having worked in the last 5 (five) years.
8. Being a student of the institution.
9. Having received an honorary degree from the institution.
10. Having a first degree relative who is a student or employee of the institution or department.
11. Having an official connection with the institution. For example, being a member of the board of trustees or industrial advisory board of the institution.
12. Records of actual or visible conflicts of interest of all persons involved in the evaluation process shall be kept. Copies of the conflict of interest records shall be given to the persons responsible for the selection of the team leaders and program evaluators.

**ARTICLE 12. Confidentiality**

1. Information provided by institutions shall be treated confidentially by persons representing FEDEK and shall not be disclosed without the written permission of the relevant institution.
2. The contents of the material distributed for evaluation and discussion purposes at FEDEK meetings shall be considered confidential information.
3. The contents of such documents and competence decisions may only be disclosed by authorized persons and under defined conditions.
4. Members of FEDEK boards, FEDEK employees and program evaluators shall sign a confidentiality and ethical statement stating that they understand and abide by the confidentiality principle.

**ARTICLE 13. Competence Decisions**

The decision of competence is vested in FEDEK. In this process, DERİK's views on evaluation reports shall be taken into consideration.

**ARTICLE 14. Objections**

1. Objections to the accreditation decisions taken by FEDEK, requests for reevaluation and requests for revisits may only be made against "non-accreditation" decisions.
2. Such objections or requests may be based solely on the opinion that the "non-accreditation" decision is improper due to some information errors of FEDEK or evaluations contrary to the published criteria, regulations or directives of FEDEK.
3. For objection or reevaluation requests, only the conditions known to FEDEK at the time of the decision of FEDEK shall be taken into consideration. In case of a revisit request, significant improvements and corrections made before the request and documented by the institution shall also be taken into consideration.
4. The process of evaluating and settling objections shall be regulated by the Directive on Evaluation and Accreditation Implementation Principles.

**ARTICLE 15. Internal Audit and Quality Assurance**

1. **Quality assurance and continuous improvement**
2. FEDEK's quality policies shall be defined by the FEDEK Executive Board. The FEDEK Executive Board shall publish a FEDEK Quality Policies statement summarizing said quality policies.
3. Quality processes, including feedback from internal and external stakeholders, to be monitored shall be regulated by the Directive on Quality Processes to be approved and issued by the Executive Board in order to ensure the proper functioning of all activities of FEDEK, including evaluation and accreditation activities, and the continuous improvement of the quality of these activities.
4. The FEDEK Auditing Board shall conduct internal quality audits at least once a year for the compliance of FEDEK's activities with the published Quality Policy and quality processes. The FEDEK Auditing Board shall submit its report containing the results of internal quality audit to the FEDEK Executive Board in order to ensure the performance of necessary improvements.
5. **External Assessment**

In addition to internal quality audits, FEDEK has itself inspected by an external quality assessment body. The institutions to carry out these inspections and their timetables shall be decided by the Executive Board taking into account the national and international recognition requirements of FEDEK.

**ARTICLE 16. Transparency and Accountability**

FEDEK shall be responsible for informing all stakeholders and the public about program evaluation and accreditation activities and accounting for such activities. For this purpose, the following information and documents shall be published on FEDEK website ([www.fedek.org.tr](http://www.fedek.org.tr)):

1. Charter, regulations and directives determining the objectives and functioning of FEDEK,
2. FEDEK Evaluation Criteria used for evaluation and accreditation,
3. Self-evaluation report format, evaluation process and method and similar documents that clearly define the evaluation and accreditation process and scope for higher education institutions that will apply to FEDEK for program evaluation and accreditation,
4. Annual Working Report summarizing FEDEK's annual activities including evaluation and accreditation activities,
5. List of FEF programs and accreditation information accredited by FEDEK. This information includes the duration of the accreditation and the conditions of the accreditation granted.

**ARTICLE 17. Retention of FEDEK Documents**

1. Documents and reports related to FEDEK activities shall be regularly archived and stored. The Chairperson of the Executive Board shall ensure that FEDEK's official documents and reports are securely archived and stored.
2. FEDEK shall keep a list of the programs accredited by FEDEK, the types of accreditations granted and the validity periods.
3. The retention procedures and durations of the documents and reports related to FEDEK activities, including documents and reports related to the accreditation process and results, shall be regulated by the Directive on Archiving to be approved and issued by the Executive Board.

**ARTICLE 18. Enforcement**

This Regulation shall enter into force on 23 October 2010.

**PROVISIONAL ARTICLES**

**Provisional Article 1**

The Executive Board shall assume the functions and duties of FEFAK for two (2) terms.

**Provisional Article 2**

In the first term, the boards shall be formed by the decisions of the Executive Board.