	STAR WORKFLOW PROCESS	RESPONSIBLE UNIT
Education Process	**Committees Meeting**: Meetings with Committee Chairs are held twice a year, in June and December.	Education Commitee
	Organizing Self-Evaluation Report Preparation Training for Department Members in the Accreditation Process.	Education Commitee
	Organizing Evaluator Training for Undergraduate Students of Universities.	Education Commitee
	Organizing Academic Evaluator Training for Faculty Members.	Education Commitee
	Sending an Evaluation Survey to **Faculty Members After Training**.	General Secretariat
Accreditation Applicalton Process	The Rectorate or Faculty Administration must submit the Accreditation Application Petition to STARAK via email at star@star.org.tr between January 1 and March 31.	Rectorate or Faculty
	STARAK reviews the accreditation application, accepts or rejects the application, and sends the decision to the Rectorate or Faculty Administration.	STARAK
	In case the accreditation application is accepted by STARAK, a Protocol shall be signed between STAR and the Rectorate or Faculty Administration on behalf of the Higher Education Institution	Rectorate and STAR
Self-Evaluation Report Process	Sending the Self-Evaluation Report Preparation Files to Department Heads.	General Secretariat
	Providing Self-Evaluation Report Preparation Training by a STAR Trainer, with the participation of 4 faculty members from each applying department.	STAR Trainer
	The Faculty or Department Administration must submit the Self-Evaluation Report to STARAK at starak@star.org.tr via email (within 3 months from the protocol signing date).	Faculty or Department
	STARAK reviews the Self-Evaluation Report, either approves or rejects it, and sends the decision to the Rectorate or Faculty Administration	STARAK
Evalutaion Team Formation Process	Formation of the Evaluation Team members by the Nominating Committee.	Nominating Committee
	Obtaining preliminary approval from Evaluation Team Members and appointing the Team Leader.	General Secretariat
	Sharing Evaluation Team details with the Faculty Administration and conducting a conflict of interest inquiry.	General Secretariat
	Sending the Process Control List to Team Leaders.	General Secretariat
	Sending report preparation files and contact details to Evaluation Team Members.	General Secretariat
	Sharing the Self-Evaluation Reports with the Evaluation Team.	General Secretariat
	Sharing contact information with the Faculty Administration.	General Secretariat
Pre-Site Visit Process	The Evaluation Team determines the Campus Visit Schedule internally.	Evaluation Team
	The Evaluation Team, together with the Faculty and Department Administration, determines the Campus Visit Plan.	Evaluation Team Leader
	Approval of the Campus Visit Plan is obtained from the Dean's Office.	Evaluation Team Leader
Site Visit Process	Sending assignment letters to the Team Members.	General Secretariat
	Organizing accommodation arrangements for the Evaluation Team.	General Secretariat
	Notifying the STAR General Secretariat of the Evaluation Team's arrival and departure times at the university.	Evaluation Team Leader
	Sending the list of required items for the accreditation room and the arrival times of the team members to the Faculty and Department Administration.	General Secretariat
	Ensuring coordination regarding the Evaluation Team's arrival and reception at the university to be visited.	General Secretariat
	Payment of accommodation expenses after the visit.	General Secretariat
	Payment of travel and meal expenses for the Evaluation Team Members	General Secretariat
	Sending the Evaluation Schedule of the Evaluation Team to star@star.org.tr via email.	Evaluation Team Leader
	Sending the Internal Evaluation Survey (Form2) to the Evaluation Team Members.	General Secretariat
	Sending the Undergraduate Program Feedback Form (Form3) to the Evaluation Team Leader after the Campus Visit.	General Secretariat
	Sending the External Evaluation Form (Form1) to the Deans after the Campus Visit.	General Secretariat
Evatuation Report Preperation Process	Submission of Draft Evaluation Reports to STARAK within 1 month from the last day of the Campus Visit.	Evaluation Team Leader
	Sending the Draft Evaluation Reports to Deans and Department Heads.	General Secretariat
	Submission of +30-day reports in response to Draft Evaluation Reports within 1 month.	Faculty
	Sharing the +30-day reports with the Evaluation Team members.	General Secretariat
	Submission of the Final Evaluation Reports to STARAK within 1 month from the date the Evaluation Team Members receive the +30-day reports.	Evaluation Team Leader
	Approval of the Final Evaluation Reports by STARAK	STARAK
	Preparation of the Undergraduate Program Evaluation Report Summary after the approval of the Final Evaluation Reports by STARAK	Evaluation Team
	STAR Criteria Evaluation Survey.	Evaluation Team
Consistency Report Preperation Process	Sharing the Final Evaluation Reports anonymously with the Consistency Committee Members.	General Secretariat
	Submission of Consistency Reports to the STAR General Secretariat within 1 month after sharing the Final Evaluation Reports with the Consistency Committee Members.	Consistency Committee
	If inconsistencies are found in the Consistency Reports, sending them to the Evaluation Team.	General Secretariat
	Submission of the reports prepared by the Evaluation Team in response to the consistency findings to the STAR General Secretariat.	Evaluation Team
	Sharing the reports prepared by the Evaluation Team in response with the Consistency Committee.	General Secretariat
	Submission and archiving of the final consistency reports to STARAK.	General Secretariat
Accreditation Desicion Process	Sharing the Final Evaluation Reports and Consistency Reports with STARAK Board Members.	General Secretariat
	Organizing an Accreditation Decision Meeting with STARAK Board Members.	General Secretariat
	Making the accreditation decision with STARAK Board Members.	STARAK
	Submission of the Accreditation Process Feedback Form (Form4) by the program that has completed the evaluation process.	General Secretariat
	Sharing the Accreditation Decision Letter, Certificate, Undergraduate Program Evaluation Report Summary, and Survey Form with the Faculty and Department Administration.	General Secretariat
	Sending the Accreditation Certificate to the Faculty.	General Secretariat
	Requesting an Action Plan from the Faculty and Department Administration within 1 month from the date of the accreditation decision.	General Secretariat
	Recording the decision in the YÖKAK AKSİS System.	General Secretariat
	Publishing the accreditation status on the STAR website.	General Secretariat
	Publishing the Undergraduate Program Evaluation Report Summary on the STAR website.	General Secretariat