Academic Quality Unit Subsystem PDCA Process and Calendar

#	Action	Related Units	Date Range	Indicator
1	Annual Review of Programs by Academic Units	Institute Faculty College	June	Education and Training Quality Assurance Reports of Departments/Programs
2	Design/Review of Curriculums	Institute Faculty College	December	Education and Training Quality Assurance Reports of Departments/Programs
3	Writing/Reviewing Program Outputs	Institute Faculty College	December (Updates are applied in the next academic year.)	Education and Training Quality Assurance Reports of Departments/Programs
4	Education and Training Quality Assurance Reports of Departments/Programs	Department/Program Heads Academic Quality Representatives	January	Institutional Internal Evaluation Report
5	PDCA Cycles of Academic Units	Academic Quality Representatives	June	Institutional Internal Evaluation Report
6	New Elective Course Proposal	Institute Faculty College	Fall Term Deadline: May Spring Term Deadline: September	Education Commission Decisions Senate Decisions
7	Compulsory Course Change	Institute Faculty College	Fall/Spring Term Deadline: May	Education Commission Decisions Senate Decisions
8	Updating the Information on the Bologna Page	Institute Faculty College Heads of Departments/Programs/Head of Deparments Academic Quality Representatives Quality Coordinatorship Student Affairs Directorate	May (Continuous Audit and Evaluation)	Report to the Vice Rector for Academic Affairs
9	Fall Semester Course Schedules	Department/Program/Main Science Heads Central Academic Planning Coordination Office Student Affairs Directorate Board of Course and Examination Program Managers	Syllabus Preparations: July Curriculum System Login: August	Course and Exam Programs Entry System (YUMS)

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#	Action	Related Units	Date Range	Indicator
10	Spring Semester Course Schedules	Department/Program/Main Science Heads Central Academic Planning Coordination Office Student Affairs Directorate Board of Course and Examination Program Managers	Syllabus Preparations: November Curriculum System Login: December	Course and Exam Programs Entry System (YUMS)
11	Summer School Course Schedules	Department/Program/Main Science Heads Central Academic Planning Coordination Office Student Affairs Directorate Board of Course and Examination Program Managers	Syllabus Preparations: April Curriculum System Login: May	Course and Exam Programs Entry System (YUMS)
12	Fall Semester Final Exam Programs	Department/Program/Main Science Heads Central Academic Planning Coordination Office Student Affairs Directorate Board of Course and Examination Program Managers	Final Exam Program Preparations: November Final Exam Schedule System Login: December	Course and Exam Programs Entry System (YUMS)
13	Spring Semester Final Exam Programs	Department/Program/Main Science Heads Central Academic Planning Coordination Office Student Affairs Directorate Board of Course and Examination Program Managers	Final Exam Program Preparations: March Final Exam Schedule System Login: April	Course and Exam Programs Entry System (YUMS)
14	Application/Evaluation of Course Evaluation Surveys	Institute Faculty College Student Affairs Directorate	10 (ten) days from the Fall-Spring Semester grade announcement date	Student Information System (OBS)
15	Implementation/Evaluation of Student Satisfaction Survey	Quality Coordination Office Student Affairs Directorate	Spring Term starts on the day the term exams begin. It ends in the same period as Course Evaluation Surveys.	Student Information System (OBS)
16	Implementation/Evaluation of Alumni Survey	Quality Coordination Office Career and Alumni Center Directorate	June	Quality Coordination Office Career and Alumni Center Directorate