INTERNAL EVALUATION REPORT OF THE INSTITUTION

FIRAT UNIVERSITY

1. CORPORATE INFORMATION

The mission, vision and core values of our university have been determined in the 2014-2018 Strategic Plan and published on our website. Fırat University, which has a deep-rooted history, continues its educational activities in Elazığ, which has a rich cultural life. There are 16 faculties, 2 colleges, 1 state conservatory, 9 vocational schools and 4 institutes within our university, where educational activities are actively carried out.

Contact Information:

Vice Rector: Prof. Dr. Mehmet CEBECİ

Address: Fırat University Rectorate 23119 Elazığ/Türkiye

Tel: 0424 2370000/3010

Fax: 0424 2370084 e-mail:

mcebeci@firat.edu.tr

Mobile: 0533 6346955

2. QUALITY ASSURANCE SYSTEM

1. Quality Policy

Fırat University has determined its mission, vision, core values and strategic goals as the basis for the Strategic Plan studies covering the period of 2014-2018. In the 2019-2023 Strategic Plan, it has updated its mission, vision and core values. In this context, the performance in the Strategic Plan and Performance Program Studies are ongoing to strengthen the link between quality assurance processes and indicators, and efforts are being made to develop the program within the framework of targets, activities/projects, in a way that will guide the institution's budget and comply with the plan hierarchy.

The institution has a declared quality policy. There is an accreditation culture and tradition in some units of the institution, and such studies are strongly supported by the management.

In order to ensure that the current quality policy document is well understood and owned by the parties in practice; work continues to be carried out to hold open and visibility meetings, to write to the units, to receive opinions and suggestions by announcing it on the web page, and subsequently to present it to the senate and publish it.

Evidence

- FÜ 2014-2018 Strategic Plan link.docx
- 2.1 Evidence of Documents Belonging to the Institution.docx

- FÜ Quality Policy Document-DRAFT-.docx
- 2.1 Improvement Evidence.docx

2. Duties, Responsibilities and Activities of Higher Education Quality Commissions

2. Duties, Responsibilities and Activities of Higher Education Quality Commissions

Our University's Quality Commission was established by ensuring broad representation of academic and administrative units. The commission's authority, duties and responsibilities are defined. The commission's work is shared on the institution's quality website. Commission work is announced to sub-units and feedback is received from applications.

By receiving internal and external stakeholder opinions through meetings, reports and surveys, efforts are made to complete the Plan-Implement-Check-Take-Action (PDCA) cycle in education-training, research and development, social contribution, and administrative/administrative processes. The management method of the processes is clearly defined. "Unit Quality Commissions" working under the Institution Quality Commission have been established in order to ensure that the Quality Assurance concept is widespread and adopted throughout the institution. Comprehensive quality assurance processes are operated especially in units within the scope of accreditation (engineering and medical faculties). The quality commission plans to spread these processes to non-accredited departments through studies such as training of trainers.

Guiding and developmental studies are carried out through protocols, with emphasis placed on collaborations in terms of education, research, community service and contribution to regional development.

An important infrastructure has been established in our university regarding the Information Management System. As a result of the studies carried out within the body of our Information Processing Department; in addition to ready-made software such as ebys and obs, many software have been developed and put into practice. In the table presented as evidence, these software are listed collectively, and the plan regarding the upcoming years in which some of the software in use will be fully automated is also indicated in the table. It is clear that these software studies carried out within the scope of the transition to the Integrated Information Management System are of vital importance in terms of establishing, operating and monitoring the quality assurance system.

The Information Management System is planned to be structured as a central system with an integrated structure where all activities carried out in the University and the data related to them are entered into the database by the relevant units and all kinds of information, graphics and reports required can be accessed. For this purpose, it has been decided to purchase a quality upper software that can be integrated with all automation software (29 software in total) such as ebys, obs etc. in our university and also with the authorized institution software in external environments, and Information Processing experts continue their testing studies and meetings on the subject.

Evidence

- Satisfaction survey.docx
- FÜ QUALITY COMMISSION.docx
- Quality Committee Organizational Structure.xlsx
- Software included in Integrated Information Management System.xlsx

3. Stakeholder Participation

At Fırat University, the opinions received from internal and external stakeholders through surveys and meetings are used as feedback in the development process of output-based education programs and research activities. The opinions received from internal and external stakeholders by units that have been accredited or entered the accreditation process contribute to quality studies within the scope of continuous improvement and constitute an example/infrastructure for the dissemination of these activities to other units.

How the participation of internal stakeholders in the quality commission work will be ensured has been defined.

Participation and contribution of external stakeholders to the quality commission activities are provided especially in accredited departments. External stakeholders have expressed their satisfaction with the University creating a positive synergy with local government, business world, NGOs and the public and the provision of easy access and quick response opportunities within the scope of education, consultancy, testing/analysis services. They also emphasized that the accreditation of the University laboratories will contribute to the much faster development of university-industry cooperation.

While some units have regular studies regarding graduates, there is a need to spread this to the general public. For this purpose, the necessary studies are being carried out and the new Graduate Information System has been put into service.

Within the scope of Career Center activities, 38 events were held in 2018, and these events provided significant benefits in receiving external stakeholder contributions.

Evidence

- Alumni information system
- link.docx external
- stakeholder list.docx
-
- External Stakeholder meeting invitation letter.pdf
- Faculty of Veterinary Medicine External Stakeholder Participant List.pdf
- External stakeholder opinion example 1 .pdf
- External stakeholder opinion example 2.pdf

External stakeholder opinion example 3.pdf

Career Center 2018 Activities.docx

3. EDUCATION AND TRAINING

1. Design and Approval of Programs

When designing programs in the institution, the opinions of field expert academic staff are primarily sought. In addition, all resources and methods such as deficiencies, suggestions, corrections obtained through feedback are the main ways used in the design of programs. In this sense, stakeholder opinions are of great importance since they come directly from the field of application. In order to obtain healthy feedback from stakeholders, the subject is put on the agenda in annual stakeholder meetings held in the units and the necessary results are tried to be obtained. On the other hand, the characteristics of the relevant programs, social

and professional expectations, and student characteristics are taken into consideration so that the outputs and qualifications of the education programs are compatible with the Teacher Qualifications determined by the Ministry of National Education together with the Turkish Higher Education Qualifications Framework. In the authorized boards of the education-training units, the subject is examined in detail by taking into account the committee studies and a decision is made. The decision-making processes are carried out in the order of the Department Board, Department Board, Faculty/YO/Vocational School Board, University Education Commission, and University Senate.

internal/external stakeholder (student, faculty members, administrators, education representatives, industrial organizations, provincial representatives of relevant ministries, private enterprise representatives) meetings held at regular intervals in the units, and a mutual consensus is reached by benefiting from their opinions, suggestions and contributions. In addition to informing stakeholders, this also ensures the real equivalent of the designed programs in the field.

In the programs, the workloads of the students' professional practice/field study and internships in the workplace environments in Turkey and abroad are reflected in the programs in a harmonious way. The course programs in the relevant periods, the workloads of the professional practice/field study and internships are taken into consideration in terms of scope and duration and are prepared accordingly. In this way, it is aimed for the students not to fall behind in their field activities and to get sufficient efficiency. The workloads of the internship and workplace training studies are reflected in the programs in the ECTS ratio specified in the curriculum.

Evidence

- proof 1.docx
- proof 2.docx
- proof 3.docx
- proof 4.docx

2. Continuous Monitoring and Updating of Programs

The review and updating of programs are among the priorities of our university. The continuous updating of programs within the scope of TYYÇ is ensured with activities such as the harmonization policy with Erasmus+, Mevlana and Farabi programs, diploma supplement, and information meetings for students. These responsibilities are meticulously carried out in the committees established in all programs. The up-to-dateness of the departments is announced to the stakeholders through meetings, workshops and symposiums held with external stakeholders.

Program review activities are carried out as a result of evaluations made by program coordinators in accredited programs and other committees established within the program for this purpose. In the evaluation process of these programs, necessary measures are taken to overcome the deficiencies, weaknesses, concerns and observations determined by the evaluators. Such activities are already routine work in order to continue the accreditation of programs, especially those included in the accreditation process. Therefore, during the program review phase, all stakeholders of the program output that is found to be inadequate should be included in the process.

Monitoring and updating process; new graduate, old graduate and employer/manager surveys are used to take into account internal and external stakeholder opinions and in line with the determined update suggestions, decisions taken by education committees are provided.; new graduate, old graduate and employer/manager survey results; are evaluated by our academicians who have professional qualifications in the field and the program is updated based on the appropriate demands of the stakeholders. This application is concluded with the written board decisions of the unit decision-making bodies.

Our university monitors whether the programs achieve their educational objectives and meet the needs of students and society based on the success rates of our graduates in national and professional exams, employment rates, workplace successes and promotions . However, this practice has not yet been extended to all units of the university and no measurement or evaluation is made outside of accredited units. In order to extend the practice, the new Graduate Information System covering all our students has been put into service on the university website as of 2018.

Programs that want to be accredited are encouraged. Programs that will apply for accreditation are given priority in meeting their needs. In our university, it is aimed to increase motivation by ensuring coordination between accredited departments and other departments.

Evidence

- [Program and course learning outcomes.docx](#)
- [stakeholder report.pdf](#)
- [Course Evaluation Reports-1.pdf](#)
- [Course Evaluation Reports-2.pdf](#)
- [Course Evaluation Reports-3.pdf](#)
- [FÜ Satisfaction and Course Evaluation Survey](#)

  [Questions.docx employment data.docx](#)

3. Student-Centered Learning, Teaching and Assessment

At Fırat University, the credit values (ECTS) of the courses based on student workload are used, and ECTS information is included in the course information packages. The credit values (ECTS) of all courses in the programs based on workload have been determined.

Each student attending the university is assigned an academic advisor. There is a general satisfaction with academic advisory services throughout the university and this has been identified as one of the strengths of the institution. In this context, faculty members provide students with adequate guidance and support in their studies.

One of the tools used by the institution to encourage students to take an active role in the learning process is the Course Evaluation Surveys. This situation is evaluated with the feedback received from the Course Evaluation Surveys filled out by students at the end of the fall and spring semesters of each academic year. These surveys also provide conclusions regarding the adequacy of faculty members in using various teaching tools and materials in courses, having effective communication skills, encouraging critical thinking, ensuring student participation in the course and learning processes, being accessible to students and allocating time for students, and measuring and evaluating with techniques

appropriate to students' learning levels. In the survey application, in order to reach the results, administrators are authorized in stages (for example, a dean can access the survey results of all faculty members teaching in his/her own faculty) and all faculty members are authorized to access the survey results of the courses they teach. This situation is shared with administrators and faculty members, thus increasing competencies and eliminating deficiencies.

In addition, the institution ensures and encourages the establishment of a Student Society under the guidance of an advisor faculty member and the participation of students in these societies in scientific, social and cultural activities, thus positively affecting their learning processes. There are 96 Student Societies operating in our university . These societies organized 34 social responsibility activities in 2018. They also carry out activities such as providing voluntary training/courses on lesson/laboratory practices to new students or students in lower grades by their friends in upper grades .

Evidence

- Student Societies 2018 social responsibility activities.docx
- 3. Student Affairs (29)_5421051.pdf
- Applied training (internship etc.).docx
- Clear regulations covering the student 's absence or the occurrence of justified and valid reasons preventing him/her from taking the exam.docx
- Defined processes used to measure and evaluate student success.docx
- Graduation.doc
- [1. Defined processes used in the student counseling system (regulations, directives, process definitions, guides, guides, etc.).doc](...) • student workload loan.docx

4. Student Admission and Development, Recognition and Certification

Our university's clear criteria for student admissions and predefined and published rules for the recognition of diplomas, degrees and other qualifications are detailed in the previous year's report.

Student admissions, other than those coming through the Central Placement application at the beginning of the Fall and Spring semesters, are made meticulously according to the dates announced in the academic calendar.

Student admission to departments and programs is carried out within the quotas determined according to the occupancy rates of the previous year. In the 2018-2019 academic year, some of our evening education departments that did not have sufficient student registration in the previous year were closed by YÖK.

Our unit that is involved in the informal education process is Fırat University Continuing Education Center (FÜSEM). Founded in 1992, Fırat University Continuing Education Center (FÜSEM) aims to contribute to the development of the university's cooperation with the public, private sector, national and international organizations by organizing training programs with local governments and non-governmental organizations in addition to our university's formal education programs. FÜSEM expert instructor staff organizes training programs, courses, seminars and conferences for the public, private sector and individuals in the areas they need, at national and international levels and ensures the coordination of these activities.

Distance Education Center, established in 2002 under the Presidency of Fırat University (FÜ-UZEM) It is a part of the non-formal education process. Inter-University Communication and Information

FU-UZEM was established with the aim of carrying out activities within the scope of the Regulation on Distance Higher Education Based on Technologies, developing an environment for all courses/programs offered by Fırat University to its students and/or society through distance education by utilizing communication and information technologies, providing technical support and ensuring coordination between the relevant units of the University.

provided English, Turkish Language, Atatürk's Principles and Revolution History courses through the Distance Education Center (FÜ-UZEM) in the 2018-2019 academic year, as in the 2017-2018 academic year .

Evidence

- YÖS-ÇAP-MİNORAL.docx
- INFORMAL NONFORMAL LEARNING.docx

5. Education-Training Staff

Processes regarding the recruitment, appointment and promotion of teaching staff are regulated by Law No. 2547.

It is carried out in accordance with the regulations and processes issued by the Council of Higher Education and the University Personnel Department, primarily the law. For this purpose, our university's new appointment-promotion directive (Fırat University Academic Staff Promotion and Appointment Directive) was accepted by the Senate in 2018 and put into effect.

Again in 2018, norm and non-norm cadres were determined for all units of our university.

The staff requirement plans for 2019 have been determined. The decisions of the Department Board, Department Board, Faculty/School/Vocational School Board regarding these have been conveyed to the Rectorate and the procedures are carried out within this scope.

Activities aimed at ensuring the professional development of academic staff are supported by the university administration, taking into account performance indicators.

Evidence

- SELECTION OF EXTERNAL TEACHING
- STAFF.docx APPOINTMENT CRITERIA.docx
- REWARDING OF THE EDUCATIONAL STAFF.docx

6. Learning Resources, Accessibility and Supports

After students register at the university, communication networks are established with students by obtaining their contact information. Since 2016, our Student Affairs Department has started to send important and urgent information about our students to our students' mobile phones via text messages, and this service is being used effectively. Again,

students are contacted directly or indirectly through our university's official social media accounts.

Face-to-face meetings and interviews between department and department advisors and students, general survey applications, and communication and meetings with alumni are important forms of communication with students.

In line with the principles of transparency and accountability of contemporary management, students can communicate with both academic and administrative staff at the University directly or indirectly (such as complaint boxes, messaging via e-mail via OBS).

Necessary measures are being taken to ensure that disabled students studying at the university complete their education-training processes in a healthy, barrier-free, independent, social and successful manner. In particular, necessary work is being done to create appropriate physical environments (ramps, elevators, wheelchairs) to facilitate disabled students' access to classrooms. In this context, our new library, which our disabled students can easily use, has reached the completion stage in 2018. Almost all of the sidewalks on the campus have been redesigned for disabled students. For this purpose, budget allocations have been made for new roads, sidewalks, elevators and landscaping works.

Meetings are held for international students who require a special approach to adapt and get accustomed to our university, in general, and in the departments they want to receive special education. Again, our University's Foreign Student Office provides assistance for these students, and language courses are provided by our University's TÖMER (Turkish Education Center). The University's International Student Office provides all kinds of support for our guest students from abroad to have a smooth and successful higher education process.

When deciding on the percentage (%) distribution of the Annual Budget in terms of learning resources and support provided to students, the services to be provided to students are first determined during the budget preparation phase. Then, the total costs of the services to be provided are calculated according to the income estimates. Funding is foreseen to be used primarily for students' food, accommodation, cultural and sports activities and other expenses.

The total budget of our university for 2018 is 376,069,000 TL. A total of 12,285,000 TL was foreseen for students' expenses in 2018. In cases where the funds are not foreseen or are insufficient for the needs during the year, additional funds and funds are allocated within the budget possibilities to meet the needs. The fees paid to students working in part-time, the fees paid to intern students and the scholarship payments made to students working in scientific research projects are determined within the framework of laws and regulations. In 2018, an allocation of 828,000 TL was foreseen for intern students in our university budget. **Evidence**

- FEEDBACK.docx
- STUDENT COMMUNITIES.docx
- BUDGET.docx

- SPECIAL APPROACH.docx
- 2018 Events.docx

4. RESEARCH AND DEVELOPMENT

1. Research Strategy and Objectives of the Institution

Our university continues its R&D studies with the potential to provide qualified workforce. The studies were carried out in accordance with the R&D policies determined in the 2014-2018 Strategic Plan (Goal 2). In this context, high-budget projects were carried out in Fırat Teknokent in 2018. In addition, numerous R&D project preparation trainings were given for 2018 under the leadership of our university faculty members, and projects such as 1003, 1001 and 3001 were also initiated.

Our university's research strategy, goals and the planning of which units will realize these goals were determined in the 2014-2018 Strategic Plan, and as in 2017, studies were carried out within the scope of this document in 2018.

At our university, studies on areas where research and development processes are integrated with education and training processes continue to increase.

In line with the policy followed in areas where our university's R&D processes and social contribution processes are integrated, support for regional development continued to be provided to companies in Fırat Teknokent in 2018. In this context, information about the companies and their activities can be obtained from http://www.firatteknokent.com.tr/ . In addition, studies on social contribution processes have been carried out in other units of our university.

In the numerous project preparation trainings organized at our university in 2018 (the relevant links can be accessed from our university's events web page given above), emphasis is placed on local/regional/national development goals.

2017 The projects within the scope of SAYP, which was carried out in 2010, continue to be implemented.

2018 In 2017, the acceptance of the 2,000,000.00 TL Artificial Intelligence Analytics project in the field of information technology was realized.

Contributions to the socio-economic cultural fabric are measured by monitoring the activities carried out in this area. In this regard, activities carried out with Ministries, Governorship, KOSGEB, Municipality, other public institutions and private sector organizations are monitored.

Our students are actively involved in research activities. In this regard, graduation project competitions are held in some of our faculties. In addition, graduation project studies supported by TÜBİTAK have been carried out in our university.

Our institution's R&D incentive and support processes are carried out and monitored with the performance directive of our FÜBAP unit.

Evidence

- [fubap guideline.docx](#)
- [2014-2018 STRATEGIC PLAN_p91.pdf](#)

- [practices that demonstrate the implementation of strategic objectives.docx](#)
- [Evidence of the implementation of research policy in undergraduate and graduate](#)
- [education and training activities.docx](#)
- [Improvement studies in social contribution](#)
- [processes.docx socio-economic.docx](#)
- [Active participation of students in R&D.docx](#)
- [tubitak student project.pdf](#)

[KOSGEB.pdf](#)

2. Research Resources of the Institution

Fırat University provides the necessary budget for research and development activities by using internal and external resources. Postgraduate R&D studies and individual research projects are supported by Fırat University Scientific Research Projects Unit (FÜBAP). In addition, our academics benefit from national and international funds, and training and support activities are carried out by Fırat Technology Transfer Office (TTO) and Fırat University Project Coordination and Consultancy Office (PKDO) in order to increase externally funded projects.

In 2018, 22 projects supported by TÜBİTAK were implemented in our university. One of these projects is 1003 (Priority Areas R&D Projects Support Program), and five of them are
1001 (Scientific and Technological Research Projects Support Program), 4 of them 3001 (Start-up R&D Projects Support Program), 10 of them 1002 (Rapid Support Program), 1 of them 1505
(University-Industry Cooperation Program) and 1 of them was supported within the scope of 1601 (Support Program for Capacity Increasing in Innovation and Entrepreneurship Areas). A total of 4,314,864.59 TL of funds will be transferred to our university with the projects started in 2018. 1,099,914.46 TL was spent from the funds transferred by TÜBİTAK in 2018.

270 projects were supported by FÜBAP in 2018 and a total allocation of 9,815,930.43 TL was provided. Compared to 2017, there was a 19.5% increase in the number of supported projects in 2018 and a 30.4% increase in the transferred budget.

Fırat University continued its R&D collaboration with public institutions/organizations and the private sector in 2018, and continues to carry out projects in cooperation with various institutions such as TÜBİTAK and KOSGEB, as well as the Defense Industry Presidency, Elazığ Agriculture and Livestock Provincial Directorate, Elazığ Fisheries Research Institute, and Elazığ Municipality. With the support of the Defense Industry Presidency, a "Big Data and Artificial Intelligence Laboratory" was established at our university. (http://www.firat.edu.tr/tr/haberler/firat-universitesinin-buyuk-veri-ve-yapay-zeka-laboratuvariacildi).

Within the scope of the central laboratory, services are provided to different organizations besides Fırat University.

Consultancy services and laboratory activities required by the private sector are provided through revolving funds. Fırat Teknokent supports the private sector and academics, and carries out activities in line with demands and needs. Organized Industrial Vocational School is in constant communication with industrialists and carries out studies on University-Industry cooperation.

R&D studies of Fırat University are collected and evaluated in March of each year under the coordination of the relevant vice rector. The data obtained are used both in the performance analysis of the university and shared with various institutions. In this context, projects presented outside the institution, postgraduate research, scientific publications, intellectual and industrial property outputs are monitored and continuous improvement studies are carried out. Authorities from Fırat Teknokent also participate in performance evaluation studies and university-industry cooperation is evaluated.

In order to increase the rate of Fırat University academics benefiting from external national or international funds in 2018, various events were organized by Fırat University Project Coordination and Consultancy Office and Fırat TTO. In 2018, 2 project trainings supported by TÜBİTAK were held and support approval was received for 3 project training events planned to be held in 2019. Support announcements from funding organizations such as TÜBİTAK, Ministry of Science, Industry and Technology and KOSGEB were made through announcements made on the university homepage and e-mails sent to academics. In addition, an attempt was made to increase the amount of external support through academician visits. Cooperation meetings were held with various institutions/organizations and companies in order to transfer external funds to our university .

In order to increase the motivation of academics, 28 projects were supported and 361,603.74 TL was allocated with the FÜBAP Performance support program, where external project activities are the most important parameter.

Within the scope of Fırat University 2014-2018 Strategic Plan Target 2.2 (Participation of our researchers in national (Tübitak, Ministry of Science, Technology and Industry, Ministry of Development etc.) and internationally supported projects will be encouraged), performance indicators were determined as the number of training activities, increase in the amount of projects and funds provided, and increase in the number of publications and patents issued from projects. Performance indicator targets were partially achieved and a significant increase occurred especially in patent applications in 2018. In 2018, the "Intellectual and Industrial Property Rights Directive" was published and as a result of the examination and evaluations, it was decided to evaluate 14 patent applications as service inventions and apply for registration with the Turkish Patent and Trademark Office under the ownership of Fırat University.

Evidence

- Institutional Information.docx

- Evidence of Improvement.docx

3. Research Staff of the Institution

All processes related to the recruitment, appointment and promotion of researchers needed in the institution are carried out in a fair, transparent and open manner within the framework of the criteria defined in the Regulations published in the Official Gazette and the Directive approved by the University Senate. The criteria in the Directive for Promotion and

Appointment to Academic Staff of Fırat University have been gradually implemented in line with the research and development goals of the institution.

The fact that the course titled "Scientific Research Methods and Research Ethics", which has been made mandatory in the Postgraduate Education Regulation, is given to postgraduate students in all institutes within the scope of a single curriculum can also be seen as a study to increase research competence.

In addition, measures have been taken to increase the number of externally supported projects and patent applications.

Annual performance data is obtained by utilizing the reports submitted by all units within the university as annual activities.

The ResearchID and ORCID information of all academic staff has been determined in relation to our University, ensuring that all academic activities are followed and evaluated.

Project preparation training is provided to faculty members and doctoral students to increase their project preparation skills.

Within the framework of BAP, privileged project supports based on performance were provided to increase the competencies of academics and to create a competitive environment in this regard.

It is planned that the studies to be carried out within the scope of KÜSİ and GİSEP will be subject to privileged evaluation in both BAP project supports and Appointment Criteria, and that academics will increase their competencies in this direction.

4. Monitoring and Improving the Institution's Research Performance

Our institution has FÜBAP automation that monitors R&D activities. In addition, our university's Project Coordination and Consultancy Office also carries out recording and monitoring activities on this subject.

Our university is ranked high in national and international evaluations announced in 2018. In an international evaluation, especially in the field of Engineering, in which 1372 higher education institutions from 75 countries participated, our university ranked 409th in the world and 5th in Turkey, demonstrating a great success graph. According to URAP data, Fırat University ranked 1194th among 2500 universities in the world and 25th among 157 universities in our country.

In 2018, within the framework of university-industry cooperation, a total of 22,557,471.80 TL was contributed to the country's economy, including 26 TEYDEB projects without public-EU funds, 21 TEKNOKENT, 12 Revolving Funds (for more than 9 months) and 9 KOSGEB (GYUE).

In 2018, our University's Intellectual and Industrial Property Rights Directive was accepted by the Senate and entered into force. In the same year, 14 patent applications were discussed and accepted by the University Board of Directors and applications were made to the Turkish Patent and Trademark Office.

Evidence

- [fubap automation and project office.docx](#)
- [Annual Self-Report-Sample 1-Human and Social Sciences Faculty..pdf](#)
- [Annual Self-Report-Sample 2-Faculty of Engineering..pdf](#)
- [Annual Self-Report-Sample.3-Techno.Fak..pdf](#)
- [Annual Self-Report-Sample 4-Faculty of Medicine..pdf](#)
- [Annual Self-Report-Sample.5-Vet.Faculty..pdf](#)
- [Annual Self-Report-Sample 6-Institute of Science..pdf](#)
- [Directive on Intellectual and Industrial Property Rights.pdf](#)
- [FSMH Directive Adoption-Senate Decision.pdf](#)
  [Patent Commission-YKK Example-1.pdf](#)
  [Patent Commission-YKK Example-2.pdf](#)
- [New Microsoft Word Document.docx](#)
- [urap.docx](#)

5. MANAGEMENT SYSTEM

1. Structure of Management and Administrative Units

The management and organization of Fırat University are determined according to the provisions of law no. 2547. The management bodies of the university are the University Senate and the University Board of Directors, and the head of the management is the Rector. The distribution of duties of the upper management in our university has been determined, and the distribution of duties of the vice rectors and the organizational chart of our university have been added as evidence. In this context, care has been taken to create a managerial and administrative structure in terms of quality and quantity that will ensure and secure the achievement of the strategic goals of the institution. The strategic plan and Internal Control and Quality studies are taken seriously by the upper management.

The Institution's Internal Control Action Plan studies were completed in 2017. The Action Plan is checked at least once a year in accordance with the relevant legislation and will be monitored and evaluated by making the necessary arrangements. For an effective Internal Control, job descriptions and work flow charts have been partially prepared and sensitive tasks and risky areas will be determined.

Evidence

- [Strategic Target.docx](#)
- [Firat University Organization Chart.jpg](#)
- [Internal Control Standards Compliance](#)
  [Action Plan.xls Workflow.docx](#)

2. Management of Resources

Within the framework of our university's mission, vision, principles and policies, personnel, financial, movable and immovable resources are planned. The principles of

being effective, economical and efficient in the management of resources are followed, and resources are managed in a transparent and accountable manner.

Our university has a human resources management that will play an active role in achieving its goals. Personnel are provided within the framework of relevant legislation, and merit and justice are observed in personnel provision. Our university follows a merit-based human resources management that adopts the understanding of serving people, our most important resource, and positions employee satisfaction at the highest level in order to encourage all employees to experience the institutional culture that reflects qualified human power, innovative, flexible and multi-dimensional perspective. Legal regulations are followed regarding issues such as personnel employment, appointment to higher positions and personal rights, and studies such as education, making work areas suitable, motivation training, and discounted use of social facilities are carried out.

Our University has a human resources management that will play an active role in achieving its goals. Personnel are provided within the framework of relevant legislation, and merit and justice are taken into consideration in personnel provision. Relocation, promotion to higher positions and appointment procedures are evaluated within the framework of the Regulation on Promotion and Title Change of Personnel of Higher Education Supreme Organizations and Higher Education Institutions and are announced on our University's website.

Within the scope of Internal Control studies, the job descriptions of the personnel working in administrative and support units have been partially defined. The qualifications sought within the scope of the job descriptions and the principles stipulated by the legislation are included. Efforts are being made to bring in suitable people for the job with our current personnel.

In our institution, in-service training, courses, seminars, lifelong support trainings (communication language, body language, public relations, basic computer usage, trainer training, etc.) are organized for the personnel providing administrative and support services to gain the skills required for their jobs and to develop these skills over time. The personnel who come with the exams and trainings whose fields of work, duties and responsibilities are determined by the legislation are assigned to the fields where their training is appropriate, and the other personnel are assigned to the fields where they are needed as a result of the analyses. Necessary legislation and compliance trainings are organized within the scope of the In-Service Training Regulation prepared regarding the training, merit and compliance process of the personnel.

Our institution's Occupational Health and Safety Committee has been determined, and occupational health and safety training programs are routinely organized by experts to ensure the occupational safety of all our administrative and support personnel in the places where they work.

In our university, according to the Public Financial Management Law No. 5018, the budget is prepared for three years within the scope of "Special Budget Administrations" in the Schedule II of the Central Administration Budget. All income and expenses of our units are included in the budget, and the chief executive of each spending unit to which an allocation is allocated in the budget is the spending authority. While implementing the spending instructions in order to realize the strategic plans at the highest level, spending authorities are responsible for the effective, economical and efficient use of the allocations

in accordance with the budget principles and fundamentals, laws, statutes and regulations and other legislation.

In the use of financial resources in our university budget, the needs within the scope of the budget, which is previously created in line with the demands of the units, are met according to the criteria of appropriateness, suitability and priority. For this reason, the required allocation is recorded as an allocation to the relevant unit and used by the responsible spending authority. As stated in the Strategic Plan, our university has adopted a transparent and accountable management model. In this direction, during the control, accounting and reporting phase of the transactions carried out;

- E-budget, BKMYBS (Integrated Public Financial Management Information System),
- MYS, Say2000i
- Scientific Research Tracking Program and TUBITAK (TTS) Tracking System
- EKAP (Electronic Public Procurement Platform)
- KBS (Public Expenditure and Accounting Information System)
- HYS (Expenditure Management System)
- TKYS (Movable Registration and Management System)

Electronic Travel Allowance Notification e-
PAYROLL (Public Electronic Payroll
System)

systems are used. All information and reports submitted to the Ministry of Finance through these systems are backed up by the Ministry.

Existing movables are recorded and distributed effectively in accordance with the Movable Property Regulation. New movables to be procured are determined according to needs and the highest quality is procured at the most affordable price in accordance with the relevant articles of the Public Procurement Law No. 4734. Movables that have completed their economic life or have not completed their economic life but are no longer usable for the purposes for which they were purchased due to technical and physical reasons or are deemed unserviceable due to repairable or uneconomical malfunctions are sent to the relevant public or private sector institutions for recycling. All movables are recorded in a computer environment with the Movable Registration Management System provided by the Ministry of Finance. Information on this subject is reported in the relevant main units and delivered to the sub-units from which purchases are made.

Information on movable and immovable properties is included in the reports of the relevant year.

Evidence

- [Movable Property Regulation Flow Chart.docx](#)
- [Resource Management.docx](#)
- [Fırat University Ethical Behavior Principles and Ethics Committee Directive.docx.pdf](#)

- [in-service training.docx](#)
- [proof.docx](#)

3. Information Management System

The information management system in our university is basically a system that updates the ever-increasing information capacity, defines and analyzes the accessible and necessary information and the processes required to reach them, and ensures that these are shared with our internal and external stakeholders.

There are different Information Management Systems actively used in our university for different types of activities and transactions.

- **Student Information System:** It is a software automation that manages all processes related to education (undergraduate, graduate and doctorate) and keeps all records securely.
- **Electronic Document Management System:** It is a software that ensures that all correspondence in our university is in an electronic environment and stores these records securely. Our university is the first state university among all higher education institutions to fully switch to the system and start using it. In addition, a Registered Electronic Mail address was obtained and EBYS integration was also realized.
- **Personnel Information System:** It is the system that keeps and stores all personnel, appointment, progress, etc. information about all our academic and administrative staff.
- **Housing Allocation System:** It is the system that automatically allocates housing by scoring according to the relevant legislation.
- **Academic Information System:** It is the system where our academic staff can enter and share all kinds of academic information such as publications, projects, courses, academic activities, etc. via the web. **Event Calendar:** It is the system where all kinds of events and activities held at our university are announced and recorded for later.
- **Academic Survey System:** It is a system where all our academic staff can prepare any type of survey they want and conduct it over the web for any period of time. Documents are sent online to external organizations using **Registered Electronic Mail (KEP) .**

Institutional integrations with the relevant systems such as YÖKSİS and ASAL have been made and regular data transfer is carried out.

With the introduction of the Electronic Document Management System (EBYS) in 2013, administrations can instantly access the documents required for the unit. Necessary information and current legislation regarding the services provided by the units are provided on their web pages. Electronic communication opportunities, Digital Announcement Boards and Web-Based Announcement and Event System are available thanks to the e-mail addresses defined for members, students and units. Before the information is published, it goes through the control process of the relevant upper units and is approved by the approval authority. The information produced in our actively used information systems such as EBYS, Student Affairs Automation, Personnel Information System, Academic Information System, Housing Allocation Automation, Academic Survey System, Event Calendar etc. is stored in an electronic environment and access to the information is provided with the authorization of the Central Authentication System (CAS). In addition, the servers of all our information systems are hosted behind a firewall that works actively 7/24, and log records of all transactions are kept.

In the OBS system, which our university uses to manage educational activities, all information about students (personal, demographic, success rates, etc.) can be found and reported. Various surveys and polls are also conducted on the Academic Survey System regarding the satisfaction and demands of our students and other stakeholders.

Our Academic Information System records all information about our academic staff, including research and development, publications, projects, and patents, and shares them on the web. In addition, this information is published collectively in various reports prepared annually.

The development of the Alumni Tracking System is ongoing. In our University's Faculty of Engineering, especially in our departments accredited by MÜDEK, where and what our graduates do is shared on the web page upon their request. In this way, many useful information is created, such as where employment opportunities are concentrated and providing assistance to students who will do internships. The implementation of such a study, which is modeled on the Alumni Tracking System, in other units of our University is among our goals in the future.

In the OBS system, which our university uses to manage educational activities, all information about students (personal, demographic, success rates, etc.) can be found and reported. Various surveys and polls are also conducted on the Academic Survey System regarding the satisfaction and demands of our students and other stakeholders.

Our Academic Information System records all information about our academic staff, such as research and development, publications, projects, and patents, and shares it on the web. In addition, this information is collectively published in various reports prepared annually. Similarly, our other electronic document systems provide great convenience and significant contributions in terms of monitoring and evaluating all academic and administrative assignments, quality correspondence, all activities, and student community activities.

At the end of each year, institutional internal evaluation reports (Annual Work Report) are requested from Academic and Administrative units, and these reports are discussed in authorized boards as university evaluation reports. The annual activity reports prepared are sent to the relevant authorities (Ministry of Finance, Court of Accounts and Higher Education Council).

In addition to the annual Working Reports and the Internal Institutional Evaluation Report (KIDR), the University's Strategic Plan is also prepared every 5 years. FU internal evaluation processes are directed and monitored by the Strategy Development Department.

One of our units that went through the external evaluation process is our Veterinary Faculty and has EAEVE accreditation. Among our other units, MÜDEK accreditation in the Faculty of Engineering and UTEAK accreditation in the Faculty of Medicine have been completed, the accreditation of the Faculty of Engineering for the previous periods has been improved and our Faculty of Medicine, which was accredited for the first time in the region, has become one of the 24 accredited Faculty of Medicine in Turkey.

All servers belonging to our information systems are hosted behind a firewall that is active 24/7, and log records of all transactions are kept. SOME (Cyber Incident Combating Team) has been established in the Information Technology Department to ensure the security of all electronic data within the institution, to develop an action plan against internal and external cyber attack threats, and to respond immediately to cyber attacks.

In order to preserve and maintain institutional memory at our university, all official information and documents are archived and stored electronically. Information and documents can be accessed upon request.

Evidence

- Information Management System.docx

4. Quality of Services Provided Externally

The quality of the services provided by our University from outside the institution is aimed at ensuring that all our staff and students perform their performance without errors and that the products are received by our University in a timely and correct manner.

The public procurement institution provides assurance of purchasing goods and services of both high quality and affordable prices through fair competition and official tender rules. The suitability, quality and continuity of these services received from outside the institution are secured by signed tender documents and contracts and are inspected by unit officials.

5. Effectiveness and Accountability of Management, Informing the Public

Our university shares information about all its activities, including education-training programs and research-development activities, with the public in a clear, accurate, up-to-date and easily accessible manner. Fırat University shares current data about all of its activities, including education-training, research-development activities, with the public within the framework of the institution's fundamental values of Transparency, Social Responsibility Awareness and Stakeholder Satisfaction, and constantly updates this information.

Tools used to share data with the public:

- Institution's website
- Institution's Social Media Tools

Facebook: Fırat University Rectorate Press and Broadcasting Directorate

Twitter and Instagram : firatresmihesap

- Fırat News Newspaper (Our Communication Faculty's application newspaper)
- The institution's radio (Fırat Radio) and television (Fırat TV)
- Printed and visual publications about the institution
- The Rector's National and Local Television Programs
- Rector's press conferences

Rector's interviews

The up-to-dateness, accuracy and reliability of the information presented to the public is provided primarily by software that provides integration in correspondence and information circulation between in-house units, and is secured by the sufficient and secure IT infrastructure at our university, as well as by comparing and verifying shared information with data from different units. In addition, regular news and interviews in the written and visual press, as well as feedback from followers via social media (such as FÜ

Facebook and Twitter accounts), provide some assurance for open and accurate information sharing.

The institutional culture, management experience and qualified personnel accumulation of our university, which has a history of 50 years, are a great advantage in determining the right administrators, and the manager determination processes are carried out on the basis of career and merit by using up-to-date evaluation systems.

Our university prepares booklets and publications covering periodic evaluations and holds regular meetings with the press and publication organizations. In addition, all activities and events are regularly shared with the public on the web pages of the units and through the announcement system.

The institution shares the information and document reports that need to be published to ensure accountability and transparency with the public on its website.

Evidence

- [Sharing channels r1.docx](#)

- [gzft.docx](#)

6. CONCLUSION AND EVALUATION

Fırat University is a strong institution with more than half a century of experience and knowledge since its establishment, with institutional structure and operational traditions. It has reached a very good level in terms of quality assurance system, education-training, research-development and service to the society.

our University Strategic Board were determined by taking into account the KİDR criteria. In this process, Quality studies, Internal Control and Risk Analysis studies and Strategic Plan studies were carried out in harmony and significant progress was made in terms of establishing Total Quality Management.

In the new period, it is aimed to carry out comprehensive applications under the titles of our university's Quality Assurance System, Education-Training, Research-Development and Management System with the activities to be carried out on a unit basis in line with the decisions to be taken by our Quality Commission.