

PROCEDURES AND PRINCIPLES ON THE DUTIES AND RESPONSIBILITIES OF OBSERVERS IN THE TURKISH HIGHER EDUCATION QUALITY COUNCIL EVALUATION PROGRAMS

Purpose and Scope

ARTICLE 1-(1) This Procedures and Principles document has been prepared to state the duties and responsibilities of Observers who take part in the national evaluation processes carried out by the Turkish Higher Education Quality Council.

Basis

ARTICLE 2-(1) This Procedures and Principles has been prepared based on the relevant provisions of the Regulation on Higher Education Quality Assurance and the Turkish Higher Education Quality Council, promulgated in the Official Gazette No. 30604 on 23.11.2018, and the Higher Education Quality Council Institutional External Evaluation Directive.

Definitions

ARTICLE 3- (1) For the purpose of this Procedures and Principles:

- a) THEQC refers to the Turkish Higher Education Quality Council,
- b) Final Meeting refers to the meeting in which the Institution's strengths and areas for development are verbally conveyed and the site visit is ended,
- c) Evaluation Team refers to the team consisting of team leader and team members assigned by THEQC to carry out the external evaluation process of an Institution,
- d) Observer refers to the person assigned to ensure coordination between the Institution and the evaluation team during the evaluation process and to observe the site visit process,
- e) Observer Report refers to the report that will be submitted to THEQC and contains the feedback from the Observer regarding the site visit,
- f) Guide refers to the current THEQC Evaluation Guides,
- g) Commission refers to the Institutional External Evaluation and Accreditation Commission,
- h) Institution refers to the higher education institution subject to evaluation,
- i) Preliminary Visit refers to a one-day visit by the Evaluation Team to the Institution before the Site Visit in an online environment or face to face,
- j) Site Visit refers to the visit that commences with the arrival of the Evaluation Team at the accommodation site and ends with the completion of all the meetings, the declaration of the Exit Statement verbally, and the team's departure,
- k) Site Visit Calendar refers to Preliminary Visit and Site Visit dates determined by the Evaluation Team in coordination with the Institution and entered into the evaluation system.

Observer Assignment

ARTICLE 4-(1) If necessary, THEQC assigns its personnel related to higher education evaluation processes as Observers in the Evaluation Teams.

(2) When deemed necessary, THEQC may assign an Observer from outside THEQC to observe, monitor or examine the process by third parties or legal entities.

(3) Observers must comply with the THEQC Code of Ethics and accept The Statement of Confidentiality and THEQC Code of Ethics.

(4) According to the THEQC Code of Ethics, it is considered whether there is a conflict or coincidence of interest between the Observers and the Institution to be evaluated.

Duties and Responsibilities

ARTICLE 5- (1) Observers perform their duty on behalf of THEQC President.

(2) The Observer serving in an Evaluation Team may not actively participate in the discussions during the Site Visit, may not intervene in or make changes to the Evaluation Team's practices and judgment on evaluation, may not contribute to the writing of the preliminary draft and final version of the report, and may not be assigned tasks by the team leader like a team member.

(3) The responsibility of the Observer begins with the Preliminary Visit and is completed with the delivery of the Observer Report following the Site Visit and Final Meeting.

(4) Duties of the Observer during the Preliminary Visit are:

- a) To participate in the preliminary visit meeting together with team leader and team members,
- b) To be in communication with the Evaluation Team and the Institution,
- c) To answer the Evaluation Team's questions about the Guide to be used in the evaluation.

(5) Duties of the Observer during the Site Visit are:

- a) To check the integrity and consistency of the evaluation process and observe if the Guide is taken into account and its requirements are fulfilled,
- b) To urgently convey to THEQC any unusual situations that may prevent the Site Visit from being carried out in accordance with its purpose, and to act by the instructions of THEQC,
- c) To ensure the delivery of THEQC materials for the use of the Evaluation Team,
- d) To carry out the duty with different groups in each session when the team is divided into groups for focus group interviews, on-site examination and visits,
- e) To participate in all meetings scheduled by the Evaluation Team within the Institution and outside the Institution,
- f) To attend the Final Meeting,
- g) To remind the parties to fill out the 360-degree evaluation survey, which aims to collect feedback regarding the evaluation process.

(6) Duties of the Observer after the Site Visit are:

- a) To inform the Commission and THEQC of the Site Visit's compliance with the Guide, where necessary,
- b) To submit an Observer Report on Site Visit through the evaluation system within 10 (ten) workdays at the latest.

Miscellaneous and Final Provisions

ARTICLE 6-(1) THEQC Commission on Appeals and Complaints may seek the written or oral opinion of the Observer in the assessment of appeals or complaints.

Enforcement

ARTICLE 7- (1) This Procedures and Principles enters into force on the date of its approval by the Turkish Higher Education Quality Council.

Execution

ARTICLE 8 - (1) This Procedures and Principles are executed by the President of the Turkish Higher Education Quality Council.

These procedures and principles came into force with the Council decision dated 01.11.2023.