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



FEDEK

DIRECTIVE ON THE TRAINING UNIT

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Directive on the Training Unit

**ARTICLE 1 Basis, Purpose and Scope**

This directive has been prepared in accordance with Article 6 regulating FEDEK trainings of the Regulation on the Operational Principles of "Association for Evaluation and Accreditation of University Programs in Mathematical, Natural and Social Sciences (FEDEK)". Its purpose is to determine the structure of FEDEK Training Unit to be established in order to organize FEDEK trainings, selection of members, terms of office and operational principles.

**ARTICLE 2 Definitions and Abbreviations**

In this Directive,

FEDEK means Association for Evaluation and Accreditation of University Programs in Mathematical, Natural and Social Sciences,

FEF means Faculties of Mathematical, Natural and Social Sciences,

General Assembly means the General Assembly of FEDEK

Executive Board means the Executive Board of FEDEK

FEFAK means the FEF Programs Accreditation Board that works for the evaluation and accreditation of FEF Programs on behalf of FEDEK,

Criteria means FEDEK Evaluation Criteria to be used during the accreditation process of FEF programs.

**ARTICLE 3 Training Unit**

The FEDEK Training Unit shall organize and conduct training and information activities for all FEDEK officials (members of FEDEK boards and program evaluators) who work for the evaluation and accreditation of FEF programs and members of the institutions considering the application for evaluation.

**ARTICLE 4 Duties, Powers and Responsibilities of the Training Unit**

1. To inform new FEFAK members about FEDEK policies and FEFAK's structure, functioning and accreditation process,
2. To inform all new members of the FEDEK Executive Board and of the Audit Committee about the policies and functioning of FEDEK,
3. To organize necessary trainings for the evaluators to be included in the program evaluator pool,
4. To organize trainings for the members of the institutions considering to apply for evaluation to FEDEK,
5. To prepare all kinds of training materials related to the trainings mentioned in Articles 4.1 - 4.4 above,
6. To plan at least one year of these training activities and workshops and submit the same to the approval of the Executive Board to be published on the FEDEK website,
7. To determine the trainers who will actively carry out the training activities and the details of the activities to be carried out together with these trainers,
8. To submit a report summarizing and evaluating the activities of the Training Unit to the Executive Board in every December,
9. To perform other duties that may be assigned by the Executive Board regarding FEDEK trainings.

**ARTICLE 5 Designation of Training Unit Members and Term of Office**

1. 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.
2. One member of the Training Unit shall be designated by the Executive Board as the head of the unit.
3. 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.
4. 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 5.1.

**ARTICLE 6 Operational Principles of the Training Unit**

1. The Training Unit Head is responsible for the functioning of the Training Unit.
2. The Head of the Training Unit shall carry out all communication from and to the Executive Board, FEFAK and the Training Unit.
3. Any communication between the members of the Training Unit shall be provided by the Head of the Training Unit.
4. The Training Unit convenes at least once before each training event requested by the Executive Board.
5. The Training Unit shall report its annual activities to the Executive Board at the end of each year.

**ARTICLE 7 Briefing and Training of New Members of FEDEK Boards**

The Training Unit shall develop and implement training/briefing programs to ensure that new FEFAK members are informed about FEDEK policies and the structure and functioning of FEFAK and accreditation process and that all new members of the FEDEK Executive Board and of the Audit Board are informed about the policies and functioning of FEDEK.

**ARTICLE 8 Program Evaluator Training**

Those who will serve as program evaluators in FEDEK evaluations must undergo prior training. FEDEK shall organize Evaluator Training Workshops to inform program evaluators about FEDEK policies and the structure and functioning of FEFAK and accreditation process, to improve evaluator skills and behavior, to ensure consistency between evaluations and to develop evaluation report preparation skills. Evaluator candidates who have not served as evaluators for three years even though they have participated in the program evaluator training must attend the Evaluator Training Workshops in order to update their knowledge, skills and behavior before taking part in the evaluation teams.

The task of organizing the Evaluator Training Workshop shall be given to the Training Unit by the Executive Board together with the list of participants prepared by FEFAK. Determining the workshop trainers, preparing the workshop program, preparing all kinds of materials to be used in the workshop and conducting the workshop in accordance with the program are carried out under the supervision of the Training Unit.

**ARTICLE 9 Briefing and Training of Institutions**

FEDEK shall organize activities such as workshops and seminars to inform and train FEF program administrators and related faculty members who are planning to apply for FEDEK evaluation or to improve their programs in accordance with FEDEK criteria.

The Executive Board shall assign the task of organizing a training activity to the Training and Professional Development Unit.

Determining the trainers to conduct the activity, creating the activity program, preparing all kinds of materials to be used in the activity and conducting the activity in accordance with the program are carried out under the supervision of the Training and Professional Development Unit.

ARTICLE 10 Financial and Logistics Operations

Expenditures required for training activities and all kinds of logistic and financial operations shall be carried out within the scope of FEDEK Economic Enterprise Establishment and Operational Principles.

ARTICLE 11 Amendment to the Directive

Suggestions for amendments to this Directive may be submitted to the Executive Board by the Training Unit or by a commission to be appointed by the Executive Board. The proposals prepared shall be put on the agenda of the first meeting of the Executive Board and resolved.

ARTICLE 12 Enforcement

This Directive enters into force as of the date of approval by the Executive Board.

PROVISIONAL ARTICLE 1

Characteristics of the Training Unit Membership at the Establishment Stage

In the first establishment of the Training Unit and within the first four (4) years following the establishment of the Training Unit, the conditions in Article 5.1 are not required and said Unit consists of three (3) persons designated by the Executive Board.