

Research and Innovation Quality Unit Subsystem PDCA Cycle Process and Calendar

| # | Action | Related Units | Date Range | Indication |
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| 1 | Evaluating the unit reports that are under the responsibility of the Research and Innovation Quality Unit Sub-Working Group and consolidating them in line with the strategic plan metrics, Determination of the finalization schedule and division of work within the scope of the Institutional Internal Evaluation Report (ISER) to be submitted to the Quality Coordinatorship | Project Support Office Directorate, Information and Technology Transfer Office Directorate, Research and Application Centers (Mediterranean Research and Application Center, Women and Family Studies Application and Research Center, International Law Application and Research Center, Open and Distance Learning Application and Research Center, European Union Research and Application Center, Design Application and Research Center) | January - February | Unit activity report presentations |
| 2 | Presentation of summary reports containing the activities of the Research and Innovation Quality Unit Sub-Working Group, achieved targets and activity/performance evaluations, planned improvement suggestions and future plans, consolidation of the presented reports to be presented to the Quality Commission, for ISER, in the relevant department in accordance with the THEQC report format. | Project Support Office Directorate, Information and Technology Transfer Office Directorate, Research and Application Centers | February | Unit summary reports |
| 3 | Determining the maturity levels of the members of the Research and Innovation Quality Unit Sub-Working Group in the planning, implementation, controlling and taking precautions (PDCA) steps in the THEQC rubric, and preparing summary reports in which the members explain how they carry out their activities according to the PDCA steps, together with a proof document, through an example to present. | Project Support Office Directorate, Information and Technology Transfer Office Directorate, Research and Application Centers | March | PDCA cycle reports |
| 4 | Members of the Research and Innovation Quality Unit Sub-Working Group present the plans and objectives of the Centers/Directorates they manage as a summary document. | Project Support Office Directorate, Information and Technology Transfer Office Directorate, Research and Application Centers | March- April | Plan and Target reports |
| 5 | Evaluation and planning of the first meetings of the Research and Innovation Quality Unit Sub-Working Group external advisory boards within the scope of management and improvement of Yaşar University quality processes. | Project Support Office Directorate, Information and Technology Transfer Office Directorate, Research and Application Centers | May - June | Research and Application Centers Advisory Board Member Lists and first meeting dates that are presented |

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| 6 | To discuss the areas open to improvement identified as a result of the evaluation made in the "C" section titled Research and Innovation of the Institutional Internal Evaluation Report by the Research and Innovation Sub-Working Group under the coordination of the Quality Coordinatorship, to prepare an evaluation report and submit it to the Quality Coordinator to be submitted to the Quality Commission. | Project Support Office Directorate, Information and Technology Transfer Office Directorate, Research and Application Centers | July | ISER Report Part C |
| 7 | Associating the activities carried out by the relevant units with the University's Strategic Plan and Sustainability Areas and entering them into the Quality Assurance Information System (https://dspg.yasar.edu.tr/kgs). | Project Support Office Directorate, Information and Technology Transfer Office Directorate, Research and Application Centers | January-December | ISER Report Part C |
| 8 | One week before the Board of Trustees meeting, Preparation of status reports on ongoing and completed projects and Forwarding to the General Secretary | Project Support Office Directorate, Information and Technology Transfer Office Directorate, European Union Research and Application Center | January-December | Strategic Plan Metrics |
| 9 | To make preparations for the Senior Management Meeting where the performance of the Entrepreneurial and Innovative University Rankings conducted by Tübitak is presented, evaluated and the measures to be taken are determined. | Vice Rector for Innovation and Entrepreneurship | February-March | Entrepreneurial and Innovative University Index Metrics |