

**DIRECTIVE OF THE OFFICE OF EDUCATION AND INSTRUCTION
COORDINATION AND THE EDUCATION AND INSTRUCTION COMMISSION OF
BEYKOZ UNIVERSITY**

Approving Authority, Date and No : Senate, 27.10.2025 /15

Annexes and Amendments : Senate,...../....

Date of Control of Annexes and Amendments :

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the establishment, duties, authorities, responsibilities, and working principles and procedures of the Office of Education and Instruction Coordination and the Education and Instruction Commission, for the purpose of planning, conducting, evaluating, monitoring, and continuously improving the educational and instructional processes of the University.

Scope

ARTICLE 2 – (1) This Directive covers the regulation of the academic processes at unit and departmental levels, the functioning between these units, and the activities of the Office of Education and Instruction Coordination and the Education and Instruction Commission with respect to the educational and instructional activities carried out at the University.

Legal Basis

ARTICLE 3 – (1) This Directive has been prepared based on the Higher Education Law No. 2547, the Regulation on Quality Assurance in Higher Education, the decisions of the Senate of Beykoz University, the Directive on the Principles of Education and Instruction of Beykoz University, and the Quality Assurance and Education Policy of Beykoz University.

Definitions

ARTICLE 4 – (1) For the purposes of this Directive, the following terms shall mean;

- a) University: Beykoz University,
- b) Rector: The Rector of Beykoz University,
- c) Relevant Vice Rector: The Vice Rector responsible for education and instruction processes,
- ç) Office of Coordination (Coordinator's Office): The Office of Education and Instruction Coordination,
- d) Coordinator: The Coordinator of Education and Instruction,
- e) Education and Instruction Commission: The academic board that submits opinions and recommendations to the Senate regarding program establishment, closure, updating, assessment and evaluation, and educational processes,
- f) Unit: Faculties, Institutes, Schools, and Vocational Schools,
- g) Stakeholders: Students, academic staff, administrative staff, graduates, advisory boards,

business sector representatives, public institutions, non-governmental organizations, and other external stakeholders,

ğ) Big Data Coordination Office (BVK): The unit responsible for collecting, analyzing, and reporting data related to education and instruction processes

CHAPTER TWO

Establishment and Duties of the Office of Education and Instruction Coordination

Establishment and Organizational Structure of the Office of Coordination

ARTICLE 5 – (1) The Office of Education and Instruction Coordination is an academic coordination unit within the academic organizational structure of the University.

(2) The Office of Coordination carries out its activities under the supervision and responsibility of the Vice Rector responsible for education and instruction.

(3) The Coordinator is appointed by the Rector for a term of three (3) years. The term of office may be extended or the Coordinator may be dismissed by the Rector, as deemed appropriate.

(4) Administrative support for the activities of the Office of Coordination is provided by the Directorate of Student Affairs, the Education and Instruction Planning Unit, and the Secretariats of Academic Units.

Duties of the Office of Coordination (Coordinator)

ARTICLE 6 – (1) Under the authority of the Vice Rector responsible for education and instruction, the Office of Coordination is responsible for ensuring that the educational and instructional processes of the University are conducted in an effective, high-quality, traceable, and continuously improvable manner. The Office of Coordination carries out its duties within the framework of the Beykoz University Regulation on Undergraduate and Associate Degree Education and Examinations, the Regulation on Graduate Education and Examinations, the Directive on the Principles of Education and Instruction of Beykoz University, and other relevant legislation.

(2) Within this framework, the duties of the Office of Coordination and the Coordinator are categorized as follows:

a) Planning and Coordination of Educational Processes

- 1) Ensuring institutional coherence in the development and implementation of assessment and evaluation principles across the University.
- 2) Ensuring that educational and instructional processes are conducted in compliance with quality assurance standards.
- 3) Coordinating the planning of instructional processes in cooperation with academic units.
- 4) Announcing the annual schedule for program monitoring and updating to academic units and monitoring compliance with the Schedule.

b) Program Design, Updating, and Learning Outcomes Management

- 1) Ensuring the determination, updating, and proper publication of program and course learning outcomes on the University's website.

- 2) Monitoring the currency of course information packages and coordinating necessary revisions.
- 3) Conducting activities related to program design and updating in line with relevant directives.
- 4) During program monitoring and updating processes, contributing to the preparation of program evaluation reports in cooperation with the Big Data Coordination Office and coordinating the submission of report outputs to the agenda of the Education and Instruction Commission.

c) Assessment and Evaluation

- 1) To ensure institutional alignment among academic units in the development and implementation of assessment and evaluation principles across the University.
- 2) To ensure that student workload (ECTS) calculations are conducted in compliance with established standards.
- 3) To coordinate the alignment of assessment and evaluation systems (e.g., Learning Management System–based assessment tools) with course learning outcomes, and to ensure that the results of analyses are reflected in program evaluation and course improvement processes.

ç) Faculty Development and Enhancement of Teaching Competencies

- 1) To organize training programs aimed at enhancing the pedagogical, assessment and evaluation, and related competencies of academic staff, in cooperation with the Learning and Teaching Coordination Office.
- 2) To carry out activities aimed at disseminating good practices in teaching and learning.
- 3) To coordinate, in cooperation with the Education and Instruction Commission and the Big Data Coordination Office, the application, evaluation, and reporting processes within the scope of the education and instruction incentive and award system.

d) Quality Assurance, Accreditation, and Feedback Management

- 1) To monitor quality indicators related to education and instruction and to prepare periodic reports.
- 2) To provide support for program and institutional accreditation processes within the scope of education and instruction.
- 3) To coordinate the collection of feedback from students, graduates, and external stakeholders, the analysis of such feedback by the Big Data Coordination Office, and the reflection of the resulting findings in the action plans of academic units.

e) Coordination of University Elective Courses and the Competency Development Program (YGEP)

- 1) To ensure the coordination of course classification, content alignment, assessment and evaluation principles, and course offering procedures in the implementation of University elective courses and the Competency Development Program (YGEP).

f) Course and Examination Accommodations for Students with Special Needs

1) To ensure the necessary coordination between the Disabled Students Unit and academic units in the implementation of course and examination accommodations for students with special needs, and to ensure that such accommodations do not compromise academic standards.

g) Coordination of Commission Activities

2) To prepare Commission meetings, set the agenda, and monitor the implementation of decisions.

3) To carry out the necessary academic preparations for the decision-making processes of the Senate and the Rectorate.

CHAPTER THREE

Education and Teaching Commission

Composition of the Commission

ARTICLE 7 – (1) The Commission shall consist of the following members:

a) Vice Rector responsible for Education and Teaching (if attending),

b) Education and Teaching Coordinator,

c) Vice Deans / Vice Directors responsible for education and teaching at Faculties, Institutes, Schools, and Vocational Schools, or representatives appointed by the respective academic units.

ç) Student representative, when deemed necessary.

d) Members shall be appointed for a term of three years.

(2) The Commission shall be chaired by the Education and Teaching Coordinator. In cases where the Rector or the Vice Rector responsible for Education and Teaching attends the Commission meeting, they shall preside over the Commission.

(3) The Commission may establish sub-working groups when necessary.

(4) Secretariat services of the Commission shall be carried out by the Education and Teaching Coordination Office.

Duties of the Commission

ARTICLE 8 – (1) The Education and Teaching Commission operates as a sub-commission of the Senate. It submits evaluation, planning, and improvement proposals regarding education and teaching processes to the Senate. The activities of the Commission shall be conducted in alignment with the monitoring, evaluation, and PDCA (Plan–Do–Check–Act) cycles carried out by the Quality Commission.

(2) The Commission performs its duties within the framework of the Beykoz University Associate and Undergraduate Education and Examination Regulation, Graduate Education and Examination Regulation, Directive on Education and Teaching Principles, and other relevant legislation.

(3) Members of the Commission are responsible, on behalf of their deans/directors, for coordinating the evaluation, monitoring, and improvement of education and teaching processes within their respective units, conveying unit opinions to the Commission, and following up on the implementation of processes that result in Senate decisions.

(4) The duties of the Commission are as follows:

a) Strategic and Academic Duties

- 1) To develop proposals regarding the formulation, updating, and implementation of the University's education and teaching policies and principles.
- 2) To provide academic evaluation and opinions on the opening, closure, updating of programs, and changes in course plans.
- 3) To evaluate proposals concerning the opening of new courses, closure of existing courses, and changes in course codes, titles, credits, contents, and curriculum updates.
- 4) To express opinions on education and teaching-related legislative regulations (regulations, directives, principles).
- 5) To conduct reviews and form opinions on education and teaching processes as directed by the Rectorate and the Senate.
- 6) To evaluate proposals regarding the opening or closure of Double Major and Minor programs.
- 7) To contribute, in the education and teaching dimension, to program/department accreditation, internal evaluation, and external evaluation processes.
- 8) To carry out evaluations regarding program learning outcomes, course learning outcomes, and ECTS workload distributions.

b) Program Monitoring, Evaluation, and Quality Assurance

- 1) To examine periodic program review, evaluation, and improvement reports and submit opinions to the Senate.
- 2) To review program evaluation reports prepared by the Big Data Coordination Office and provide feedback to academic units.
- 3) To coordinate the evaluation of feedback from students, graduates, and employers and to develop improvement proposals.
- 4) To ensure inter-unit alignment in assessment and evaluation principles and to conduct evaluations on the alignment of course learning outcomes with assessment tools.
- 5) To oversee compliance of student workload (ECTS) calculations with standards.
- 6) To monitor education and teaching quality indicators and report them to the Senate.
- 7) To ensure that the outputs of Commission activities are communicated to the monitoring and internal evaluation processes of the Quality Commission and to contribute to the preparation of information and reports required within the scope of the Institutional Self-Evaluation Report (ISER / KİDR).
- 8) To provide the necessary academic evaluations and recommendations related to education and teaching within internal evaluation, external evaluation, and institutional quality assurance processes carried out by the Quality Commission.

c) Coordination and Harmonization Duties

- 1) To conduct evaluations and develop improvement proposals regarding alignment with the Bologna Process, Turkish Qualifications Framework (TQF), and international academic standards.
- 2) To contribute to the University's institutional monitoring activities related to education and teaching processes.
- 3) To provide opinions on learning objectives, content coherence, and assessment structures of University elective courses and the Competency Development Program (CDP – YGEP).

- 4) To evaluate the academic appropriateness of course and examination accommodations carried out by the Disabled Students Unit.
- 5) In cooperation with the Education and Teaching Coordination Office and the Quality Commission, to contribute to the regular operation of program monitoring and improvement cycles (PDCA).

CHAPTER FOUR

Provisions on Compliance with the Strategic Plan and Directives

Conduct of Education and Teaching Processes in Alignment with the Strategic Plan and University Directives

ARTICLE 9 – (1) All planning, implementation, monitoring, and evaluation activities carried out by the Education and Teaching Coordination Office and the Education and Teaching Commission shall be conducted in accordance with the objectives, targets, and performance indicators related to education and teaching specified in the University’s Strategic Plan.

(2) All processes related to program design, program updating, curriculum revision, learning outcomes, and ECTS calculations shall be carried out in accordance with the Beykoz University Directive on the Design, Review, and Updating of Programs.

(3) The contribution of education and teaching activities to strategic plan targets shall be periodically monitored and reported.

CHAPTER FIVE

Miscellaneous and Final Provisions

Cases Not Provided For

ARTICLE 10 – (1) In cases not provided for in this Directive, the relevant legislation and the decisions of the University Senate and Board of Directors shall apply.

Entry into Force

ARTICLE 11 – (1) This Directive shall enter into force on the date of its adoption by the University Senate.

Execution

ARTICLE 12 – (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.