**T.C.**
**KTO KARATAY UNIVERSITY**
**FACULTY OF HEALTH SCIENCES**
**DEPARTMENT OF CHILD DEVELOPMENT**
**QUALITY, ACCREDITATION AND R&D COMMISSION DIRECTIVE**

## CHAPTER ONE
## Purpose, Scope, Basis and Definitions

**Article 1- The purpose of this Directive is to** regulate the procedures and principles regarding the establishment, assignment and duration, practices, chairman, members, working procedures, duties, powers and responsibilities of the Quality, Accreditation and R&D Commission of the Child Development Department of the Faculty of Health Sciences of KTO Karatay University.

**Scope**

**Article 2-** This Directive covers the procedures and principles regarding the assignment, working procedures, duties, powers and responsibilities of the Quality, Accreditation and R&D Commission of the Child Development Department of the Faculty of Health Sciences of KTO Karatay University, and the execution of its activities.

**Basis**

**Article 3-** This Directive has been prepared based on the decision of the Child Development Department Board within the scope of the letter dated 04.03.2023 and numbered 55431 prepared by the Strategy and Quality Management Office of KTO Karatay University.

**Definitions**

**Article 4-** For the purposes of this Directive;

1. **Rector:** The Rector of KTO Karatay University,
2. **Commission Chairman:** The faculty member determined from among the Commission Members,
3. **University:** KTO Karatay University,
4. **Faculty:** KTO Karatay University Faculty of Health Sciences,
5. **Department: Department** of Child Development,
6. **Commission:** Quality, Accreditation and R&D Commission.
7. **Member: Members** of the Commission,
8. **Student Representative:** Child Development Department student,
9. **Accreditation: The** evaluation and external quality assurance process that measures whether the academic and field-specific standards predetermined by an external evaluator institution in a certain field are met by a higher education program,
10. **Quality management system:** The whole of the planned and systematic activities carried out in order to provide assurance that the university or a program fully fulfills the quality and performance processes in accordance with the quality standards and to achieve the targeted quality,
11. **R&D Commission:** Refers to the Research and Development (R&D) Commission of the Child Development Department.

## CHAPTER TWO
## Establishment of the Commission, Working Principles, Terms of Office

**Establishment of the Commission**

**Article 5- The** commission is formed in accordance with the following procedures;

1. The commission is established by the decision of the Department Board with the recommendation of the head of the Department.
2. Commission members elect a chairman from among themselves.

**Working Principles of the Commission**

**Article 6- The** Commission continues its work in line with the following principles;

1. The commission carries out its work in coordination with academic units.
2. If necessary, the commission may invite experts in the relevant subject to meetings.
3. The commission meets at least twice during the academic year. Meeting minutes are created for each meeting. The date and place of the meeting are determined by the Chairman and at least three days before the meeting date.
4. The commission starts its meeting with the presence of at least the absolute majority of the total number of members.
5. The commission takes decisions in line with the votes cast by at least the absolute majority of those present at the meeting. In case of equality of votes, the decision is taken in line with the vote of the chairman.
6. Student representatives are present at the meeting and express their opinions. Student representatives do not vote and do not participate in the voting session.

**Term of Office of Commission Members**
**Article 7-** The following principles are taken into consideration during the term of office of the commission members;

1. The chairman and members of the commission are appointed for 3 years. A member whose term of office has expired can be reappointed.
2. The request of the commission members to withdraw from membership is made upon the notification of the chairman of the commission to the Head of the Department.
3. In the event that the chairman of the commission resigns from office, the members and the chairman are re-appointed within 30 (thirty) days.
4. A new member is appointed by the Head of the Department to replace the member who does not attend 3 (three) consecutive meetings without permission/excuse within a calendar year or who withdraws from membership due to an excuse.
5. Members whose term of office has expired can be reappointed in the same way.

**CHAPTER THREE**
**Purpose, Duties, Powers and**
**Responsibilities Purpose:**
**Article 8- The** objectives of the Quality, Accreditation and R&D Commission are as follows;

1. To carry out the planning, implementation, control and improvement processes related to quality, education and R&D and accreditation studies, to evaluate academic and administrative services in line with the strategic plan and objectives of the Department, to improve quality and to carry out all kinds of work to be carried out in the accreditation process.

**Duties, Powers and Responsibilities**
**Article 9- The** duties, powers and responsibilities of the Commission are as follows;

1. It carries out planning and studies for department accreditation by following the decisions taken by the Higher Education Quality Board on accreditation and current developments.
2. It makes the necessary preparations for the application during the accreditation process.
3. Within the framework of the procedures and principles determined by SABAK, it manages the evaluation process of education, research and development activities in line with the strategic plan and objectives of the department.
4. The department carries out the process of writing self-assessment reports.
5. In line with the Strategic Plan and Objectives of the Institution, it carries out studies within the scope of evaluating and improving the quality of education and training activities.
6. In the Department of Child Development, it manages the processes of monitoring, determining, implementing and maintaining the processes required for the quality assurance system.
7. It ensures that the targets related to the R&D activities in the department are determined.
8. It plans to hold scientific meetings and trainings in order to strengthen the scientific research competencies of the faculty members and students in the department.

9. It carries out the processes of announcing national and international projects and research supports, sharing scientific activities and conducting trainings in order to increase qualified research and projects in the department.
10. Makes plans for the realization of scientific studies in cooperation with students and graduates in the department.
11. It follows the R&D activities of the faculty members of the department and plans the necessary improvements and forwards them to the Department Head.
12. It updates the forms related to all fields of activity of the department such as education, exams and internship practices.
13. It fulfills the duties assigned by the Head of the Department in the execution of accreditation and R&D studies.

**CHAPTER FOUR**
**Duties of Quality, Accreditation and R&D Commission Members**

**Duties of the Chairman of the Quality, Accreditation and R&D**
**Commission Article 10- Duties** of the Chairman of the Commission,
a) It represents the commission, presides over the meetings and carries out the work of the commission.
b) The commission notifies the department about the assignment, communication, correspondence, etc. related to the commission.
c) It calls for meetings of the commission and calls the commission for a meeting with a special agenda according to the need. ç) Ensures the control of filing and archiving of the minutes of the meeting of the Commission.
d) At the end of each academic semester, it submits the activity report of the commission prepared by the commission to the Head of the Department.
**Duties of Quality, Accreditation and R&D Commission Members**
**Article 11** – Duties of the commission members,
a) The commission carries out its work with the chairman.
b) It ensures active participation in commission meetings and decisions.
c) It performs other duties assigned by the chairman.
ç) Takes part in the preparation of the activity report of the commission at the end of each academic semester.
**Duties of the Student Representative**
**Article 12- Duties** of the student representative;

1. The commission carries out its work with the chairman and members.
2. It ensures active participation in commission meetings and decisions.
3. It expresses its opinions in the commission.

**CHAPTER FIVE**
**Cases Without Provision, Enforcement and Execution**

**Cases Without Provision**
**Article 13**- On issues that do not have any provision in the working procedures and principles of this commission, action is taken according to the decisions of the Child Development Department Board.

**Enforcement**
**Article 14 These** working procedures and principles shall enter into force as of the approval of the Senate.
**Execution**
**Article 15**- The provisions of this Directive are executed by the Rector.