T.C.
KTO KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES DEPARTMENT OF CHILD DEVELOPMENT
SURVEY PREPARATION, IMPLEMENTATION AND DATA EVALUATION COMMISSION DIRECTIVE

CHAPTER ONE
Purpose, Scope, Legal 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 Survey Preparation, Implementation and Data Evaluation 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 Survey Preparation, Implementation and Data Evaluation Commission of the Child Development Department of the Faculty of Health Sciences of KTO Karatay University.

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: Survey** Preparation, Implementation and Data Evaluation Commission,
7. **Member: Members** of the Commission,
8. **Student Representative:** Refers to the student of the Department of Child Development.

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 four times 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 Survey Preparation, Implementation and Data Evaluation Commission are as follows;

1. Conducts Survey Preparation, Implementation and Data Evaluation studies.
2. It ensures the use of up-to-date, different evaluation systems in Survey Preparation, Implementation and Data Evaluation.

Duties, Powers and Responsibilities

Article 9- The duties, powers and responsibilities of the Survey Preparation, Implementation and Data Evaluation Commission are as follows;

1. Identifies and prepares surveys needed throughout the department.
2. It designs student, faculty, graduate, employer and other stakeholder surveys that will contribute to the development of academic and administrative processes.
3. Develops the content and format of the surveys in accordance with the principles of scientific accuracy and assessment and evaluation.
4. It plans, organizes and monitors the implementation process of the surveys.
5. It establishes the necessary procedures to ensure security of survey administration and supervises the applications.
6. It works in cooperation with the Measurement and Evaluation Commission when necessary in the collection, analysis and evaluation of the survey results.

CHAPTER FOUR
Duties of Survey Preparation, Implementation and Data Evaluation Commission Members

Article 10- The duties of the Chairman of the Commission are,

1. It represents the commission, presides over the meetings and carries out the work of the commission.
2. The commission notifies the department about the assignment, communication, correspondence, etc. related to the commission.
3. It calls for meetings of the commission and calls the commission for a meeting with a special agenda according to the need. It Ensures the control of filing and archiving of the minutes of the meeting of the Commission.
4. 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 Survey Preparation, Implementation and Data Evaluation Commission

Members Article 11 – Duties of the commission members,

1. The commission carries out its work with the chairman.
2. It ensures active participation in commission meetings and decisions.
3. It performs other duties assigned by the Chairman.

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- This Directive enters into force as of the adoption of the Senate.

Execution

Article 15- The provisions of this Directive are executed by the Rector.