



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

## **WORKING REGULATION**

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

- 1.1. This Regulation has been prepared in accordance with the Statute of the STAR Social and Human Sciences Accreditation and Rating Association.
- 1.2. The purpose of this Regulation is to establish the principles and procedures for forming the Accreditation Board, Committees, and Evaluation Teams for undergraduate programs in Social and Human Sciences.

## 2. Article: Definitions and Abbreviations

- 2.1. The definitions and abbreviations used in STAR's regulations, directives, documents, and correspondence are as follows:

1. **STAR:** Social and Human Sciences Accreditation and Rating Association
2. **STARAK:** Accreditation Board for Undergraduate Programs in Social and Human Sciences
3. **Undergraduate Program:** A program offering at least four years of education within a Faculty of The Council of the Higher Education, including:
  - a) Formal Education, b) Second Education Programs, c) Programs defined by different criteria on diplomas, such as language of instruction (fully Turkish, fully foreign language, or partially foreign language) and location,
4. **Stakeholders:** Internal Stakeholders and External Stakeholders
5. **Internal Stakeholders:** STAR Board Members, STARAK Members, Committee Members, Evaluation Team Members, and STAR Employees
6. **External Stakeholders:** Higher Education Quality Board, Higher Education Institutions, Faculty Members, Students, Alumni, Professional Organizations, and National Accreditation Bodies
7. **Rectorate:** The Rector and Vice-Rectors of a Higher Education Institution
8. **Faculty Administration:** Faculty Dean and Vice-Deans
9. **Department Administration:** Department Head and Deputy Department Heads

3. **Article: Accreditation Objectives for Undergraduate Programs in Social and Human Sciences**

- 3.1 STAR, aims to achieve the following objectives in its evaluation and accreditation activities for undergraduate programs in Social and Human Sciences:

1. Identifying undergraduate programs that meet the Evaluation Criteria among those applying for accreditation.
2. Informing stakeholders about accredited undergraduate programs and publishing them on the website.
3. Contributing to the enhancement and continuous improvement of the quality of undergraduate programs in Social and Human Sciences.

#### **4. Article: Social and Human Sciences Accreditation Board (STARAK)**

- 4.1. The STAR Board of Directors establishes the Accreditation Board for Undergraduate Programs in Social and Human Sciences (STARAK), comprising at least seven members, including one representative from a professional organization, one businessperson, one student, and the remaining members from academia.
- 4.2. STARAK members are appointed by the STAR Board of Directors, and the Board Chair sends an appointment letter to each selected member.
- 4.3. The term of office for a STARAK member is two years, and members may be reappointed.
- 4.4. The STAR Board of Directors appoints one STARAK member as the Chairperson and another as the Vice-Chairperson.
- 4.5. STARAK members must have experience in education, teaching, or business in the field of Social and Human Sciences.
- 4.6. Members of the STAR General Assembly, STAR Board of Directors, Committee Members, Evaluation Team Members, and STAR Employees cannot serve as STARAK members while holding their respective positions.
- 4.7. A STARAK member may voluntarily resign, with the resignation finalized by a decision of the STAR Board of Directors. A new member is appointed as per the second paragraph of this article.
- 4.8. The STAR Board of Directors has the authority to dismiss a STARAK member who fails to attend two consecutive meetings. A new member is appointed in accordance with the second paragraph of this article.

#### **5. Article: STARAK Operating Principles**

- 5.1. STARAK is accountable to the STAR Board of Directors.
- 5.2. The operation of STARAK is overseen by the STARAK Chairperson.
- 5.3. In the absence of the STARAK Chairperson, the Vice-Chairperson assumes their duties.
- 5.4. The STARAK Chairperson facilitates communication between STARAK, the STAR Board of Directors, Committees, Evaluation Teams, and Undergraduate Programs.
- 5.5. The STARAK Chairperson ensures communication among STARAK members
- 5.6. STARAK holds at least four meetings per year.
- 5.7. STARAK meetings require the attendance of an absolute majority of members.
- 5.8. Accreditation decisions require an absolute majority of all STARAK members, while other decisions are made by a majority of attending members.
- 5.9. The agenda, date, location, and format (physical or online) of STARAK meetings are determined by the STARAK Chairperson with the consensus of the members.
- 5.10. If the meeting is held physically, the Chairperson submits a written meeting record to STAR; if online, a digital meeting record is submitted.

**6. Article: Evaluation Teams**

- 6.1. The Candidate Selection Committee establishes an Evaluation Team for assessing undergraduate programs.
- 6.2. The formation, duties, and operating principles of Evaluation Teams are regulated by the Evaluation Teams Directive.

**7. Article: Candidate Selection Committee**

- 7.1. The STAR Board of Directors establishes a Candidate Selection Committee with at least three members to oversee the formation of Evaluation Teams
- 7.2. Candidate Selection Committee members are appointed by the STAR Board of Directors, and the Board Chair sends an appointment letter (electronically) to each member.
- 7.3. The term of office for a Candidate Selection Committee member is two years, and members may be reappointed.
- 7.4. The STAR Board of Directors appoints one member as the Chairperson of the Candidate Selection Committee.
- 7.5. Members may voluntarily resign, with the resignation finalized by a decision of the STAR Board of Directors. A new member is appointed according to the second paragraph of this article.
- 7.6. The STAR Board of Directors may dismiss a Candidate Selection Committee member who fails to attend two consecutive meetings. A new member is appointed per the second paragraph of this article.
- 7.7. The duties and operating principles of the Candidate Selection Committee are regulated by the Candidate Selection Committee Directive.

**8. Article: Training Committee**

- 8.1. The STAR Board of Directors establishes a Training Committee with at least three members to oversee STAR's training activities.
- 8.2. Members are appointed by the STAR Board of Directors, and the Board Chair sends an appointment letter (electronically) to each member.
- 8.3. The term of office for a Training Committee member is two years, and members may be reappointed.
- 8.4. The STAR Board of Directors appoints one member as the Chairperson of the Training Committee.
- 8.5. Members may voluntarily resign, with the resignation finalized by a decision of the STAR Board of Directors. A new member is appointed according to the second paragraph of this article.
- 8.6. The STAR Board of Directors may dismiss a Training Committee member who fails to attend two consecutive meetings. A new member is appointed per the second paragraph of this article.

**9. Article: Quality Assurance and Continuous Improvement Committee**

- 9.1. The Quality Assurance and Continuous Improvement Committee, consisting of at least three members, shall be established by the STAR Board of Directors to conduct quality assurance and continuous improvement activities related to the evaluation and accreditation processes.
- 9.2. The members of the Quality Assurance and Continuous Improvement Committee shall be appointed by the STAR Board of Directors. The President of the STAR Board of Directors shall send an (electronic) appointment letter to the designated committee member.
- 9.3. The term of office for a Quality Assurance and Continuous Improvement Committee Member shall be two years. A member whose term has expired may be reappointed.
- 9.4. The STAR Board of Directors shall designate one of the members as the Chair of the Quality Assurance and Continuous Improvement Committee.
- 9.5. A committee member may voluntarily resign from their position. Resignation from the committee shall be finalized with the decision of the STAR Board of Directors. A new committee member shall be appointed in accordance with paragraph 2 of this article.
- 9.6. The STAR Board of Directors has the authority to dismiss a committee member if they fail to attend two consecutive relevant meetings. A new committee member shall be appointed in accordance with paragraph 2 of this article.
- 9.7. The duties and working principles of the Quality Assurance and Continuous Improvement Committee shall be regulated by the Quality Assurance and Continuous Improvement Committee Directive.

**10. Article: Appeals and Complaints Committee**

- 10.1. The Appeals and Complaints Committee, consisting of at least three members, shall be established by the STAR Board of Directors to review appeals from the Rectorate/Faculty administration regarding the Undergraduate Program and to manage the appeals process, as well as to examine complaints from stakeholders and oversee the complaint process. In case of a conflict of interest, an alternate faculty member shall be appointed. Members are required to perform their duties independently and impartially.
- 10.2. The members of the Appeals and Complaints Committee shall be appointed by the STAR Board of Directors. The President of the STAR Board of Directors shall send an (electronic) appointment letter to the designated committee member.
- 10.3. The term of office for an Appeals and Complaints Committee Member shall be two years. A member whose term has expired may be reappointed.
- 10.4. The STAR Board of Directors shall designate one of the members as the Chair of the Appeals and Complaints Committee.
- 10.5. A committee member may voluntarily resign from their position. Resignation from the committee shall be finalized with the decision of the STAR Board of Directors. A new committee member shall be appointed in accordance with paragraph 2 of this article.
- 10.6. The STAR Board of Directors has the authority to dismiss a committee member if they fail to attend two consecutive relevant meetings. A new committee member shall be appointed in accordance with paragraph 2 of this article.

10.7. The duties and working principles of the Appeals and Complaints Committee shall be regulated by the Appeals and Complaints Committee Directive.

10.8. Lisans All appeals related to the evaluation activities and accreditation decisions of the Undergraduate Program shall be handled in accordance with the Evaluation and Accreditation Implementation Principles Directive.

## **11. Article: Criteria Committee**

11.1. The Criteria Committee, consisting of at least three members, shall be established by the STAR Board of Directors to determine and update the criteria that Social Sciences and Humanities Undergraduate Programs must meet to obtain accreditation.

11.2. The members of the Criteria Committee shall be appointed by the STAR Board of Directors. The President of the STAR Board of Directors shall send an (electronic) appointment letter to the designated committee member.

11.3. The term of office for a Criteria Committee Member shall be two years. A member whose term has expired may be reappointed.

11.4. The STAR Board of Directors shall designate one of the members as the Chair of the Criteria Committee.

11.5. A committee member may voluntarily resign from their position. Resignation from the committee shall be finalized with the decision of the STAR Board of Directors. A new committee member shall be appointed in accordance with paragraph 2 of this article.

11.6. STAR The STAR Board of Directors has the authority to dismiss a committee member if they fail to attend two consecutive relevant meetings. A new committee member shall be appointed in accordance with paragraph 2 of this article.

11.7. The duties and working principles of the Criteria Committee shall be regulated by the Criteria Committee Directive.

## **12. Article: Consistency Committee**

12.1. The Consistency Committee, consisting of at least three members, shall be established by the STAR Board of Directors to conduct consistency checks on the Final Evaluation Reports prepared by the Evaluation Teams. In case of a conflict of interest, an alternate faculty member shall be appointed.

12.2. The members of the Consistency Committee shall be appointed by the STAR Board of Directors. The President of the STAR Board of Directors shall send an (electronic) appointment letter to the designated committee member.

12.3. The term of office for a Consistency Committee Member shall be two years. A member whose term has expired may be reappointed.

12.4. The STAR Board of Directors shall designate one of the members as the Chair of the Consistency Committee.

12.5. A committee member may voluntarily resign from their position. Resignation from the committee shall be finalized with the decision of the STAR Board of Directors. A new committee member shall be appointed in accordance with paragraph 2 of this article.

- 12.6. The STAR Board of Directors has the authority to dismiss a committee member if they fail to attend two consecutive relevant meetings. A new committee member shall be appointed in accordance with paragraph 2 of this article.
- 12.7. The duties and working principles of the Consistency Committee shall be regulated by the Consistency Committee Directive.

### **13. Article: Internationalization Committee**

- 13.1. The Internationalization Committee, consisting of at least three members, shall be established by the STAR Board of Directors to oversee international recognition, memberships in international organizations, and international collaborations.
- 13.2. The members of the Internationalization Committee shall be appointed by the STAR Board of Directors. The President of the STAR Board of Directors shall send an (electronic) appointment letter to the designated committee member.
- 13.3. The term of office for an Internationalization Committee Member shall be two years. A member whose term has expired may be reappointed.
- 13.4. The STAR Board of Directors shall designate one of the members as the Chair of the Internationalization Committee.
- 13.5. A committee member may voluntarily resign from their position. Resignation from the committee shall be finalized with the decision of the STAR Board of Directors. A new committee member shall be appointed in accordance with paragraph 2 of this article.
- 13.6. The STAR Board of Directors has the authority to dismiss a committee member if they fail to attend two consecutive relevant meetings. A new committee member shall be appointed in accordance with paragraph 2 of this article.;
- 13.7. The duties and working principles of the Internationalization Committee shall be regulated by the Internationalization Committee Directive.

### **14. Article: Conflict of Interest or Overlapping Interests**

- 14.1. The procedures and principles regarding conflicts of interest or overlapping interests are regulated by the Ethics Rules Directive.

### **15. Article: Confidentiality**

- 15.1. All documents and information provided by the Undergraduate Program related to STAR's evaluation and accreditation activities are used by STAR with confidentiality.
- 15.2. The documents and information of Internal Stakeholders are also subject to confidentiality provisions.
- 15.3. Internal Stakeholders sign the 'Internal Stakeholder Declaration Statement' attached to the Ethics Rules Directive.

### **16. Article: Transparency and Accountability**

- 16.1. STAR is responsible for informing Stakeholders and ensuring accountability within the

scope of evaluation and accreditation activities. For this purpose, the following information and documents are published on the website <https://www.star.org.tr/en>

1. Statutes, Regulations, and Directives
2. Evaluation Criteria
3. Evaluation and Accreditation Process
4. Annual Activity Reports
5. Financial Statements
6. Training Announcements
7. The list of Undergraduate Programs accredited by STARAK and the validity periods of their accreditation.

## **17. Article: General Secretariat**

- 17.1. The General Secretary is appointed by the decision of the STAR Board of Directors
- 17.2. The General Secretary is accountable to the STAR Board of Directors.
- 17.3. The duties and working principles of the General Secretary are determined by the STAR Board of Directors.

## **18. Article: STAR Economic Enterprise**

- 18.1. The STAR Economic Enterprise is established by the decision of the STAR Board of Directors. STAR İktisadi İşletme Müdürleri, STAR Yönetim Kuruluna karşı sorumludur.
- 18.2. The STAR Economic Enterprise Directors are accountable to the STAR Board of Directors.
- 18.3. The duties and working principles of the STAR Economic Enterprise are determined by the STAR Board of Directors.
- 18.4. The STAR Economic Enterprise is jointly managed by two Business Directors assigned by the STAR Board of Directors. Madde: Yönetmelikte Değişiklik

## **19. Article: Amendments to the Regulations**

- 19.1. This Regulation is reviewed by the STAR Board of Directors.

## **20. Article: Enforcement**

- 20.1. This Regulation enters into force on the date of its adoption by the STAR Board of Directors.