SABAK EVALUATION, ACCREDITATION AND MONITORING COMMITTEE (DAIK) WORKING DIRECTIVE

ARTICLE 1

Basis and Purpose

This directive has been prepared in accordance with the Health Sciences Education Programs Evaluation and Accreditation Association (SABAK) Statute and SABAK Working Regulations. The purpose of the directive is to determine the principles (structure, selection of members, terms of office, duties and working principles) of the Evaluation, Accreditation and Monitoring Committee, which will work as the SABAK body.

ARTICLE 2

Scope

This directive includes the provisions regarding the working principles of the Evaluation, Accreditation and Monitoring Committee, which will work as the body of the Health Sciences Education Programs Evaluation and Accreditation Association.

ARTICLE 3

Abbreviations and Definitions

The abbreviations in this directive are listed below:

SABAK: Association for Evaluation and Accreditation of Health Sciences Education Programs

Board of Directors: SABAK Board of Directors

SAK: Health Sciences Education Programs Accreditation Board

DAIK: Evaluation, Accreditation and Monitoring Committee

DABK: Evaluator Nomination Board

ÖDR: Self-Evaluation Report

Criteria: SABAK Evaluation Criteria to be used in the accreditation of health sciences programs

Institution: The higher education institution to which the program applying for accreditation is affiliated.

ARTICLE 4

Commission Members and Their Terms of Office

(a) DAIK consists of three (4) faculty members from different health sciences departments and at least five (5) members, one of which is a Board Representative. One of these members is the president of the previous term, and the other is the current vice president, who will be the president of the next term.

(b) DAIK membership period is three (3) years and members cannot work continuously for more than 3 (three) consecutive terms.

(c) The term of office of the president, vice president and former president is three (3) years. These terms of office cannot be extended.

(d) The president, whose term of office has expired, transfers the task to the vice president and becomes the former president. If the number of DAIK members falls below five (5) or if the term of office of one of the members by proxy will exceed one (1) year, the process specified in the SABAK Working Regulations is followed to appoint a new vice president and / or new members to complete the current term.

ARTICLE 5

Characteristics of the Committee Members

(a) DAIK members should have both experience in health sciences and have competence in the evaluation of health sciences education. Health sciences faculty members may be faculty members other than appointed administrators of a university or they may be retired faculty members.

(b) Before all new DAIK members take office; They must have received the training given by the Education Committee on the accreditation process, working principles and evaluation criteria and must document this.

(c) In addition, as part of their educational experience, DAIK members must have at least one (1) audience and / or at least one (1) membership in the visiting team.

(d) DAIK Vice-President must have served at least one (1) full term as a DAIK member on the date of taking office.

ARTICLE 6

Working Principles of Evaluation, Accreditation and Monitoring Committee

(a) The head of DAIK is responsible for the management of DAIK; in the absence of the president, vice president, executes the DAIK administration on behalf of the president.

(b) DAIK holds at least two (2) meetings each year.

(c) DAIK meetings are notified in writing to DAIK members at least two (2) weeks in advance by the DAIK secretary, with the approval of the president. This notification should include the meeting agenda and all documents related to the topics to be discussed.

(d) DAIK members must attend DAIK meetings in person. They cannot send representatives to their places. The membership of those who do not attend the three (3) meetings without an excuse automatically terminates.

(e) DAIK meetings are held under the chairmanship of the head of DAIK with the participation of at least three (3) members, and the vice president when the president is not present.

(f) All decisions are taken with the majority of the members attending the meeting.

(g) In cases that require urgent negotiations and decisions, other than ordinary DAIK meetings, virtual meetings can be organized by using communication and voting tools such as mail, fax, e-mail and web page. However, the above conditions also apply to decisions at such meetings.

(h) DAIK President attends SAK meetings without voting rights.

ARTICLE 7

Duties and Responsibilities of the Evaluation, Accreditation and Monitoring Committee

The main mission of this committee is to define objective, reliable program evaluation and monitoring processes in line with the self-evaluation report and in line with international accreditation standards, and to prepare and update the relevant guidelines and forms in order to develop and improve health sciences education programs.

The responsibilities of DAIK, which will fulfill this task, are as follows:

(a) To review and update the policies, methods and forms in effect regarding the program evaluation process, to make suggestions to SABAk and other Committees regarding the changes that need to be made,

(b) Preparing the "Accreditation Application Form" to be used by the institutions that will apply for the accreditation process and updating it at the end of December of each year,

(c) To prepare the "Self-Assessment Report Preparation Guide", which will be used by the institutions applying for the accreditation process in the creation of the ÖDRs, in cooperation with the Criteria Determination Committee and to update it at the end of December of each year,

(d) To prepare the "Self-Evaluation Report Evaluation Guide" to be used in the evaluation of the ÖDRs to be prepared by the institutions applying for the accreditation process and to update it at the end of December every year.

ARTICLE 8

Amendment to the Directive

Amendment proposals on this directive are submitted to the Board of Directors by DAIK. The proposals prepared are put on the agenda of the first meeting of the Board of Directors and are resolved. DAIK may propose changes to SABAK regarding implementation principles and standards.

Similarly, SABAK reviews the current principles of practice and standards and may notify DAIK to prepare the necessary changes on them.

ARTICLE 9

Enforcement and Execution

(a) This Directive enters into force as of the date it is approved by the SABAK Board of Directors.

(b) The DAIK President executes the provisions of this directive.

(c) SABAK Working Regulations and Board of Directors decisions are taken into consideration in all matters outside the provisions of this directive.