

## **DIRECTIVE ON THE TURKISH HIGHER EDUCATION QUALITY COUNCIL STUDENT MEMBER AND STUDENTS COMMISSION**

### **SECTION ONE**

#### **Purpose, Scope, Basis and Definitions**

##### **Purpose and Scope**

**Article 1-** (1) The purpose of this Directive is to regulate the procedures and principles regarding the assignment of the student member of the Turkish Higher Education Quality Council (THEQC) and the organization, duties, authorities, and responsibilities of THEQC Students Commission.

##### **Basis**

**Article 2-** (1) This Directive is based on the following legislation:

- (a) The additional article 35 of 2547 numbered Law on Higher Education, promulgated in the Official Gazette dated 06.11.1981 and numbered 17506, and
- (b) The Regulation on Higher Education Quality Assurance and the Turkish Higher Education Quality Council, promulgated in the Official Gazette numbered 30604 and dated 23.11.2018.

##### **Definitions**

**Article 3-** (1) In the scope of this Directive:

- a) Evaluator shall refer to a competent person assigned to an evaluation team,
- b) Evaluators Pool shall refer to a pool of competent individuals created to be assigned to evaluation teams,
- c) Evaluation Team shall refer to the delegation assigned to carry out the evaluation process in a higher education institution,
- ç) Quality Ambassador shall refer to a student who carries out works to ensure student involvement in quality assurance processes and dissemination of quality culture,
- d) Quality Ambassador Training shall refer to the training given to help students gain competence in student involvement in quality assurance processes in higher education and dissemination of quality culture,
- e) Commission shall refer to the Turkish Higher Education Quality Council Students Commission, which supports the work of the Council and carries out awareness activities in higher education institutions on quality assurance,
- f) Commission Chair shall refer to the student who is assigned as the Student Member of the Council and chairs the Students Commission,

- g) Commission Vice-Chair shall refer to the student elected by the members of the Commission to assist the Commission Chair,
- ğ) Commission Member shall refer to the student who takes part in the Commission,
- h) Coordinator shall refer to the Council staff who guide the work of the Commission and ensure coordination between the Council and the Commission,
- ı) Council shall refer to the Turkish Higher Education Quality Council,
- i) Student Member of the Council shall refer to the student assigned by the Council as a Council member among the members of the Commission,
- j) Commission on Institutional External Evaluation and Accreditation shall refer to the Commission established by the Council to manage the evaluation processes of higher education institutions,
- k) Interviews Commission shall refer to the Commission established by the Council to select the Commission member candidates to be proposed to the Council,
- l) Preliminary Assessment Commission shall refer to the Commission that decides on whether the Commission membership applications meet the requirements.

## SECTION TWO

### **Student Member of the Council, the Commission Chair and Duties of the Chair, and the Vice-Chair**

**Article 4-** (1) Upon the expiration of the term of office of the current Student Member of the Council, the Council assigns one of the Commission members as the Student Member of the Council for one year. This period shall start as of the date when the Council assigns the member. The Council may extend the term of office of the Student Member of the Council for one more year. A student shall be a Council member for a maximum of two years.

(2) The student to be assigned as a Student Member of the Council must be a second or third-year student for undergraduate students in four-year programs; a second, third or fourth-year student for undergraduate students in five-year programs, and second, third, fourth or fifth-year students for six-year programs. Graduate students must be in the course period.

(3) A new student member shall be assigned by the Council to complete the remaining period of time to replace the member who leaves the Council for any reason or whose Council membership is terminated.

(4) The Student Member of the Council shall be the Commission Chair automatically.

(5) Duties of the Commission Chair are:

- a) To ensure that the Commission and its members fulfil their duties and responsibilities,
- b) To determine the agenda, date, and hour of the Commission meetings,

- c) To chair the Commission meetings and conduct necessary procedures on the subjects brought to the agenda,
  - ç) To ensure that the decisions taken at the Commission meetings are written, signed and archived,
  - d) To present the Commission recommendations to the Council and submit the Council's advised Commission agenda to the Commission,
  - e) To manage the Vice-Chair election process,
  - f) To represent the Commission in national and international student platforms.
- (6) The Commission shall elect a Vice-Chair among its members. The election shall be held by the secret ballot and open counting procedure.
- (7) When the term of office of the Commission Chair expires, that of the Vice-Chair automatically expires. After the new Commission Chair takes office, the Vice-Chair of the Commission shall be elected.

### **SECTION THREE Coordinator**

#### **Coordinator and the Duties of Coordinator**

**ARTICLE 5-** (1) The Council President appoints a Coordinator to guide and support the work of the Commission and to ensure coordination between the Council and the Commission.

(2) The Coordinator may attend the meetings of the Commission without the right to vote. This shall be stated in the minutes of the meetings the Coordinator attended.

(3) Duties of the Coordinator are:

- a) To ensure that the decisions taken at the Commission meetings are presented to the Council,
- b) To coordinate the promotion, information and training activities with the Commission to support the adoption of quality culture by the Commission and ensure the dissemination of quality assurance practices among students in higher education institutions,
- c) To carry out the duties assigned by the Council President regarding the activities aimed at ensuring student involvement in quality processes.

### **SECTION FOUR**

#### **Structure, Working Principles, Duties and Responsibilities of the Commission**

#### **Structure and Working Principles of the Commission**

**Article 6-** (1) The Commission shall comprise eleven members, including the Commission Chair.

(2) Commission members shall be selected amongst students from different higher education institutions and fields, including education, fine arts, natural and applied sciences, engineering, health sciences, and social sciences programs.

(3) A minimum of one student enrolled in an associate or undergraduate degree program, and a minimum of one graduate student take part in the Commission.

(4) Vice-Chair shall chair the Commission in the absence of the Chair.

(5) The Commission shall convene with the absolute majority at least once a month and take decisions with the absolute majority of the members attending the Commission's meeting. If there is an equality of votes, the decision shall be taken in favour of the Chair's vote.

(6) Membership of the Commission member who does not attend the Commission meetings five times during the year automatically ends.

(7) The Commission may form sub-working groups with the aim of supporting the Commission's works and activities.

### **Duties and Responsibilities of the Commission**

**Article 7-** (1) Duties of the Commission are:

- a) To conduct activities to ensure the internalization and dissemination of a quality culture in higher education among students,
- b) To increase student involvement in quality assurance processes of higher education,
- c) To plan the activities to be carried out during the academic year and present them to the Council for discussion at its meeting in November at the latest,
- ç) To carry out activities in the fields of student involvement in national and international quality works by including students as planned by the Commission Chair and the Coordinator to the knowledge of the Council President,
- d) To suggest candidate students, who will take part in the evaluation programs carried out by the Council, to the Commission on Institutional External Evaluation and Accreditation,
- e) To create an archive of the works carried out and present them to the Council at the end of the year,
- f) To prepare an annual report on the activities carried out by the Commission during the relevant year, submit it to the Council at the end of the year, and contribute to the writing of the relevant part of the Status Report.

(2) The Commission may give the Quality Ambassador Training to equip students with the required competencies to enable student involvement in quality assurance processes of higher education and disseminate quality culture on the condition that:

- a) Students who are enrolled in any of the associate/undergraduate/graduate programs as of the application date announced on the website by the Council may apply to the Quality Ambassador Training.
- b) Quality Ambassador Training shall be carried out by the Commission under the coordination of the Coordinator.
- c) A certificate of participation shall be given to the students who become successful in the training. These students might be included in the evaluators pool after filing an application.
- ç) Considering the need for student evaluators in the evaluation programs, students who successfully complete the Quality Ambassador Training and register to the evaluators pool may be invited to the workshop organised to increase their competencies in the institutional external evaluation processes.
- d) Students, who become successful in the training given in the scope of the workshop, shall be awarded a certificate of participation. The Commission makes a recommendation to the Commission on Institutional External Evaluation and Accreditation for the selection of student evaluator candidates among these students.

## SECTION FIVE

### Terms of Application and Selection of Commission Members

#### Terms of Application for Commission Membership

**Article 8-** (1) Eligibility criteria for student candidates to become a Commission member are:

- a) To be registered in associate, undergraduate, and graduate programs of higher education institutions (Student Certificate),
- b) Not to be on leave of absence at the time of the selection (Documentation of being an active student),
- c) To have a grade point average of 2.50 or higher out of 4.00 (Academic Transcript),
- ç) Not to have received a disciplinary penalty (Document from the institution proving that the student has not received a disciplinary penalty),

d) Not to be connected, affiliated or have contact with any terrorist organizations (Letter of Declaration),

e) Not to have a criminal record (Criminal Record Document),

f) To have knowledge and experience in internal and external quality assurance works in higher education (Related documents).

(2) Students shall be obliged to document that they meet the requirements for membership during the application.

### **Selection of Commission Members**

**Article 9-** (1) The announcement for Commission membership applications shall be published on the Council's official website.

(2) Applications for Commission membership shall be made according to the procedure specified in the announcement.

(3) The Council shall publish the Commission member selection calendar in October, and the process shall be carried out according to this calendar.

(4) The Preliminary Assessment Commission, which consists of the Student Member of the Council (Chair of the Students Commission) and the Coordinator, under the chairmanship of the Vice-President of the Council, shall assess the applications by taking into account the criteria in the Article 8 of this Directive. Applications that fail to meet the application requirements and lack the required documents shall not be assessed. The Preliminary Assessment Commission ranks the candidates who meet the application requirements according to the Pre-assessment Scoring Table (Annex 1) to call them for an interview, from the highest score to the lowest score.

(5) The Council shall appoint the Interviews Commission members, who consist of five people in total, including the Commission Chair, an evaluator, a student evaluator and one of the current Commission members, under the chairmanship of an academic who has served as a Council member or a rector before. The Interviews Commission selects 30 candidates among the interviewed candidates and presents them to the Council. Members other than the Chair of the Interviews Commission shall not attend the interviews of the students of the higher education institution where they work, have a staff-employer relationship, or have a studentship history.

(6) The Commission members are selected by the Council among the candidates proposed by the Interviews Commission for one year. This period shall start as of the date when the Council assigns the members. When the term of office of the members assigned by the Council ends, their term may be renewed one more year with the Commission's proposal and the Council's decision. Membership shall not last more than two terms. The term of office of the Student Member of the Council shall not be evaluated within this scope.

(7) The Council shall assess, out of the current Commission members, the Commission members whose memberships will be extended for another year, and the members to be

selected among the candidates proposed by the Interviews Commission, and determine an equal number of the full and substitute members for the Commission.

(8) The Commission membership shall end if the member's studentship ends.

(9) The next substitute member shall serve as a Commission member to complete the remaining term instead of the member who leaves the Commission for any reason, whose commission membership period ends automatically or is terminated by a Council decision.

## **SECTION SIX**

### **Final Provisions**

#### **Repeal**

**Article 10-** (1) The Turkish Higher Education Quality Council Students Commission Directive, which entered into force with the Council decision dated 17.11.2021 and numbered KARAR.2021.11.5, has been repealed.

**Article 11-** (1) The Principles and Procedures Regarding the Assignment of the Student Member of the Turkish Higher Education Quality Council, which entered into force with the Council decision dated 23.12.2020 and numbered KARAR.2020.11.3, has been repealed.

**Provisional Article 1-(1)** As per the Principles and Procedures Regarding the Assignment of the Student Member of the Turkish Higher Education Quality Council, the term of office of the current Student Member of the Council shall continue until it ends.

#### **Enforcement**

**Article 12-** (1) This Directive shall take effect on the date of its approval by the Turkish Higher Education Quality Council.

#### **Execution**

**Article 13-** (1) This Directive shall be executed by the President of the Turkish Higher Education Quality Council.

**ANNEX-1**

**Turkish Higher Education Quality Council**

**Pre-assessment Scoring Table for Selection of the Student Member of the Council and the Students Commission Members**

EXPLANATION: The following activities and scores shall be the basis for the preliminary assessment of the Turkish Higher Education Quality Council student membership and the Students Commission membership applications.		
<b>CATEGORY</b>	<b>Certification is a must (certificate of participation, signed letter obtained from competent authorities etc.)</b>	
<b>1.Internal Quality Assurance Experience in Higher Education</b>	a) To be a member of a students' society other than students' quality society in the institution (only one membership except the society he/she heads is scored),	4 points
	b) To be the head of a students' society other than the quality community in the institution (only one role as the head of a society is scored),	5 points
	c) To be a member of the students' quality society,	6 points
	ç) To participate in the Program/Department/Faculty Quality Commissions works actively (only one is scored),	8 points
	d) To participate in the Quality Coordinator's Office/the General Quality Commission works in the institution actively,	10 points
	e) To carry out the duty of head of students' quality society,	10 points
	f) To rake role as an evaluator in the institutional self-evaluation team (only one task is scored),	15 points
It is obligatory to get at least 15 points in the category of "Internal Quality Assurance Experience in Higher Education".		



<b>2. External Quality Assurance Experience in Higher Education</b>	<b>Certification is a must (certificate of participation, signed letter obtained from competent authorities etc.)</b>	
	a) To have received evaluator training in national program accreditation bodies,	4 points
	b) To have received evaluator training in international program accreditation bodies,	5 points
	c) To have worked as evaluator/commission member in national program accreditation bodies,	6 points
	ç) To work for international program accreditation bodies,	7 points
	d) To receive THEQC Quality Ambassador Training and pass the exam,	8 points
	e) To participate and succeed in THEQC Quality Ambassador Workshop,	9 points
	f) To receive THEQC Evaluator Training and pass the exam,	10 points
	g) To have taken part in THEQC external evaluation teams, (Only one task is scored.)	12 points
	h) To be listed in international umbrella organisations' (ESU, EUA, ENQA, etc.) student experts' pool	13 points
	i) To be evaluator of international umbrella organisations (ESU, EUA, ENQA, etc.) (A maximum of one task is scored and the candidate who gets points from item 'i' may not get points from item 'h'.)	15 points
	<b>There is no minimum score requirement for the category of "External Quality Assurance Experience in Higher Education".</b>	
<b>3. Other</b>	<b>Certification is a must (certificate of participation, signed letter obtained from competent authorities etc.)</b>	
	a) Document showing the level of foreign language (English) level (exams conducted by ÖSYM or exams whose equivalence is approved by ÖSYM are accepted),	2 points
	b) Document showing the level of foreign language (other than English) level (exams conducted by ÖSYM or exams whose equivalence is approved by ÖSYM are accepted),	2 points

c) To participate in national study and internship mobility programs, (Only one participation is scored.)	5 points
ç) To participate in international study and internship mobility exchange programs, (Only one participation is scored.)	6 points
d) To have taken part/role in a scientific project, (A maximum of two tasks are scored.)	5 points
e) To attend a national scientific meeting (poster presentation, paper presentation, etc.), (A maximum of two participations are scored.)	5 points
f) To attend an international scientific meeting (poster presentation, paper presentation, etc.) (A maximum of two participations are scored.)	6 points
g) To participate in a seminar on quality assurance in higher education, (A maximum of two participations are scored.)	5 points
h) To be able to use graphic design programs.	5 points
<b>There is no minimum score requirement for the category "Other".</b>	