



ARCHITECTURE AND DESIGN FACULTY

2021-2025 Strategic Action Plan

Prepared

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PRELIMINARY INFORMATION

Competitive advantage considering the increasing number of public and foundation universities today.

To win, to try to increase the quality of education and training both quantitatively and qualitatively,

Strategic Action Plan of our University, Faculty of Architecture and Design, with the vision of being at the top of entrepreneurial and innovative universities and becoming one of the research universities.

The need for creation arose. This plan; Çanakkale Onsekiz Mart University, Architecture and Faculty of Design can increase the quality of education and training and respond to the rapid changes taking place.

the strategic requirements that need to be implemented in order to keep up with internal and external stakeholders.

It was prepared in line with the feedback received. The shortcomings of this plan

The problems and problems were examined and the results were evaluated and the necessary strategies were put forward.

The report states that there are important issues in identifying, solving and developing the Faculty's problems.

It is intended to be used as one of the guides. Institutional mission of our faculty

We have successfully completed the 2021-2025 strategic action plan that we targeted in line with

We wish success to all our academic and administrative staff in its implementation.

Prof. Dr. Tülay CENGİZ TAĞLI

Dean

1. PURPOSE

This strategic plan will be implemented by the Faculty of Architecture and Design in the 2021-2025 academic year. to increase the quality of education and to keep up with the changes taking place in today's information age. strategies that need to be implemented to achieve compliance and the goals based on these strategies It was prepared to determine the The main purpose of the document is; Faculty of Architecture and Design By making it compatible with today's competitive conditions, it has become preferable in a regional sense. to increase and define the contemporary vision of the future.

2. SCOPE

The strategies and objectives presented in this document are based on Çanakkale Onsekiz Mart University It covers the Faculty of Architecture and Design. The document is prepared by the relevant dean, his assistant and It was prepared in the light of the suggestions of the faculty members and students teaching at the faculty. In addition, future policies were discussed by team consultants and a strategic plan was developed. It is aimed to realize these policies within the scope of

3. PLANNING PROCESS AND IMPLEMENTATION PLAN

The Planning process carried out by the Strategic Planning team consists of the following stages: consists of:

- Obtaining data and providing the necessary infrastructure for strategic plan studies,
- Conducting SWOT analysis of the department,
 - 1) Determining the Strengths of the Faculty
 - 2) Identifying the Weaknesses of the Faculty
 - 3) Identifying Opportunities
 - 4) Identifying Threats
- Evaluation of SWOT Analysis,
- Determination of mission, vision, core values and policies,
- Updating functional goals and setting new goals,
- Providing feedback on the results obtained and making necessary corrections realization.

4. ÇANAKKALE ONEKİZ MART UNIVERSITY PROMOTION

Çanakkale Onsekiz Mart University, which was established on July 3, 1992 by law no. 3837, was transferred from Trakya University in the 1992-1993 academic year.

With Çanakkale Faculty of Education, Çanakkale Vocational School and Biga Vocational School

He started his education life. Our University has reached a total of 36 educational units, including 1 Graduate Education Institute, 18 Faculties, 4 Colleges, and 13 Vocational Schools.

Besides these; 43 Research and Application Centers are also active and Turkey's best

It has one of its libraries.

5. OUR UNIVERSITY MISSION, VISION, PURPOSE, OBJECTIVE AND POLICY

COMU Mission; Knowledgeable, equipped, cultured and self-confident in education and training
Aiming to raise individuals; In scientific studies, application-oriented, project-oriented and very
has adopted the understanding of doing disciplined research; sustainable relationships with its stakeholders
that respects and blends knowledge, love and respect with the history and rich texture of Çanakkale;
"To be a quality-oriented, innovative and entrepreneurial university"

ÇOMÜ Vision; With its young and dynamic human being, liberal, innovative and
With its sustainable structure; valuing corporate culture and aiming for quality-oriented development
With management approach; with scientific research, education, arts and sports activities;
"To be the best university in the region, to become a strong scientific institution of our country and the world."
to come"

Our Values; Çanakkale Onsekiz Mart University, with its valuable geography
It has high values with all the achievements it has achieved since its establishment.
It is on its way to becoming a university. These are our Values;

- Belonging,
- Scientific,
- Freedom of Thought and Expression,
- Educated Citizens,
- Ethics,
- Entrepreneurship,
- Mobility,
- Cooperation, Solidarity and Sharing,
- Quality and Efficiency,
- Participation,
- Integration with the City,

- Perfectionism,
- Transparency,
- Recognition,
- Protecting its History and Geography, • Lifelong Learning,
- Innovation and Creativity.

Our goals; Our university has a quality-oriented, entrepreneurial and innovative university approach.

To be the best university in its region and a strong scientific institution of its country and the world.

aims to become.

Our quality policy in line with these goals:

- Existing human resources have academic skills, qualifications and ability to do effective research.

increasing its capacity,

- Increasing the level of satisfaction in education and training activities, • International

students who prefer our university and international students who study abroad with our university

internationalization efforts by increasing bilateral cooperation agreements between universities.

development,

- In research activities, priority should be given to R&D studies and interdisciplinary research.

supporting studies in the fields of

- Ranking our university at the top in national and international academic evaluations

take out,

- Supporting activities for institutional accreditation studies,
- Development of corporate culture,
- Strengthening the relations with our stakeholders and contributing to the society by our university.

It has adopted the principle of increasing the quality of services offered.

6. FACULTY OF ARCHITECTURE AND DESIGN INTRODUCTION

Çanakkale Onsekiz Mart University Faculty of Architecture and Design, dated 08 March 2012

It was established with the decision number 2012/2734 of the Official Gazette No. 28227 and within its scope;

- Department of Industrial Design
- Department of Interior Architecture
- Department of Architecture
- Department of Landscape Architecture
- It houses the City and Regional Planning Department.

Undergraduate, graduate and doctoral education in the Department of Landscape Architecture at our faculty
It is offered and has a total of 266 students at the undergraduate level.

Undergraduate and graduate education is given in the Department of City and Regional Planning,
It has 210 students at undergraduate level.

of the faculty; Industrial Design, Interior Architecture, Architecture and City and Region
Establishment of academic staff and physical infrastructure for Planning Departments
continues.

7. OUR MISSION, VISION, PURPOSE AND TARGETS

Created in line with the corporate mission, vision, goals and objectives of our university
The corporate mission, vision, goals and objectives of the Faculty of Architecture and Design are below.
For your information.

Mission of Our Faculty

"A leader and leader in education, training, research and practice at national and international levels."

To be in an effective position and to constantly improve itself with its innovative, creative and sharing staff.
capable of developing, knowledgeable about technology, respectful of the environment, society and ethical values, creative, entrepreneurial
and have leadership qualities, professional awareness and responsibility, and communication with different disciplines
To be a faculty that trains planners and designers who can

Vision of our Faculty:

- As a faculty, we study space design, science, technology and art at national and international levels.

Being the focus of leading studies,

- Education, training and education that will contribute to the vision of "World City Çanakkale"

Preferred in Türkiye and the world with its research quality; national and international in this

To be at the forefront of preferences in the fields,

- To have high student and faculty satisfaction,
- With its research in planning and design sciences at national and international levels

To carry out studies that will transform national reconstruction and development into a breakthrough, to lead,

To create and support innovative staff, to provide and maintain the necessary infrastructure,

- Contribute to space design, science and technology at an international level

to conduct research, to create staff to carry out these research,

- To give importance to harmony and solidarity within the institution,
- Creating a transparent and participatory management approach and quality working life,
- To ensure the satisfaction of employees, students and other stakeholders,
- Respecting universal values, adopting total quality management principles, constantly improving

to be a Faculty,

- Able to comprehend the environment, nature, life and space in order to direct the future,

To train planners, designers and scientists who can improve themselves with innovations and

To transfer the knowledge produced in the fields of research and application to social life for the benefit of the public.

Main Aims of Our Faculty

- Preferred among the first places in Turkey with its education, training and research quality,
- Sensitive to technological developments, in line with the expectations of the society and sector representatives

raising human resources,

- Representing our University effectively in international academic studies,
- Creating a result-oriented education profile with instructors,
- Raising knowledgeable, equipped and self-confident individuals in education and training,
- A department that respects international values, protects the environment and constantly renews itself.

is to be.

Our Faculty Goals

First of all, its students, as a qualified workforce potential,

Follow current developments on national and international platforms regarding the sector in which they will work

Innovative, creative, with high communication skills, full of self-confidence, environment, nature, life and

to serve as experts who can comprehend the space and improve themselves with innovations.

aims. In line with this goal, professional institutions and well-known professions

Activities to get to know academics and practitioners, field research, technical and cultural trips, seminars and

interviews are also integrated into the departments. students graduating

In a sense, the environments in which they will carry out their studies are animated in the educational process.

When students graduate, in addition to basic professional knowledge, foreign

language, information-communication technologies, speech-presentation techniques, financial resource management, time

It is necessary to develop knowledge and skills in many areas such as management and entrepreneurship.

8. FACULTY OF ARCHITECTURE AND DESIGN BASIC POLICIES AND PRIORITIES

- Students and faculty members follow and contribute to contemporary developments.

enabling them to continue their education and training activities in an environment where they can

To strengthen scientific studies and bring an innovative understanding,

- Provides a basis for the integration of theoretical training with practices in all scientific fields.

To carry out infrastructure works to prepare

- Developing the relations between internal stakeholders that will strengthen the organizational climate and increasing the synergy.

to make it permanent (developing and disseminating corporate awareness). In all education and training activities, by using the best technological data within the possibilities of our University.

to increase the effectiveness and efficiency of education,

- Developed analysis and synthesis skills, able to use free thought in the field of scientific productivity.

creative and productive, who can transfer knowledge, be not only the carrier but also the developer.

to produce graduates,

- With new methods and practices in education and training activities,

is to lead equivalent units.

8.1. Faculty of Architecture and Design Current Institutional Quality Assurance Policy and control

As part of the organization's strategic management process, its quality assurance policies and how it determines, implements and monitors its strategies to implement these policies. and our ways of improving the process;

The institution's quality assurance processes, internal evaluation processes and strategic action plans was designed. Within the scope of the institution's quality assurance processes and internal evaluation processes measurement and monitoring system was established and continuous improvement studies were carried out. To maintain the competitive advantage of the institution within the scope of the rapidly changing agenda of higher education. The teaching plans of the necessary departments were updated, and the inactive departments were activated. Work has been carried out to ensure that the standard positions have been planned.

There are corporate internal and external evaluations, SWOT analysis and PDCA studies. Also this It was ensured that all departments contributed to the studies with strategic action plans. External Quality assurance according to the evaluation of the Higher Education Quality Board from stakeholder audits The issues emphasized in the external evaluation regarding our system are aimed at improvement. has been studied. For this purpose, relevant commissions were formed and they were activated. The full participation of department, academic and administrative personnel in quality processes was ensured.

Institution, mission, vision, strategic goals and performance indicators determines them with the determination commission and checks them every year and corrects the necessary deficiencies. completes and updates.

Relevant for measuring, evaluating and continuously improving corporate performance A commission has been established and an annual report and internal control report are prepared. The Quality Commission Members of the institution consist of competent faculty members and lecturers in this field. has been created. Establishing the quality assurance system of the Institution's Quality Commission and

the authorities, duties and responsibilities within the scope of the operation of the entire process.

to ensure that it is constructed and becomes functional with full participation. In this context this

The commission holds regular meetings to improve quality processes.

It carries out the necessary studies (activity report, internal control report, strategic action plan, SWOT analysis,

PUKÖ study, etc.) to ensure Internal stakeholders (academic and administrative employees,

students) and external stakeholders (employers, alumni, professional organizations, research sponsors,

students' relatives, etc.) were included in the quality assurance system. Main website of our faculty

Relevant surveys are carried out regularly within the framework of this page.

In the light of this information, in accordance with the institutional target and quality policy of our university,
Our developed quality policy;

- To contribute to our university's quality education and training activities,
- By ensuring the development of our university's relations with its stakeholders, internal and external

To measure the satisfaction levels of stakeholders with the services and activities of our university

and to detect their complaints and take the necessary measures for corrections,

- To dominate and realize the understanding of continuous development in units and individuals,
- Establishing suggestion systems to increase the level of service and education and informing stakeholders receive and evaluate suggestions,

- To contribute to the institutionalization of our university as a unit,
- To contribute to the development of the corporate culture of our university as a unit,
- To contribute to our university becoming a scientific, entrepreneurial and innovative university,
- Academic contribution to our university's interdisciplinary studies

By offering our university the qualifications that third generation universities should have,
contribute to achieving

- To allow our university to be among the Research Universities of the Higher Education Institution.

To contribute academically.

8.2. Current Academic Research Policies of the Faculty of Architecture and Design

- Necessary administrative, administrative and technical support for faculty members to produce multidisciplinary works.
to provide motivational support,

- Motivate lecturers and students with effective methods in scientific studies.

To ensure that they produce academic works that can stand out at the international level,

- To ensure the best promotion of research at national and international levels,
- In order to expand the scope of scientific research, studies are only

To provide all the necessary support so that it can be done not only nationally but also internationally and to provide different

To lead the formation of teams in disciplines,

- Developing research and professional projects according to regional needs,
- By making the relations of academicians with internal and external stakeholders more effective and efficient,

The internal and external environment will benefit more from scientific awareness within the scope of international cooperation. is to provide.

8.3. Current Administrative Policies of the Faculty of Architecture and Design

- The presence of a modern administrator in the management positions of the university

To organize manager development programs to equip them with the necessary information,

- To ensure that managers comply with the principle of positive motivation in their managerial activities.
- High performance and success criteria are essential in all practices against the managed.

to make evaluations. Not compromising the principle of equality and justice,

- To ensure that managers have a sense of solidarity and support with each other,
- In order not to cause weakness in corporate activities during managerial staff changes,

and systematize the transfer of experience,

- To ensure timely information flow from the Electronic Document Management System, • To systematize the statistical information needed about the University (Management

Keeping the Information System ready for service effectively).

8.4. Current Student Policies of the Faculty of Architecture and Design • Knowing

students as the most important stakeholders of the University, •

Students are needed in organized activities after completing their education.

Providing them with affordable and affordable assistance, maintaining a relationship with them and working with them

To increase unity, •

To ensure that students are accepted into the business world and can settle there effectively.

carrying out support activities, • Orientation

programs to establish bonds with students and increase communication.

organize events,

- The behavior of academic and administrative staff towards students is reasonable and satisfactory.

To bring standards and implement them.

8.5. Faculty of Architecture and Design Regional Policies

- In solution studies for the social, cultural and economic problems of the region

have.

- Contribute more to the development of the region with the industrial and service organizations of the region.

to establish collaborations.

- While carrying out University-Industry cooperation effectively, it covers the entire scope

enlarge the territory to include it.

8.6. Faculty of Architecture and Design Planning Applications SWOT and PUKÖ Analysis control

- Strategic Planning process consists of the following stages;
 - Obtaining data and providing the necessary infrastructure for strategic plan studies,
 - Conducting SWOT Analysis of our Faculty of Architecture and Design,
- 1) Strengths of Our Faculty
 - 2) Weaknesses of Our Faculty
 - 3) Opportunities
 - 4) Threats
- Evaluation of SWOT Analysis,
 - Reviewing the mission, vision, core values and policies,
 - Updating functional goals and setting new goals,
 - Providing the feedback of the results obtained and with the necessary regulation.

Adjustments are made annually.

In addition, the PUKÖ Cycle management system is used in the quality assurance system management throughout our university and within our Faculty, education, training, research, administrative and social. It is implemented with determination in contribution processes. Accordingly, activities and internal audit are planned. An annual activity report is prepared and internal audit is carried out at least once a year. Envisaged and implemented by the "Internal Audit Procedure" (Institution Internal Evaluation Report)

As a result of the internal evaluation of the K  DR (quality assurance, training, research, administrative) processes, the areas open to improvement of the institution are clearly identified in the K  DR surveys. can be seen. Practices regarding identified areas open to improvement were followed and each

Annual activity report and internal audit report were prepared. Relevant reports are self-reported by the institution. While it is an indicator of the improving system, it also leads to external evaluation of the institution. is demonstrative. In line with our vision, mission and goals by the sub-units of our institution

It has established quality management processes, as well as various internal and external evaluation practices on a unit basis. Internal audit results and other quality-related agenda items, Reviewing management according to the "Boards and Management Review Procedure"

It is discussed at the meeting before the external audit. Decisions are made with reasons and deadlines.

External audit is carried out by independent auditors. Nonconformities identified by the external auditors are brought to the agenda at the management review meeting. In this way, PUKÖ to achieve the goals of the institution within the framework of continuous improvement efforts within the scope of the cycle New targets and road maps are determined, implemented and inspected, ensuring that they are achieved.

Turkish Higher Education in all its units to improve service quality Qualifications Framework (TYYÇ), Bologna Process and Total Quality Management in some units within the scope of various quality management and assurance such as EFQM Model, Accreditation Standards It produces services for internal and external stakeholders by applying integrated approaches and offers. For this purpose, in-service training meetings and surveys are held. in the institution leaders (Department Heads and Department Advisors), academic staff and administrative staff strategic plan to ensure unity of purpose in line with the goals and objectives of the institution implements the determined practices.

For this purpose, in-house meetings and satisfaction surveys are conducted for academic and administrative staff. is being done. Thus, in continuous improvement, the university's planning and management approach is supported by a 'PUKÖ' cycle suitable for the academy. These principles include:

It is implemented in a cyclical process consisting of:

1. Planning: Based on a new strategic direction or an internal and/or external evaluation re-planning for a significant improvement in existing practices,
 2. Implementation: Implementation of the plan and monitoring of results according to pre-agreed criteria to be,
 3. Control: Measuring performance and analyzing it by comparing it with targets,
 4. Measure: Making necessary improvements and implementation according to the evaluation results
- Protecting areas with good practices that are found to be working well during

Keeping our PDCA cycle, which was prepared according to this information, up to date in a sustainable way, implementation is targeted and the necessary work for this is done by the relevant quality assurance commission. Made by.

9. FACULTY OF ARCHITECTURE AND DESIGN STAKEHOLDERS

In order for our faculty to develop, to increase the quality of education, to provide contemporary and modern education, Equipping it with technologies will only be possible with the support of all its stakeholders.

Table 1: Stakeholder Identification and Prioritization Table

Stakeholder Name	Internal and external stakeholder	Importance Degree	Effect Degree	priority
Academical personal	Drink	High	Strong	Work Together
Administrative Staff	Drink	High	Strong	Work Together
Students	Drink	High	Strong	Work Together
Graduates	External	High	Weak	Look after your interests, Include in studies
Rectorate	External	High	Strong	Work Together
NO	External	High	Strong	Work Together
The Ministry of Finance	External	High	Strong	Work Together
TUBITAK	External	High	Strong	Work Together
environment and urban ministry	External	High	Strong	Work Together
Ministry of Industry and Technology	External	High	Strong	Work Together
South Marmara Development Agency	External	High	Strong	Work Together
Governorship	External	High	Strong	Work Together
Local Governments	External	High	Strong	Work Together
Potential Students	External	Low	Weak	Include in studies
Press-Social Media	External	Low	Weak	Watch
Faculties at ÇOMÜ	External	Low	Weak	Work Together
Other Architecture and Design Faculties	External	High	Weak	Work Together
NGOs	External	High	Weak	Work Together
Student clubs	External	Middle	Weak	work together
Relevant Professional Chambers	External	High	Strong	Work Together
Protection Boards	External	High	Strong	Work Together

10. ACADEMIC INFRASTRUCTURE

Our faculty has an academic staff of 32 people, including 5 Professors, 7 Associate Professors, 8 Doctoral Lecturers, 9 Research Assistants, 2 Research Assistants working abroad and 1 Lecturer. (Table 2).

Table 2. Distribution of Teaching Staff

Academic Title	Age Groups							
	<30		30-39		40-49		50-59	
	K	TO	K	TO	K	TO	K	TO
Professor					-	-	-	2
Associate professor				-	3	3		
Doctor Lecturer			4		2	-		-
Lecturer								-
Research Assistant	5	-	2	-				

Table 3. Analysis of Faculty Academic Staff I

Teaching Staff			Years of Experience		
DEPARTMENT OF LANDSCAPE ARCHITECTURE					
Academic Title, Name surname	Last Graduated Institution and Year	Currently Teaching if he sees Which In progress is	Public, Special Sector, Industry	ÇOMÜ Duty Time	Teaching Elementality Time
Prof. Dr. Tülay CENGİZ TAĞLI	Ankara university, Landscape Architecture USA, 2003	-	-	15	26
Prof. Dr. Abdullah KELKİT Çukurova	University, Landscape Architecture USA, 1996	-	-	24	32
Prof. Dr. Füsün ERDURAN NEMUTLU	Ankara university, Landscape Architecture USA, 2003	-	17	15	17
Prof. Dr. Kürşad DEMİREL	Çanakkale Onsekiz Mart University, Soil Science and Plant Nutrition USA, 2012	-	-	16	16
Assoc. Dr. Okan YILMAZ	Aegean University, Landscape Architecture USA, 2009	-	-	12	19
Assoc. Dr. Alper HEALTH	Çanakkale Onsekiz Mart University, Geography USA, 2014	-	-	12	12
Assoc. Dr. Ayşe Esra CENGİZ Çanakkale	Onsekiz Mart University, Biology USA, 2011	-	-	21	21
Assoc. Dr. Member Çiydem KAPTAN AYHAN	Aegean University, Landscape Architecture USA, 2007	-	-	14	22

Dr. Lecturer Member Özgür HERO	Aegean University, Horticulture USA, 2006	-	3	8	14
Dr. Lecturer Member Tutku AK	State University of New York College of Environmental Science and Forestry, 2015	-	-	19	19
Dr. Lecturer Member Elif SAĞLIK	Çanakkale Onsekiz Mart University, Landscape Architecture USA, 2019	-	-	9	9
Dr. Lecturer Member Aylin ÇELİK TURAN	Mimar Sinan Fine Arts University, City and Regional Planning USA, 2017	-	2	2	9
Res. See. Necla Ece ÖNCÜL	Süleyman Demirel University, Landscape Architecture USA, 2015	Doctorate	-	9	9
Res. See. Merve TEMİZ	Çanakkale Onsekiz Mart University, Landscape Architecture USA, 2016	Doctorate	6	2	2
Res. See. Mehmet İlkan BAYRAK	Bursa Uludağ University, Landscape Architecture USA, 2019	Doctorate	3	2	2
Lecturer See. Gulcan GUNDUZ	Istanbul University, Department of Biology, 1991	-	-	11th	21
CITY AND REGIONAL PLANNING DEPARTMENT					
Prof. Dr. Levent GENÇ	University of Florida, Civil Engineering, Geomatics, 2003	-	3	17	28
Assoc. Dr. Arzu BAĞARAN UYSAL	Istanbul Technical University, Region Planning Program, 2006 Istanbul	-	13	13	13
Assoc. Dr. Emre Ozelkan	Technical University Satellite Communication and Remote Sensing Program, 2014	-	16	4	4
Dr. Lecturer Member Melda ACMAZ ÖZDEN	Middle East Technical University City and Regional Planning Program, 2013	-	-	7	16
Dr. Lecturer Member Ayşe Nur ALBAYRAK	Istanbul Technical University City Planning Programme, 2010	-	-	4	23
Dr. Lecturer Member İpek SAKARYA BALKIR	Istanbul University Political Science and Public Administration, 2016	-	-	10	10
Res. See. Ceyda BAĞARAN	Çankaya University City and Region Planning Department, 2019	High Licence	-	2	2
DEPARTMENT OF ARCHITECTURE					
Assoc. Dr. Ali Tolga ÖZDEN	Middle East Technical University, Architecture USA, 2013	-	3	6	6
Dr. Lecturer Member Erdem SALCAN	Mimar Sinan Fine Arts University, Department of Architecture, 2017	-	-	16	3
Res. See. Tuğçenur METİN PAZAK	Karadeniz Technical University, Interior Department of Architecture, 2015	High Licence	-	4	4
Res. See. Behiye YILMAZ	Yıldız Technical University, Architecture Department, 2020	Doctorate	2	3	3

Res. See. Orçun FINDIK	Yıldız Technical University, Architecture Department, 2017	High Licence	2	---	---
Res. See. Tansu MILLER	Dokuz Eylül University, Architecture Department, 2020	High Licence	---	---	---
Res. See. Ayşen ÇERÇİL	Çankaya University, Architecture Department, 2016	High Licence	---	---	---

Table 4. Analysis of Faculty Academic Staff II

Teaching Staff		Activity level (High, Medium, Low, None)		
DEPARTMENT OF LANDSCAPE ARCHITECTURE				
Academic Title, Name surname	Job In their establishment	To Public, Industry and Private Sectors given Scientific-Artistic in consulting	In research	Exhibition, Symposium, Workshop, Fair, Biennial, triennial
Prof. Dr. Tülay CENGYZ TAyli	Middle	Middle	High	Middle
Prof. Dr. Abdullah KELKYT	High	High	High	High
Prof. Dr. Fusun ERDURAN NEMULU	Low	Low	High	High
Prof. Dr. Küryad DEMYREL	Low	Middle	High	Middle
Assoc. Dr. Okan YILMAZ	Low	Middle	High	High
Assoc. Dr. Alper HEALTH	High	High	High	High
Assoc. Dr. Ayye Esra CENGYZ	Middle	Middle	High	High
Assoc. Dr. Çiydem KAPTAN AYHAN	None	None	High	Middle
Dr. Lecturer Member Özgür KAHRAMAN	None	None	Middle	Middle
Dr. Lecturer Member Tutku AK	None	None	Middle	Middle
Dr. Lecturer Member Elif SAYLIK	High	Middle	High	High
Dr. Lecturer Member Aylin ÇELYK TURAN	None	None	None	None
Res. See. Necla Ece ÖNCÜL	Middle	None	Middle	None
Res. See. Mehmet İlkan BAYRAK	None	None	High	High
Res. See. Merve TEMYZ	None	None	High	High
Lecturer See. Gulcan GUNDUZ	None	None	Middle	Middle
CITY AND REGIONAL PLANNING DEPARTMENT				
Prof. Dr. Levent YOUNG	Middle	Middle	High	High
Assoc. Dr. Arzu BAyARAN UYSAL	Middle	High	High	Middle
Assoc. Dr. Emre Ozelkan	Middle	Middle	High	High

Dr. Lecturer Member Melda ACMAZ ÖZDEN	Middle	Middle	Middle	Middle
Dr. Lecturer Member Ayşe Nur ALBAYRAK	Middle	High	Middle	High
Dr. Lecturer Member İpek SAKARYA BALKIR	Middle	Middle	Middle	Middle
Res. See. Ceyda BAĞARAN	None	None	High	Middle
DEPARTMENT OF ARCHITECTURE				
Assoc. Dr. Ali Tolga ÖZDEN	Middle	Middle	Middle	Middle
Dr. Lecturer Member Erdem SALCAN	None	None	Middle	Middle
Res. See. Tugcenur METİN BRIGHT	None	None	High	Middle
Res. See. Behiyye YILMAZ	Middle	Low	High	Middle
Res. See. Orçun FINDIK	Low	Low	High	Low
Res. See. Tansu MILLER	Middle	Low	High	Middle
Res. See. Ayşen ÇERÇİ	Middle	None	High	Middle

Table 5. Number of Students Per Instructor

Number of Actively Registered Students in the Department of Landscape Architecture / Number of Instructors in the Department of Landscape Architecture Number of	27.66
Actively Registered Students in the Department of City and Regional Planning / Number of Instructors in the Department of Urban and Regional Planning	23.2

Table 6. Statistics on the Course Load Distribution of the Teaching Staff

According to Academic Titles within the Scope of Contractual Job Description Minimum Required Course Load and Current Course Load Distributions			
DEPARTMENT OF LANDSCAPE ARCHITECTURE			
Academic Title Name, Surname		Least (2019-2020 Spring - 2020-2021 Fall)	Current Course Load (2019-2020 Spring - 2020-2021 Fall)
Prof. Dr.	Tülay CENGİZ TAĞLI	10+5	32+25
Prof. Dr.	Abdullah KELKİT	5+10	39+48
Prof. Dr.	Fusun ERDURAN NEMULU	10+10	29+28
Prof. Dr.	Kürşad DEMİREL	10+10	44+39
Assoc. Dr.	Okan YILMAZ	10+5	36+32
Assoc. Dr.	Alper HEALTH	5+10	49+48
Assoc. Dr.	Ayşe Esra CENGİZ	10+10	13+22
Assoc. Dr.	Çiğdem KAPTAN AYHAN	10+10	27+32
Dr. Lecturer Member of	Özgür HERO	10+10	33+30

Dr. Lecturer Member of	Tutku AK	10+10	32+24
Dr. Lecturer Member of	Elif HEALTH	10+10	16+26
Dr. Lecturer Member of	Aylin ÇELİK TURAN	10+10	5+16
Res. See.	Necia Ece ÖNCÜL	-	-
Res. See.	Mehmet İlkan BAYRAK	-	-
Res. See.	Merve TEMİZ	-	-
Lecturer See.	Gulcan GUNDUZ	-	-
CITY AND REGIONAL PLANNING DEPARTMENT			
Prof. Dr.	Levent YOUNG	10+10	36+36
Assoc. Dr.	Arzu BAĞARAN UYSAL	10+10	34+34
Assoc. Dr.	Emre Ozelkan	10+10	30+33
Dr. Lecturer Member of	Melda ACMAZ ÖZDEN	10+10	26+28
Dr. Lecturer Member of	Ayşe Nur ALBAYRAK	10+10	27+28
Dr. Lecturer Member of	Ypek SAKARYA BALKIR	10+10	30+0(on leave)
Res. See.	Ceyda BAĞARAN	-	-
DEPARTMENT OF ARCHITECTURE			
Assoc. Dr.	Ali Tolga ÖZDEN	10+5	17+27
Dr. Lecturer Member of	Erdem SALCAN	10+10	10+10
Res. See.	Tugcenur METIN BRIGHT	-	-
Res. See.	Behiyye YILMAZ	-	-
Res. See.	Orçun FINDIK	-	-
Res. See.	Tansu MILLER	-	-
Res. See.	Ayşen ÇERÇİL	-	-

Table 7. Statistics on Academic Publications of Faculty Members

DEPARTMENT OF LANDSCAPE ARCHITECTURE										
Academic Title Name surname	SCI, SSCI, AHCI Number of publications		International/ National Referee Magazine, Congress, Symposium etc. Published Articles, Number of Papers		Total Citation Number		HEAT Indexes entering In magazines Citations They Received Number		Academic Textbook, Book and Book Number of Episodes	
	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020				
Prof. Dr. Tülay CENGİZ TAĞLI	11th	-	45	3	549	59	90	12	3	-
Prof. Dr. Abdullah KELKİT	13	-	184	5	354	49	38	2	12	2

Prof. Dr. Füsün ERDURAN NEMUTLU	10	-	81	3	179	18	13	4	7	-
Prof. Dr. Kürşad DEMİREL	12	-	95	7	285	65	109	11th	2	-
Assoc. Dr. Okan YILMAZ	4	-	48	-	195	10	13	2	6	0
Assoc. Dr. Alper HEALTH	-	-	147	8	169	30	36	-	9	4
Assoc. Dr. Ayşe Esra CENGİZ	6	-	72	-	113	12	27	2	14	-
Assoc. Dr. Çiydem KAPTAN AYHAN	5	2	26	2	58	16	8	4	4	-
Dr. Lecturer Member Özgür KAHRAMAN	-	-	44	3	20	5	-	-	-	-
Dr. Lecturer Member Passion WHITE	2	-	20	-	43	5	15	2	4	-
Dr. Lecturer Member Elif SAĞLIK	-	-	97	8	64	19	5	-	6	2
Dr. Lecturer Member Aylin ÇELİK TURAN	-	-	-	-	-	-	-	-	-	-
Res. See. Necla Ece ÖNCÜL	-	-	9	-	-	-	-	-	-	-
Res. See. Mehmet Yükan BAYRAK	-	-	17	-	-	-	-	-	-	-
Res. See. Merve TEMİZ	-	-	23	7	-	-	-	-	2	-
Lecturer See. Gulcan GÜNDOZ	-	-	-	-	-	-	-	-	-	-
Landscape architecture Department Total	68	4	908	49	2029	288	354	39	74	10
CITY AND REGIONAL PLANNING DEPARTMENT										
Academic Title Name surname	SCI, SSCI, Number of AHCI Publications		International/ National Referee Magazine, Congress, Symposium etc. Number of Published Articles and Papers		Total Citation Number		HEAT Indexes entering In magazines Citation Received Number		Academic Textbook, Book and Book Number of Episodes	
	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020
Prof. Dr. Levent GENÇ	19	-	136	3	562	45	180	22	-	-
Assoc. Dr. Arzu BAĞARAN UYSAL	2	-	35	4	86	10	30	5	3	-
Assoc. Dr. Emre Ozelkan	11th	-	45	4	261	62	101	23	2	-
Dr. Lecturer Member Melda ACMAZ ÖZDEN	-	-	16	-	6	-	-	-	4	-
Dr. Lecturer Member Ayşe Nur ALBAYRAK	-	-	9	-	13	6	5	2	-	-

Dr. Lecturer Member �pek SAKARYA BALKIR	-	-	9	...	13	5	-	-	3	...
Res. See. Ceyda BA�ARAN	-	-	-	-	-	-	-	-	-	-
City and Region Planning Department Total	32	-	250	12	941	129	317	52	13	...
DEPARTMENT OF ARCHITECTURE										
Academic Title Name surname	SCI, SSCI, AHCI Number of publications		International/ National Refereed Journal, Congress, Symposium etc. published Number of Articles and Papers		Total Citation Number		HEAT Indexes In included journals Citations They Received Number		Academic Textbook, Book and Book Number of Episodes	
	Total 2020	Total 2020	Total 2020	Total 2020	Total 2020					
Assoc. Dr. Ali Tolga �ZDEN	-	-	50	-	149	14	22	-	7	-
Dr. Lecturer Member Erdem SALCAN	-	-	7	3	-	-	-	-	-	-
Res. See. Tugcenur METIN BRIGHT	-	-	4	-	-	-	-	-	-	-
Res. See. Behiyye YILMAZ	-	-	2	-	-	-	-	-	-	-
Res. See. Or�un FINDIK	-	-	-	-	-	-	-	-	-	-
Res. See. Tansu MILLER	-	-	2	-	-	-	-	-	-	-
Res. See. Ay�en �ER��L	-	-	-	-	-	-	-	-	-	-
Department of Architecture Total	...	-	66	6	151	15	22	-	7	-
FACULTY GENERAL TOTAL	101	4	1224	67	3121	432	693	91	94	11th

Table 8. Completed or Ongoing Projects of the Faculty Staff

DEPARTMENT OF LANDSCAPE ARCHITECTURE				
Academic Title Name surname	BAP, T�B�TAK, GMKA, EU, UN etc. Number of Projects Total 2020		Task within the Scope of the Project	
	Total		Total	2020
Prof. Dr. T�lay CENG�Z TA�LI	13	-	5 Executive 1 Manager 7 Researchers	-
Prof. Dr. Abdullah KEL��T	17	5	7 Executive 10 Researchers	3 Executive 2 Researchers
Prof. Dr. F�sun ERDURAN NEMULU	11th	-	3 Researchers 4 Executive 3 Advisors 1 Instructor	1 Executive
Assoc. Dr. K�r�ad DEM�REL	26	6	3 Executive 5 Managers 18 Researchers	3 Executive 3 Researchers

Assoc. Dr. Okan YILMAZ	7	-	2 Executive 1 Manager 4 Researchers	1 Executive
Assoc. Dr. Alper HEALTH	11th	2	1 Executive 10 Researchers	1 Executive 1 Researcher
Assoc. Dr. Ayşe Esra CENGİZ	9	4	2 Executive 7 Researchers	2 Executive 2 Researchers
Dr. Lecturer Member Çiydem KAPTAN AYHAN	5	-	2 Executive 3 Researchers	-
Dr. Lecturer Member Özgür HERO	-	-	-	-
Dr. Lecturer Member Passion WHITE	4	-	4 Researchers	-
Dr. Lecturer Member Elif SAĞLIK Dr.	3	-	4 Researchers	2 Researchers
Lecturer Member Aylin ÇELİK TURAN Res.	-	-	-	-
See. Necla Ece ÖNCÜL Res. See.	3	-	3 Researchers	-
Mehmet İlkan BAYRAK Res. See. Merve	-	-	1 Researcher	1 Researcher
TEMİZ Lecturer. See.	2	-	2 Researchers	2 Researchers
Gulcan GUNDUZ	-	-	-	-

CITY AND REGIONAL PLANNING DEPARTMENT

Academic Title Name surname	BAP, TÜBİTAK, GMKA, EU, UN etc. Number of		Task within the Scope of the Project	
	Projects Total 2020		Total	2020
Prof. Dr. Levent YOUNG	18	---	TÜBİTAK Project Executive, TÜBİTAK Project Researcher, TÜBİTAK Project Consultancy, BAP Project Executive, BAP Project Researcher, Public Project Executive	Public Project Executive
Assoc. Dr. Arzu BAĞARAN UYSAL	17	---	8 Executive 7 Advisor 2 Researcher/urban planner	1 Executive
Assoc. Dr. Emre Özelkan	4	-	3 Ministry Projects Researcher, 1 BAP Project Researcher	-
Dr. Lecturer Member Melda ACMAZ ÖZDEN	2	---	Revolving fund project (Çanakkale Municipality) Researcher, EU COST Project Researcher	1 Researcher (EU COST Project)
Dr. Lecturer Member Ayşe Nur ALBAYRAK	4	-	Revolving fund project (ITU – MEU) Executive, GMKA Project Researcher	-
Dr. Lecturer Member İpek SAKARYA BALKIR	4	-	3 Researchers Revolving fund project (ITU – ÇYB) Researcher	-
Res. See. Ceyda BAĞARAN	-	-	-	-

DEPARTMENT OF ARCHITECTURE

Academic Title Name surname	BAP, TÜBİTAK, GMKA, EU, UN etc. Number of		Task within the Scope of the Project	
	Projects Total 2020		Total	2020

Associate Professor. Ali Tolga	2	-	2 Researchers	-
ÖZDEN Dr. Lecturer Erdem SALCAN	6	2	2 Researchers	-
Res. See. Tuğçenur METİN PARLAK	-	-	-	-
Res. See. Behiyye YILMAZ	-	-	-	-
Res. See. Orçun FINDIK	-	-	-	-
Res. See. Tansu Değirmenci Res.	-	-	-	-
See. Ayşen ÇERÇİL	-	-	-	-

Table 9. Scholarships and Awards Received by Faculty Members

DEPARTMENT OF LANDSCAPE ARCHITECTURE	
Academic Title Name, Surname	Scholarship, Award, Support Name / Date / Giving Institution
Prof. Dr. Tülay CENGİZ TAĞLI	-Academic Performance Award, 2008, 2009, ÇOMÜ -Scientific Publications Incentive Award, TÜBİTAK -Research Scholarship-Sheffield University-2011-YÖK
Prof. Dr. Abdullah KELKİT	-Scientific Publications Incentive Award, 2004, TÜBİTAK -Academic Performance Award, 2006, 2007, 2008, 2009, ÇOMÜ -Service Award, 2015 (2 units), 2016 (2 units), Interior ministry -Service Award, 2016, Ministry of Customs and Trade
Prof. Dr. Füsün ERDURAN NEMULU	-Analysis and Planning Award, 2015, LANDSCAPE ARCHITECTS CHAMBER (Professional Organizations Qualified as Public Institutions) and Other Institution Established by Law)
Assoc. Dr. Kürşad DEMİREL	-
Assoc. Dr. Okan YILMAZ	-Concerted Action / Meeting with CIHEAM-IAMB Scholarship Work training and practice studies., Concerted Action within the scope of the project CIHEAM-IAMB with Ege University Within the framework of the cooperation with Bari Polytechnic Meeting Work program training at the University and application studies. /2001/Bari Polytechnic University, Italy -CIHEAM-MAICH Remote Sensing and ERDAS Imagine program educational scholarship and applications., "Plant Cover and Land Degradation Relationship on Aegean Remote Sensing within the scope of "Costal Zone" project space utilization and space coverage using techniques mapping of surfaces (Land cover / Land use) The course on the subject was successfully completed/2001/ University of Trieste, Italy -Social, Economic and Political Challenges Of Nature Conservation/2002/ Mashav Israel Synthetic Aperture Radar System and Applications on Natural Resources, Dr. Yousif Hussin/2006/ Ege University -Gredit 2016 International Conference 3rd Award of Poster Presentation/2016/ Balkan Environmental Associations (BENA)
Assoc. Dr. Alper HEALTH	-Çanakkale Governorship Work Award-2014-Internal Affairs ministry -Service Award-2015-Ministry of Internal Affairs (2) -Service Award-2015-Ministry of Customs and Trade -Service Award-2016-Ministry of Internal Affairs (2)

	- "Poster Presentation First Prize (1st International Architecture and Design Symposium), Istanbul Science and Academicians Association, December 2017 - "1st Project Market Project Poster Award, Çanakkale Governorship, Çanakkale Onsekiz Mart University, GMKA, GESTAİ, Çanakkale Chamber of Commerce and Industry, April 2018
Assoc. Dr. Ayşe Esra CENGİZ Dr.	- Academic Performance Award, 2006, ÇOMÜ
Lecturer Member Çiydem KAPTAN AYHAN Dr.	- Academic Performance Award, 2009, ÇOMÜ
Lecturer Member Özgür KAHRAMAN Dr.	-
Lecturer Member Tutku AK Dr.	- YÖK International PhD Scholarship 2008-2012
Lecturer Member Elif SAİLİK Dr.	-
Lecturer Member Aylin ÇELİK TURAN Res.	-
See. Necla Ece ÖNCÜL Res. See.	- Master Research Scholarship-USA (3 Months)- March 2014- NO
Mehmet Ilkan BAYRAK Res. See. Merve	-
TEMİZ Lecturer. See. Gulcan	-
GUNDUZ	-
CITY AND REGIONAL PLANNING DEPARTMENT	
Academic Title Name, Surname	Scholarship, Award, Support Name / Date / Giving Institution
Prof. Dr. Levent YOUNG	- YÖK International Education Scholarship, - Florida University Project Worker Scholarship (for THESIS purposes)
Assoc. Dr. Arzu BAĞARAN UYSAL	- International Congress Participation Support / 2011 / TUBITAK - Postdoctoral International Research Scholarship / 2013 / TUBITAK
Assoc. Dr. Emre Ozelkan	-
Dr. Lecturer Member Melda ACMAZ ÖZDEN	- TÜBİTAK, 2211-Domestic Doctoral Scholarship Program August 2005, August 2010 - DPT-METU (ÖYP), long term during PhD overseas scholarship (12 months) Texas A&M University, Architecture Faculty, USA (October 2009 – October 2010) (Advisory: Prof. Dr. Michael Neuman) - COST Action 18137 – Meeting-Workshop-Conference Participation Support – 27-30 November 2019 – Technion/Israel Institute of Technology (Israeli Institute of Technology), Haifa, Israel
Dr. Lecturer Member Ayşe Nur ALBAYRAK Dr.	-
Lecturer Member İpek SAKARYA BALKIR	- 2013 YÖK PhD International Research Scholarship - 2009 Erasmus Exchange Program
Res. See. Ceyda BAĞARAN	-
DEPARTMENT OF ARCHITECTURE	
Academic Title Name, Surname	Scholarship, Award, Support Name / Date / Giving Institution
Associate Professor. Ali Tolga ÖZDEN	- Conference Participation Support and Award, "to attend the conference and to participate in IRC's activities, 2017 International Meeting on Law and Society, June 20-23, 2017, Mexico City, Mexico, Law and Society Association (LSA) and National Science Foundation (NSF), November 2016 - JICA Scholarship, DRR (Disaster Risk Reduction) Strategy for Urban Earthquake, JICA Training, RCUS (Research Center for Urban Safety and Security), KOBE University, Japan International Cooperation Agency (JICA), May 2009 - TUBITAK Scholarship, for one year HazardReduction&Recovery Center, Texas A&M University, College of Architecture, Texas, USA visiting researcher, TÜBİTAK International Ph.D. Research Scholarship program 2214, TUBITAK, October 2009

	- "Best Course Completion Project Award: Comprehensive Natural Disaster Risk Management Course, METU and World Bank Institute (WBI), December 2007 - "Completing the Master's Program with First Place, Istanbul Technical University Social Sciences Institute Housing and Earthquake Graduate Program, January 2003
Dr. Faculty Member Erdem SALCAN Res.	-
See. Tuğçenur METİN PARLAK Res. See.	-
Behiyye YILMAZ Res. See. Orçun	-
FINDIK Res. See. Tansu	-
Değirmenci Res. See. Ayşen ÇERÇİL	-
	-

Table 10. Number of Trademarks, Designs and Patents of Teaching Staff

DEPARTMENT OF LANDSCAPE ARCHITECTURE	
Prof. Dr. Tülay CENGİZ TAĞLI Prof. Dr.	-
Abdullah KELKİT Prof. Dr. Füsün	30 Designs
ERDURAN NEMUTLU	-
Assoc. Dr. Kürşad DEMİREL	-
Assoc. Dr. Okan YILMAZ	-
Assoc. Dr. Alper HEALTH	22 Designs
Assoc. Dr. Ayşe Esra CENGİZ Dr.	4 Designs
Lecturer Member Çiğdem KAPTAN AYHAN Lecturer	-
Member Özgür KAHRAMAN Dr. Lecturer	-
Member Tutku AK Dr. Lecturer	-
Member Elif SAĞLIK Dr. Lecturer	2 Designs
Member Aylin ÇELİK TURAN Res. See. N. Ece	-
ÖNCÜL Res. See. Mehmet İlkan	-
BAYRAK Res. See. Merve TEMİZ Lecturer.	-
See. Gulcan GUNDUZ	1 Design
	-
CITY AND REGIONAL PLANNING DEPARTMENT	
Prof. Dr. Levent GENÇ	-
Assoc. Dr. Arzu BAĞARAN UYSAL Assoc.	-
Dr. Emre ÖZELKAN Dr. Lecturer	-
Member Melda ACMAZ ÖZDEN Dr. Lecturer	7 Designs
Member Ayşe Nur ALBAYRAK Dr. Lecturer	-
Member İpek SAKARYA BALKIR Res. See. Melis	-
YINALPULAT Res. See. Ceyda	-
BAĞARAN	-
DEPARTMENT OF ARCHITECTURE	
Associate Professor. Ali Tolga	1 Design
ÖZDEN Dr. Faculty Member Erdem SALCAN	-
Res. See. Tuğçenur METİN PARLAK Res. See.	-
Behiyye YILMAZ Res. See. Orçun	-
FINDIK Res. See. Tansu	-
Değirmenci Res. See. Ayşen ÇERÇİL	-
	-

11. EDUCATION AND TRAINING INFRASTRUCTURE AND CURRENT PROGRAMS

Çanakkale Onsekiz Mart University Faculty of Architecture and Design, dated 08 March 2012

It was established with the decision number 2012/2734 of the Official Gazette No. 28227 and within its body;

- Department of Industrial Design
- Department of Interior Architecture
- Department of Architecture
- Department of Landscape Architecture
- It houses the City and Regional Planning Department.

Landscape Architecture Department started its activities on 08.09.2000 at the Faculty of Agriculture.

and admitted students for the first time with an additional quota in the 2007-2008 academic year. City and Region

Department of Planning became the only faculty member under the Faculty of Engineering and Architecture in 2009

It was established with. It started education in the 2018-2019 Fall semester with 62 quotas.

Faculty; Industrial Product Design, Interior Architecture, Architecture and Urban and Regional Planning

Establishment of academic staff and physical infrastructure for departments continues.

It does.

The Bologna information of all our current undergraduate programs can be found on the website below.

It is kept up to date 24/7 by students and faculty members at the address or via UBSY.

can be accessed.

<https://ubys.comu.edu.tr/AIS/OutcomeBasedLearning/Home/Index>

11.1. Current Student Profile and Student Resource Continuity

Students from the Landscape Architecture and City and Regional Planning Departments come mostly from the nearby provinces of Balıkesir, Bursa, Çanakkale, Edirne, İstanbul, İzmir and Tekirdağ.

As preferred, there are also relatively high numbers of students from other provinces. Moreover

Although small in number, international students also prefer our departments.

At the end of the undergraduate program, students will be able to comply with the Turkish Higher Education Qualifications Framework. within the scope of theoretical-factual knowledge, cognitive-practical skills, ability to work independently headings of taking responsibility, learning, communication-social competence and field-specific competencies They gain various competencies under Among these knowledge, skills and competencies, the basic learning design and planning knowledge, theories and techniques related to design and planning; problem definition, collecting information and documents, research, analysis and synthesis, producing alternatives, acquiring evaluation and decision-making skills; teamwork, taking responsibility, gaining negotiation and leadership skills; Using (and developing) technological infrastructure,

learning written-oral-visual expression/expression techniques, acquiring presentation skills and scientific

Many issues such as openness to information and developing research awareness are listed.

Analytical thinking, numerical competencies, individual and environmental awareness, empathy, Ability to recognize deficiencies and develop solutions to problems, develop ideas and projects, having an innovative and entrepreneurial spirit, having a challenging spirit, enjoying reading and new things enjoying learning, being open to innovations and change, following innovations, such as being interested in current developments in every sector in the world at micro and macro levels. Having these competencies will contribute to the education process they will receive in this department.

11.2 Graduate Student Profile and Relations with Alumni

In order to graduate from all departments of our faculty; teaching Have a GPA of at least 2.00 out of 4.00 in all courses in their programs They are required to be qualified and receive 240 ECTS credits. In addition, they can complete their internships within the specified period and feature must be completed. GPA based on local credit is calculated.

With the thousands of graduates it has brought to our country and contributed to its education so far, to communicate at the institutional level, and also to train our current students, whose number reaches fifty thousand. A unit affiliated to our Rectorate was established to contribute to their education life and development. Established under the name of Student Life, Career and Alumni Relations Coordinator In the unit, we have a healthier life with both our graduates and students who are about to graduate. to communicate and to share information about our current students' university education and their experiences here. Studies to support them in order to make the time more qualified intended to be implemented.

11.3. Our Central Placement Scores by Program

Our central placement exam base scores for 2020 on a program basis are as follows:
It is presented in the table for your information.

Table 10. Base Points of Existing Programs for 2020

Section	Score Type	Base Point	Success Ranking
Landscape architecture	COUNT	263.91072	365,737
City and region planning	COUNT	259.97473	381,372

11.4. Number of Actively Registered and Graduated Students by Program

Architecture and Design with 471 active students in the 2019-2020 Academic Year

In our faculty, there are 702 student enrollments since our establishment. Section

Information about our detailed number of graduates can be found in the strategic data prepared by the departments.

are in the plans. These strategic plans prepared on a departmental basis are included in the files.

It can also be accessed on our faculty website. In addition, our number of actively registered students

It is presented in detail in the table below for your information.

Table 11. Number of Actively Registered Students by Program

Number of Actively Registered Students Department of Landscape Architecture	332
Number of Actively Registered Students City and Regional Planning department	139
Registration from Our Establishment to the Present Total Number of Students Who Had It Done	702

12. ADMINISTRATIVE INFRASTRUCTURE

Full participation of institutional personnel in quality processes and management, organizational processes and Suggestions for activities are taken into consideration. Management related to the organization's management system the consistency of the strategy and goals, how effectively the process is managed and the institutional To ensure that a situation assessment is made regarding whether performance is measured and improved The survey application is carried out on the website of our university and Evaluations are followed.

12.1. Authorities, Duties and Responsibilities

Duties and responsibilities are clear within the organization. Management responsibility related detailed in the procedures. For this purpose, the Dean of the Faculty, the Deputy Dean, Faculty Secretary, Faculty Executive Board, Department Heads, Department Vice Presidents, Tasks have been distributed and responsibilities have been shared among the Department Advisors. All organizational charts of the organizational structure and job descriptions of current personnel are in the file. It is presented in the attachment for your information.

12.2. Management and Internal Control System

Management of the Faculty of Architecture and Design aims to ensure active, continuous development and continuous is based on renewal. In addition, fulfillment of quality standards, service quality The aim was to increase performance. For this purpose, regular academic and administrative

meetings are held to try to keep the internal control mechanism dynamic. Moreover

Effectiveness in internal control is ensured by including the Faculty Board of Directors in the organization process.

is being studied. In addition, effective personnel in the field are required to audit financial matters.

Supervision is ensured by establishing commissions.

Dean's Office of the Faculty of Architecture and Design ensures that the activities are effective, economical, efficient and is carried out in accordance with the legislation, the protection of assets and resources, financial information and A comprehensive system is used to ensure that management information is produced in a timely and reliable manner. It carries out its activities with a management approach. The use of faculty funds, contemporary financial financial transparency, efficiency and accountability among our eight departments with a management approach principles and financial control procedures are carried out meticulously.

Internal control procedures, duplicate Official Number 3, numbered 26040, dated 31/12/2005 "Procedures and Procedures Regarding Internal Control and Preliminary Financial Control", which came into force after being published in the Gazette. by the Expenditure Authorized and Realization Officer within the framework of the "Principles" is being carried out.

13. PHYSICAL INFRASTRUCTURE

Since there is no building belonging to our faculty, the offices of our faculty members and administrative staff are It is located in the Faculty of Fine Arts building. Some faculty members share rooms uses. Department Heads, seminars, meetings, etc. space for uses There is no.

The majority of courses for undergraduate programs are held in the Faculty of Fine Arts building. is being carried out. For insufficient courses, the Faculty of Tourism classrooms and other Computer laboratories in faculties (Faculty of Engineering) are also used. Beautiful In the Faculty of Arts building, there is 1 projector with common use by our departments. theoretical classrooms, 3 drawing studios and a computer laboratory with 25 computers is used. GIS and Remote Sensing courses of the Department of City and Regional Planning are taught in the Land Use and Climate Change Laboratory, which is also in the use of the department, and in Rural Areas. It is carried out in the Planning and GIS Laboratory. In these laboratories, both training and Within the scope of research activities, drawing and GIS programs are shared with students and City and Region It is used by the faculty members of the Planning Department.

Master's and PhD courses are taught by faculty members when classrooms are not available. It is carried out in the rooms. Other graduate courses contributed by faculty members It is also carried out in the rooms of faculty members, institutes and other faculties.

In the Faculty of Fine Arts building, students and faculty members can benefit from

There is no stationery or photocopy-printing centre. However, students from other faculties and

It is possible to use the stationery stores in the center. One in the Faculty of Fine Arts building

There is a student canteen. Apart from this, students and

There is a cafeteria and several cafeterias for the use of employees for lunch and dinner.

There is a cafeteria. There is a large collection of publications and reading rooms on campus.

The library serves students. Additionally, there are sports fields and sports grounds within the Terzioğlu Campus.

There are open spaces and student centers.

14. EVALUATION OF FINANCIAL ACTIVITIES

As a result of the economic conditions in our country, inflation has increased.

It is observed that there is an increase resulting from the update in the salary coefficients. Human resources management strategies of our institution personnel department

The norm staff created by the units within the Presidency and the Strategy Department

It is planned according to their numbers and appointment criteria, and is followed up by our Rectorate and the General Directorate.

It is carried out by our Secretariat.

All personnel working in units providing academic, administrative and support services

In-service training to ensure that their education and qualifications are compatible with the duties they undertake is regulated.

Table 12. Budget Expenditures

Economic Code	Total Appropriations	Spending	Remainder
01- Personnel Expenses	3,485,650.00	3,485,639.87	10,13
02- To Social Security Institutions State Premium Expenses	512,620.00	512,608.66	11.34
03.2 - Purchases of Goods and Materials for Consumption	6,000.00	5,987.52	12.48
03.3 - Runners	4,000.00	467.50	3,532.50
03.5 - Service Procurement	1,000.00	850.00	150.00
03.7- Movable Property, Intangible Rights Purchase, Maintenance and Repair Expenses	1,000.00	970.03	29.97
03.8 - Real Estate Maintenance and Repair Expenses	1,000.00	980.02	19.98
TOTAL	4,011,270.00	4,007,503.6	3,766.4

15. ACADEMIC PERFORMANCE EVALUATION

Necessary incentives are provided for research projects carried out in our faculty. This In this context, in 2020, there were 4 faculty-addressed SCI, SSCI, AHCI articles, faculty-addressed 67 articles in international/national peer-reviewed journals, 12 faculty-addressed academic book chapters, 27 projects and participation in various national and international meetings/congresses/workshops have been carried out. With this seminars, conferences, technical trips, academic general assembly meetings, orientation program, trainings, participation in the fair, training program and visit programs have been organised.

16. FACULTY OF ARCHITECTURE AND DESIGN SWOT ANALYSIS

Our faculty aims to be a scientific, entrepreneurial, innovative and competitive Research University. To contribute as a unit, to provide quality education and training activities, to collaborate with stakeholders It aims to improve relations with the students and to raise better graduates. This In order to achieve our strategic goals, "Scientific", in line with the goals of our Faculty, Development of "Entrepreneurial" and also "Innovative" studies; education development of its activities; By making the relations with internal and external stakeholders effective develops strategy.

SWOT Analysis of the Faculty: The strengths, weaknesses, opportunities and threats of the University by examining the education, training and administrative activities of the faculty from different perspectives. was evaluated and the SWOT analysis of the Faculty was determined. Evaluation;

- Education,
- 8 Semester lesson plan,
- Updating course names, contents and ECTS,
- Course loads,
- Structuring an effective career planning,
- Made within the scope of support units.

16.1. Strengths of the Faculty of Architecture and Design

- G1- The institution it is affiliated with (ÇOMÜ) is a young and dynamic institution,
- G2- Advantages brought by the geographical, cultural and historical environment,
- G3- Advantages arising from the prestige and validity of professions,
- G4- Areas where the unit can contribute in terms of current developments and needs to be wide,
- G5- Sustainable, healthy and disaster resistant life of cities and settlements.

to make the most important professional, technical and technological contribution to the needs of
Being a unit that can create education-training / research-development capacity to put
the advantages it brings,

- G6- The dynamic structure of our instructors,
- G7- The desires and conscious preferences of our students towards the education they will receive in their fields,
- G8- The importance given to continuous quality improvement in the academic structure and in our department,
- G9- Educational structure that can adapt to development and changes,
- G10- Having elective courses that will provide opportunity for interdisciplinary collaboration,
- G11- Providing adequate project support to faculty members for their research,
- G12- Increasing the quality of Çanakkale Onsekiz Mart University,
- G13- Corporate structure that has internalized our cultural structure and values,
- G14- Desiring a harmonious, participatory working environment,
- G15- Student-oriented mentality prevails,
- G16- An ever-expanding library,
- G17- Versatile support of our graduates,
- G18- Master's and Doctorate Programs in the Department of Landscape Architecture

to be.

- G19- Strong cooperation with local institutions (projects for municipalities, Development Agency,

Provincial Directorate of Environment and Urbanization, Historical Area Directorate, Special Provincial Administration, etc. available with institutions
collaborations, memberships, visits and contacts),

- G20- Motivation and knowledge of using technology in the research and education process

Having academic staff who are qualified (Computer aided design-planning, GIS and remote
existing perception-based courses, integrating these subjects with projects and other courses,
information activities for students, academic studies and research
use of technologies),

- G21- From other disciplines that will support the interdisciplinary structure of the planning field

Inclusion of academics in the education program with elective courses and seminars (Geography,
sociology, statistics, economics, mapping, landscape architecture, etc.),

- G22- Having academic staff who work on projects and collaborate with different institutions

(The diversity of institutions in the 2019 activity report and the large number of academics doing projects
presence)

- G23- Strong cooperation-interaction with other planning schools in the country and TUPOB

Active participation in activities at the department level,

- G24- Contribution to the program since the faculty does not have an undergraduate program in their own department.

the presence of faculty members and research assistants who can provide

- G25- The city's cultural development that supports academic studies and its surroundings

Existence of organizations and platforms to communicate with,

• G26- Highly motivated, experienced and dynamic academic staff who are knowledgeable about planning issues.
staff,

- G27- Existence of student communities.

16.2. Weaknesses of the Faculty of Architecture and Design

• Z1- Lack of physical space,
• Z2- Physical infrastructure deficiencies,
• Z3- Relations with the planning and design sector are not sufficiently institutionalized
to be,

• Z4- Industry-academia interaction not being at the desired levels,
• Z5- Inadequate monitoring of graduates and employment of graduates, • Z6- Failure to
provide adequate participation support to academic staff in scientific activities,
• C7- Inadequate national and international student mobility, • C8- Inadequate
training of administrative staff to improve themselves,
• Z9- High number of students per branch in project courses,
• Z10- Inadequacies in distance education infrastructure,
• Z11- Low number of classrooms and insufficient capacity and equipment of existing spaces,
• Z12- Classrooms and workshops that do not allow group work and student participation
structure (table arrangement, lack of open space, inadequate presentation opportunities, ventilation,
such as lighting and heat problems),
• Z13- Permanent-temporary exhibition for the exhibition of student works and produced projects
lack of space,

• Z14- Number and number of computers and software used in computer laboratories
lack of quality, need for licensed programs,

• Z15- Administrative and financial management in the organization of the field works within the scope of the project.
the negative impact of difficulties on the quality of education,

• Z16- Insufficient infrastructure of student clubs
• Z17- Books and visuals on design and planning within the library collection
lack of materials,

- Z18- Inadequacy of archiving spaces,

- Z19- Lack of departmental meeting halls and event venues, lack of communication with internal and external stakeholders. accessible meeting room etc. that will facilitate interaction and communication between departments. of places absence,

- Z20- Insufficient budget (equipments such as printers, etc. are not needed for domestic and international conference events). allocated budget etc.),

- Z21- Lack of City and Regional Planning Master's Program,
- Z22- Lack of in-service training programs,
- Z23- Being far from central public institutions related to planning,
- Z24- Quality etc. limited office facilities for studies, academic staff

burden, inadequacy of administrative staff.

16.3. Opportunities

- F1- Economic and infrastructure opportunities offered by the city (student city / university city image),
- F2- The need for designers because it is a developing urban area, • F3- It is located in the western part of the country and has historical, geographical and cultural characteristics.

cultural, social and physical proximity to their countries, accessibility, cooperation and common be open to work opportunities,

- F4- Significant increases in project support programs in recent years,
- F5- Availability of ERASMUS resources,
- F6- Increasing demand for education in the fields of Planning and Design,
- F7- Number of our graduates and the positions they have reached, • F8-

Due to the fact that our university is located at the strategic point where two continents intersect, opportunities,

- F9- The region has high social development potential,
- F10- Effective use of technology and the internet,
- F11- Effective use of Social Media,
- F12- Technological developments in the world,
- F13- Increasing international internship-mobility opportunities,
- F14- Increase in project support amounts of public institutions,
- F15- Site selection, real estate investment, design, social and economic issues on a spatial scale

Increasing need for consultancy from universities in research,

- F16- Increasing demand for qualified workforce, •
- F17- Development of cooperation culture between universities,

- F18- Support and contribution of the municipality and public institutions to the studies related to the city,
- F19- Dissemination of distance education and academic activity culture.

16.4. Threats

- T1- Accommodation alternatives for students and visitors, • T2- Transportation alternatives for students and visitors, • T3- Technical and technological tools and equipment that students need in their work areas and access to equipment,
- T4- Due to the limited job opportunities and sectoral diversity, graduates have difficulty finding a job. employment problems,
- T5- Due to the inadequacy of the physical infrastructure of our faculty, Conducting it in the classrooms of other units,
- T6- Difficulties in obtaining qualified academic staff, • T7- Higher Education Institution (YÖK) which has negative effects for universities. some binding practices and policies (e.g., the number of undergraduate students education without taking into account the adequacy of their infrastructure and the demands from universities. causing a decrease in quality).
- T8- Beyond the academic staff and space possibilities of undergraduate quotas increasing,
- T9- Number of planning departments providing undergraduate education in Turkey and number of departments increase in quotas,
- T10- Increasing competition between universities,
- T11- Institutional arrangements on a national scale for the accreditation of planning schools not done yet,
- T12- Reaching sponsors who support department activities in small-medium sized cities low potential,
- T13- Students who come through the central exam do not have the competencies required by the program. to be,
- T14- Why technological progress affects the practice of planning and design profession? changes and the composition of qualifications needed by the sector is changing rapidly. being.

16.5. SWOT Matrix

Table 13. SWOT Matrix

OPPORTUNITIES	STRENGTHS
<p>F1- Economic and infrastructure opportunities offered by the city (student city / university city image),</p> <p>F2- The need for a designer as it is a developing urban area,</p> <p>F3- Being located at the western edge of the country and due to its historical-geographical-cultural characteristics, it is culturally, socially and physically close to Western countries, accessible, and open to cooperation and collaboration opportunities,</p> <p>F4- Significant increases observed in project support programs in recent years,</p> <p>F5- Availability of ERASMUS resources,</p> <p>F6- Increasing demand for education in the fields of Planning and Design,</p> <p>F7- Number of our graduates and the positions they have reached,</p> <p>F8- Opportunities arising from the strategic location of our university at the intersection of two continents,</p> <p>F9- The region has a high social development potential,</p> <p>F10- Effective use of technology and internet,</p> <p>F11- Effective use of Social Media,</p> <p>F12- Technological developments in the world,</p> <p>F13- Increasing international internship-mobility opportunities,</p> <p>F14- Increasing the amount of project support of public institutions,</p> <p>F15- Increasing need to receive consultancy from universities in site selection, real estate investment, design, social and economic research on a spatial scale,</p> <p>F16- Increasing demand for qualified workforce,</p> <p>F17- Development of a culture of cooperation between universities,</p> <p>F18- Support and contribution of municipalities and public institutions to city-related studies,</p> <p>F19- Dissemination of distance education and academic activity culture.</p>	<p>G1- The institution it is affiliated with (ÇOMÜ) is a young and dynamic institution,</p> <p>G2- Advantages brought by the geographical, cultural and historical environment,</p> <p>G3- Advantages arising from the prestige and validity of professions,</p> <p>G4- Wide areas to which the unit can contribute in terms of current developments and needs,</p> <p>G5- The advantages of being a unit that can create education, training / research and development capacity that can make the most important professional, technical and technological contribution to the needs of cities and settlements to create sustainable, healthy and disaster-resistant living spaces,</p> <p>G6- Dynamic structure of our faculty members,</p> <p>G7- Our students' desires and conscious preferences for the education they will receive in their fields,</p> <p>G8- The importance given to continuous quality development in the academic structure and our department,</p> <p>G9- Educational structure that can adapt to development and changes,</p> <p>G10- Having elective courses that will allow interdisciplinary cooperation,</p> <p>G11- Providing sufficient project support to academic staff for their research,</p> <p>G12- Increasing the quality of Çanakkale Onsekiz Mart University,</p> <p>G13- Institutional structure that has internalized our cultural structure and values,</p> <p>G14- Desiring a harmonious, participatory work environment,</p> <p>G15- Student-oriented mentality dominates,</p> <p>G16- An ever-expanding library,</p> <p>G17- Versatile support of our graduates, G18- Availability of Master's and Doctorate Programs in the Department of Landscape Architecture.</p> <p>G19- Strong cooperation with local institutions (projects to municipalities, existing collaborations, memberships, visits and contacts with institutions such as the Development Agency, Provincial Directorate of Environment and Urbanization, Historical Area Directorate, Special Provincial Administration, etc.),</p> <p>G20- Having academic staff who are motivated and knowledgeable about using technology in the research and education process (Current courses based on computer-aided design-planning, GIS and remote sensing, integration of these subjects with projects and other courses, informative activities for students, academic studies and research on this subject). use of technologies),</p> <p>G21- Inclusion of academics from other disciplines in the education program with elective courses and seminars that will support the interdisciplinary structure of the field of planning (Geography, sociology, statistics, economics, mapping, landscape architecture, etc.),</p> <p>G22- Having academic staff who work on projects and collaborate with different institutions (diversity of institutions in the 2019 activity report and the presence of many academics doing projects)</p> <p>G23- Strong cooperation-interaction with other planning schools in the country and active participation in TUPOB activities at department level,</p> <p>G24- The presence of faculty members and research assistants who can contribute to the program since there is no undergraduate program in their own departments at the faculty,</p> <p>G25- The cultural development of the city that supports academic studies and the existence of organizations and platforms to communicate with in the immediate vicinity,</p> <p>G26- Experienced and dynamic academic staff with a good command of planning, highly motivated,</p> <p>G27- Existence of student communities.</p>

THREATS	WEAKNESSES
<p>T1- Accommodation alternatives for students and visitors, T2- Transportation alternatives of students and visitors, T3- Students' access to the technical and technological tools and equipment they need in their work areas,</p> <p>T4- Employment problems of graduates due to limited job opportunities and sectoral diversity,</p> <p>T5- Due to the inadequacy of the physical infrastructure of our faculty, classes are held in classrooms belonging to other units of our University, T6- Difficulties in providing qualified academic personnel, T7- Some binding practices and policies of the Higher Education Institution (YÖK) that have negative implications for universities (for example, the number of undergraduate students, the adequacy of the infrastructure of the universities and the decrease in the quality of education by taking into account the demands coming from the universities),</p> <p>T8- Increasing undergraduate quotas beyond academic staff and venue opportunities, T9- Increase in the number and quota of planning departments providing undergraduate education in Turkey, T10- Increasing competition between universities, T11- Institutional arrangements have not yet been made on a national scale for the accreditation of planning schools,</p> <p>T12- Low potential to reach sponsors supporting department activities in small-medium sized cities,</p> <p>T13- Students coming with the central exam are far from the qualifications required by the program, T14- Changes caused by technological progress in the implementation of the planning and design profession and the rapidly changing composition of qualifications needed by the sector.</p>	<p>Z1- Lack of physical space, Z2- Physical infrastructure inadequacies, Z3- Relations with the planning and design sector have not been sufficiently institutionalized, Z4- Industry-academia interaction not being at the desired levels, Z5- Insufficient monitoring of graduates and employment of graduates, Z6- Inadequate participation support in scientific activities is not provided to the instructors, Z7- Insufficient national and international student mobility, Z8- Administrative staff not receiving sufficient training to improve themselves, Z9- High number of students per branch in project courses, Z10- Inadequacies in distance education infrastructure, Z11- Insufficient number of classrooms and insufficient capacity and equipment of existing spaces, Z12- The structure of classrooms and workshops that does not allow group work and student participation (table arrangement, lack of open space, inadequate presentation opportunities, ventilation, lighting and heat problems), Z13- Absence of permanent-temporary exhibition spaces for the exhibition of student works and produced projects,</p> <p>Z14- Inadequate number and quality of computers and software used in computer laboratories, the need for licensed programs,</p> <p>Z15- The negative impact of administrative and financial difficulties in the organization of field studies carried out within the scope of the project on the quality of education, Z16- Insufficient infrastructure of student clubs. Z17- Insufficient books and visual materials on design and planning in the library collection. Z18- Insufficiency of archiving spaces, Z19- Lack of departmental meeting halls and event venues, accessible meeting rooms etc. that will facilitate interaction and communication between internal and external stakeholders and the department. lack of spaces, Z20- Insufficient budget (equipment such as printers, budget allocated for domestic and international conference events, etc.), Z21- Lack of Urban and Regional Planning Master's Program, Z22- Lack of in-service training programs, Z23- Being away from central public institutions related to planning, Z24- Quality etc. limited office facilities for studies, prohibitive workload of academic staff, insufficiency of administrative staff.</p>

17. DEVELOPMENT OF SUITABLE STRATEGIES

17.1. Strategic Goals, Objectives and Strategies

Table 14. Our Faculty's Strategic Goals, Targets and Policies

Strategic Objectives	Strategic Goals	Policies
Strategic Objective 1: Excellence in undergraduate teaching to reach	Goal 1: Accepted to undergraduate programs raise the level of students deliver, reinforce	1.1.1 With the University Press Office coordinated representation and promotion designing activities and carry out
		1.1.2 Physical education offered to students ensuring the protection of infrastructure, improvement and development works to lead
		1.1.3. Academicians and students support scientific activities
	Goal 2: Our faculty's academic profile to maximize quality.	1.2.1 Appointment and appointment of academic staff meticulousness in upgrading reinforce
		1.2.2 Academic staff's professional experience will enrich activities encouragement And supporting
		1.2.3 Academic of staff development regarding education/training and Mechanisms to increase productivity to develop
	Target-3 Architecture and Undergraduate Education Qualification level of the Faculty of Design reinforce	1.3.1 Both undergraduate programs and in supporting activities, continually feedback aimed at improvement follow the processes
		1.3.2 Our students' English level and communication skills to develop
		1.3.4 Education of academic units needs related to their activities to ensure that it is met
		1.3.5 Strengthening physical infrastructure
		1.3.6. Academic success of students their levels high keep them encourage
	Goal 1: Qualified planning and design projects and encourage their practices	2.1.1 Appointment and promotion criteria in direct proportion to objectivity to increase

Strategic Objective 2: Qualified planning and design projects and demonstrate its applications		2.1.2 Competition on different platforms to encourage applications
		2.1.3. Introducing funding sources organize events for
	Goal 2: International effect can create, strategically important, multi-disciplinary and interdisciplinary planning and design to open up activities	2.2.1. your departments each other to be aware of their fields to create environments that will enable be a foot
		2.2.2. Universities abroad, with planning and design workshops increase corporate collaborations
Strategic Objective 3: Our recognition and visibility increase	Goal 1: Our university's education and research to support activities	3.1.1 Symposium, congress, conference, Organizing workshops and seminars to support activities
		3.1.2. Abroad and domestically universities, planning and design Corporate collaborations with workshops make contacts to create
	Goal 2: Students' national and international increase their academic experience	3.2.1. FARABI with other universities and ERASMUS exchange and internship programs creation for make contacts
		3.2.2. Student And student of their communities activities to support
	Goal 3: international academic processes to ensure equivalence	3.3.1. Both undergraduate programs and in supporting activities, continually feedback aimed at improvement follow the processes
		3.3.2. Our departments have international to ensure their accreditation carry out necessary support activities
Strategic Objective 4: Presented social services to develop	Goal 1: Business/planning and design sector Healthy and lasting cooperation with to develop	4.1.1. Support for graduate programs to give
		4.1.2. Faculty members like this to establish and maintain relationships to assist 4.2.1.
	Goal 2: of our graduates Keeping relationships with faculty alive	Organizing social events
		4.2.2. From the planning and design sector create advisory boards
		4.2.3. Keep the website up to date and active to use
		4.2.4. Conducting stakeholder surveys.

<p>Strategic Objective 5:</p> <p>Embedding corporate learning and increase employee satisfaction</p>	<p>Goal 1:</p> <p>Academic and administrative staff</p> <p>your motivation And your devotion</p> <p>A positive work environment that supports to present</p>	<p>5.1.1 Academic and administrative staff increasing motivation and commitment activities, social events and design rewards</p>
	<p>Goal 2:</p> <p>Creating a corporate learning environment</p>	<p>5.2.1 Designing information flow processes</p> <p>5.2.2. Academic and administrative processes, rules, regulations, statistics and access to information about decisions made facilitate</p>

18. ANNEXES

18.1. Introductions of Current Programs, Bologna and Education Information

The Bologna information of all our current undergraduate programs can be found on the website below.

It can be accessed up to date at.

<https://ubys.comu.edu.tr/AIS/OutcomeBasedLearning/Home/Index?culture=tr-TR>

18.2. Course Information Form

TC

ÇANAKKALE ONEKÿZ MART UNIVERSITY
ARCHITECTURE AND DESIGN FACULTY

IMPORTANT PRINCIPLES ABOUT COURSES

1. Attendance at classes is mandatory. The rate of compulsory attendance to theoretical courses is 70%, The mandatory attendance rate for applied courses is 80%. Students can only submit an excuse for three weeks. Failure to attend classes for more than four weeks (with or without an excuse) means that the course will be repeated.

2. Those who are late for class more than 10 minutes or do not participate in class
A student who messes around, plays on the phone, sleeps, talks, disturbs the peace of the class and engages in extracurricular activities without permission will be dismissed from that course.

3. Mobile phones etc. during the lesson. taking photos and videos with recording devices without permission, sound recording Taking is strictly prohibited. In addition, in accordance with the relevant articles of the Turkish Penal Code, according to the sanction for recording images and sounds without consent, a prison sentence of 2-6 years and compensation are foreseen for such behaviors.

4. All students have at least a preliminary knowledge of the previous week's topic and the relevant week's topic. It is the responsibility of the student to attend the lesson by making preparations, to come to the lessons on time, to listen to the lesson, to follow the lesson in a systematic way and to take notes. Students who take the course from below have to obtain their course notes from the students who take the course during the course period. The related lecturer also does not distribute sample exam questions.

5. If requested, students will submit a computer document consisting of at least 3-5 pages.
(word) report or (power point) presentation assignments written in the environment, in accordance with scientific principles (specifying the name, number, program, without copying and pasting, without using non-scientific sources such as assignment site, forum, wikipedia, etc., in the form of a summary, in a certain order, by specifying the source) and deliver it on time. The relevant lecturer has also distributed a homework preparation guide for this purpose, and students can benefit from this as well. Assignments that do not comply with these conditions will not be accepted or evaluated.

6. Students will submit their homework to the class representative. All assignments from the representative delivered in bulk. If it is necessary to give a course grade, it is delivered only to the class representative. The class representative is responsible for distributing the relevant grade to the class on time and delivering the collected assignments on time. Course presentations of the related lecturer are never distributed.

7. Since the lesson will be conducted in an exchange of ideas, intensive participation in the lesson
It is recommended. Performance evaluation of students is Midterm 40% - Final 60%. Testing, fill-in-the-blank, true/false, matching and classical question techniques can be used together in exams.

architecture and design faculty

.....Program

18.3. Exam Envelope Sample



TC

ÇANAKKALE ONEKÿZ MART UNIVERSITY FACULTY OF
ARCHITECTURE AND DESIGN

Academic year	202...-202... Academic Year Term (.....Exam)
Course Code, Name and Program	
Course Instructor	
Exam date/...../202.....
Exam Duration Min. / Start time: End time:
Exam Hall	
Exam Invigilators and Initials	

NOTE:

- Students taking the exam with their IDs, - Not leaving the exam in the first 15 minutes of the exam, - Not accepting students after the first 15 minutes, - Having at least two students in the class at the end of the exam, if possible, - Absolutely not exchanging tools during the exam, - Student numbers are not listed on the list. - Indication of the exam hall on the list, - Writing "NOT ENTERED" for students who did not take the exam, - Initial or signing of the lists and envelopes, - Initials or signatures on each page in lists with more than one page, - Turning off their mobile phones before the exam and removing them or - When a cheating student is detected, a report must be kept.

I thank you very much for your interest and support and wish you good work.

18.4. Exam Paper Sample

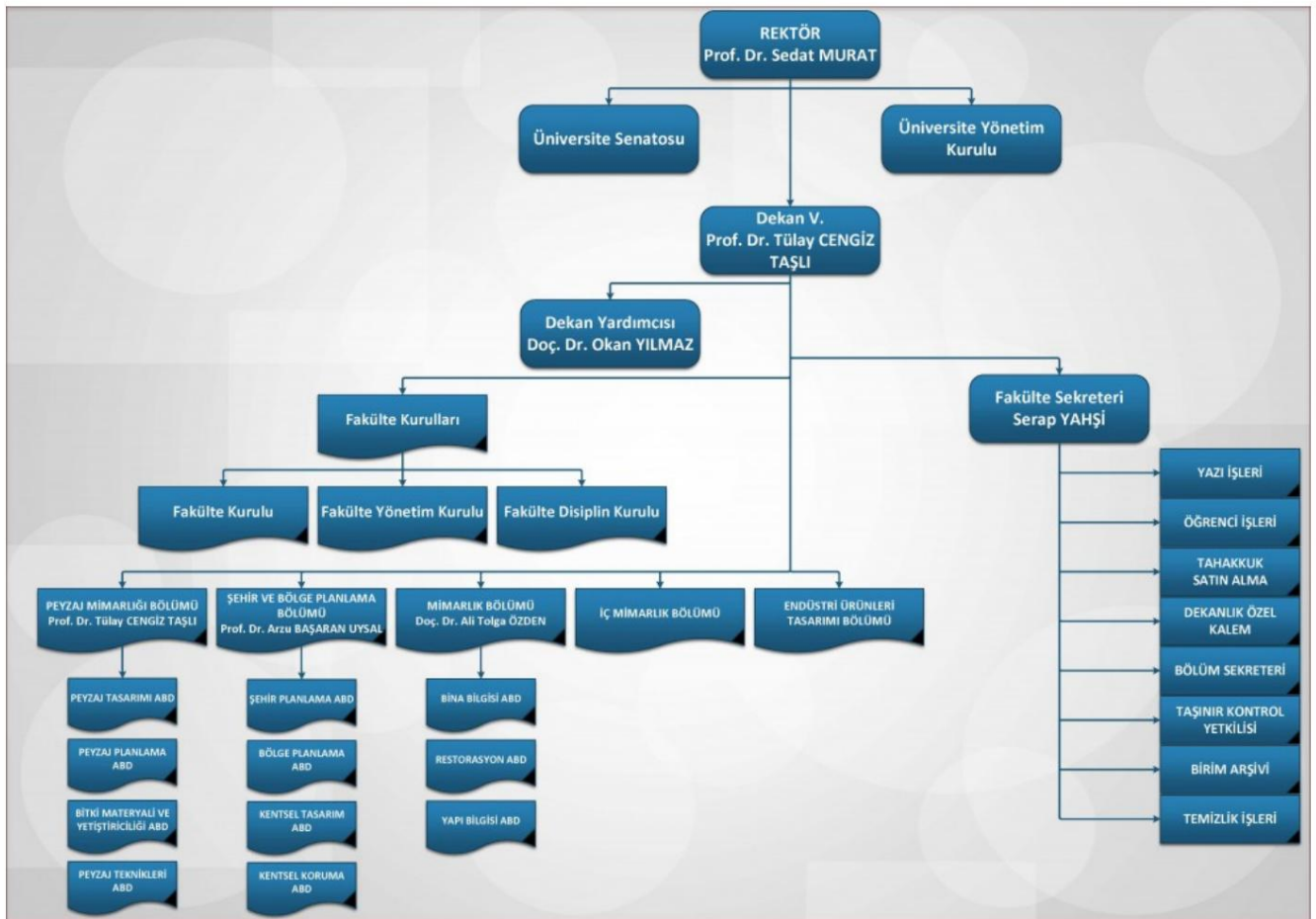


TC
ÇANAKKALE ONEKÿZ MART UNIVERSITY
FACULTY OF ARCHITECTURE AND
DESIGN
Program EXAM PAPER


EXAM INFORMATION	202...-202... Academic Year SemesterExam Questions	S I N A. V	Date: /...../202...
Course Code-Name			Time:.....
Student Name-			
Surname Student Number			
Signature			


18.5. Our Physical Infrastructure


18.6. Organizational Chart





18.7. Personnel Job Descriptions


	<p>ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY</p>
TASK DESCRIPTION FORM	
NAME SURNAME: Serap YAHYİ	
UNIT: Dean's Office of the Faculty of Architecture and Design	
PLACE OF DUTY: Faculty Secretariat	
TITLE: Faculty Secretary STAFF	
WHILE ON LEAVE: Halil ÇEVİK RELEVANT LEGISLATION: Article 51/b of	
the Higher Education Law No. 2547 and Civil Servants No. 657 law.	
<p>DUTIES, AUTHORITIES AND RESPONSIBILITIES He/</p> <p>she is primarily responsible to the Dean.</p> <p>2. To ensure that internal and external correspondences are carried out, 3. To have the Annual Report prepared with the permission of the Dean's Office every year, 4. To have the agenda of the Academic General Assembly, Faculty Board and Faculty Administrative Board prepared in line with the instructions of the Dean and to announce it to the relevant people, 5. Academic General Assembly, Faculty To act as a Rapporteur in the Board of Directors and the Faculty Administrative Board, 6. To ensure that the Faculty Disciplinary Board Decisions are communicated to the relevant parties, 7. To ensure that the faculty buildings and facilities are kept usable; by following the necessary maintenance and repair works; To ensure that services such as heating, lighting, cleaning, etc. are carried out,</p> <p>8. Machinery and equipment used in education and training activities and management duties, to have periodic maintenance and repair of vehicles, 9. To inform the relevant people about the announcements and announcements coming to the faculty, 10. To ensure regular operation of administrative units; supply and use of all supplies and materials</p> <p>Managing the operations up to and including</p> <p>11. To follow up the examination procedures of the academic staff to be recruited to the faculty and to ensure that the results are forwarded to the Rectorate,</p> <p>12. To follow the practices regarding the personal rights of the faculty staff, 13. To carry out the disciplinary procedures of the administrative staff,</p> <p>14. To implement the legal procedures by following the leave and health reports of the staff, 15. To direct the petitions from students and staff to the relevant places or to do what is necessary, 16. Making and keeping track of material need and usage lists,</p> <p>To monitor the transactions for the supply of needed materials, 17. To certify official documents. To make Signature, Seal and Original, 18. To adopt the University's Mission, Vision and Quality Policy and to act in this direction and to ensure that the unit acts in this direction, 19. To do its part to achieve the university and unit quality targets.</p>	
<p>COMPETENCY BROUGHT BY THE POSITION: He is responsible to the Dean at the first degree in the faculty and is the head of the faculty management organization. Carrying out the administrative functioning of the faculty, paperwork, student affairs and accrual-purchase works and transactions without interruption in accordance with the Law and Regulations.</p>	
PHONE NO: 17133	


	<p>ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY</p>
TASK DESCRIPTION FORM	
NAME SURNAME: ZEYNEP SAĞLAM	
UNIT: Dean's Office of the Faculty of Architecture and Design	
PLACE OF DUTY: Dean's Secretariat	
TITLE: Dean's Secretary STAFF	
WHILE ON LEAVE: Gülümser YILDIZ, Tuğba BENLİ YILMAZ	
RELEVANT LEGISLATION:	
DUTY AUTHORITIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. To monitor the meeting-leave-duty status of the Deans and Deputy Deans and to provide information to those who ask and to provide realistic information/assist to those who want to meet; To convey the notes taken in this regard to the Dean, 2. Providing communication services to the Dean via telephone; in this context, to act carefully to avoid misunderstandings/perceptions, to act as an intermediary for those who want to meet face to face with the 3rd Dean's Office; to inform, To ensure that the meeting is carried out according to the opinion of suitability, 4. To write urgent letters to be given by the Dean, 5. Fax messages to the Dean and academic staff or concerning the Faculty Secretariat. To carry out transactions related to, to deliver, 6. Having the machines and vehicles repaired through the Faculty Secretary, 7. Supervising the maintenance and cleanliness of the Dean's Office, solving problems, reporting unresolved problems to the Faculty Secretariat, 8. Cooperating with the Registrar's Office and Department Head Secretariats, 9. Preparing the private letters of the Dean. to file and keep, 10. To follow the resignation and commencement correspondence of the Dean's appointments and to make reservations for travel and accommodation, 11. To adopt the Mission, Vision and Quality Policy of the University and to act accordingly and to ensure that the unit acts accordingly, 12. and to carry out the work required to achieve unit quality targets. 13. To perform other duties assigned by the Faculty Secretariat. 	
COMPETENCY BROUGHT BY THE POSITION: To provide every kind of contribution to facilitate the functioning of the Dean's Office.	
PHONE NO: 17131	


	ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY
TASK DESCRIPTION FORM	
NAME SURNAME: yükran ERDAÿ	
UNIT: Dean's Office of the Faculty of Architecture and Design	
PLACE OF DUTY: Accounting Office	
TITLE: Accounting Officer (Accrual and Purchasing)	
REPLACEMENT PERSONNEL WHILE ON LEAVE: ĞENAY YAMAN	
RELATED LEGISLATION: Civil Servants Law No. 657	
DUTY AUTHORITIES AND RESPONSIBILITIES	
<p>1. Organizing permanent and temporary duty travel allowances according to the declaration of the Personnel and putting them in the payment documents, 2. Checking the travel allowance declarations for domestic and foreign assignments and 3. Checking the Additional Course Fee Forms and preparing the payment documents, 4. Conducting correspondence with the Strategy Department, 5. Working on Budget Preparation with the Faculty Secretary, 6. Preparing the additional course payment documents of the faculty members assigned under Article 31. 7. Prepare the Purchasing Approval Certificate and present it to the Realization officer, 8. Prepare the offer letters in accordance with the Approval Certificate, 9. Work with the realization officer on the offers received in direct procurement transactions. _____ compare, _____</p> <p>10. Realization of materials resulting in purchasing transactions with direct procurement To place the order in accordance with the information of the officer.</p> <p>11. To prepare the payment documents to prepare the purchased documents for payment. 12. To adopt the University's Mission, Vision and Quality Policy and to act in this direction and to ensure that the unit acts in this direction, 13. To do its part to achieve the university and unit quality targets.</p> <p>14. To perform other duties assigned by the Faculty Secretary.</p>	
COMPETENCY BROUGHT BY THE POSITION: To ensure that all kinds of accounting affairs and transactions of the Faculty are carried out on time and in accordance with the Law and Regulations.	
PHONE NO: 17135	

	ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY
NAME SURNAME: Elvan AVYAR GÜNEY	
UNIT: Dean's Office of the Faculty of Architecture and Design	
PLACE OF DUTY: Student Affairs Office	
TITLE: Technician	
REPLACEMENT PERSONNEL WHILE ON LEAVE: Halil ÇEVYK	
RELEVANT LEGISLATION: Civil Servants Law No. 657	
DUTY AUTHORITIES AND RESPONSIBILITIES	
<p>Responsible to the Faculty Secretary at the First Degree:</p> <p>1. Issuance of Student Certificate and transcript documents, 2. Final Registrations and Additional Quota records together with the Registrar's Office. to carry out in a coordinated manner, 3. To receive Horizontal Transfer applications, 4. To receive exemption request petitions, 5. To make announcements about Scholarships and Loans and to receive Scholarship Applications, 6. To carry out the registration process of students coming with Additional Quota, Vertical and Horizontal Transfer, 7. To the Student Information System entering and updating information about course registrations and other issues, 8. Making announcements about Scholarships and Loans and providing the necessary information to students, 9. Following the internship procedures of students, 10. Performing the termination procedures of students and providing the necessary information to students, 11. Disciplinary Discipline of Students To carry out their affairs and correspondence, 12. To carry out all correspondence of the Student Affairs Office, 13. To carry out the military service procedures of male students through the system, 14. To carry out the notification and information procedures to be made to the students, 15. To carry out the graduation procedures and printing of diplomas, 16. % at the end of the academic year 10. To determine the students who will receive the High Honor Certificate, 18. To determine the students whose Maximum Education Period has expired, to follow them through the system, 19. To submit the filing procedures to the unit archive officer at the end of the year, 20. To adopt the Mission, Vision and Quality Policy of the University and To act in this direction and to ensure that the unit acts in this direction, 21. To do its part to achieve the university and unit quality targets.</p> <p>22. To perform other duties assigned by the Faculty Secretary.</p>	
COMPETENCY BROUGHT BY THE POSITION: Carrying out all kinds of affairs and transactions of the faculty related to student affairs in accordance with the Law and Regulations.	
PHONE NO: 17134	

	<p>ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY</p>
NAME SURNAME: Halil ÇEVİK	
UNIT: Dean's Office of the Faculty of Architecture and Design	
PLACE OF POSITION: Registrar's Office	
TITLE: STAFF WHO ATTENDS THE	
Computer Operator WHILE LEAVE: SERAP YAHYİ RELATED LEGISLATION:	
Civil Servants Law No. 657	
DUTY AUTHORITIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. To make, follow up and keep records of all internal and external correspondence of the faculty, to archive, 2. Keeping the personal files of the academic and administrative staff in the faculty, referrals, permits, etc. to organize the documents, file them and notify them to the relevant units, 3. Assisting in the creation of the agendas of the Authorized Boards, 4. Writing the decisions of the Faculty Board and the Faculty Executive Board in computer environment, pasting them in the decision books and ensuring that they are forwarded to the relevant units for action according to the content of the decision. 5. He/she shall submit the necessary letters to be given to him/her by the Dean and the Faculty Secretary. writing, making private correspondence such as congratulations and thanking, 6. Writing the letters given to him on time in accordance with the rules of correspondence and the instructions of his superiors, 7. Writing the letters given to him with a sense of responsibility and returning them to the relevant parties after checking them and not giving information to anyone else, 8. The letters given to him to write and their approvals are the basis to be applied in official correspondence. and prepare it in accordance with the procedures, check and add the attachments, 9. Confidential documents that will not be shown to anyone other than the Dean and the officers authorized by the Dean. Ensuring that the letters and documents are sent to the relevant units, 10. To ensure that the daily documents reach the desired places within a certain period of time, 11. To respond to the daily and timed documents in a timely manner, 12. To monitor and complete the works related to the documents from the signature to the exit and to be ready for dispatch to bring, 13. To adopt the University's Mission, Vision and Quality Policy and to act in this direction and to ensure that the unit acts in this direction, 14. To do its part to achieve the university and unit quality targets, 15. To perform other duties assigned by the Faculty Secretary. 	
COMPETENCY BROUGHT BY THE POSITION: Carrying out all kinds of work and transactions related to the official correspondence of the faculty on time and in accordance with the Law and Regulations.	
PHONE NO: 17136	

	<p>ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY</p>
NAME SURNAME: Gülümser YILDIZ	
UNIT: Dean's Office of the Faculty of Architecture and Design	
PLACE OF POSITION: Department Secretariat	
TITLE: STAFF ATTENDING THE	
Computer Operator WHILE LEFT: FARUK ZENGİN, YENAY YAMAN RELATED LEGISLATION: Civil Servants	
Law No. 657	
DUTY AUTHORITIES AND RESPONSIBILITIES	
<p>1. To make the correspondence between the Head of the Department and the Departments affiliated to that department, 2. To make the correspondence from the Head of the Department to the Dean's Office, 3. To act as the Rapporteur in the Board of the Department, 4. To send the permission and assignment correspondence of the faculty members to the Dean on time. to ensure transmission,</p> <p>5. To deliver the documents to the Unit Archive Officer by arranging them in accordance with the archive regulations for archiving at the end of the year, 6. To assist Department students with their questions about the faculty members and to direct the students to the relevant units,</p> <p>7. To immediately announce to the relevant parties the letters coming from the Dean's Office that need to be announced, 8. To adopt the Mission, Vision and Quality Policy of the University and to act in this direction and to ensure that the unit acts in this direction, 9. To do its part to achieve the university and unit quality targets.</p> <p>10. To perform other duties assigned by the Faculty Secretary and the Head of the Department.</p>	
COMPETENCY BRINGED BY THE POSITION: Carrying out all kinds of works and transactions related to the student affairs and procedures of the department and academic functioning in a timely manner and in accordance with the Laws and Regulations.	
PHONE NO: 17169	

	<p>ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY</p>
<p>NAME SURNAME: SENAY YAMAN</p>	
<p>UNIT: Dean's Office of the Faculty of Architecture and Design</p>	
<p>PLACE OF DUTY: Department Secretariat</p>	
<p>TITLE: PERSONNEL</p>	
<p>TO REPLACE THE CIVIL WHEN THEY ARE ON LEAVE: Gülümser YILDIZ, FARUK ZENGİN RELEVANT</p>	
<p>LEGISLATION: Civil Servants Law No. 657</p>	
<p>DUTY AUTHORITIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. To carry out correspondence between the Department Head and the Heads of Departments affiliated to that department head, 2. To make correspondence from the Department Head to the Dean's Office, 3. To act as Rapporteur on the Department Board, 4. To send faculty members' leave and assignment correspondence to the Dean in a timely manner. to ensure transmission, 5. To deliver the documents to the Unit Archive Officer by arranging them in accordance with the archive regulations for archiving at the end of the year, 6. To assist Department students with their questions about the faculty members and to direct the students to the relevant units, 7. To immediately announce to the relevant parties the letters coming from the Dean's Office that need to be announced, 8. To adopt the Mission, Vision and Quality Policy of the University and to act in this direction and to ensure that the unit acts in this direction, 9. To do its part to achieve the university and unit quality targets. 10. To perform other duties assigned by the Faculty Secretary and the Department Head. 	
<p>COMPETENCY BROUGHT BY THE POSITION: Carrying out all kinds of affairs and transactions related to the department's student affairs and academic operations on time and in accordance with the Law and Regulations.</p>	
<p>PHONE NO: 17168</p>	

	ÇANAKKALE ONEKİZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY
NAME SURNAME: YÜKRAN ERDAĞ	
UNIT: Dean's Office of the Faculty of Architecture and Design	
PLACE OF DUTY: Movable Registration and Control Officer	
TITLE: Officer	
STAFF TAKING OFF WHEN LEAVE: YENAY YAMAN	
RELATED LEGISLATION: Civil Servants Law No. 657	
DUTIES, AUTHORITIES AND RESPONSIBILITIES 1. It carries out the procurement of consumables and fixtures (educational materials, stationery, building maintenance and repair materials, wood and metal materials, electronic equipment and technological materials, machinery and equipment purchase and maintenance, etc.) materials by tender. 2. Follow up the analysis and control of movable materials that need inspection and/or control it does. 3. Warehouse to record purchased consumables and fixtures delivers it to the officer. Performs the duties of the warehouse officer in the absence of the warehouse officer. 4. It carries out the year-end counting of movable properties, prepares the counting tables and forwards them to the Strategy Development Department. 5. Movable Transaction slip, embezzlement slip, counting report etc. preparation of documents, registration for retrieval and archiving. 6. It determines the fixed assets that have fallen out of use, and submits them to the value determination commission. reports.	
COMPETENCY BRINGED BY THE POSITION: Carrying out all kinds of works and transactions related to the student affairs and procedures of the department and academic functioning in a timely manner and in accordance with the Laws and Regulations.	
PHONE NO: 17135	

18.8. Incoming Document Work Flow Charts

	TC ÇANAKKALE ONEKÿZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY	Action plan Number:	MTF-01	
		First broadcast Date:	15.12.2018	
		Revision Date:		
		Revision Number:		
Job Descriptions Number:		Document Registration		
		Incoming Document		
Duration of the work done	s 15 days			
Responsible	Incoming Document Work Flow Chart (All transactions are carried out through ÜBYS)	Legislation/Declarations ar		
Dean	<div>Forwarding incoming documents to the Dean's Office through the system</div> <div>↓</div> <div>Directing the incoming documents to the Faculty Secretary</div> <div>↓</div> <div>Transfer of incoming documents to the relevant personnel by the Faculty Secretary</div> <div>↓</div> <div>If the addressee of the letter is an external unit/institution, a response letter is prepared and sent to the relevant unit/institution through the system and/or by mail.</div> <div>→</div> <div>Employee A letter is written about the personnel and embezzled to the personnel.</div> <div>→</div> <div>Departments A letter of interest is written to the departments affiliated with the faculty and sent through the system.</div> <div>↓</div> <div>Accounting Payment transactions are made and the remaining documents in the unit are filed.</div>	1- Laws		
		2- Regulations		
		3- Communiqués		
		4- Guidelines		
Faculty Secretary				
Process Text ri Staff				
Student affairs staff				
Accounting staff				
Responsible Personnel	ROYAL	SPARE		
	Halil ÇEVÿK	Elvan AVÿAR SOUTH		

18.9. Outgoing Document Workflow Diagrams

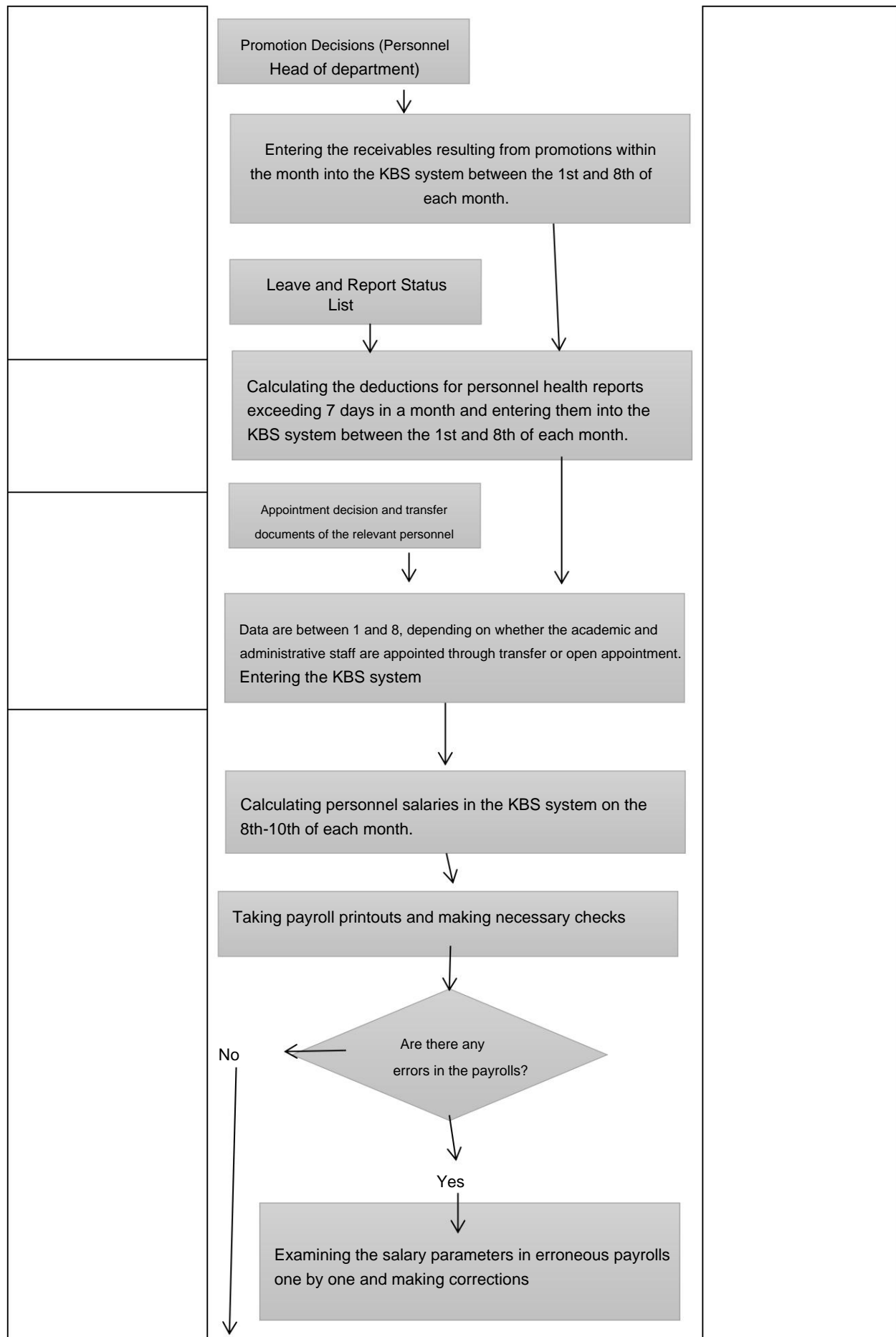
	TC ÇANAKKALE ONEKÛZ MART UNIVERSITY FACULTY OF ARCHITECTURE AND DESIGN	Action plan Number:	MTF-01		
		First broadcast Date:	15.12.2018		
		Revision Date:			
		Revision Number:			
Job Descriptions Number:		Document Registration			
		Outgoing Document			
Duration of the work done is 15 days					
	Outgoing Document Work Flow Chart (All transactions are carried out through ÜBYS)		Legislation/Description alarm		
Responsible					
Deanery to his office	<div>Sending the letter created by the Department Head to the Dean's Office via the system</div> <div>↓</div> <div>Directing to the Faculty Secretariat by the Dean's Office</div> <div>↓</div> <div>Depending on the content of the letter, the Faculty Secretary will contact Student Affairs, Registry Office or Accounting. Transfer to your office</div> <div>↓</div> <div>Preparation of the official cover letter for the letter directed by the relevant office personnel,</div> <div>↓</div> <div>The officer who wrote the cover letter, the chief, if any, and the faculty Initial/signed by the Secretary, Deputy Dean and Dean</div> <div>↓</div> <div>Sending the letter to the Rectorate or the relevant Faculty/ College via the system.</div> <div>↓</div> <div>Sending the letters that will be sent to the external institution, by embezzlement or by registered mail, and filing a copy of the printed document by the personnel of the relevant unit.</div>		1- Laws		
			2- Regulations		
			3- Communiqués		
			4- Guidelines		
Faculty Secretariat					
Editorial Office					
Student Affairs Office					
Accounting Office					
Document Registry Office					
Responsible Personnel	ROYAL		SPARE		
	Halil ÇEVÛK		Elvan A. SOUTH		

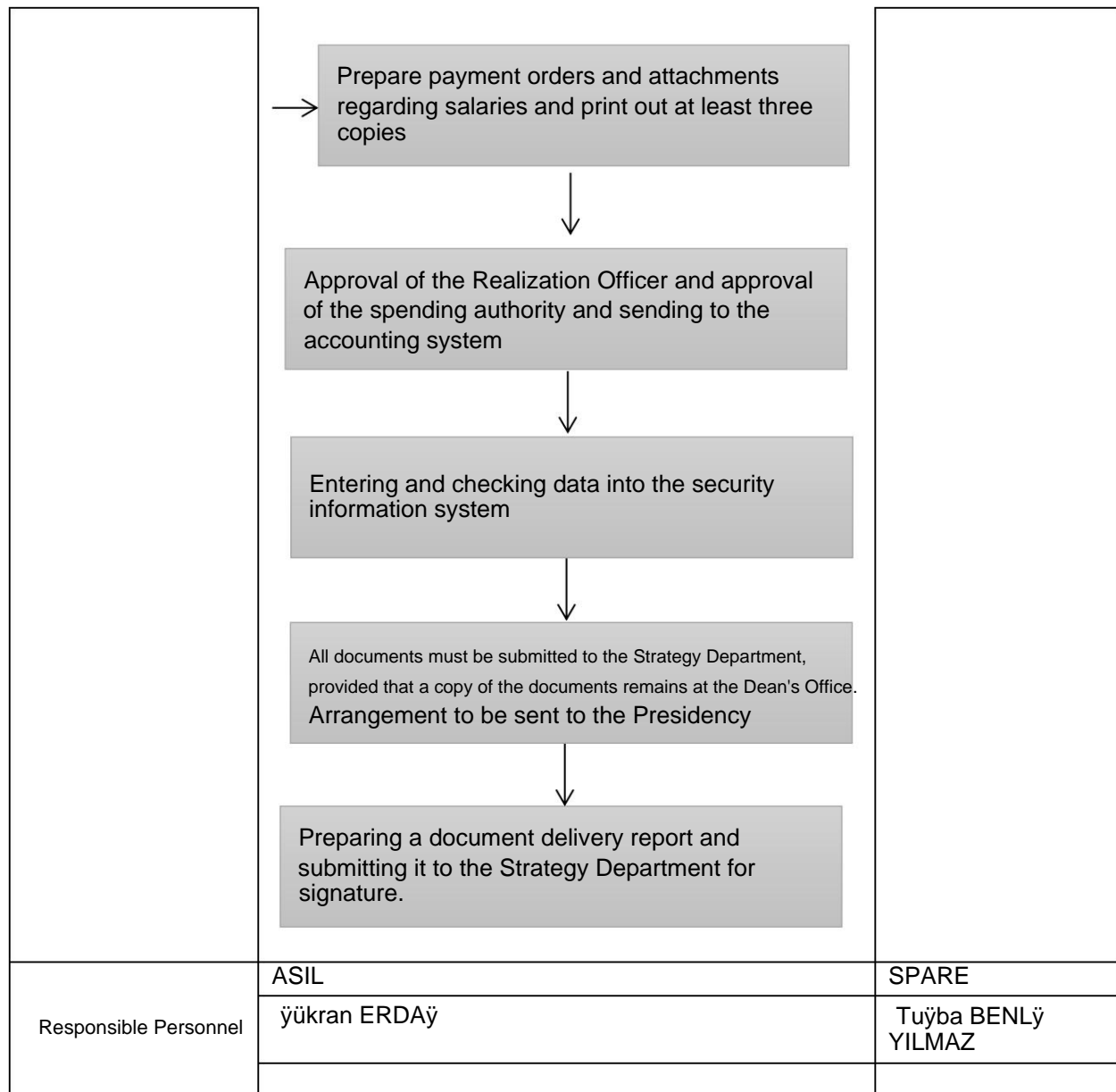
18.10. Editorial Workflow Diagrams

	TC ÇANAKKALE ONEKÛZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY	Action Plan Number:	MTF-01
		First Publication Date:	15.12.2018
		Revision date:	
		Revision Number:	
Job Descriptions No:	Editorial Office		
	Official Correspondence		
Duration of work done	15 days		
Those responsible	Official Correspondence Workflow Chart (All transactions are carried out through ÜBYS)		Legislation/ Declarations
			1- Laws 2- Regulations 3- Communiqués 4- Guidelines
Responsible Personnel	ROYAL Halil ÇEVÛK		SPARE Elvan AVÛAR GÜNEY

18.11. Salary Workflow Chart


	TC ÇANAKKALE ONEKÿZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY	Action plan Number:	MTF-01
		First broadcast Date:	15.12.2018
		Revision Date:	
		Revision Number:	
Job Descriptions Number:			Archive Unit
			Salary Transactions
Duration of work done	14 days		
Responsible	Personnel Salary Transactions Workflow (Kbs, curd Information System)	Legislation/Description alarm	
	<p>Court Enforcement Purchases</p> <p>↓</p> <p>According to the court enforcement recruitments received during the month, enforcement cuts on the basis of relevant personnel are due on the 1st-8th of each month. Entering into the KBS system between.</p> <p>Court Alimony Orders</p> <p>↓</p> <p>Entering alimony deductions on the basis of the relevant personnel into the KBS system between the 1st and 8th of each month according to the court alimony purchases received within the month.</p> <p>Housing Allocation Information</p> <p>↓</p> <p>The rent deductions for the incoming/outgoing personnel of the lodging rent increases during the month are calculated on the 1st of each month. Entering the KBS system between 8 am.</p>	1- Laws	
		2- Regulations	
		3- Communiqués	
		4- Guidelines	





18.12. Sprue Work Flow Diagram

	TC ÇANAKKALE ONEKÿZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY	Action Plan No: MTF-01		
		First Release 15.12.2018 Date:	8	
		Revision Date:		
		Revision Number:		
Duty Definitions Number:		Editorial Office		
		Runner Processes		
Duration of work done	5 days			
	Domestic and International Permanent or Temporary Assignment	Legislation/Declarations ar		
Responsible	Runners Work Flow Chart			
	<div>For domestic and international permanent duty travels:<ul style="list-style-type: none">- Appointment approval in appointments, expenditure instructions in other cases,- Personnel transfer notification,- Domestic/International permanent dutyTravel Travel Notification is linked to the payment document.</div> <div>For domestic and international temporary duty travel:<ul style="list-style-type: none">- Receipt of assignment letter (Rector's approval) or spending instruction,- Domestic/International Temporary Duty Travel Notification by the relevant personnel Filling it out through the e-track system and sending it to the trustee,- Paid for accommodation, if any. Attaching the invoice payment document regarding the fees,- Travel notifications to the payment order It is signed by the notification owner and the unit official before connecting.</div> <div>Payment order document and annexes are prepared and sent to the fulfillment officer in the MYS system.</div> <div>The payment order document and attachments are prepared and sent to the realization officer in the MYS system.</div>	1- Laws		
		2- Regulations		
		3- Communiqués		
		4- Guidelines		

	<p>As a result of the control made by the realization officer, the payment order document is signed with the annotation "Checked and approved" and sent to the spending authority.</p>  <p>The payment order document signed by the spending officer and its annexes are sent to the Strategy Department.</p>	
Responsible Employee	ROYAL	SPARE
	Thanksgiving ERDAy	Tuýba BENLý YILMAZ

18.13. Teaching Assistants Term Extension Workflow Chart

	TC ÇANAKKALE ONEKÿZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY	Action Plan No: First	MTF-01
		Release Date:	15.12.2018
		Revision date:	
		Revision Number:	
Duty Definitions Number:		Editorial Office	
		Teaching Assistants Position Duration Extension	
Duration of work done	15 days		
Responsible	Teaching Assistants Tenure Extension Workflow Chart (All transactions are carried out through ÜBYS)		Legislation/Declarations
	<div>Petition and petition 2 months before the end of the relevant person's term of office Applying to the Department Head with the Term of Office Extension form</div> <div>↓</div> <div>Notifying the Department Head's opinion to the Dean's Office and submitting the documents to the Board of Directors</div> <div>↓</div> <div>Is the opinion of the Board of Directors positive?</div> <div>↓</div> <div>Yes Faculty Board of Directors decision and petition Sending to the Rectorate</div> <div>↓</div> <div>Rectorate approval</div> <div>↓</div> <div>The approval must be notified to the Department in writing and the letter must be sent to the accounting unit for personnel procedures. orientation</div> <div>↙</div> <div>No Duty time not extended and to the person and section Presidency It is notified by official letter.</div>		1- Laws
SECTION SECRETARY			2- Regulations
			3- Communiqués
			4- Guidelines
WRITING WORKS OFFICE			
Responsible Employee	ROYAL Halil ÇEVÿK		SPARE Elvan AVSAR GUNÿY

18.14. Student Counseling Workflow Chart

	TC ÇANAKKALE ONEKŸZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY	Action plan Number:	MTF-001
		First broadcast Date:	15.12.2018
		Revision Date:	
		Revision Number:	
Job Descriptions Number:	2- f	Incoming Document	
Duration of work done	15 days		
Responsible	Student Counseling Workflow Chart (All transactions are carried out through ŸBYS)	Legislation/Declarations	
	<div>For each class, an academic advisor is determined by the relevant Department Head before the start of the academic year, the names of the academic advisors are notified to the Dean by the decision of the Department Board, and a decision of the Faculty Executive Board is taken.</div> <div>Your academic advisor; In the first week of the semester, students check their course selections on the system, and make corrections by communicating with the student for missing and/or wrong course selections.</div> <div>Approval of the courses chosen by the student by the Advisor.</div> <div>Guiding the advisors to assist students in all academic matters during the academic year.</div>	1- Laws	
		2- Regulations	
		3- Communiqués	
		4- Guidelines	
Responsible Personnel	ROYAL	SPARE	
	Elvan AVŸAR GŸNEY	Halil ŸEVŸK	

18.15. Make-up Exam Workflow Chart

	TC ÇANAKKALE ONEKÿZ MART UNIVERSITY ARCHITECTURE AND DESIGN FACULTY	Action Plan No: MTF-001
		First Publication Date: 15.12.2018
		Revision date:
		Revision Number:
Job Descriptions Number:		Incoming Document
Duration of work done	15 days	
Responsible	Make-up Exam Work Flow Chart (All transactions are done through UBYS)	Legislation/Declarations
Student affairs staff	The student who cannot take the midterm exam must submit a petition to the Department Head by documenting his/her excuse within one week.	2- Regulations
	↓	3- Communiqués
	Submission of the make-up exam request in writing from the Department to the Dean's Office	4- Guidelines
	↓	
	The student's request is discussed and decided by the Faculty Administrative Board.	
	↓	
	Notification of the decision in writing to the Department Head and the Student Affairs Department.	
	↓	
	In accordance with the decision of the Board of Directors, the Department determines the make-up exam date for the student, informs the student and takes the make-up exam on the determined date.	
	↓	
Responsible Personnel	ROYAL	SPARE
	Elvan AVÿAR GÜNEY	Halil ÇEVÿK

18.16. Student Internship Workflow Chart

	TC ÇANAKKALE ONEKÿZ MART UNIVERSITY FACULTY OF ARCHITECTURE AND DESIGN	Action Plan Number:	MTF-01
		First Publication Date:	15.12.2018
		Revision date:	
		Revision Number:	
Job Descriptions		Editorial Office	
Number:		Student Internship Procedures	
Duration of work done	30 days		
Responsible	Student Internship Procedures (Transactions are carried out via SSI entry and exit page, E declaration and UBYS.)	Legislation/Declarations	
		1- Laws	
		2- Regulations	
		3- Communiqués	
		4- Guidelines	
	<p>The student who will do the internship should choose the place of internship in Architecture and Determination in accordance with the Faculty of Design Directive</p> <p>↓</p> <p>Having the compulsory internship form filled by the student and approved by the unit that will do the internship, then to the advisor and the head of the department. to sign</p> <p>↓</p> <p>Submission of the document to the accounting unit.</p> <p>↓</p> <p>Carrying out insurance entry and exit transactions and monthly declaration transactions by the accounting unit within the legal period and sending them to the Department of Health, Culture and Sports with a cover letter.</p>		
Responsible	ROYAL	SPARE	
Employee	Thanksgiving ERDAÿ	Tuÿba BENLÿ YILMAZ	