



## ÇANAKKALE ONSEKİZ MART UNIVERSITY

### FACULTY OF SPORT SCIENCES

### QUALITY ASSURANCE POLICY



**Our** Faculty of Sports Sciences **Quality Policy** developed in accordance with the corporate goals and quality policy of our university;

- To contribute to the quality education and training activities of our university,
- To measure the degree of satisfaction of internal and external stakeholders with the services and activities of our university by ensuring the development of our university's relations with its stakeholders, to identify complaints, if any, and to take the necessary measures for corrections.
- To dominate and realize the understanding of continuous development in units and individuals,
- Establishing suggestion systems and receiving and evaluating stakeholders' suggestions in order to improve the level of service and education,
- contribute to the institutionalization of our university as a unit to the development of the corporate culture of our university as a unit,
- To contribute to making our university a scientific, entrepreneurial and innovative university,
- To contribute academically to the realization of interdisciplinary studies of our university and to contribute to our university to reach the qualities that third generation universities should have,
- To contribute academically to our university to be among the Research Universities of the Higher Education Institution.



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ÇANAKKALE ONSEKİZ MART UNIVERSITY  
FACULTY OF SPORT SCIENCES  
QUALITY ASSURANCE SYSTEM PUKÖ CYCLE



The Quality Assurance System PDCA Cycle is implemented with determination in the Quality Assurance (General), Education and Training, Research and Development and Social Contribution processes of the Faculty of Sport Sciences. Accordingly, quality assurance and internal control processes are planned and implemented together with an academic calendar, guides, trainings and meetings that may be needed, the process is controlled by unit and program evaluation reports, correspondence and meetings, and then necessary measures are taken in areas where necessary. In this context, first of all, the Faculty of Sports Sciences creates its own Unit Mission, Vision and goals by taking into account the 2021-2025 Strategic Plan, prepares the Unit Strategic Plan, SWOT Analysis and PDCA cycle. In order to ensure the functioning of all processes in the unit, it prepares and implements the Unit Internal Control Standards Action Plan Table, Unit Job Descriptions, Unit Work Flow Charts, Unit Public Service Standards Table. Each year, the Faculty Management prepares an Annual Report, Program SLR Evaluation Report and Unit Internal Evaluation Report (UIDR). The Dean's Office of the Faculty of Sports Sciences actively monitors all these processes through relevant commission meetings, internal and external stakeholder meetings, Program SLR Evaluation Reports, Unit Internal Evaluation Reports and 2021-2025 Strategic Plan Performance Indicators. It gives the necessary verbal and written instructions so that the necessary improvements in the areas of need can be realized within the scope of the allocated budget. Thus, our Faculty ensures that quality assurance and internal control processes are operated and necessary improvements are realized within the scope of the PDCA Cycle.

In accordance with the procedure for evaluating the Quality Assurance processes of our university, in the **KIDR** Unit Internal Evaluation Reports (Quality Assurance, Education-Training, Research-Development, Management System), the areas open to improvement as a result of internal evaluation are determined and the practices needed within the scope of improvement are followed and these evaluation reports are renewed every year. The Faculty Internal Evaluation Report prepared in this context is an indicator of the self-improving system of the unit, as well as a guide for the external evaluation of the unit. In addition to the quality management processes established by the sub-units of our faculty in parallel with our Mission, Vision and goals, it also has various internal and external evaluation practices applied on a unit basis. Examples of these include various surveys conducted through the Quality Assurance and Internal Control tab and internal and external stakeholder meetings held on a unit basis. In addition, internal evaluation results and other quality-related agenda items are discussed in a meeting organized by the Quality Assurance Commission. Decisions are taken with justification and/or deadlines.

The leaders in our unit (Dean, Vice Deans, Department/Division/Program Heads and Academic Advisors) carry out the practices determined in line with the strategic plan to ensure the unity of goals and objectives in line with the goals and objectives of the unit with academic staff and administrative staff. For this purpose, internal stakeholder meetings and satisfaction surveys are conducted. In addition, Quality Leadership and Corporate Culture analysis, which constitute the order of common value judgments and beliefs that provide norms about the individual's behavior within the organization, are also carried out.

In this way, the faculty's planning and management approach to continuous improvement is supported by an academically appropriate "PDCA" cycle. These principles are applied in a cyclical process consisting of the following:

- 1. Planning:** Setting a new strategic direction or planning based on an internal and/or external assessment, re-planning for a significant improvement in current practices,
- 2. Implementation:** Implementing the plan and monitoring the results according to pre-agreed criteria,
- 3. Control:** Measuring and analyzing performance against targets,
- 4. Measures:** Taking the necessary measures according to the results of the assessment, making the necessary improvements and trying to protect the areas with good practices that were found to be working well during implementation.



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FACULTY OF SPORT SCIENCES  
QUALITY ASSURANCE (GENERAL) PUKÖ CYCLE



<b>* PLANNING *</b>
<b><i>YÖK, University Administration (Rectorate, Senate, University, Faculty Board, Board of Directors and Dean's Office), Public Personnel Law, Higher Education Law, Undergraduate and Graduate Education Legislation, Institution and Unit Quality Coordinatorship, Strategy Development Department, Institution and Unit Quality and Accreditation Commissions, Bologna Coordinatorship, Accredited Units and All Related Units</i></b>
Within the scope of YÖK Legislation and Quality Assurance Directive of our University, in accordance with the Vision, Mission and Goals of our institution, Strategic Action Plan, Annual Performance Program, updating of Teaching Plans, courses, domestic and international education protocol studies, Bologna Studies, proposal of New Departments / Departments and Programs, Norm Staff, Personnel Needs Analysis and Stakeholder Surveys, academic calendar, course and exam schedule in the required format, standards and times with corporate governance principles, determination of appropriate road maps for our goals and quality assurance processes and determination of appropriate road maps for our goals and quality assurance processes. The Dean's Office of the Faculty of Sport Sciences undertakes to update the plans when necessary.
<b>* APPLICATION *</b>
<b><i>Institutional Management (Rectorate and Dean's Office) and All Units, Internal and External Stakeholders, Institution and Unit Quality and Accreditation Commissions and Coordinatorships, Department/Division Heads, Program Advisors, Academic and Administrative Staff</i></b>
In the light of the above information, Strategic Action Plans, Annual Reports, Internal Audit Reports, External Audit Reports, Satisfaction Surveys, Corporate Culture and SWOT Analysis, PDCA Cycle Practices, Annual Performance Criteria, KIDR and Performance Program and Other Stakeholder Surveys should be implemented and analyzed in accordance with the Vision, Mission and Goals of our University within the scope of Public Service Standards and Inventory and Quality Assurance Directive of our University. is committed by the Dean's Office of the Faculty of Sports Sciences.
<b>* CONTROL *</b>
<b><i>Institution Management (Rectorate and Dean's Office) and All Units, Internal and External Stakeholders, Institution and Unit Quality and Accreditation Commission and Coordinatorships, Department/Division Heads, Program Advisors, Academic and Administrative Staff</i></b>
Institutional Management (Rectorate and Dean's Office) Institutional Quality Coordinatorship, Strategy Development Department, Internal Audit Unit Quality Coordinatorship, Unit Quality and Accreditation Commissions Internal Control System Audits, Academic Staff, Administrative Staff and Student Satisfaction Surveys and External Stakeholder Satisfaction Surveys, Strategic Plan Monitoring and Evaluation, Annual Report, Internal Audit Report, External Audit Report, Financial Status and Expectations Report, Investment Monitoring and Evaluation Report, Academic Status Report within the Scope of Norm Staff Preparation within the scope of control processes Faculty of Sports Sciences It is committed by the Dean's Office.
<b>* PRECAUTION *</b>
<b><i>Institution Management (Rectorate and Dean's Office), Institution and Unit Quality Coordinators, Department of Strategy Development, Department of Personnel, Department of Construction Works, Internal Audit Unit, Unit Quality and Accreditation Commissions</i></b>

All Required Activity and Audit Reports are Submitted, Evaluated and Post-Audit Measures are Taken,

It is committed by the Dean's Office of the Faculty of Sports Sciences to carry out the Improvement and Monitoring Processes in accordance with the legislation.



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ÇANAKKALE ONSEKİZ MART UNIVERSITY  
FACULTY OF SPORT SCIENCES  
PUKO CYCLE IN EDUCATION AND TRAINING PROCESS



<b>* PLANNING *</b>
<b>Basic Sources:</b> YÖK, Senate Decisions, University and Faculty of Sport Sciences, Faculty Board, Board of Directors Decisions, Higher Education Law, Undergraduate, Graduate Education Regulations, Student Affairs, Student Information System, Bologna Coordinatorship, Quality Coordinatorship
<b>Analyzes Related to the Education and Training Process:</b> Physical resources and technological infrastructure, academic and administrative staff satisfaction analysis and student satisfaction, Alumni, External Stakeholder Analysis
<b>SWOT Analysis in Education and Training Process,</b> Strengths and Weaknesses, Opportunities and Threats, PDCA Studies
<b>Process Related Evaluation Surveys:</b> Student, Academic and Administrative Staff, Course Evaluation, Alumni, External Stakeholder Surveys
<b>* APPLICATION *</b>
<b>Process Performance Program:</b> Domestic and international education protocol studies, Education and Examination Regulations, Student Affairs, Academics, Academic Calendar, Course Plans and Programs, Examination Plans and Programs, Internship Directive and Internship Practices, Bologna Information Package, Alumni Relations Coordinatorship
<b>Process Related Performance Targets and Activities</b>
<b>Responsible Units with Performance Indicators of the Process:</b> All Academic Units, Student Affairs, Personnel, IT, Library Documentation, Departments, UZEM, SEM.
<b>Process Related Budget:</b> Department of Strategy Development
<b>* CONTROL *</b>
<b>Monitoring, Measurement and Evaluation:</b> Rector, Dean, Heads of Departments/Division/Division of Arts and Sciences, Student Affairs, Unit Quality Internal Auditors, Program Qualifications, Academic Unit Activity Reports, Internal and External Stakeholder Surveys Evaluation
<b>Reporting</b> Academic Activity Report
<b>* PRECAUTION *</b>
<b>Areas Open for Improvement and Suggestions:</b> Changing the course or teaching plan, changing the instructor of the course, changing the Head of the Department / Department of Arts and Sciences, changing the program advisor, requesting new instructors within the scope of norm staff and within the need, establishing a new department / department or program, in-service training, academic calendar, course and exam schedule, administrative staff rotation, internship and Student Information System, updating the elective course pool according to the information obtained from meetings with internal and external stakeholders.
<b>Realization:</b> University Executive Board, Senate, Dean's Office, Faculty Board Decisions, Board of Directors Decisions



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ÇANAKKALE ONSEKİZ MART UNIVERSITY

FACULTY OF SPORT SCIENCES

PUKO CYCLE IN THE RESEARCH AND DEVELOPMENT  
PROCESS



<b>* PLANNING *</b>
<b>Basic Sources:</b> Higher Education Law, Law No. 5746 on Supporting Research and Development Activities, Higher Education Institutions Scientific Research and Publication Ethics Directive, Development Plans, Research Strategies, Strategic Performance, YÖK priority areas, incentives, mission differentiation.
<b>Analyses Related to Research and Development Process:</b> Human resources, physical resources and technological infrastructure, academic staff and student satisfaction analysis and External Stakeholder Analysis
<b>In the Research and Development Process:</b> SWOT Analysis Strengths and Weaknesses, Opportunities and Threats
Process Evaluation Surveys: Student, Academic Staff, External Stakeholder Satisfaction Surveys
<b>* APPLICATION *</b>
<b>Process Performance Program:</b> Scientific Research and Development Plans and Programs, BAP, TEKNO PARK, TÜBİTAK, Project Coordination Center, Graduate and Doctorate Education Incentives
<b>Process Related Performance Targets and Activities:</b> Community Service, Scientific Projects, Student Career and Executive Development
<b>Performance Indicators of the Process and Responsible Units:</b> All Academic Units, Institutes, Department of Library and Documentation, BAP Coordination Unit,
<b>Process Related Budget:</b> Strategy Development Department, External project supports (TÜBİTAK and GMKA etc.)
<b>* CONTROL *</b>
<b>Monitoring, Measurement and Evaluation:</b> Rectorate, Dean's Office, TÜBİTAK, TEKNO PARK, BAP, Project Coordination Center, Institutes, Health and Culture Department, Press and Public Relations
<b>Reporting</b> Social Responsibility Project Reports, Scientific Research Project Reports, Scientific Publications, Scientific Working University Industry Cooperation.
<b>* PRECAUTION *</b>
<b>Areas for Improvement and Suggestions</b>
Realization: University Board of Directors, Senate and Health and Culture Department Decisions, TÜBİTAK, TEKNO PARK, BAP, Project Coordination Center, Improvement of R&D Resources, University-industry cooperation, Research Strategies Coordination Board, Domestic and international strategic agreements





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FACULTY OF SPORT SCIENCES  
THE PUKÖ CYCLE IN THE SOCIAL CONTRIBUTION  
PROCESS



<b>* PLANNING *</b>
<b>Basic Sources:</b> Constitution, Higher Education Quality Assurance Regulation
<b>Analyses Related to the Social Contribution Process:</b> Regional analyses, NGO Reports, Human resources, physical resources and technological infrastructure analyses, swot analysis, external stakeholder opinions, etc.
<b>Strategic Goals and Objectives of the Process</b> Increasing budgeted and non-budgeted social responsibility projects and activities, Increasing RUSI activities, increasing cooperation with local public and private initiatives
<b>Process Evaluation Questionnaires:</b> Internal-External Stakeholder Opinions
<b>* APPLICATION N *</b>
<b>Process Performance Program</b> Quality Assurance Commission, Quality Assurance Office
Social responsibility activities and projects, Increasing the number of joint activities and projects carried out with public institutions and NGOs
<b>Units Responsible for the Performance Indicators of the Process:</b> Faculties, Application and Research Centers, Department of Health, Culture and Sports, Student Life, Career and Alumni Relations Coordinatorship, Scholarship and Housing Coordinatorship, Psychological Counseling and Guidance Unit, Quality Assurance Commission, Quality Assurance Office.
<b>Process Related Budget:</b> Department of Strategy Development
<b>* CONTROL *</b>
<b>Monitoring, Measurement and Evaluation:</b> Quality Assurance Commission, Quality Assurance Office, Department of Strategy Development, Department of Health, Culture and Sports
<b>Reporting:</b> Social Responsibility Projects Performance Indicators and Reports, Implementation and Research Centers Activity Reports
<b>* PRECAUTION *</b>
<b>Areas and Suggestions for Improvement</b> Increasing the number of social responsibility projects with and without budget, increasing public-university collaborations, increasing the number of joint activities and projects with public institutions and NGOs
<b>Realization:</b> Rectorate, University Board of Directors, Senate, Department of Strategy Development, Department of Health, Culture and Sports, Faculties, Application and Research Centers, Student Life, Career and Alumni Relations Coordinatorship, Scholarship and Housing Coordinatorship, Psychological Counseling and Guidance Unit, Student Communities, Research Groups