



NEAR EAST UNIVERSITY

REGULATION ON QUALITY AND ACCREDITATION COORDINATORSHIP

SECTION ONE

General Provision

PURPOSE

Article 1

The purpose of this regulation is to set out the procedures and principles regarding the establishment and operations of the Quality and Accreditation Coordinatorship, which is responsible for planning, organizing, and effectively conducting studies within the scope of internal and external quality evaluation and accreditation processes in line with Near East University's education, research and development activities, and administrative services.

SCOPE

Article 2

This regulation covers the duties, authorities, and responsibilities of the Near East University Quality and Accreditation Coordinatorship within the framework of the evaluation and improvement of academic, research, and administrative activities within the institution, as well as internal and external quality assurance and program accreditation processes.

LEGAL BASIS

Article 3

This regulation is based on the relevant articles of the Higher Education Law of Northern Cyprus No. 65/2005 and the relevant articles of the Near East University Academic Organization and Operations Regulation.

DEFINITIONS

Article 4

In this regulation, the following terms are defined as:

- a) **Academic Unit:** Refers to the faculties, institutes, schools, vocational schools, and application and research centers affiliated with Near East University.
- b) **Accreditation:** Refers to the evaluation and external quality assurance process carried out by an external evaluation body to determine whether a higher education program meets predetermined academic and field-specific standards in a specific area.
- c) **External Evaluation and Accreditation:** Refers to the external evaluation process carried out by independent quality evaluation institutions operating nationally or internationally to assess the quality of a higher education institution or program's education, research, and administrative services.
- d) **Internal Evaluation:** Refers to the internal evaluation process conducted by a higher education institution to assess the quality of its education, research, and administrative services.
- e) **Quality Assurance:** Refers to all planned and systematic activities carried out to provide assurance that a higher education institution or program fully meets internal and external quality standards and performance processes.



- f) **Coordinatorship:** Refers to the Quality and Accreditation Coordinatorship at Near East University.
- g) **Coordinator:** Refers to the staff member who leads the activities of the Quality and Accreditation Coordinatorship.
- h) **Assistant Coordinator:** Refers to the staff member responsible for providing necessary support to the Quality and Accreditation Coordinator in carrying out the activities of the Quality and Accreditation Coordinatorship.
- i) **Board of Trustees:** Refers to the Board of Trustees of Near East University.
- j) **Rectorate:** Refers to the Rectorate of Near East University.
- k) **Rector:** Refers to the Rector of Near East University.
- l) **University:** Refers to Near East University.
- m) **Administrative Board:** Refers to the Administrative Board of Near East University.
- n) **YÖKAK:** Refers to the Higher Education Quality Council (Yükseköğretim Kalite Kurulu).

SECTION TWO

Quality and Accreditation Coordinatorship

The Quality and Accreditation Coordinatorship is a unit affiliated with the University Rectorate, responsible for planning, organizing, and executing the internal and external quality evaluation and accreditation processes within the scope of the University's educational, research and development activities, and administrative services, and for providing information support to the relevant units.

ESTABLISHMENT OF THE QUALITY AND ACCREDITATION COORDINATORSHIP

Article 5

- 5.1 The University Administrative Board appoints members of the Quality and Accreditation Coordinatorship Management Board.
- 5.2 The Rector appoints the Coordinator from among the full-time Professors of Near East University and chairs the Quality and Accreditation Coordinatorship Management Board.
- 5.3 The Assistant Coordinator is a full-time academic staff member of Near East University selected by the Coordinator.
- 5.4 Under the Quality and Accreditation Coordinatorship, there are six commissions:
 - a) Ranking and Prestige Commission
 - b) Governance and Leadership Commission
 - c) Education and Instruction Commission
 - d) Research and Development Commission
 - e) Social Contribution and Alumni Commission
 - f) Program Accreditation Commission

Commission members are appointed by the Management Board, under the chairmanship of the Coordinator, from among full-time academic or administrative staff of Near East University.

- 5.5 A Sustainability Office is also established within the Quality and Accreditation Coordinatorship.

BODIES AND FUNCTIONING

Article 6

6.1 Duties of the Quality and Accreditation Coordinatorship

- a) To prepare strategic management plans in alignment with the institution's mission and vision,



- b) To determine strategies for implementing the quality assurance policy, which is part of the prepared strategic management and planning, and to define methodologies for applying, monitoring, and improving these strategies,
- c) To make improvement-oriented recommendations for integrating strategic planning efforts with the quality assurance system within the institution,
- d) To monitor the implementation of the “Plan-Do-Check-Act (PDCA)” cycle processes carried out in the institution,
- e) Based on the necessity for all units and staff to carry out activities to improve the institutional quality culture, to organize national and international meetings, training sessions, conduct reviews and benchmarking to ensure that staff are knowledgeable about quality management, quality improvement, and quality processes to disseminate the quality culture,
- f) To encourage cooperation and synchronous work among academic and administrative units in quality processes,
- g) To engage in efforts that go beyond merely fulfilling legal obligations in quality processes, aiming to ensure that the quality culture is internalized by the staff,
- h) To conduct and implement general satisfaction surveys among all personnel and students in order to contribute to the university's development, and to analyze and share the results with stakeholders,
- i) To share good practices in quality assurance from both inside and outside the institution with all stakeholders at the university and support the utilization of these practices,
- j) To support the accreditation processes of academic units,
- k) To archive the information and documents related to the accredited university units,
- l) To ensure that internal quality evaluations are conducted in academic units and that internal evaluation reports of units are prepared,
- m) To prepare the institutional self-evaluation report and ensure its online publication following the approval of the University Administrative Board,
- n) To prepare applications to be submitted to independent ranking institutions that evaluate the university's education, research, and societal contribution activities,
- o) To support the simultaneous implementation of defined workflow processes carried out or to be carried out in the fields of education and research, as well as within the administrative areas.

6.2 Quality and Accreditation Coordinatorship Management Board

The Quality and Accreditation Coordinatorship Management Board is the decision-making body responsible for the planning, implementation, and monitoring of quality assurance and accreditation activities conducted within the university. The duties of the Management Board are as follows:

- a) To monitor the implementation of processes determined by the Coordinatorship in the units,
- b) To monitor the performance of established quality processes, identify needs for improvement, and report them to the Coordinatorship for review,
- c) To contribute to the university's strategic planning activities,
- d) To establish communication with external organizations regarding quality and accreditation matters and ensure the execution of processes,
- e) To follow quality standards within the university and provide suggestions to the Coordinatorship
- f) To organize training within the university related to quality and accreditation processes.

6.3 Coordinator

The Rector appoints it from among the full-time faculty members of Near East University.

**Duties:**

- a) To preside over the Quality and Accreditation Coordinatorship, consisting of representatives from academic and administrative units,
- b) To ensure the identification, organization, and effective implementation of the activities of the Quality and Accreditation Coordinatorship,
- c) To ensure coordination among all units of the university during quality and accreditation activities,
- d) To submit a report to the Rectorate at the end of each academic year, detailing the quality and accreditation activities of the past year and the work plan for the upcoming year.

6.4 Deputy Coordinator

It is a full-time staff member selected by the coordinator from among the university's full-time personnel.

Duties:

The Deputy Coordinator is responsible for identifying, organizing, and effectively implementing activities related to quality and accreditation, as well as providing the necessary support to the Coordinator. In the Coordinator's absence, they preside over meetings.

6.5 Commissions**6.5.1 Ranking and Reputation Commission**

This Commission is responsible for enhancing the national and international quality and reputation of the University.

Duties:

- a) To develop strategies to improve the University's performance in national and international rankings,
- b) To design and implement projects that will enhance the University's reputation,
- c) To analyze ranking criteria and identify areas for improvement.

6.5.2 Governance and Leadership Commission

This Commission is responsible for ensuring the development of the University's governance and leadership, and for creating its strategic plan within the framework of transparent, sustainable policies.

Duties:

- a) To develop proposals to enhance the effectiveness of the University's leadership structure,
- b) To ensure transparency and accountability in governance processes,
- c) To create quality policies that support the University's strategic plan objectives,
- d) To evaluate governance and leadership processes in the internal evaluation reports received from the Faculties.

6.5.3 Teaching and Learning Committee

This Committee is responsible for determining, monitoring, and improving the university's education and teaching quality assurance standards.

Duties:

- a) To monitor the compliance of educational programs with YÖKAK standards,
- b) To align learning outcomes with quality assurance processes,



- c) To propose solutions to increase student satisfaction and teaching quality,
- d) To analyze the learning outcomes, teaching methods, and student success data from the Unit Internal Evaluation Reports,
- e) To determine quality assurance standards in education and guide the faculty.

6.5.4 Research and Development Committee

This Committee is responsible for monitoring and developing the research activities of faculty members within the university.

Duties:

- a) To guide the university's research strategies and create sustainable projects,
- b) To prepare plans that will enhance interdisciplinary collaboration opportunities,
- c) To evaluate the research projects, budgets, and outcomes included in the Unit Internal Evaluation Reports from the faculties.

6.5.5 Community Contribution and Alumni Committee

This Committee is responsible for organizing, coordinating, and developing activities that enhance the university's contribution to society.

Duties:

- a) To coordinate the university's community contribution activities,
- b) To design and implement social responsibility projects,
- c) To develop policies that will increase the university's regional and national impact,
- d) To analyze community contribution activities in the Unit Internal Evaluation Reports from the faculties,
- e) To ensure the establishment of the Alumni Information System.

6.5.6 Program Accreditation Committee

This Committee is responsible for the accreditation processes of all programs at the university.

Duties:

- a) To coordinate the national and international accreditation processes of all university programs,
- b) To review the content and practices of the programs following accreditation standards,
- c) To examine and guide accreditation requests from faculties and departments,
- d) To ensure the achievement of accreditation goals by communicating with department heads and academic units,
- e) To inform academic and administrative staff about accreditation standards.

6.6 Sustainability Office

The Sustainability Office operates under the coordination unit. The Coordinator also serves as the head of the Sustainability Office.

Duties:

- a) To coordinate the university's contributions to society and the environment in alignment with the United Nations Sustainable Development Goals (SDGs),
- b) To ensure the necessary reporting in this regard,



c) To manage the processes related to applications made to external organizations that measure performance in the field of sustainability.

6.6 Quality Representatives

The highest-level administrator of the respective unit appoints one person from each academic unit.

Duties:

- a) Attend meetings organized by the Quality and Accreditation Coordination Office on behalf of their unit,
- b) Communicate the decisions taken by the Coordination Office to their unit and ensure their implementation,
- c) Organise relevant training and information sessions within their unit,
- d) Ensure effective communication between their unit and the Coordination Office in the execution of quality and accreditation processes.

SECTION THREE

Final Provisions

ENFORCEMENT

Article 7

These regulations shall take effect on the date the Near East University Executive Board approves them.

EXECUTION

Article 8

The Rector of Near East University shall execute the provisions of these regulations.