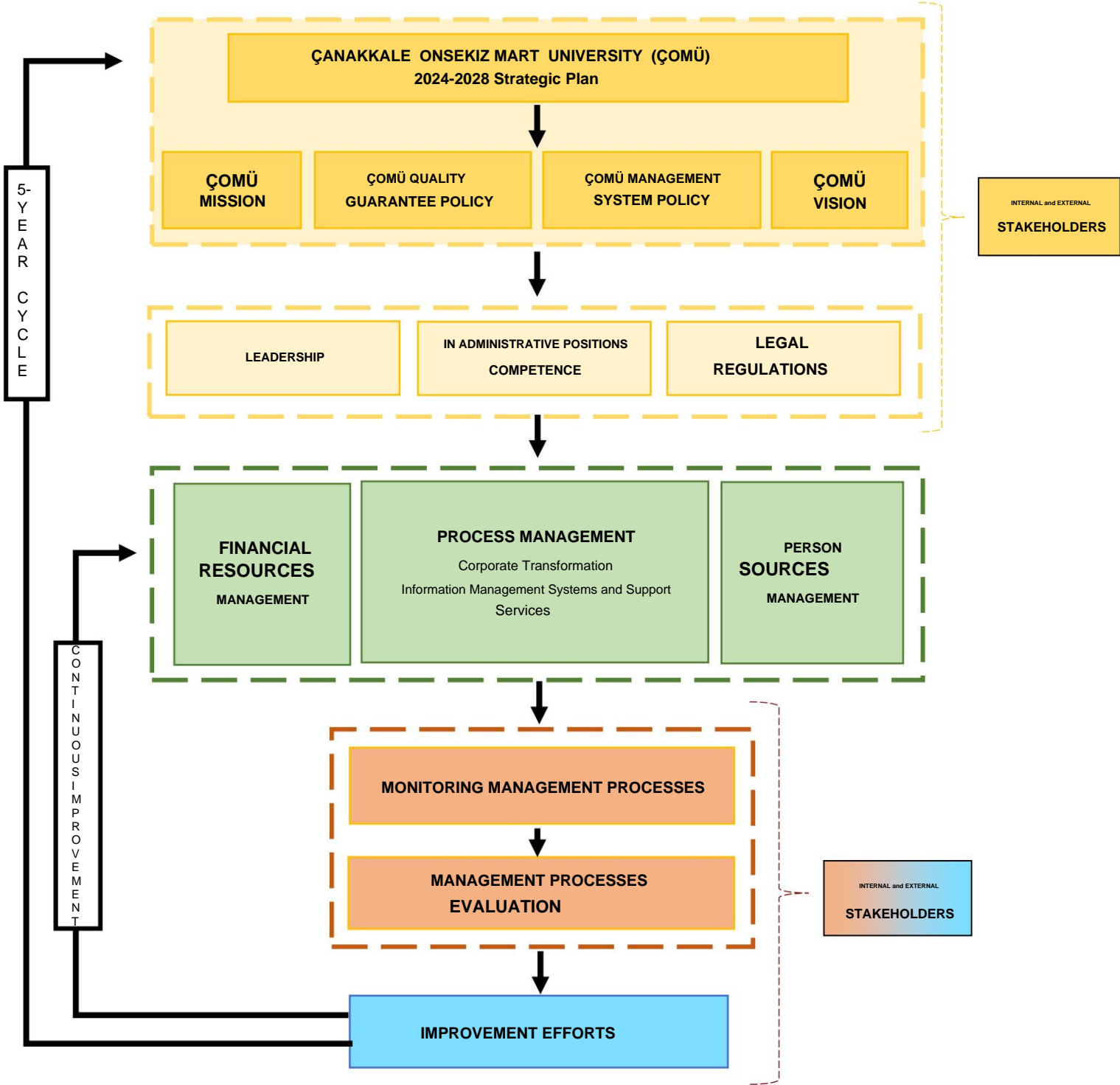




TC
ÇANAKKALE ONSEKİZ MART UNIVERSITY
In the leadership, management, and quality process.
PDCA Cycle and Process Calendar

Document Code	: PK-007
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From its current status	Development and Corporate
Responsible Personnel	Monitoring Coordinator



Preparer	Controlling	Approved
Quality Improvement and Corporate Monitoring Coordinator	Vice Rector	Rector

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Planning: Planning for the managerial, administrative, and quality processes of Çanakkale Onsekiz Mart University is carried out under the leadership of the senior management by the Strategy Development Department, the Quality Assurance Commission, and the Quality Development and Institutional Monitoring Coordination Office, in line with the institution's mission, vision, core values, strategic aims and objectives, legal regulations, and national/international development plans, taking into account relevant legislation, laws, and regulations, as well as stakeholder feedback.

Implementation: Plans related to the university's managerial, administrative, and quality processes are implemented by the Strategy Development Department, the Quality Assurance Commission, the Quality Development and Institutional Monitoring Coordination Office, academic units, administrative units, and research and application centers, under the leadership of senior management.

Monitoring: Monitoring of the university's administrative, managerial, and quality processes is carried out through stakeholder feedback (satisfaction/evaluation surveys, stakeholder meetings, Campus 7/24), Program Self-Assessment Report (PSAR), Institutional Self-Assessment Report (ISAR) of the institution and academic units, PSAR and ISAR Control Forms and executive summaries, Strategic Plan Monitoring Studies, Activity Reports, Performance Programs, Higher Education Data, ÇOMÜ in Numbers, Internal Audit Activities, Internal Control and Financial Control Reports. The Strategy Development Department, Quality Assurance Commission and Quality Development and Institutional Monitoring Coordination Office, Internal Audit Unit, academic units, administrative units, and research and application centers play an active role in the process. The results of these monitoring mechanisms guide improvements.

Take Action: Assessments carried out by relevant units are regularly reported to senior management, and necessary improvements are implemented by relevant boards and committees, primarily the Senate, under the leadership of senior management.

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Management Process Schedule		
Action to be taken	Responsible Unit	History
Strategic Objective and Setting Goals	Rectorate Strategy Development Department Strategy Development Board Strategy Planning Team Quality Assurance Commission Quality Improvement and Corporate Monitoring Coordination all academic units and administrative units, as well as application and research centers	Every 5 years or as needed
Policy Documents Preparation	Rectorate Strategy Development Department Quality Assurance Commission Quality Improvement and Corporate Monitoring Coordination all academic units and administrative units, as well as application and research centers	Every 5 years or as needed
Process Management	Rectorate Strategy Development Department Quality Assurance Commission Quality Improvement and Corporate Monitoring Coordination all academic units and administrative units, as well as application and research centers	Continually
Monitoring Management Processes and Evaluation	Rectorate Strategy Development Department Quality Assurance Commission Quality Improvement and Corporate Monitoring Coordination Internal Audit Unit all academic units and administrative units, as well as application and research centers	Continuous monitoring Evaluation Once a Year
Improvement Plan and Applications	Rectorate Senate Strategy Development Department Quality Assurance Commission or other boards and committees Quality Improvement and Corporate Monitoring Coordination all academic units and administrative units, as well as application and research centers	Continually

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ÇANAKKALE ONSEKİZ MART UNIVERSITY 2024 QUALITY ASSURANCE ACTIVITIES ACADEMIC UNIT OPERATIONAL CALENDAR			
Preparation Required Date Range	What needs to be prepared Document	Action that needs to be taken	Responsible Team & Staff
January 1 - January 26 2024	2023 Unit Internal Audit Assurance Statement (Each year for the previous year) (prepared)	The Internal Control Assurance Statement must be signed by the Unit Spending Authority and published on the Unit's (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.	Unit Management (Dean/Director/Unit) (Secretary)
January 1 - January 26 2024	2023 Unit Activity Report (Each year the previous year's January 1 - December 31 (It is prepared within the scope of activities that take place between them.)	After the Activity Report is prepared, it should be sent to the Strategy Development Department and published on the Unit's (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.	Unit Management (Dean/Director/Unit) (Secretary)
January 1 - January 31 2024	Unit Job Description – Unit Personnel Job Descriptions – Unit Workflow Diagrams – Unit Public Service Table of Standards – Units Internal Control Standards Action Plan Table , etc. tables (Updated at the beginning of each year) by the unit secretary checked and necessary (Corrections are made.)	Prepared by the unit secretary under the responsibility of the Unit Management, according to the guidelines in the official letters sent via the University Information System (UBYS) or the relevant guidelines and sample documents on the University's Quality Assurance Commission website. The unit secretary is responsible for ensuring the currency of these documents. The unit secretary is responsible.	Unit Manager (Dean/Director) Unit under the Coordination (Faculty/Vocational School/College) Secretary
January 1 - January 31 2024	Academic Unit (2021-2025) Strategic Plan Monitoring (Once a year)	All academic unit (Institute/Faculty/Vocational School/College/Application and Research Center) administrations are required to monitor the 2022 Performance Indicators and prepare a Strategic Plan Monitoring Report in accordance with the University's updated 2021-2025 Strategic Plan. The relevant report should be published on the Unit's (Institute/Faculty/Vocational School/College/Application and Research Center) website under the "Quality Assurance and Internal Control" section.	Unit Manager (Dean/Director) Unit under the Coordination Quality Assurance Commission
January 1 - January 31 2024	Program (2021-2025) Strategic Plan Monitoring (Once a year)	All Programs are included in our University's updated 2021-2025 Strategic Plan. 2022 Performance in line with the Plan and Unit 2021-2025 Strategic Plans They are required to monitor their indicators and prepare a Strategic Plan Monitoring Report. The prepared report should be published on the Unit's (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.	Department/US Head Program under the Coordination of Quality Assurance Commission
January 1 – 31 January 2024	2023 Program Summary Evaluation Report (EDR) (Each year the previous year's	According to our university's Quality Assurance and Internal Control (QAC) Preparation guide, this document must be prepared by every program that graduates students and published on the Unit (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.	Department/US Head Program under the Coordination of Quality Assurance Commission

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January 1 - December 31 (It is prepared within the scope of activities that take place between them.)		
2023 Self-Assessment Report Control Form and Manager Summary February 15 – February 29, 2024 (It is prepared once a year.)	The 2022 Self-Assessment Reports prepared by each graduating program should be evaluated by the relevant Unit Management according to the Self-Assessment Report Control Form Guide . Following this evaluation, a management summary of these reports should be sent to the Quality Assurance Commission via the Unit Information System (UBYS) and published on the Unit's (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.	Unit Manager (Dean/Director) Unit under the Coordination Quality Assurance Commission
2023 Unit Internal Evaluation Report (KIDR) January 1 – 29 February 2024 (Each year the previous year's January 1 - December 31) (It is prepared within the scope of activities that take place between them.)	Prepared in accordance with the YÖKAK Quality Assurance and Internal Control Report Preparation Guide, under the coordination of the Unit Management and in collaboration with the Unit Quality Assurance Commission, the report should be submitted to the Quality Assurance Commission via the Unit Information System (UBYS) and published on the Unit's (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.	Unit Manager (Dean/Director) Unit under the Coordination Quality Assurance Commission
2023 Unit Internal Evaluation Report (KIDR) Check Form and Executive Summary March 1 – March 15 2024	Prepared in accordance with the KyDR Control Form Guide, under the coordination of the Unit Management and in collaboration with the Unit Quality Assurance Commission, the form, along with an executive summary, should be sent to the Quality Assurance Commission via the Unit Information System (UBYS) and published on the Unit's (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.	
Unit Quality Assurance Commission Meeting March 1 – 31 December 2024 (With the participation of the Quality Assurance student representative)	Minutes, news, and photos related to meetings should be published under the Unit's "Quality Assurance and Internal Control" section.	Unit Manager (Dean/Director) Unit under the Coordination Quality Assurance Commission
Internal Unit Stakeholder Meeting Organization + (Surveys) January 1 - 31 December 2024	At least once a year	For meetings minutes, news and Photos Unit "Quality" Assurance and Internal Control in the tab It should be published. Unit Manager (Dean/Director) Unit under the Coordination Quality Assurance Commission
Unit External Stakeholder Meeting Organization + (Surveys)	At least once a year	
Alumni Meeting	At least once a year	
Support Services and In-Service Educational Activities January 1 - 31 December 2024	In-service training and support training activities should be organized at least once a year for academic and administrative staff working within the unit. Minutes, news, and photographs related to the activity should be sent to the Quality Assurance Commission via the Unit Information System (UBYS) and published on the unit's website under the "Corporate Information" section in the Quality Assurance and Internal Control Menu.	Unit Manager (Dean/Director) Unit under the Coordination Quality Assurance Commission
Bologna ECTS Course Information Updating Packages January 1 - 31 December 2024 (Twice a year, once per semester)	In accordance with the guidelines of our University's Bologna Coordination Office and Quality Assurance Commission, all teaching staff responsible for courses must update their course information at least once every semester. The relevant unit (Institute/Faculty/Vocational School/College) administrations should verify this up-to-date information through their Unit/Department Bologna coordinators and the Unit Bologna ECTS Course Information Package. Occupancy rates should be kept at least above 90%.	Unit Manager (Dean/Director) Under his/her coordination Unit/Department Bologna Coordinators and Instructors All Faculty Members
Orientation Program January 1 - 31 December 2024	For students starting their education in the unit for the first time and for academic and administrative staff starting their duties for the first time, at least once a year.	Unit Management

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	<p>An orientation program should be conducted. Minutes, news, and photos related to the activity should be sent to the Quality Assurance Commission via the University Information System (UBYS) and published on the Unit's (Institute/Faculty/Vocational School/College) website under the "Quality Assurance and Internal Control" section.</p>	<p>(Dean/Director/Unit) (Secretary)</p>
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