

## **TURKISH HIGHER EDUCATION QUALITY COUNCIL CONSISTENCY DIRECTIVE**

### **Purpose and scope**

**ARTICLE 1** –(1) The purpose of this directive is to ensure the consistency of the reports written as a part of the evaluation programs carried out by the Turkish Higher Education Quality Council (THEQC).

### **Basis**

**ARTICLE 2-** (1) This directive is based on the Regulation on Higher Education Quality Assurance and the Turkish Higher Education Quality Council, which was promulgated in the Turkish Official Gazette numbered 30604 and dated 23.11.2018.

### **Definitions**

**ARTICLE 3** – (1) In this directive:

- a) Evaluation programs refer to Institutional External Evaluation Program, Institutional Accreditation Program, Follow-up Program, and Mid-term Evaluation Program,
- b) Evaluation report refers to Institutional Feedback Report, Institutional Accreditation Report, Follow-up Report, and Mid-term Evaluation Report,
- c) Group refers to the working groups consisting of the Commission members and Council staff assigned by the THEQC President to work on the consistency of evaluation reports,
- ç) Commission refers to the Commission on Institutional External Evaluation and Accreditation,
- d) Council refers to the Turkish Higher Education Quality Council,
- e) Team leader refers to the member responsible for managing the evaluation team assigned to conduct the external evaluation processes of a higher education institution.

### **Authority and duration**

**ARTICLE 4**– (1) Commission on Institutional External Evaluation and Accreditation is responsible for conducting the consistency works.

(2) Consistency works are carried out for each evaluation period.

(3) The consistency works carried out in each evaluation period are archived by the Commission and used to ensure consistency between evaluation periods.

(4) Consistency works are completed within 45 days following the evaluation report's submission to the Commission.

### **Stages of consistency works**

**ARTICLE 5** –(1) The stages of consistency works are as follows:

- a) The evaluation reports, submitted to THEQC by team leaders, are forwarded to the Commission.
- b) The Commission distributes the evaluation reports to the groups formed.

c) Groups carry out the consistency works of the evaluation reports under their responsibility according to the criteria set out in the sixth article of this directive.

ç) Groups submit a Consistency Evaluation Report including their opinions regarding the consistency works of the evaluation reports to the Commission.

d) The Consistency Evaluation Report and the evaluation report finalised with the Commission's opinion after a Commission meeting attended by the team leader is submitted to the Council.

e) The Council makes a final decision on the evaluation report considering the Consistency Evaluation Report of the Commission.

f) The decision letter also includes the reasons for the changed maturity levels for the sub-criteria that differ from the team's evaluations as a result of the consistency work.

### **Consistency work criteria**

**ARTICLE 6–** (1) While carrying out the consistency work, the following are considered:

a) The statements made by the team in the evaluation report for each sub-criterion should comply with the maturity level determined,

b) Evaluation of sub-criterion maturity levels should be evidence-based,

3) The tone of reports should be objective and not be judgmental against the evaluated institution and/or comparative about it and other institutions.

### **Consistency processes of evaluation reports**

**ARTICLE 7–** (1) Group members individually carry out the consistency work of evaluation reports to identify the sub-criteria for which maturity level should be different.

(2) Group members compare the sub-criteria for which it is evaluated that the maturity levels should be different as a result of the consistency work carried out individually, write a Consistency Evaluation Report, and submit it to the Commission.

(3) Commission determines the sub-criteria to be discussed in the Commission meeting, taking into account the Consistency Evaluation Report on the evaluation reports examined by the groups.

(4) Commission communicates these sub-criteria to the team leader, who wrote the evaluation report, and invites her/him to the Commission meeting where the evaluation report will be discussed.

(5) Team leader prepares the explanations and evidence for the maturity levels stated in the evaluation report for the sub-criteria communicated to her/him by the Commission until the Commission meeting. Team leader may consult with the team members about this issue, if deemed necessary.

(6) Commission submits the final Consistency Evaluation Report on the maturity levels and the evaluation report to the Council, taking into account the explanations and evidence provided by the team leader regarding the sub-criteria for which it was evaluated that the maturity levels should be different at a Commission meeting attended by the team leader.

**Conflict/coincidence of interest**

**ARTICLE 8** – There must be no conflict/coincidence of interest between the Commission members and group and the evaluated institution whose report is examined under the consistency work.

**Statement of confidentiality and code of ethics**

**ARTICLE 9** – Commission and group members who take part in consistency works must undertake and acknowledge the statement of confidentiality and code of ethics present in the THEQC Code of Ethics document.

**Enforcement**

**ARTICLE 10-** (1) This directive enters into force on the date it is accepted by the Council.

**Execution**

**ARTICLE 11-** (1) This directive shall be executed by the President of the Turkish Higher Education Quality Council.