**SOCIAL, HUMANITIES
BASIC SCIENCES
ACCREDITATION and
RATING ASSOCIATION**

# EVALUATION AND ACCREDITATION PROCEDURES DIRECTIVE

1.    **Article: Basis, Purpose, and Scope**

1.1.    This directive has been prepared in accordance with the **STAR Social and Basic Sciences Accreditation and Rating Association's** Charter and Operational Regulation.

1.2.    The purpose of this directive is to regulate the principles and procedures of evaluation and accreditation processes.

1.3.    In accordance with this directive, an **Evaluation and Accreditation Processes Guide** shall be prepared.

2.    **Article: Conditions for Accreditation Application**

2.1.    Higher education institutions recognized by the **Council of Higher Education (YÖK)** in the **Republic of Türkiye** and the **Turkish Republic of Northern Cyprus (TRNC)** may apply for accreditation.

2.2.    On behalf of the higher education institution, the **Rectorate/Faculty Administration** may apply for accreditation for undergraduate programs in the fields of **Social, Human, or Basic Sciences**.

2.3.    The undergraduate program must have **graduated students** before the date of the accreditation application.

2.4.    The **Rectorate/Faculty Administration** may submit an accreditation application between **January 1st and January 31st**.

3.    **Article: Accreditation Application Process**

3.1.    The **Rectorate/Faculty Administration** must submit the **Accreditation Application Petition**, prepared in accordance with the Accreditation Application Directive, to **STARAK** via email at starak@star.org.tr.

3.2.    **STARAK** reviews the accreditation application within **one month** from the date of submission. **STARAK** may either **accept or reject** the application and notifies the **Rectorate/Faculty Administration** of its decision within this period.

3.3.    If the accreditation application is accepted by **STARAK**, a **protocol** is signed within **one month** from the acceptance date between **STAR** and the **Rectorate/Faculty Administration** on behalf of the higher education institution.

4.    **Article: Self-Assessment Report Process**

4.1.    The **Faculty and Department Administration** must prepare the **Self-Assessment Report** in accordance with the **Self-Assessment Report Directive** and submit it via email to starak@star.org.tr. within **4 to 5 months** from the protocol date, but no later than **May 31st**. If the **Self-Assessment Report** is not submitted within this period, the accreditation application for the undergraduate program will be **canceled**. The cancellation decision is sent to the **Rectorate/Faculty**

**Administration** by **STARAK** within **one month**.

4.2.    **STARAK** reviews the **Self-Assessment Report** within **one month** from the date of submission. **STARAK** may either **accept or reject** the report and notifies the **Rectorate/Faculty Administration** of its decision within this period.

4.3.    If the **Self-Assessment Report** is accepted by **STARAK**, the **Candidate Selection Committee** forms an **Evaluation Team** in accordance with the **Evaluation Teams Directive** within **one month** from the acceptance date.

4.4.    **STARAK** submits the **Self-Assessment Report** to the **Evaluation Team** within **one month** from the date the team is formed.

4.5.    The **Evaluation Team** reviews the **Self-Assessment Report** within **one month** from the date of submission by **STARAK**. The team may either **accept or reject** the report and submits its decision to **STARAK**.

4.6.    **STARAK** notifies the **Rectorate/Faculty Administration** of the **Evaluation Team's** decision within **one month** from the decision date.

4.7.    If the **Evaluation Team** accepts the **Self-Assessment Report**, **STARAK** determines the procedures for conducting the **Campus Visit** within **one month** from the decision date.

4.8.    **STARAK** may decide that the **Campus Visit** lasts for a minimum of **one day** and a maximum of **three days**, with a minimum of **one** and a maximum of **five Evaluation Team Members** physically visiting the campus, while the remaining members participate **online**.

5.    Article: Pre-Campus Visit Process

5.1.    The **Evaluation Team**, together with the **Faculty and Department Administration**, determines the **Campus Visit Schedule** within **one month** from the date of the **Campus Visit decision** issued by **STARAK**.

5.2.    **STAR** provides suitable **transportation and accommodation** arrangements for the **Evaluation Team**.

5.3.    The **Evaluation Team**, in collaboration with the **Faculty and Department Administration**, finalizes the **Campus Visit Plan** at least **one month** before the visit date.

6.    Article: Campus Visit Process

6.1.    The **Evaluation Team** holds a **preliminary meeting** to discuss and review the **Campus Visit Plan**.

6.2.    The **Evaluation Team** conducts an **introductory meeting** with the **Faculty Administration, Department Administration, and Quality Coordinators**.

6.3.  The **Faculty Administration, Department Administration, and Quality Coordinators** present an overview of the **Undergraduate Program** to the **Evaluation Team**.

6.4.  The **Evaluation Team Leader** meets with the **Faculty Administration**.

6.5.  The **Evaluators** meet with the **Department Administration and Faculty Members**.

6.6.  The **Student Evaluator** meets with **student representatives and student clubs**.

6.7.  The **Evaluation Team Leader** meets with the **Rectorate**.

6.8.  The **Evaluation Team** meets with **external stakeholders** related to the undergraduate program (e.g., alumni).

6.9.  The **Evaluation Team** meets with **Administrative and Technical Unit Managers**.

6.10.  The **Evaluation Team** examines the **educational facilities and infrastructure**.

6.11.  The **Evaluation Team** prepares the **Evaluation Schedule**.

6.12.  The **Evaluation Team** verbally shares the **program's strengths and areas for improvement** with the **Faculty and Department Administration**.

6.13.  The **Evaluation Team** holds an **exit meeting** with the **Rectorate, Faculty, and Department Administration**.

7.  Article: Post-Campus Visit Process

7.1.  Within **one month** after the **Campus Visit**, the **Evaluation Team** submits the **Draft Evaluation Report** to the **Faculty and Department Administration** through **STAR**.

7.2.  Within **15 days** of receiving the **Draft Evaluation Report**, the **Faculty and Department Administration** submits their **responses** regarding the **identified deficiencies, weaknesses, concerns, or observations** to the **Evaluation Team** through **STAR**.

7.3.  Within **one month** of receiving the **Faculty and Department Administration's responses**, the **Evaluation Team** prepares the **Final Evaluation Report**, considering the provided responses, and submits it to **STARAK**.

7.4.  Within **one month** of receiving the **Final Evaluation Report**, **STARAK** forwards it to the **Consistency Committee** for review.

7.5.  Within **one month** of receiving the **Final Evaluation Report**, the **Consistency Committee** prepares the **Consistency Report** and submits it to **STARAK**. If needed, **STARAK** may request additional time based on the number of programs under evaluation.

7.6. Within **1 to 3 months** from the **Consistency Report date**, STARAK makes the **final accreditation decision** regarding the undergraduate program and sends the **Final Evaluation Report and accreditation decision** to the **Rectorate/Faculty Administration**.

7.7. If the undergraduate program is granted **accreditation**, within **one month** from the date the **accreditation decision** is sent to the **Rectorate/Faculty Administration**, the **STAR Board of Directors** prepares the **Undergraduate Program Accreditation Certificate** and sends it to the **Rectorate/Faculty Administration**. The program must display the certificate in a **visible location** within the department.

7.8. Programs accredited by **STAR** must develop an **action plan** based on the **identified deficiencies, weaknesses, concerns, and observations** stated in the **Final Evaluation Report**. The action plan should include; improvement and development goals for each identified issue, planned activities to achieve these goals, Responsible units, timeline (start and completion dates), and expected outcomes.

The **action plan** must be submitted to **STAR** no later than **July 31st**. STAR monitors the implementation of the plan, may request **interim reports**, and requires the program to submit **annual progress reports**. These reports will be **shared with the public**.

8. **Article: Types of Accreditation Decisions**

8.1. **Granting Accreditation: STARAK** may decide to grant accreditation to an undergraduate program with a validity period of **2 years, 3 years, 4 years, or 5 years**.

8.2. **Denial of Accreditation: STARAK** may decide **not** to grant accreditation to an undergraduate program.

9. **Article: Public Announcement of the Accreditation Decision**

9.1. The name of the **Higher Education Institution, Faculty, and Undergraduate Program** that has been accredited by **STARAK**, along with the **accreditation date, accreditation validity period, and expiration date**, will be published **publicly** on the website [www.star.org.tr](www.star.org.tr).

10. **Article: Appeals**

10.1. The **Rectorate/Faculty Administration** may appeal **decisions made by STARAK**. The appeals process is conducted in accordance with the **Appeals and Complaints Committee Directive**.

11. **Article: Amendments to the Directive**

11.1. This directive is reviewed and amended by the **STAR Board of Directors**.

12. **Article: Enforcement**

12.1. This directive enters into force on the date it is approved by the **STAR Board of Directors**.