

MALTEPE UNIVERSITY COORDINATION COMMITTEE OF STUDIES IN QUALITY IN EDUCATION

THE REPORT OF AUDITOR'S VISIT, April 18-29, 2011

(prepared on April 4, 2011)

The department visited:

Date and time of visits:

Visitors :

Attendees:

ACTIVITIES	At what phase ¹
UPDATING QUALITY FILES	
QUALITY FILES OF PROGRAM/ DEPARTMENT (FIRST QUALITY FILE)	
General information about the department	
Mission of the department	
Vision of the department	
Objectives of the programs	
The table of goals and implementation methods	
Program outcomes	
Program outcomes, Program objectives and table of measurement methods	
Program outcomes / Course matrix chart	
Department/Program/ Teaching staff of the program	
4-year Department/Program/Teaching program	
Course Description	
Course syllabus	
English version of the whole file	

¹ Information will be taken about whether the aforementioned activities are completed on time , if completed the files that are related, if not completed when and how they will be completed.

ECTS FILES OF DEPARTMENT/PROGRAM (SECOND QUALITY FILE)	
4-year Department/Program/Teaching program of the program	
ECTS Computing Guide	
Form I, Table 1, 2, 3	
Form II	
Form III	
DEPARTMENT/PROGRAM/ FILES OF OTHER ACTIVITIES (THIRD QUALITY FILE)	
Meetings held with internal and external shareholders (Alumni, Employers, Trade associations, etc..) (Updating the education objectives and competencies and the related documents)	
QUALITY ASSURANCE STUDIES	
Internal evaluation (Satisfaction studies with –staff, students, graduates, external stakeholders etc.)	
Self- evaluation (The preparation of continuous quality improvement strategy- improvement action plans)	
THE CONDUCT OF SCIENTIFIC RESEARCH AND DEVELOPMENT PROJECTS	
LIFELONG LEARNING (In-service training, social responsibility projects, courses, etc)	
STUDENT PARTICIPATION (When taking decisions that effect students, the student representatives should attend the board of administration of the Faculty/ Institution)	
INTERNATIONALIZATION (Participation in Exchange programs, Joint-degree programs, etc)	

The result: 1. All documents are completed. 2. Gaps completed until the date.....

3. Other (to be filled in detail).....

Dean's/Director's Name and Surname:

The name and surname of the Director of the Department/Programme

Dean's/Director's Signature:

Director's Signature: