

DIRECTIVE ON THE PREGRADUATE MEDICAL EDUCATION PROGRAM SELF-EVALUATION COMMITTEE (SEC) / FACULTY OF MEDICINE, YEDITEPE UNIVERSITY

Article 1: Purpose and Scope

The primary purpose of this Directive is to define the structure, working methods, and principles of the Self-Evaluation Committee (SEC), which has been established to ensure the quality of education of the Yeditepe University Faculty of Medicine Pregraduate Medical Education Program (YUTF-PMEP) and to maintain the continuity of accreditation processes.

These principles and procedures cover the members of the SEC, the Dean's Office, and all relevant educational boards, commissions, and coordination offices.

Article 2: Nature and Institutional Position of the Committee

1. **Nature:** The Self-Evaluation Committee (SEC) is a permanent and continuously operating committee established to conduct accreditation and quality assurance processes of the YUTF-PMEP.
2. **Position:** The SEC is a unit within the Faculty Organizational Structure and operates directly under the authority of the Dean's Office. The self-evaluation reports prepared by the SEC serve as key reference documents in strategic decision-making processes, including but not limited to the Program Development Committee (PDC), Curriculum Committee (CC), Assessment and Evaluation Committee (AEC), and Program Evaluation Committee (PEC).

Article 3: Structure, Membership, and Representation of the Self-Evaluation Committee (SEC)

In order to ensure inclusiveness and transparency throughout the accreditation process, the Self-Evaluation Committee (SEC) shall consist of at least twenty (20) members representing all stakeholders and functional areas of the program. Committee members shall be appointed by the Dean's Office.

1. **Dean of the Faculty of Medicine**
2. **Vice Dean of the Faculty of Medicine**
3. **Chair of the SEC:** A faculty member with extensive experience who has served in a coordinating role at all stages of the design, implementation, and evaluation of the Faculty's education program. The Dean or Vice Deans may not serve as the Chair of the SEC.
4. **Vice Chairs of the SEC (at least two [2] members):** Responsible for standard-based facilitation, technical support, and timeline monitoring during the preparation of the Self-Evaluation Report (SER).
5. **Faculty Members (at least nine [9] members):** Faculty members representing various stages of academic careers, preferably from Basic Medical Sciences, Internal Medical Sciences, and Surgical Medical Sciences. In addition, faculty members shall be selected based on their competency to represent the thematic domains of accreditation standards (e.g., Educational Program, Academic Staff, Infrastructure, etc.).
6. **Student Members (at least three [3] members):** Students representing the preclinical, clinical, and internship phases of the medical education program.
7. **Resident Physician / Specialty Trainee Member (at least one [1] member):** A resident physician enrolled in a medical specialty training program.
8. **Graduate Member (at least one [1] member):** Physicians who have graduated from the Faculty within the last five (5) years.

9. **Administrative Staff Member (at least one [1] member):** Administrative personnel knowledgeable about the Faculty's educational processes, infrastructure, and documentation procedures.

Article 4: Fundamental Duties and Responsibilities

The Self-Evaluation Committee (SEC) shall perform the following duties in order to contribute to the Faculty's continuous quality improvement cycle and to sustain its accreditation status:

1. **Data Analysis and Review:** The SEC shall ensure the periodic review of data collected to support quality development and renewal processes in line with the aims and objectives of the education program—including, but not limited to, student and faculty feedback, examination result analyses, and graduate surveys—in cooperation with the Program Evaluation Committee (PEC).
2. **Identification of Areas for Improvement:** The SEC shall contribute to the development of action plans addressing areas for improvement identified through accreditation evaluation reports and internal analyses.
3. **Conduct of Accreditation Processes:** The SEC shall ensure the institutional planning, implementation, and coordination of TEPDAD–UTEAK accreditation processes, covering all stages from accreditation candidacy to full accreditation, as well as subsequent re-accreditation processes.
4. **Preparation of Reports:** The Self-Evaluation Committee (SEC) shall organize the preparation of the Self-Evaluation Report (SER), Interim Self-Evaluation Report (I-SER), and Development Reports (DRs) required by the accreditation process; ensure that these reports are permanently documented; and submit them to the Dean's Office for transmission to TEPDAD.

Article 5: Principles of Operation

1. **Continuity:** The Committee is a permanent and continuously operating body, and its members shall be appointed by the Dean's Office. Appointments of members shall be updated annually in accordance with the educational organizational structure determined by the decision of the Faculty Board.
2. **Meeting Procedures:** The Committee shall conduct its activities in line with a predefined schedule and through planned meetings. Decisions taken during meetings and meeting minutes shall be documented and archived.
3. **Stakeholder Participation:** Particular importance shall be attached to ensuring the participation of as many stakeholders as possible—including faculty members, students, administrative staff, graduates, and external stakeholders—in report preparation activities and self-evaluation processes.
4. **Programmatic Approach:** The self-evaluation process shall be adopted not merely as a bureaucratic requirement but as an integral and functional component of the PDCA (Plan–Do–Check–Act) cycle, aimed at the Faculty's continuous quality improvement.

Article 6: Relations with Other Structures within the Educational Organization

1. **With the Program Development Committee (PDC), Curriculum Committee (CC), Assessment and Evaluation Committee (AEC), Program Evaluation Committee (PEC), Quality Committee (QC), and the Dean's Office:** The Self-Evaluation Committee (SEC) shall operate as the primary coordination mechanism in accreditation and quality assurance processes; regularly

collect data and reports from these bodies; and share analysis results with the relevant committees.

2. **With the Learning Outcomes Monitoring Committee (LOMC), Curriculum Development Committee (CDC), and the National Core Curriculum (UÇEP) Alignment Committee:** The SEC shall share findings related to program learning outcomes, alignment with national and international standards (such as UTEAK/TEPDAD, UÇEP, TYYÇ, UYYB, etc.), and requirements for updates and revisions.
3. **With Student, Graduate, and Faculty Representatives:** Through committee membership and, when necessary, focus groups and workshops, the SEC shall ensure that the views and experiences of different stakeholders are reflected in the self-evaluation process, thereby establishing a multi-stakeholder evaluation framework.
4. **With Other Boards and Committees (e.g., Academic Publications Committee, Web Committee, Academic Program Booklet Committee, Social Responsibility Projects Committee, Research and Scientific Ethics Committee):** The SEC shall communicate recommendations related to areas for improvement identified during self-evaluation and accreditation processes—such as regulatory requirements, web and documentation arrangements, and dimensions of social responsibility and research education—to the relevant bodies, and shall monitor the implementation of these recommendations.

Article 7: Disclosure and Announcement

This Directive, together with information regarding the structure, membership, duties, and activities of the Self-Evaluation Committee (SEC), shall be published on the Faculty website (<http://med.yeditepe.edu.tr>) in a manner accessible to all relevant stakeholders, including faculty members, students, administrative staff, and external stakeholders. The outputs of the self-evaluation and accreditation processes—such as summaries of the Self-Evaluation Report (SER), identified strengths, and areas for improvement—shall be regularly reported to and shared with the relevant boards and committees, namely the Program Development Committee (PDC), Curriculum Committee (CC), Assessment and Evaluation Committee (AEC), and Program Evaluation Committee (PEC).