

Annex 3 : Duties and Staff Responsible for Internal Quality Assurance Processes

TURKISH HIGHER EDUCATION QUALITY COUNCIL DUTIES AND STAFF RESPONSIBLE FOR INTERNAL QUALITY ASSURANCE SYSTEM PROCESSES

PR.1. Higher Education Evaluation Main Process

- PR.1.1. Methodology Development and Update Sub-Process
- PR.1.2. Internal Evaluation Planning and Reporting Sub-Process
- PR.1.3. External Evaluation Sub-Process
- PR.1.4. Institutional Accreditation Sub-Process
- PR.1.5. External Evaluator Selection and Progression Sub-Process
- PR.1.6. Status Report Writing Sub-Process
- PR.1.7. Training Sub-Process
- PR.1.8. Mid-Term Evaluation Sub-Process
- PR.1.9. International Institutional Accreditation Sub-Process

Contributors:

Secretariat:

PR.2. Authorization and Recognition Main Process

- PR.2.1. Authorization Methodology Update Sub-Process
- PR.2.2. Authorization Sub-Process
- PR.2.3. Recognition Sub-Process
- PR.2.4. Follow-up Sub-Process

Contributors:

Secretariat:

PR.3. Quality Culture Development and Dissemination Main Process

- PR.3.1. Activity and Publication Sub-Process
- PR.3.2. Mentorship Sub-Process
- PR.3.3. Information Management Sub-Process
- PR.3.4. International Relations Sub-Process
- PR.3.5. Student Involvement Sub-Process
- PR.3.6. Translation Sub-Process

Secretariat:

PR.4. Administrative and Support Services Main Process

- PR.4.1. Budget, Accounting and Internal Control Sub-Process
- PR.4.2. Human Resources Sub-Process
- PR.4.3. Administrative and Financial Affairs Sub-Process
- PR.4.4. Information Services Sub-Process
- PR.4.5. Quality Management Sub-Process
- PR.4.6. In-Service Training Sub-Process

Secretariat:

PR.5. Administrative Processes Main Process

- PR.5.1. Governance Sub-Process
- PR.5.2. Strategic Management Sub-Process
- PR.5.3. Institutional Communication Management Sub-Process
- PR.5.4. Process Management Sub-Process
- PR.5.5. Institutional Risk Management Sub-Process
- PR.5.6. Stakeholder Relations Management Sub-Process
- PR.5.7. Appeals and Complaints Sub-Process
- PR.5.8. Ethics Sub-Process

Secretariat: