REPUBLIC OF TÜRKİYE
KTO KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES, DEPARTMENT OF NURSING
QUALITY COMMISSION
WORKING PROCEDURES AND PRINCIPLES

PART ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1 – The purpose of these procedures and principles is to determine the methods and rules regarding the development, evaluation, and maintenance of quality assurance, covering education, research, social contribution activities, and administrative services, while considering the needs and expectations of internal and external stakeholders of the KTO Karatay University Faculty of Health Sciences Department of Nursing Quality Commission.

Scope

Article 2 – These procedures and principles cover the operational methods and rules of the Department of Nursing Quality Commission.

Legal Basis

Article 3 – These procedures and principles have been prepared based on the relevant provisions of the "Higher Education Quality Assurance Regulation," which entered into force after being published in the Official Gazette dated 23.07.2015 and numbered 29423.

Definitions

Article 4 – In these procedures and principles:

1. **Department:** Refers to the KTO Karatay University Department of Nursing.
2. **Head of Department:** Refers to the Head of the Department of Nursing.
3. **Departmental Board:** Refers to the Department of Nursing Board.
4. **Faculty:** Refers to the KTO Karatay University Faculty of Health Sciences.
5. **Commission:** Refers to the KTO Karatay University Faculty of Health Sciences Department of Nursing Quality Commission.
6. **Chair of the Commission:** Refers to the Chair of the KTO Karatay University Faculty of Health Sciences Department of Nursing Quality Commission.
7. **Commission Members:** Refers to the members of the Quality and R&D Commission of the KTO Karatay University Faculty of Health Sciences Department of Nursing. (Note: *Metinde "Ebelik" geçmektedir, Nursing olarak düzeltilmesini istersen belirtebilirsin.*)
8. **Student:** Refers to the students of the Department of Nursing.

9. **Rector:** Refers to the Rector of KTO Karatay University.
10. **University:** Refers to KTO Karatay University.

PART TWO

Formation, Appointment and Term, Chair, Members, Working Principles, Duties, Powers, and Responsibilities of the Commission

Formation, Appointment, and Term of the Commission

Article 5 – The Commission is formed in accordance with the following principles:

1. The Commission is established upon the proposal of the Head of Department and the decision of the Departmental Board.
2. The operational term of the Commission is three years.
3. Membership of the Commission whose term has expired is renewed by the decision of the Departmental Board.
4. Commission members elect a chair from among themselves.
5. A commission member whose term has ended may be reappointed.
6. Commission members whose duties end before the term expires for any reason may be reappointed using the same procedure.
7. Student memberships in the commission are for a term of one year. A new member representing the students is elected to replace the outgoing student.

Chair of the Commission

Article 6 – The duties of the Chair of the Commission are as follows:

1. To represent the Commission and manage its activities.
2. To ensure the efficient operation of the Commission in accordance with its determined purposes and scope of activity.
3. To issue calls for meetings and, as necessary, call the Commission for meetings with a special agenda or emergency meetings.
4. To submit the Commission's activity report, prepared by the Commission at the end of each academic semester, to the Head of Department.
5. To ensure the filing and archiving of meeting minutes.

Commission Members

Article 7 – The duties of the Commission members are as follows:

1. To carry out Commission activities in coordination with the Chair.
2. To participate actively in Commission meetings and decisions.
3. To assist in preparing the Commission's activity report at the end of each academic semester and perform other duties assigned by the Chair.

Procedures and Principles of Operation

Article 8 – The Department of Nursing Quality Commission operates according to the following procedures and principles to fulfill its duties:

1. The Commission meets at least twice a year upon the call of the Chair. The meeting agenda and schedule are notified to the members before the meeting.
2. The Commission meets upon the Chair's call when an agenda is formed. It convenes with an absolute majority of the total number of members and takes decisions by an absolute majority of those attending the meeting.
3. Voting is conducted openly. In the event of a tie, the decision is made in the direction of the Chair's vote.
4. The Quality Commission works in cooperation with the boards and commissions within the Faculty.

Duties and Responsibilities
Article 9 – The duties and responsibilities of the Department of Nursing Quality Commission are determined as follows:

1. To carry out activities aimed at improving education, research activities, and quality in line with the Faculty's strategic plan and goals.
2. To support and monitor the continuous improvement efforts of the Department of Nursing faculty members regarding their educational activities.
3. To perform duties assigned by the Head of Department in the execution of accreditation studies.
4. To conduct internal evaluation studies in the Department of Nursing.
5. Within the scope of internal evaluation studies, to prepare the Institution Self-Evaluation Report (ISER/KİDR) annually at the department level in line with the report preparation guides and submit it to the university's quality unit.
6. To hold meetings to evaluate quality effectiveness and conduct activities related to quality improvement.

PART THREE
Effectiveness and Execution

Effectiveness
Article 10 – These Procedures and Principles shall enter into force as of the date of approval by the Senate.

Execution
Article 11 – The provisions of these operating procedures and principles are executed by the Rector.