

Cankiri Karatekin University
Faculty of Economics and Administrative Sciences
Department of Finance and Banking
Quality Work Schedule (01.01.2025 – 31.12.2025)

Working Titles	Those Responsible	Calendar
Establish department commissions and coordinators or revising them if necessary.	Department Head / Instructors	January – March 2025
Preparation of department, course/teaching staff and ECTS student workload evaluation survey reports implemented in the fall semester of the 2024-2025 academic year and publication on the website	Department Head / Department Quality and Social Contribution Commission / / Department Web Manager / Academic Staff	January – March 2025
Preparation of the department self-evaluation report and submission to STAR	Department Head / Department Quality and Social Contribution Commission / Academic Staff	January – May 2025
Meetings with career counselors for the spring semester	Career Counselors	March – May 2025
Planning and carrying out activities in line with the department's social contribution goals	Department Head / Department Quality and Social Contribution Representative / Academic Staff	April – May 2025
Implementation of department, course/teaching staff and ECTS student workload evaluation surveys for the spring semester of the 2024-2025 Academic Year, preparation of survey reports and publication on the website.	Department Head / Department Quality and Social Contribution Commission / / Department Web Manager / Academic Staff	June – August 2025
Implementation of graduate student satisfaction survey, preparation of survey report and publication on the website	Department Head / Department Quality and Social Contribution Commission / / Department Web Manager / Academic Staff	July – December 2025
Organizing an orientation meeting for newly registered students	Department Head / Instructors	October – December 2025
Meetings with career counselors for the fall semester	Career Counselors	October – December 2025
Implementation of department, course/teaching staff and ECTS student workload evaluation surveys for the fall semester of the 2025-2026 academic year	Department Head / Department Web Manager / Academic Staff	December 2025
Collecting internal and external stakeholder feedback	Department Head / Academic Staff / Related Commissions / Internal and External Stakeholders	January – December 2025