**PART ONE**

**PURPOSE, SCOPE, BASIS AND DEFINITIONS**

**Article 1.** **PURPOSE:** The purpose of this Regulation is to determine the working principles regarding the authorities and responsibilities of the Yeditepe University Faculty of Health Sciences Nursing Department Student and Alumni Monitoring Commission, to organize the suggestions and feedback from other commissions, students and graduates, to plan and carry out the necessary remedial activities and to ensure that the commission regularly and ensure its efficient operation.

**Article 2.** **SCOPE:** This regulation covers the procedures and principles regarding the work of the Yeditepe University Faculty of Health Sciences Nursing Department Student and Alumni Monitoring Committee. This regulation covers the procedures and principles regarding the feedback, examination and evaluation of Yeditepe University Faculty of Health Sciences Nursing Department students and graduates, and improvements to be made as a result of the analysis.

**Article 3. BASIS:** The working principles of the commission have been determined in line with the guidelines and regulations listed below:

* Yeditepe University Associate and Undergraduate Education Regulations and related regulations,
* Turkey Higher Education Qualifications Framework 6th Level,
* Nursing Law No. 6283,
* Nursing Regulation published in the Official Gazette No. 27515,
* “Additional Regulation on the Amendment of Nursing Regulation” published in the Official Gazette No. 27910,
* “Regulation on Determining the Minimum Education Conditions for Doctorate, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs” published in the Official Gazette No. 26775,
* Nursing National Core Education Program (HUÇEP),
* Nursing Education Programs Evaluation and Accreditation Board (HEPDAK),
* Higher Education Quality Board, <https://yokak.gov.tr/>
* Yeditepe University Quality Directorate, <https://kalite.yeditepe.edu.tr/>
* Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17/6/2021 and numbered 31514,
* Procedures and Principles Regarding Distance Education in Higher Education Institutions, which were decided at the meeting dated 24/09/2020,
* Article 44 of the Higher Education Law No. 2547 .

**Article 4. DEFINITIONS:** The following terms and expressions mentioned in this regulation refer to the entities as shown below;

**4.1. Internal Partner:** Yeditepe University rectorate and related units, the head of the Nursing Department, academic staff and students, the dean of the Faculty of Health Sciences and its administrative units, faculty members assigned from other faculties and departments,

**4.2. External Partner:** Nurses, managers, employers and/or employees working in health care institutions affiliated to the Provincial Health Directorate, private hospitals, nursing homes, elderly and home care centers, foundations/associations, education and private education institutions, factories and workplaces Graduates of the Department of Nursing,

**4.3. Instructor:** The instructor responsible for the conduct of the course in the weekly course schedule suitable for the academic terms,

**4.4. Academic Advisor:** The academic staff appointed by the dean, upon the recommendation of the department head, to assist in course registration, re-registration, educational studies, academic problems of the student, and graduation procedures, from the time the student registers to the university until the end of his/her studentship,

**4.5. Career Counseling:** All of the activities carried out by the faculty members of the Nursing Department to guide students at all grade levels to determine their careers in accordance with their own intelligence, personality, knowledge, skills, abilities and competencies, to prepare them for professional life, and to answer their questions about their career development and expectations. ,

**4.6. Career Counselor:** A faculty member of the Department of Nursing who conducts Career Counseling activities,

**4.7. Peer Counseling Program:** Peer counselorsselected from among the students studying in the third or fourth year of the nursing department provide guidance to the first year and preparatory students with the follow-up of a responsible lecturer,

**4.8. Peer Counselor:** A more senior and experienced nursing student who leads newcomers to nursing education in adapting to university life, guides and helps them with their own experience in the issues they need help,

**4.9. Orientation Program:** Prepared to share information about the functioning of the university (such as course selections, student information systems, use of the information center), units operating outside the academy (student clubs, etc.), campuses and other areas that students can benefit from before the academic year starts.

**PART TWO**

**STRUCTURE, WORKING PRINCIPLES AND DUTIES OF THE COMMISSION**

**STRUCTURE OF THE COMMISSION**

**Article 5:** The structure of the commission is specified in this article.

* 1. Student and Alumni Monitoring Committee consists of at least 3 (three) persons, including the chairman of the commission, the vice chairman, the secretary and other members.
	2. The Chairman and Deputy Chairman of the Commission are elected by the members. The term of office of the chairman of the commission is 3 (three) years. The Vice-President acts as the Chairman of the Commission in the absence of the President.

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

**5.2.2.** The secretary ensures that the necessary records are taken.

* 1. The Student and Alumni Monitoring Committee meets at least 2 (two) times a year with the majority of the members and reports the decisions taken with the “Student and Alumni Monitoring Committee Meeting Minutes”. In exceptional circumstances, the Commission may convene upon the call of the President. The commission takes decisions unanimously or by majority vote of the members attending the meeting.

**WORKING PRINCIPLES**

**Article 6:** In this article, the workingprinciples of the Student and Alumni Monitoring Committee are specified.

* 1. The Student and Alumni Monitoring Committee acts as a regulatory body in the Yeditepe University Faculty of Health Sciences Department of Nursing, receiving feedback from all students and graduates, determining the general profiles of graduates and based on the results.
	2. The commission aims to develop educational activities within the framework of feedback from students and graduates.
	3. Examines, evaluates, and improves the reports on students and graduates, and reports the decisions taken to the relevant commissions and the Accreditation Board when necessary.

**DUTIES OF THE COMMISSION**

**Article 7:** In this article, the duties of the Student and Alumni Monitoring Committee are specified.

* 1. Carries out all the necessary arrangements and improvement activities in order for the activities carried out by the faculty members of the Nursing Department within the scope of academic and career counseling to be effective and efficient.
		1. Ensures that the student interviews conducted during academic counseling are reported with the "Academic Counseling Student Information Form" and the "Academic Counseling Interview Form". The Commission is responsible for collecting and analyzing these reports at the end of each academic term and notifying the Accreditation Board in writing about the results.
		2. The commission is responsible for determining the advisory hours of the lecturers at the beginning of each academic term and posting them on the department's website.
		3. The Commission is responsible for establishing and maintaining the career counseling program. Before the start of each academic year, it is responsible for appointing career counselors at the grade level to carry out the counseling process specified in the "Career Counseling Regulation". It provides reporting of student interviews and activities carried out during career counseling. The Commission is responsible for collecting and analyzing these reports at the end of each academic term and notifying the Accreditation Board in writing about the results.
		4. The commission is responsible for organizing events that will enable students to meet professionals from the business and academic fields, and reporting the number of students participating in these organizations.
	2. The commission is responsible for following up the entrance score types, rankings, number of preparatory class students, number of program students (including horizontal-vertical transfer), the number of leaving and graduating students, reporting the changes according to the years and sharing them with the Accreditation Board.
	3. The commission uses social media accounts to ensure continuous and regular communication with alumni. It organizes “Alumni Talks” at regular intervals in order to bring together alumni working in the field with students and other graduates and share their success stories.
	4. The commission is responsible for the archiving of official correspondence (Board-Senate decisions) within and between institutions about the number/quota of students to be admitted to the program.
	5. Documents of students benefiting from exchange programs (agreements with institutions, educational/training cooperation processes, when and how collaborations and projects are announced, reports showing how exchange and cooperation programs are carried out), domestic/abroad, incoming and outgoing students by year and analyzes the written feedback about the program from the Erasmus Coordinator of the department and shares them with the Accreditation Board and the relevant commissions.
	6. The commission is responsible for determining the number of students benefiting from psychological counseling and guidance services each year and presenting them to the Accreditation Board.
	7. The commission is responsible for requesting and reporting documents such as meeting minutes, which show the participation of students in studies aimed at improving the education program, from the relevant commissions and submitting them to the Accreditation Board.
	8. The commission is responsible for the planning and implementation of the " Orientation Program" at the beginning of the Fall semester every year for students who are new to the department. To include face-to-face/ blended/ distance education; It reports the content of the orientation program, the date it was held, the documents showing the number of students participating, and the results of the integration program evaluation survey, and shares it with the relevant commissions.
	9. Evaluates the activity reports regarding the participation of the students in scientific, social, sportive and cultural activities, the university's support for such activities, their participation in clubs and reports them to the Accreditation Board.
		1. The commission is responsible for organizing the written/visual communication board, the website of the nursing department and social media accounts that will keep the students informed about the activities and guide the students who want to participate.
	10. The commission is responsible for the preparation, execution and reporting of the results of the peer counselor program. It reports written and verbal feedback from both peer counselors and students who participate in this program every year, and presents it to the Accreditation Board.
	11. The Commission is obliged to take the opinions of internal and external partners once (once) a year.
		1. For this purpose, "Internal Partner-Student Satisfaction Survey", "Internal Partner-Student Program Outcomes Evaluation Form", "External Partner-Alumni Questionnaire" and "External Partner-Graduate Program Outcomes Evaluation Form" is used. Also uses the "Instructor Satisfaction Questionnaire" to evaluate the satisfaction levels of the faculty members of the department. The commission is responsible for the revision, implementation, and evaluation, reporting and sharing of these surveys with the relevant commissions.
	12. The commission is obliged to hold focus group meetings once a year with the students determined from all classes separately. It shares the interviews with the reports, the Accreditation Board and other relevant commissions.
		1. Focus group meetings are held with at least 6 (six) people with the participation of 2 (two) academic staff, including 1 (one) rapporteur, class representative and the most successful, moderately successful and least unsuccessful students according to the CGPA ranking of the class.
		2. The Commission is obliged to take the opinions of external partners once (once) a year. For this purpose, it reports using the "External Partner-Employer Satisfaction Survey", "External Partner-Guide Nurse Satisfaction Survey" "External Partner-Society Satisfaction Survey" forms and shares them with the relevant commissions and the Accreditation Board.
	13. The commission is responsible for analyzing, reporting and presenting to the relevant commissions the data collected through the "Healthcare User Semi-Structured Interview Form" with the "Healthcare User Satisfaction Questionnaire" collected by the Laboratory and Clinical Practice Commission.
	14. Performs other duties assigned by the Accreditation Board.

**PART THREE**

**SITUATIONS WITH NO PROVISION**

**Article 8:** In cases where there is no provision in this Student and Alumni Monitoring Commission Regulation, the Accreditation Board is consulted and the final decision is determined by the Accreditation Board.

**PART FOUR**

**MISCELLANEOUS AND FINAL PROVISIONS**

**Article 9:** 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 10:** Suggestions for amendments on this Regulation are submitted to the Accreditation Board by the Student and Alumni Monitoring Committee, and the proposals are decided by the board.

**Article 11:** This regulation is administered by Yeditepe University, Head of Nursing Department.

**Nursing Department Student and Alumni Monitoring Commission Members**

Assistant Prof. Işıl Işık, President

Assistant Prof. Aylin Akça Sümengen, Vice President

Research Assistant Begüm Arık, Secretary

Instructor Volkan Ayaz, Member

Research Assistant Çağla ÜNAL, Member

Undergraduate Student Lara Temel, Member

Undergraduate Student Bakış Güney, Member

Graduate Sümeyra Nurdan, Member

Graduate Özlem Karakaş, Member

Graduate Elif Nazlı Öz, Member