**PART ONE**

PURPOSE, SCOPE AND BASIS

**Article 1. PURPOSE:** The purpose of this Regulation is to determine the working principles regarding the authorities, duties and responsibilities of the Yeditepe University Faculty of Health Sciences Nursing Department Measurment and Evaluation Commission, to plan and carry out the necessary arrangements, remedial activities in the field of measurement and evaluation, and to ensure the regular and effective work of the commission.

**Article 2. SCOPE:** This Regulation is the procedure for evaluating all measurement and evaluation activities carried out within the framework of Yeditepe University Faculty of Health Sciences Nursing Department education curriculum in terms of quality and quantity, determining the level of students' achievement of the learning outcomes of the course, determining the compatibility of measurement-evaluation methods with the learning objectives of the course, and carrying out remedial activities when necessary. and covers the basics.

**Article 3. BASIS:** This Regulation was created in line with Yeditepe University Associate and Undergraduate Education Regulations. Regarding the issues not specified in the directive, it is examined by the Accreditation Board within the scope of the relevant legal regulations.

**PART TWO**

STRUCTURE, WORKING PRINCIPLES AND DUTIES OF THE COMMISSION

**STRUCTURE OF THE COMMISSION**

**Article 4:** The structure of the commission is specified in this article.

**4.1.** Measurement and Evaluation Commission (MEC); It consists of at least 3 (three) members, including the Chairman of the Commission, the Vice-President, the secretary and other members.

**4.2.** The Chairman of the Commission is elected by the members. The term of office of the Chairman of the Commission is 3 (three) years.

**4.2.1.** The President ensures the functioning of the commission, the formulation and execution of the agenda.

**4.2.2.** The vice president ensures that the agenda is carried out in the absence of the president.

**4.2.3.** The secretaries ensure that the necessary records are taken.

**4.3.** The MEC convenes at least 4 (four) times a year with the majority of its members and reports the decisions taken with the “Meeting Minutes of the Measurement and Evaluation Commission”. In exceptional circumstances, the Commission may convene upon the call of the President. The commission takes decisions with the majority of the members attending the meeting.

**WORKING PRINCIPLES**

**Article 5:** In this article, the working principles of the MEC are stated.

**5.1.** MEC acts as the supervisory body of all measurement and evaluation activities planned within the scope of education at Yeditepe University Faculty of Health Sciences, Department of Nursing.

**5.2.** The commission, the measurement and evaluation activities carried out in the education and training process; monitors its efficiency in achieving the targeted learning outcomes.

**5.3.** It examines and evaluates the issues coming from academic units and other commissions, and forwards them to the Improvement and Development Commission (IDC) for evaluation of the issues that fall outside of its specified duties and powers and cannot be resolved within itself.

**5.4.** The Board is obliged to submit a report to the Accreditation Board about its activities once a year.

**DUTIES OF THE COMMISSION**

**Article 6:** In this article, the duties of the MEC in the Yeditepe University Faculty of Health Sciences Nursing Department undergraduate program are stated.

**6.1.** It determines the principles of all activities related to measurement and evaluation within the scope of achieving the program objectives and outputs with the relevant regulations.

**6.2.** It regulates the principles regarding the responsibilities of the instructors regarding the preparation and administration of the exams and determines the general rules regarding the exam processes with the "Nursing Department Examination Directive".

**6.3.** All evaluation methods in the department are applied in accordance with the Nursing Department Examination Directive and Yeditepe University Associate and Undergraduate Education Regulations. The MEC monitors the implementation of the evaluations, reports them to the Improvement Development Commission when necessary.

**6.4.** It analyzes the success rate of the evaluation methods of the courses, the course success rate and the rate of students above the average with the "MEC Compliance Analysis Forms" and submits the relevant report to the IDC.

**6.5.** It analyzes the Specification Tables created by the responsible lecturer of the courses with the "ÖDK Compliance Analysis Forms" and submits the relevant report to the IDC.

**6.6.** "Contribution of Course Learning Outcomes to Program Outcomes Form" is filled in by the lecturers responsible for the course. The contribution of the courses to each program output is analyzed by the MEC with the "Relationship of Department Program Outcomes with Courses Form", and the related report is submitted to IGK.

**6.7.** The "Course File Control Form" filled by the instructor in charge of the course is evaluated by the MEC with the "MEC Compliance Analysis Forms", and the related report is sent to the IDC.

**6.8.** It receives the students' opinions on measurement and evaluation methods with reports from the relevant commissions, examines them, and transmits them to the IDC when necessary.

**6.9.** Before the prepared exams are applied, they are presented to the expert opinion with the "Question Evaluation Form" by using the "Expert Opinion Evaluation Form" in line with the steps in the "Exam Preparation and Evaluation Workflow Chart" by the responsible lecturer of the course. At the end of the semester, it is reported to the MEC with the "Expert Opinion Evaluation Form" by the instructor in charge of the course. It is followed by the MEC with the “Assessment and Evaluation Commission End of Term Evaluation Form”.

**6.10.** The responsible lecturer of the course prepares the "Exam Analysis Form" for the midterm and final exams and sends it to the MEC at the end of each semester.

**6.11.** In line with the results obtained by the MEC with the "Assessment and Evaluation Commission End of Term Evaluation Form", improvement suggestions are submitted to the IDC.

**6.12.** After the midterm and final exams, the students who fail the course grade are listed by the lecturer of the course, and an interview is planned with these students within 2 weeks following the exam via the OBS system, on the date and time determined by the lecturer of the course. The result of the interview is reported with the "Post-Exam Student Interview Form". These reports are sent to the Education Curriculum Commission.

**6.13.** At the end of each academic term, all data are reported and forwarded to the Department Accreditation Board.

**6.14.** Performs other duties assigned by the Accreditation Board.

**PART THREE**

SITUATIONS WITH NO PROVISION

**Article 7:** In cases where there is no provision in the methods and principles of the Measurement and Evaluation Commission Directive, the principles of "Yeditepe University Associate Degree and Undergraduate Education and Training Regulation" are applied.

**PART FOUR**

FINAL PROVISIONS

**Article 8:** This Regulation for Student and Alumni Monitorig Commission enters into force with

the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Article 9:** Suggestions for amendments on this Regulation are submitted to the Accreditation

Board by the Measurement and Evaluation Commission, and the proposals are decided by the

Board.

**Article 10:** This regulation is administered by Yeditepe University, Head of Nursing

Department.

**Nursing Department Evaluation and Measurement Commission Members**

Assistant Prof. Sevim ŞEN, President

Instructor Sibel AFACAN KARAMAN, Vice President

Research Assistant Emir AVŞAR, Secretary

Assistant Prof. Aylin AKÇA SÜMENGEN, Member

Instructor Volkan AYAZ, Member

Research Assistant Ceren ZEREN, Member

Research Assistant Çağla ÜNAL, Member

Nursing Student Rümeysa ÇELEBİ, Member

Nursing Student Yusuf DEMİRBAŞ, Member

Nursing Student Ebrar AYDIN, Member