

NEAR EAST UNIVERSITY
REGULATIONS FOR QUALITY AND ACCREDITATION COORDINATION OFFICE

FIRST PART
General provisions

AIM

Article 1

The aim of this regulation is to determine the operation principles of Quality and Accreditation Coordination Office which is in charge of providing support to relevant sections and departments in planning, arranging, and effectively conducting the quality and accreditation studies at the Near East University .

SCOPE

Article 2

This regulation covers the duties and responsibilities of the Near East University Quality and Accreditation Coordination Office.

BASIS

Article 3

This regulation is based on the mission, vision and values of Near East University, which adopts the principle of using quality assurance methods followed by the contemporary higher education institutions and is based on the modified law of the Higher Education Law No. 65/2005 of the Turkish Republic of Northern Cyprus.

DEFINITIONS

Article 4

In this regulation;

- a) YÖDAK (HEPSACB): Higher Education Planning, Supervision, Accreditation and Coordination Board
- b) University / institution: Near East University,
- b) Board of Trustees: Near East University Board of Trustees
- b) Rectorate: The Rectorate of the Near East University.
- c) Rector: Rector of Near East University.
- d) Senate: Near East University Senate.

- e) Board of Directors: The Board of Directors of Near East University.
- f) Academic Unit: The institute, vocational school, vocational high school, application and research centers affiliated to Near East University,
- g) Accreditation: The evaluation and external quality assurance process which measures whether the pre-determined academical and site-specific standards of a higher education program have met the requirements of an external evaluator institution,
- i) External evaluation: The external evaluation process carried out by external evaluators authorized by YÖDAK or the independent quality assurance organization for the quality of education, research and administrative activities of a higher education institution or program,
- j) External evaluation and accreditation bodies: Quality evaluation institutions operating in Turkey or abroad and recognized by YÖDAK,
- j) Internal evaluation: Assessment of the quality of education and research activities and administrative services and institutional quality improvement activities of an higher education institution by evaluators who are assigned for this purpose by the authorities of the relevant higher education institution,
- k) Quality assurance: All planned and systematic operations carried out in order to provide assurance that a higher education institution or program fully complies with quality and performance processes in compliance with internal and external quality standards,
- l) Coordinator Office: Near East University Quality and Accreditation Coordinator Office,
- m) Coordinator: refers to the person who presides over the work of the Quality and Accreditation Coordination Office.

SECOND PART

Quality and Accreditation Coordination Office

ORGANIZATION AND FUNCTION

Article 5

(1) Quality and Accreditation Coordination Office:

Responsible for the quality evaluation and assurance activities, planning and organizing of accreditation studies, contributing to the execution of these studies and providing information support to the relevant units.

Duties:

a- To support the determination of the methodology for planning, implementing, monitoring and improving the strategy to fulfil and qualify the quality assurance policy, which is part of the strategic management and planning prepared in accordance with the mission and vision,

b- To make proposals for improving the integration of strategic planning activities with the quality assurance system of the institution,

c- To contribute to the operation of the «planning, control, application and prevention-PUKE» processes carried out by the institution,

d- Basing on the necessity of quality improvement activities at the institution which are to be carried out by all departments and all employees, to organize national and international meetings, trainings and comparisons to ensure that employees have knowleged and awareness of quality management issues, quality improvement and quality processes in order to promote and disseminate quality culture under the leadership of senior managers,

e) To carry out studies aiming to ensure cooperation and simultaneous work of academic and administrative units as required by the quality processes for horizontal structuring throughout which responsibilities are distributed within the organization,

f- To carry out studies to contribute to the internalization of the quality processes beyond just fulfilling the requirements of the legislation.

g- To share examples of good practice implemented both inside and outside the organization regarding quality assurance with participation of all the parties at the university and to contribute to their utilization,

h) To contribute to the activation of the functions and activities of the Commission / working groups on quality and accreditation.

i- To support the simultaneous execution of defined processes (work flow processes) carried out / will be carried out in the field of education and research in administrative areas,

j- To be a guide when working with the institution's stakeholders on cooperation and interaction. To work with stakeholders to monitor a structured method of communication, collaboration and interaction (processes are predefined).

(2) The Coordinator is appointed by the Rector from among the full-time faculty members of the Near East University.

The Duties of the Coordinator,

a- To chair the Quality and Accreditation Board, which consists of academic and administrative unit representatives,

b- To determine and organize the work of the Quality and Accreditation Coordination Office and to ensure its execution in an effective manner,

c) To ensure coordination between all the units departments of the university during quality and accreditation activities,

d- To present the report describing the quality and accreditation activities of the past year and the work plan for the next year to the Rectorate at the end of each academic year.

(3) Assistant Coordinator:

It is a full-time person selected by the coordinator of Near East University's full-time staff.

The coordinator assistant is responsible for the identification, regulation, effective implementation of the quality and accreditation work, and to provide necessary support for the coordinator .

The coordinator assistant chairs the meetings when the Coordinator is not available.

(4) Quality and Accreditation Board:

It consists of representatives of the academic and administrative units of the coordinator.

Their tasks are:

a-Ensure that the planned work on quality and accreditation in the units is carried out in cooperation with the Coordinator

b- Meet at least twice a year at the beginning of the fall and spring semesters to discuss the reports covering the studies on quality and accreditation by the units and to give suggestions on the studies to be carried out. The Coordinator may convene a board meeting if deemed necessary.

(5) Academic and administrative unit representatives are appointed by the top director of the relevant unit, two from each unit.

Duties:

a-Participates in the name of the meeting unit organized by the Quality and Accreditation Coordination Office;

b-Delivers the decisions taken by the coordinator to the unit and makes follow-up for its realization;

c- Organizes training and informing activities;

d- The Coordination Office presents its report prepared in order to give information about the present situation in its unit and plans the works and studies to be carried out in the next period and submit them to the Coordination Board,

e - Is in charge of providing contact and communication between the unit and the Coordination Office actively and effectively and is responsible for the operation of the quality and accreditation processes.

PART THREE

Final Provisions

DATE OF EFFECT

Article 6

The provisions of this Regulation shall enter into force on the date of its acceptance by the Near East University Senate.

ENFORCEMENT

Article 7

The provisions of this regulation are executed by the Rector of Near East University.