REPUBLİC OF TÜRKİYE
KTO KARATAY ÜNİVERSİTESİ FACULTY OF HEALTH SCİENCES – DEPARTMENT OF AUDİOLOGY
QUALİTY AND ACCREDİTATİON COMMİSSİON – WORKİNG PRİNCİPLES AND PROCEDURES

SECTION ONE
Purpose, Scope, Legal Basis and Definitions

Purpose
Article 1 – The purpose of these working principles and procedures is to determine the operational framework regarding the authority, duties, and responsibilities of the Quality and Accreditation Commission of the Faculty of Health Sciences, Department of Audiology at KTO Karatay Üniversitesi.

Scope
Article 2 – These working principles and procedures cover the implementation processes of the Quality and Accreditation Commission of the Faculty of Health Sciences, Department of Audiology at KTO Karatay University.

Legal Basis
Article 3 – These working principles and procedures have been established in accordance with the KTO Karatay University Associate and Undergraduate Education and Examination Regulation and the KTO Karatay University Directive for the Education of Students with Special Needs under the Disabled Students Unit.

Definitions
Article 4 – In these working principles and procedures:

1. **Department**: Department of Audiology at KTO Karatay University,
2. **Head of Department**: Head of the Department of Audiology,
3. **Department Board**: Department Board of Audiology,
4. **Faculty**: Faculty of Health Sciences of KTO Karatay University,
5. **Commission**: Quality and Accreditation Commission of the Faculty of Health Sciences, Department of Audiology at KTO Karatay University,
6. **Commission Chair**: Chair of the Quality and Accreditation Commission of the Faculty of Health Sciences, Department of Audiology at KTO Karatay University,
7. **Commission Members**: Members of the Quality and Accreditation Commission of the Faculty of Health Sciences, Department of Audiology at KTO Karatay University,
8. **Student**: Students of the Department of Audiology,
9. **Rector**: Rector of KTO Karatay University,
10. **University**: KTO Karatay University.

SECTION TWO
Establishment of the Commission, Appointment and Term, Chair, Members, Working Principles, Duties, Authority and Responsibilities

Establishment, Appointment and Term of the Commission

Article 5 – The Commission shall be established in accordance with the following principles:

1. The Commission is established upon the proposal of the Head of Department and the decision of the Audiology Department Board.
2. The term of office of the Commission is three years.

3. Membership of the Commission whose term has expired is renewed by the decision of the Department Board.
4. Commission members elect a chair from among themselves.
5. Members whose term expires may be reappointed.
6. Members whose duties end before the expiration of their term for any reason may be reappointed through the same procedure.
7. Student membership in the Commission is for one year. Upon expiration of the term, a new student representative is selected.

Commission Chair

Article 6 – Duties of the Commission Chair:

1. Represents the Commission, presides over meetings, and oversees Commission activities.
2. Communicates matters such as assignments, correspondence, and communication concerning the Commission to the Department in line with Commission decisions.
3. Calls Commission meetings and convenes extraordinary meetings when necessary.
4. Submits the Commission activity report prepared at the end of each academic semester to the Head of Department.
5. Ensures proper filing and archiving of meeting minutes.

Commission Members

Article 7 – Duties of Commission members:

1. Carry out Commission activities together with the Chair.
2. Actively participate in Commission meetings and decisions.
3. Assist in preparing the Commission activity report at the end of each academic semester.
4. Perform other duties assigned by the Chair.

Working Principles of the Commission

Article 8 – The Commission operates according to the following principles:

1. The Commission meets at least once each academic semester and at least twice a year. Extraordinary meetings may be held upon the Chair's call if necessary.
2. The Commission meets upon the Chair's call when an agenda is formed. Meetings require an absolute majority of total members, and decisions are taken by an absolute majority of those present. Voting is conducted openly. In case of a tie, the Chair's vote is decisive.
3. When necessary, meetings may be organized in coordination with other relevant commissions.
4.
5. Komisyon her eğitim öğretim yarıyılı içerisinde en az bir kez olmak üzere yılda en az iki kez toplanır. Gerek görülmesi halinde, başkanın çağrısı ile olağanüstü toplantı yapılabilir.
6. Komisyon gündem oluştuğunda başkanın çağrısı ile toplanır. Üye tam sayısının salt çoğunluğu ile toplanır ve toplantıya katılanların salt çoğunluğu ile karar alır. Oylama açık usulle yapılır. Oyların eşit olması halinde Komisyon Başkanının oyu yönünde karar verilmiş sayılır.
7. Gerekli durumlarda diğer ilgili komisyonlarla iletişime geçerek toplantılar düzenler.

Duties, Authority and Responsibilities of the Commission
Article 9 – The duties, authority and responsibilities of the Commission are as follows:

1. Updates forms related to all departmental activities such as education, examinations, and clinical practice.
2. Fulfills tasks assigned by the Head of Department in accreditation processes.
3. Monitors quality and accreditation activities of academic staff and submits improvement plans to the Head of Department.
4. Performs other duties assigned by the Head of Department.

SECTION THREE
Cases Without Provisions, Enforcement and Execution
Cases Without Provisions

Article 10 – In matters not covered by these working principles and procedures, actions are taken in accordance with the provisions of the KTO Karatay University Associate and Undergraduate Education

and Examination Regulation and, where not specified therein, according to decisions of the Audiology Department Board.

Enforcement
Article 11 – These working principles and procedures enter into force upon approval by the Senate.

Execution
Article 12 – The Rector executes the provisions of these working principles and procedures.

COMMISSION CHAIR: Asst. Prof. Dr. SERPİL DEMİR

COMMISSION MEMBERS: Res. Asst. AYŞEGÜL EŞDOĞAN, Res. Asst. FATMA ZEHRA GÜMÜŞ SELEK