

Cankiri Karatekin University
Faculty of Economics and Administrative Sciences - **Department of Finance and Banking**
Quality Process Schedule and Policy Document

This policy document has been prepared to ensure that the quality assurance, accreditation, and continuous improvement processes in the Finance and Banking Department are implemented with a planned, systematic, and participatory approach.

The fundamental framework of this policy is to schedule all quality activities conducted in the Department, clearly define roles and responsibilities, and ensure traceability of implementation processes.

The document aims to ensure the sustainability of the quality management system, strengthen institutional memory, and ensure holistic preparation for accreditation processes.

The purpose of this policy is to establish a quality assurance culture in the education, research, social contribution, and administrative processes of the Finance and Banking Department, and to standardize the planning, execution, and evaluation of quality activities.

FALL SEMESTER

Working Topics	Those responsible	Calendar
Organizing an orientation meeting for newly registered students *Students will be informed and minutes will be kept within the scope of the agenda items. *A survey will be conducted for the meeting. *The survey we developed to measure financial literacy levels will be applied.	Department Head / Faculty Members	September – October
Holding a meeting to determine whether the (new) students enrolled in our undergraduate program are at a level that will enable them to acquire the learning outcomes of our undergraduate program within the prescribed time. *An evaluation will be made regarding students' YKS scores. *The results of the survey conducted to measure the financial literacy levels of students will be evaluated.	Department Quality and Accreditation Commission	October – November
Holding a meeting to analyze the changes in the YKS quotas of our department's undergraduate program and the number of students accepted to our program based on their YKS scores over the years.	Department Quality and Accreditation Commission	October – November
Announcing to faculty members the procedures to be performed during the fall semester exam activities * Question-answer examples for each exam activity in the courses, *"Output-question" matrices for each exam activity in the courses, *Assessment-Evaluation reports for each exam activity in the courses and *Instructors will be informed that exam papers must be prepared for students who received the "Highest – Middle – Lowest" grades for each exam activity in the course.	Department Head / Department Quality and Accreditation Commission	October – November
Career counselors holding meetings with students and recording these meetings with minutes *Information will be provided, especially on topics such as Erasmus, career development, sector needs, double major-minor programs and self-improvement in English and IT, and these information will be recorded. * Surveys will be conducted for information meetings.	Career Counselors	October – December
Filling out "Interview Forms" by academic (course) advisors *Information/assistance/guidance given to students, especially during course registration periods, vertical-horizontal transfer periods, or similar periods, will be documented with "Interview Forms".	Academic (Course) Advisors	October – December
Collection of forms and counseling forms (or minutes) related to fall semester courses *Academic (course) advisor interview forms, *Minutes of career counselors' meetings, *Question-answer examples for each exam activity in the courses, *"Output-question" matrices for each exam activity in the courses, *Assessment and evaluation reports for each exam activity in the courses and *Exam papers of students who received the "Highest – Middle – Lowest" grades for each exam activity in the courses will be collected .	Department Head / Department Quality and Accreditation Commission / Faculty Members	December – January
Implementation of fall semester surveys and publication of results reports *(i) Department satisfaction survey and (ii) course/teaching staff and ECTS student workload evaluation surveys will be applied. *Survey results will be reported and published on the web.	Department Head / Department Quality and Accreditation Commission / Department Website Manager / Faculty Members	December – February
Conducting an evaluation and SUGGESTION meeting for each activity/practice carried out in the fall semester. *Evaluation of academic consultancy activities (interview forms) *Evaluation of career counseling minutes and surveys administered at the end of the meeting *Evaluation of department satisfaction survey results reports • General evaluation • Satisfaction by registration type • Access level of seniors to PLO and PEAs • Suggestions *Evaluation of course evaluation survey result reports • General evaluation • Contribution of the results regarding course learning outcomes to PLO and PEA • Teaching methods used in courses • Whether the courses are taught as described in the Bologna Information System • Suggestions *Evaluation of the forms collected for the courses (output-question matching matrix, forms for the measurement and evaluation system) • General evaluation • Contribution to PPAs and PEAs • Suggestions *Evaluation of surveys and experience-sharing meetings conducted with students who benefited from Erasmus student mobility. *Evaluation of surveys and experience-sharing meetings conducted with students who experienced compulsory/optional internships.	Department Quality and Accreditation Commission	February

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SPRING SEMESTER

Working Topics	Those responsible	Calendar
Establishing department commissions and coordinators or revising them if necessary	Department Head / Faculty Members	January – March
Preparation of department self-evaluation report	Department Head / Department Quality and Accreditation Commission / Faculty Members	January – March
Announcement to faculty members of the procedures to be carried out during the spring semester exam activities * Question-answer examples for each exam activity in the courses, * "Output-question" matrices for each exam activity in the courses, * Assessment-Evaluation reports for each exam activity in the courses and * Instructors will be informed that exam papers must be prepared for students who received the "Highest – Middle – Lowest" grades for each exam activity in the course.	Department Head / Department Quality and Accreditation Commission	January – March
Career counselors holding meetings with students and recording these meetings with minutes * Information will be provided, especially on topics such as Erasmus, career development, sector needs, double major-minor programs and self-improvement in English and IT fields, and these information will be recorded. * Surveys will be conducted for information meetings.	Career Counselors	January – May
Filling out "Interview Forms" by academic (course) advisors * Information/assistance/guidance given to students, especially during course registration periods, vertical-horizontal transfer periods, or similar periods, will be documented with "Interview Forms".	Academic (Course) Advisors	January – May
Planning and carrying out activities in line with the department's social contribution goals * Student-Industry meetings will be provided.	Department Head / Department Quality and Social Contribution Representative / Department Website Manager / Faculty Members	April – May
Collection of forms and counseling forms (or minutes) related to spring semester courses * Academic (course) advisor interview forms, * Minutes of career counselors' meetings, * Question-answer examples for each exam activity in the courses, * "Output-question" matrices for each exam activity in the courses, * Assessment and evaluation reports for each exam activity in the courses and * Exam papers of students who received the "Highest – Middle – Lowest" grades for each exam activity in the courses will be collected .	Department Head / Department Quality and Accreditation Commission / Faculty Members	May – July
Implementation of spring term surveys and publication of final reports * (i) Department satisfaction survey and (ii) course/teaching staff and ECTS student workload evaluation surveys will be applied. * Survey results will be reported and published on the web.	Department Head / Department Quality and Accreditation Commission / Department Website Manager / Faculty Members	May – July
Conducting an evaluation and SUGGESTION meeting for each activity/practice carried out in the spring semester. * Evaluation of the practices in line with the department's social contribution targets • Student-Industry meetings • Instagram posts * Evaluation of academic consultancy activities (interview forms) * Evaluation of career counseling minutes and surveys administered at the end of the meeting * Evaluation of department satisfaction survey results reports • General evaluation • Satisfaction by registration type • Access level of seniors to PLO and PEAs • Suggestions * Evaluation of course evaluation survey result reports • General evaluation • Contribution of the results regarding course learning outcomes to PLO and PEA • Teaching methods used in courses • Whether the courses are taught as described in the Bologna Information System • Suggestions * Evaluation of forms collected for courses (output-question matching matrices, forms for the measurement and evaluation system) • General evaluation • Contribution to PPAs and PEAs • Suggestions * Evaluation of surveys and experience-sharing meetings conducted with students who benefited from Erasmus student mobility. * Evaluation of surveys and experience-sharing meetings conducted with students who experienced compulsory/optional internships.	Department Quality and Accreditation Commission	August

SUMMER SEASON

Working Topics	Those responsible	Calendar
Implementation of the graduate student satisfaction survey, preparation of the survey report and publication on the website * A graduate student satisfaction survey will be conducted. * Survey results will be reported and published on the web.	Department Head / Department Quality and Accreditation Commission / Department Website Manager / Faculty Members	June – September
Evaluation of the final report regarding the graduate student satisfaction survey • General evaluation • Level of access to PÖÇ, PÖÖÇ and PEAs • Suggestions	Department Quality and Accreditation Commission	September – October

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CONTINUOUS ACTIVITIES

Working Topics	Those responsible	Calendar
Constantly checking and keeping the department website updated Especially; *Erasmus *Activity *TÜBİTAK 2209 *Compulsory Internship (IME) *Information meetings *For course registrations Announcements will be made.	Department Web Page Manager	Throughout the year
Collecting internal and external stakeholder feedback	Department Head / Faculty Members / Relevant Commissions / Internal and External Stakeholders	Throughout the year
Organizing experience sharing meetings by students who benefit from Erasmus mobility	Department Head / Faculty Members / Relevant Commissions / Internal and External Stakeholders	Throughout the year
Organizing experience sharing meetings between internship students	Department Head / Faculty Members / Relevant Commissions / Internal and External Stakeholders	Throughout the year