

INSTITUTIONAL SELF EVALUATION REPORT

MANISA CELAL BAYAR UNIVERSITY

2021

SUMMARY

1. Summary

2021 Manisa Celal Bayar University (MCBU) Institutional Self Evaluation Report (ISER) aims to evaluate the strengths and areas of improvement of our university, to monitor the self evaluation processes and to contribute to the improvement of these. The report covers the period between 1st January and 31st December 2021. ISER is the most important output of the self-evaluation processes of our university.

The ISER preparation process allows us to see the strengths and the areas for further improvement of our university holistically and enables us to make the necessary plans for improvement; it also aims to ensure the participation and involvement of all process leaders, from top management to stakeholders.

ISER, which contains a total of 14 criteria and 46 sub-criteria under the headings of "Leadership, Management and Quality", "Education and Training", "Research and Development", "Social Contribution" is prepared based on YÖKAK Ranked Evaluation Key (version 3.0) for the evaluation processes. During the preparation of the report, ensuring involvement and participation in the process, adopting a process management approach, ensuring transparency in the work of the Quality Commission and continuing education activities have been important practices. In 2021, department self-evaluation reports were prepared by using Program Evaluation Software (UMIS) in all undergraduate programs. In the preparation of ISER, Department Self-Assessment Reports and Unit Activity Reports were used. First draft of the report, "Leadership, Management and Quality", "Education-Training", "Research and Development", "Social Contribution", has been prepared by the working groups. Quality Commission evaluated the report and after receiving the opinions, suggestions and evaluations of the members of the Senate, the report was finalized.

INFORMATION ABOUT THE INSTITUTION

1. Contact Information

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2. History

Our university, “Manisa Celal Bayar University (MCBU) was established in 1992, according to the Additional Article 15 of the Law on the Organization of Higher Education Institutions. (<https://www.mcbu.edu.tr/Sayfa/Tarihce>).

Our university continues its activities with 3 Institutes, 15 Faculties, 2 Schools, 15 Vocational Schools and 32 Practice and Research Center, one Technopole and a 634-bed hospital.

As of 2021, at Manisa Celal Bayar University, there are 353 programs including 100 associate degree, 83 undergraduate, 139 graduate and 31 doctorate programs.

In 2021, 3 Application and Research Centers, 1 doctoral program, 7 master's degree programs, 2 double major and 2 minor programs were opened (<http://u.mcbu.edu.tr/lm5>).

In MCBU, as of 2021, there are 44,816 students in total including 14,693 associate degree (33%), 27,249 undergraduate (61%), 2,874 graduate (%) 6.4) students. As of 2021, in associate degree programs, there are 10,785 morning education, 2,764 evening education, 1144 distance education students while in undergraduate programs there are 19,794 morning education, 7.297 evening education and 158 distance education students, and in graduate programs there are 2,316 morning education, 238 evening education, and 320 distance education students.

In the 2021-2022 academic year, graduate a total of 8331 students, of whom 3800 are undergraduate, 3924 are associate degree, and 607 are graduate degree students, registered; while in the same period, a total of 9627 students, of whom 3507 (36.43%) associate degree, 5622 (58.39%) undergraduate, 498 (5.18%) postgraduate degree students, graduated from our institution.

A total of 152.112 students graduated from our university in the 1992-2021 period, including 70,464 (46.32%) associate degree, 74,771 (49.16%) undergraduate, 6,877 (4.52%) graduate students.

Our university, which provides education, research and development and health services to the society, has carried out its activities with a total 4169 personnel including 1835 academic staff [276 (15%) Prof. Dr., 153 (9%) Assoc. Dr., 334 (18%) Instructor Doctors, 354 (19%) Instructors, 718 (39%) Research Assistants.], 4/a permanent staff 1090, 4/b contracted 357, 4/d permanent workers and 887 administrative employees and continues to fulfill its responsibilities related to the relevant fields.

3. Mission, Vision, Goals and Values

MCBU's mission is; “to present its production in the fields of education, research and community service for the benefit of society by raising individuals who are innovative, entrepreneurial, respectful to the environment and people.”

MCBU's vision is; “To make our university an internationally recognized and preferred educational institution in the fields of science, education and contribution to society.”

The core values and principles of MCBU are: (1) scientific and academic merit, (2) academic freedom, respect for human rights and freedoms, (3) participation and democracy, (4) sensitivity to local and global issues, (5) transparency and accountability, (6) innovation and entrepreneurship.

In the M C B Ü 2018-2022 Strategic Plan, the strategic objectives are (1) improving the quality of education and ensuring its continuity, (2) improving scientific and innovative research and development opportunities, (3) developing institutional quality management approach and human resources and (4) achieving the objectives of improving the quality of community service.

The preparation of the MCBU's 2023-2027 Strategic Plan was initiated by the Strategy Development Department, the Quality Coordinator and the Strategic Planning Team.

A. LEADERSHIP, GOVERNANCE AND QUALITY

1. Leadership and Quality

Management and administrative structure of our university was created according to the provisions and the regulations of Higher Education Law No. 2547, Organization of Higher Education Institutions Law No. 2809, and the Decree No. 124 on Higher Education Upper Institutions and the Administrative Organization of Higher Education Institutions, Academic

Organization Regulation in Universities etc. Within our university, coordinators, boards and commissions have been established to assist the administration in certain issues. Currently, there are 397 members on commissions and 213 members on boards. For example; Student Affairs and Education Commission, Postgraduate Education Commission, Overseas Commissions such as the Student Application Evaluation Commission affiliated to the Rectorate help the management of educational activities. As for the management of research activities, Scientific Research Projects Commission and Project Coordination and Implementation Research Center support the University.

Our university has prepared and implemented the Internal Control Action Plan in accordance with the provisions of the Communiqué on Public Internal Control Standards. MCBU applies internal control system together with the management function and considers it as an integral part of existing systems. In this sense, internal control is generally adopted as management control, and the university does not regard it only as work flow charts and preliminary financial control. Therefore, our internal control system covers all kinds of financial and non-financial activities, decisions and transactions.

Processes have been determined in MCBU In-Service Training Directive for the planned execution of in-service training programs from a single center. Within the scope of quality assurance studies, annual in-service training plans prepared for the purpose of determining the trainings that will meet the training needs, and making them more planned and systematic are carried out by the In-Service Training Coordinator to support the professional development of the MCBU administrative personnel and to create the talent pool. Trainings in 17 different subjects were organized within the scope of the 2021 In-Service Training Plan, and Training Participation Documents were given to a total of 2037 personnel in training activities carried out throughout the year.

The Quality Commission has been established at our university and continues its activities in accordance with Higher Education Quality Assurance and Higher Education Quality Board Regulation. Commission members of the units consist of different unit managers and personnel in order to keep their participation at the highest level (<http://kalite.cbu.edu.tr/>). Commission's mandatory and/or advisory decisions taken on the issues of quality assurance system and accreditation are shared with the units and, if necessary, are fulfilled. Quality assurance system and accreditation process are in progress at our university (<http://kalite.cbu.edu.tr/akredite-bolumler.11707.tr.html>).

Our university has an established corporate culture based on "agile leadership" and "problem-solving approach" from past to present. In 2021, the Leadership Questionnaire was conducted at our University in order to assess the internalization of the quality assurance culture and leadership processes. In particular, the rector, vice-rectors, deans and directors conduct interviews with academic and administrative personnel, and attend special days and seminars such as Publication Performance, Academic Promotion and Staff Change Boarding Ceremony, Retirement Ceremony, The Day of People with Disabilities, Drivers' Day etc.

Some of the activities carried out regarding quality processes in 2021 are as follows:

- In 2021, self-evaluation reports were prepared via Program Evaluation Software (UMIS) in all undergraduate programs.

- Interim evaluation of the Departments of Mechanical Engineering, Civil Engineering, Food Engineering which have been accredited by Engineering Education Programs Evaluation and Accreditation Association (MÜDEK) since 2006, and morning and evening programs of Electric Electronics Engineering accredited in 2017, was made on 2-3 December 2020; general evaluations of Industrial Engineering and Metallurgy and Materials Engineering morning and evening programs who applied for MÜDEK accreditation for the first time were carried out online on 22-23 March 2021. MCBU Electrical and Electronics Engineering morning and evening programs have been accredited until September 2022, all other programs are accredited until September 2023.

- In 2021, Physical Education and Sports Teaching Program at the Faculty of Sports Sciences was accredited by SPORAK, which is the first accrediting institution in Turkey.

- Guidance and Psychological Counseling undergraduate program within the Faculty of Education is in the application process for EPDAD (Teaching Education Programs Evaluation and Accreditation Association) to be evaluated for the first time in the 2022-23 period. Similarly, Department of Nursing within the Faculty of Health Sciences is in the accreditation application process for HEPDAK (Nursing Education Programs Evaluation and Accreditation Association). In line with 2022 targets, Coaching Education, Sports Management and Recreation Departments within the Faculty of Sports Sciences have initiated curriculum improvement studies to apply for accreditation, and quality management processes are carried out by the relevant commissions.

- In order to increase the student participation in the quality assurance system in the dissemination of quality culture in the field of higher education and in the internalization of

quality processes, Student Quality Ambassadors have been determined in the departments/programs, and a Student Senate, consisting of quality ambassadors, has been established by organizing quality ambassador trainings for students.

In cooperation with Higher Education Quality Board (HEQB), Academic Coordinator of HEQB Student Commission Instructor Dr. Gonca Uludağ and President of HEQB Student Commission Mehmet Bora, with an aim to ensure student participation in quality assurance processes and to gain competence within the scope of disseminating quality culture, organised a "Quality Assurance System in Higher Education and Student Participation" training with the participation of Manisa Celal Bayar University Student Senate Members and a total of 140 quality ambassador students.

"Turkey Higher Education Qualifications Framework: Quality Assurance Workshop in Online Learning" was organized in cooperation with MCBU, Beykoz University, Eskişehir Technical University and Sakarya University.

The School of Foreign Languages has been re-accredited to cover the academic year 2021-2022 by the Edexcel Audit Institution, which applies the Pearson Assured criteria. Thanks to this accreditation, our students can receive the internationally recognized "Pearson Assured Certificate".

Experimental Science Application and Research Centre (ESARC) was accredited by the Turkish Accreditation Agency (TAA), with the help of TS EN ISO/IEC 17025:2017 Pesticide Analysis in Foods (AOAC 2007.01) and Tensile Strength Methods in Metallic Materials to Standard TS EN ISO 6892-1:2016 Metallic materials - Tensile Test - Part 1: test method at ambient temperature, and ESARC has successfully passed the 2nd Surveillance Inspection carried out by TAA Inspectors in the Mechanical Test Laboratory and Quality Management Unit.

Process Management and Improvement Training was held by the MCBU Quality Coordinator for the members of the Unit Strategic Planning and Accreditation Commission.

Study "Applications for Disabled People in Distance Education" carried out by MCBU was awarded "Barrier-Free Informatics Education Award", which is given to successful information services for disabled people in Turkey within the scope of Universal Design in Information Technologies (TUDIT 2021) International Barrier-Free Informatics 2021 Congress ‘‘Barrier-Free Informatics 2021 Awards’’.

II. Foreign Language Education Research and Development Workshop was held by MCBU School of Foreign Languages.

In cooperation with the Language Teaching Application and Research Center (MCBU LTARC) and Manisa Provincial Immigration Administration, "Workshop on Teaching Turkish as a Foreign Language" was held.

School of Foreign Languages, Faculty of Health Sciences, Soma Vocational School, and Köprübaşı Vocational School were awarded Certificates 'Zero Waste' by Gördes Vocational School.

Delivered by Gördes Vocational School, Quality Management System Certificate was obtained by Hafsa-Sultan-Hospital, Institute of Science, and Institute of Social Sciences.

The Department/Program Evaluation Report Preparation Training was organized online by the Quality Coordinator for the members of the Department/Program Strategic Planning and Accreditation Commission in academic units.

A webinar on "Consulting in Doctoral Education-Orpheus Perspective" was organized by the Institute of Health Sciences as part of the efforts to get the Orpheus Label.

Necessary trainings were carried out within the scope of the accreditation application process by the Faculty of Health Sciences, Learning and Use of Educational Technologies in Distance Education, etc...

As part of the preparations for the MCBU 4th Strategic Plan (2023-2027), T.R. Strategic Planning Training Webinar was held in cooperation with the Presidential Strategy and Budget Department Corporate Strategic Planning and Performance Program Department.

Under the leadership of the Quality Commission, our university carries out activities to establish systematic and continuous improvement-oriented quality management processes in all its units. Our university's quality certificate and accredited units regularly undergo internal and external evaluations. Internal and external evaluations are carried out in these units, self-evaluation reports of our accredited academic units and evaluation reports are submitted by internal accreditation bodies.

An effective communication network was created between academic and administrative units and management at our university. The Rector and the University's senior management hold meetings with both academic and administrative staff at regular intervals, and in these

meetings, the outcomes of the previous meetings are evaluated and continuous improvement works are carried out.

As a requirement of our university's responsibility of accountability, an annual report covering all university activities is prepared within the scope of the provisions of the Public Financial Management and Control Law No. 5018 and the Regulation on Activity Reports is submitted by Public Administrations, and presented to the information of internal and external stakeholders through the official website of the university. (<https://strateji.mcbu.edu.tr/plan-programlar/faaliyet-raporlari.5496.tr.html>)

In addition to sharing the activity reports of our university with the public, they are also sent to the Presidency, the Court of Accounts and the Ministry of Treasury and Finance as required by the relevant law. In order to ensure that the information presented to the public is up-to-date, accurate and reliable, the information is also shared with the public after being reviewed by senior management units such as the Rector's Office, the Strategy Development Department and the General Secretariat. Activity reports prepared within the scope of information and presented to the public in terms of timeliness, accuracy, and reliability is secured with the “Internal Control Assurance Statement” signed by the authority. The management organizes meetings with the employees of the institution at regular intervals and informs them about the current situation of the institution, the activities carried out and the targets. In addition, within the scope of Law No. 4982 on Access to Information, suggestions and criticisms received by our institution are evaluated and answered.

It is a quality policy to present comprehensive information about the organizational structure, administration, educational information, programs, and research to the public on the official web page of MCBU. The institution regularly determines the education-training activities, research, and services, whose performance is determined by the relevant coordinators, and publishes up-to-date, impartial and objective, quantitative and qualitative information. It ensures that the public has access to published information.

Our university considers sharing current and meaningful data on education, research and development and other activities with the public as a responsibility towards the society. For this reason, press releases are made by the Rectorate when important developments occur and also at specified times. In addition, activities involving press and public relations are carried out in order to ensure that accurate data about our University are included in the local and national press.

In this context, our Rector participates in various programs on visual media organs and explains the current activity data and future planned activities of our university. Written and visual media is also periodically informed by the Protocol Press and Public Relations Unit Directorate.

Management Model and Administrative Structure:

Maturity level: Applications regarding the management and organizational structure of the institution are monitored and improved.

Evidence

- A.1.1.02. Decision of Board of Directors, Organizational decision.14pdf
- A.1.1.03. Decision of Board of Directors, Organizational decision.27pdf
- A.1.1.04. Committees and number of members
- A.1.1.05. Boards and number of members
- 2021 EPDAD Accreditation preparations (The Faculty of Education)
- 2021 HEPDAK Accreditation preparations (The Faculty of Health)
- 1. MCBU Quality Assurance System and Organizational Structure of Accreditation process
- 2. MCBU, Organizational structure of education and training process
- 3. MCBU, Organizational structure of Research and Development process
- 4. MCBU, Organizational structure of social distribution process
- 2021-08 Committee decision
- 2021.09 Committee decision
- 2021.10 Committee decision
- 2021.11 Committee decision

Leadership

Maturity level: Leadership practises and their contribution into the quality assurance system and culture are monitored and related improvements are made.

Evidence

- A.1.2.01 MCBU, Decision of Quality Committee
- A.1.2.02 Quality Committee 2021
- A.1.2.03 Decision of Quality Committee, 2021-10
- A.1.2.04 Decision of Quality Committee, 2021-11
- A.1.2.07 The Leadership culture survey report-Academic Staff,2021
- A.1.2.08 The Leadership culture survey report-Administrative Staff,2021

Institutional Transformation Capacity

Maturity level: The management of transformation which is carried out in line with purpose, mission, and objectives are monitored and precautions are taken.

Evidence

- Future scenario report of Computer Engineering Department
- Future scenario report of Bio-engineering Department
- Future scenario report of Electrical-Electronics Engineering Department
- Future scenario report of Industrial Engineering Department
- Future scenario report of Food Engineering Department
- Future scenario report of Civil Engineering Department
- Future scenario report of Mechanical Engineering Department
- Future scenario report of Metallurgy and Materials Engineering Department
- Future scenario report of MCBUSEM
- Future scenario report of UZEM
- Future scenario report of Manisa, Vocational school of Technological Sciences
- Future scenario report of MCBU Medical Faculty
- A.1.3.01 Future scenario report of MCBU Midwifery Department, Faculty of Health
- A.1.3.04 Future scenario report of MCBU Nursing Department, Faculty of Health
- Future scenario report of the Faculty of Economics and administrative Sciences
- Preparation of Future scenario reports of departments and units
- Evaluation of institutional ability and capacity of the hospital,2021
- MCBU- Institutional culture survey-Academic 2021
- MCBU- Institutional culture survey- Administration 2021

Internal Quality Assurance Mechanisms

Maturity level: Internal quality assurance system mechanisms are monitored, and they are improved with relevant stakeholders.

Evidence

- A.1.4.01 MCBU, Quality Management System Handbook
- A.1.4.02 Data of information 2021
- A.1.4.03 Self-assessment report of Industrial Engineering program 2021
- A.1.4.04 Self-assessment report of Nursing program 2021
- A.1.4.05 Self-assessment report of Business department 2021
- A.1.4.06 Self-assessment report of Chemistry program 2021
- A.1.4.07 Self-assessment report of Sport management program 2021
- 1. Improvement, Soma Vocational school- The formation of zero-waste collection units
- 2. Improvement, Soma Vocational school- Receiving the certification of zero-waste collection
- 3. Improvement, Soma Vocational school- renovation of D building doors
- 4. Improvement, Soma Vocational school- Updating the risk assessment reports
- 5. Improvement, Soma Vocational school- Forming the Civil Defence teams
- 6. Improvement, Soma Vocational school- Forming laboratories
- Accreditation works of the Faculty of Health Sciences
- TMYO Improvement- Landfill
- TMYO Improvement-Rest area
- TMYO Improvement-Parking area
- TMYO Improvement-Teaching plan
- Philosophy department- Self-assessment report 12079050
- Science teaching department- Self-assessment report 2021

- Chemistry program- Preparation of Self-assessment report 2021
- Mathematics - Preparation of Self-assessment report 2021-12282209
- Psychology-2021- Self-assessment report 2021-12078509
- Guidance and psychological counselling department- Self-assessment report 2021
- Primary school teaching program- Self-assessment report 2021
- Sociology department- Preparation of Self-assessment report 2021
- Economics department- Self-assessment report 2021
- Public administration department- Self-assessment report 2021
- Finance department- Self-assessment report 2021
- Banking and Finance department- Self-assessment report 2021
- Business department- Self-assessment report 2021
- International trade department- Self-assessment report 2021
- 2021 Preparations of self-assessment reports in departments

Public Information and Accountability

Maturity level: The institution's public disclosure and accountability mechanisms are monitored and improved in line with the stakeholders' feedback.

Evidence

- A.1.5.01 MCBU Press Conference
- MCBU 2021 Administration Activity Report
- 2021, MCBU Hafsa Sultan Hospital, Administration activity report
- 2021, Web page information of the hospital
- The statistics of annual visitors of the web pages, 2021

2.Mission and Strategic Purposes

Our university has announced the Quality Policy, which it has created by considering all processes and legal conditions, to all stakeholders on its official website.

Our university has determined performance indicators in accordance with its strategic goals and objectives in its Strategic Plan covering the years 2018-2022. There are 83 key performance indicators in the MCBU 2018-2022 Strategic Plan; institutional performance management performance indicators and key performance indicators, the level of realization of institutional performance management performance indicators at the unit and institution scale. These basic indicators were also determined as key performance indicators. In this context, 33 indicators are related to "education and training"; 21 indicators are related to "research and development"; 22 indicators are related to "social contribution"; 7 indicators are related to "quality assurance system". Performance indicators cover; (i) all academic units in relation to their objectives of improving the quality of education and training;(ii) academic units in relation to the objectives of improving scientific and innovative research and development

opportunities, (iii) Technocity in relation to application and research centers; (iv) all administrative units in relation to the objectives of improving the understanding of corporate quality management; (v) application and research centers and Technocity in relation to the objectives of increasing the quality of social service.

Considering that the MCBU is in its third five-year strategic plan period, it can be stated that there is a culture and tradition of strategic plan in the MCBU. The MCBU Strategic Plan includes short/medium-long-term goals, objectives, sub-goals, actions and their timing, prioritization, responsible persons, financial resources covering the current period. The third Strategic Plan has been prepared by taking the opinions of all stakeholders (especially strategic stakeholders). The results of the previous plan have been evaluated while preparing the current strategic plan. In addition, annual realizations regarding the goals envisaged in the strategic plan are followed and reported.

MCBU is a university with a strategic management approach and strategic planning culture. The 4th Strategic Plan Preparation Program for the period 2023-2027, which will serve as a guide for the university administration and staff in ensuring that the human, financial and physical resources of the institution are identified and these resources are used efficiently and effectively, has been initiated. In this context, "Situation Analysis (2018-2022 - Evaluation of the Strategic Plan, Identification of Priority Areas of Activity, Stakeholder Analysis, Legislation Analysis, Institutional Internal and External Analysis, SWOT Analysis)" were carried out.

Mission, vision and policies

Maturity Level: Practices carried out in line with the mission, vision and policies are monitored and evaluated together with stakeholders and measures are taken.

Evidence

- A.2.1.01. MCBU Institutional Quality Policy.pdf
- A.2.1.02. MCBU Research Policy Paper.pdf
- A.2.1.03. MCBU Social Contribution Policy.pdf
- A.2.1.04. MCBU Distance-Coed Education Policy.pdf
- A.2.1.05. MCBU Institutional Communications Policy.pdf
- A.2.1.06. MCBU Information Security Policy.pdf
- A.2.1.07. MCBU Human Resources Policy.pdf

Strategic goals and objectives

Maturity Level: The institution monitors the strategic plan it implements and reflects it on future plans by evaluating the plan with the relevant stakeholders.

Evidence

A.2.2.01. MCBU 2018-2022 Strategic Plan.pdf

A.2.2.02. MCBU 2021 Performance Program.pdf

Performance management

Maturity Level: Functionality of performance indicators and performance management mechanisms are monitored in the institution and improvements are made according to the results of the monitoring.

Evidence

A.2.3.01. MCBU Performance Indicators (Strategic Plan).docx

A.2.3.02. Evaluation of the Strategic Plan.docx

3. Management Systems

3.1. Information Management System

MCBU has ensured the adequacy of the information resources required to support the production and delivery of quality services and their compliance with the programs through the ISO-27001 Information Security Management System. The University quality assurance system has been integrated with management processes to increase overall success, and information systems that can be evaluated based on data have been implemented. The institution uses components such as institutional performance monitoring, financial performance monitoring, business functional performance monitoring, program/project performance monitoring, human resources performance monitoring, alumni performance monitoring at the strategic level where all stakeholders interact with each other to improve quality assurance processes. These systems are also intended to support activities such as regular or instant reporting, ranking and index data preparation. Under the coordination of the Quality Commission, relevant information is collected, analyzed and reported for the continuous improvement of quality, monitoring and regular review of the program and scholarship/award system, evaluation of students according to established criteria, quality assurance of teaching staff, learning resources and student support, and effective management of study programs. The

security, confidentiality and reliability of the collected data are ensured by restricting unauthorized access to servers where e-mail and personal data are kept, forcing access to areas related to user passwords, keeping access log records, detecting and preventing password attempts, restricting unauthorized access to databases, and storing user passwords in an unreadable manner within the scope of systems management. This information, which constitutes the "Quality Internal Evaluation Report", is also shared with the public.

The Department of Information Technologies successfully completed the quality assurance processes in the institution and obtained the ISO 27001 Information Security Management System Certificate in 2020, and as a result of observations and audits in 2021, the accreditation of the ISO 27001 Information Security Management System Quality Certificate was updated, and its validity was re-approved.

For our information processing services that we offer throughout the university, the Personnel Information System (PBS) is used as the starting point. The first registration for our personnel who has been appointed and started their duty at our University is created on PBS by the Presidency of Personnel Department. The personnel who has been registered on PBS, using solely their T.C. identity details, makes an application for their corporate e-mail address and smart ID card on <https://epostabasvuru.mcbu.edu.tr/>. With this application, they are registered in the information management system database. Then, a new account of our personnel is automatically created on the Active Directory (LDAP) structure running on our servers. The first password information is sent to our staff via SMS. With this corporate e-mail account and within their authority, our personnel can start using all systems integrated with LDAP by logging in.

As of 2021, the transition process to the SSO (single sign on) system has begun. With the SSO transition process, users will have the opportunity to access the web service within the scope of Erasmus+ with their corporate credentials through the YETKİM and EduGAIN authorization system, regardless of their location. <https://yetkim.org.tr/katilimcilar/>

The modules of our integrated systems are: EBYS (Electronic Documentation System), Microsoft 365 (Office Products), Microsoft Teams, Microsoft One Drive (Personal 5 TB storage space), Moodle, BAP (Scientific Research Projects) Automation, Sınavmatik (Faculty of Medicine), Personnel Information System, Eduroam (Wireless Internet), Secure Internet User Account (Captive Portal), E-Mail, Library System (Yordam), Open Access (DSpace),

Secure Print (Printing) Service, License Plate Recognition System, Dining Hall System, Erasmus+, YETKİM.

Users are able to print from printers solely with their smart cards thanks to the Secure Printing System, which is one of the integrated systems. With this system, it is planned to meet the printer needs of our university economically as well as to provide significant savings in maintenance and breakdown-related expenses. It is planned to improve and ensure the widespread use of this system in the coming years.

In 2021, during the pandemic period, the <https://hes.cbu.edu.tr> app was developed for use so that our students and staff can safely enter the campuses of our University. Through this application, users were able to enter the buildings by showing their risky or risk-free status to the security personnel.

In our university, the software called University Information System (UBS) is used to collect, analyse and report data related to educational activities and processes. The development and continuity of the software has been carried out with the facilities of our University. The data on Research and Development activities and processes are obtained and analysed from the Higher Education Information System (YOKSIS) developed by the Council of Higher Education and the automation program used by the Scientific Research Projects Coordination Unit of our University. Data on other service processes are obtained from the applications used by the relevant units and the reports produced from their software. Examples to these software are Hospital Automation System (Probel), Budget Software (e-budget), Accounting Program (Expenditure Management System), etc.

With UBS, all the processes of the students placed in our university can be monitored and reported starting from their first placement until their diploma printing. Firstly, the records of the students who are placed in our university are created and their ID, address and contact information are registered. Academic program records are created, new course registrations of the courses taken by the students are created and the follow-up is carried out with this system by creating elective pools. The curriculum of academic programs is recorded while preserving the old and new ones. If there are courses that are shut down in the curriculum part of the application, it is ensured that the courses are shut down and connected to new courses. The courses that students need to take in their curriculum are opened in the course opening section. As the course opening process, information such as the relevant lecturer, weekly course schedule, quota information of the course, etc. is entered. The number of students on a course basis and success status reports can be obtained through the system. All the courses taken by

the students are monitored from the Student Course Management screen in the UBS system. All documents related to the student (student certificate, military service certificate, temporary graduation certificate, etc.) can be obtained through UBS. Periodic fee transactions (sending to the bank and receiving files from the bank) are carried out through the bank integration screen in UBS. With the user account in UBS, the student can view the course and grades, weekly course schedule, and tuition information from the information screen. Instructors can receive grade entry and evaluation reports of the courses assigned to them through the system. The instructor can define the course content through the system. Reports about students (class lists, opened course lists, enrolment statistics, dynamic student search) are made through UBS. Student summer school course selection and account creation procedures are carried out on UBS screens.

When the course processes of the students are completed and other conditions are met, the system makes the student able to graduate, and the graduation process is carried out with the decision of the board of directors. Diploma printing is also carried out through the UBS diploma printing screen.

Data on education, research-development, and other administrative service processes are collected and evaluated once a year through the general reports requested from the units. Institutional Internal Evaluation Report, and Administration Activity Report are created on the basis of these data. In addition to this, data collection and analysis process are carried out in certain months and according to the need for decision processes and stages.

MCBU Information Technologies Department has met every requirement to ensure the confidentiality, integrity, and accessibility of information assets, which is an international standard for information security since 2020 and has received the ISO 27001 Information Security Management System Certificate; and by programming its improvement plans for 3 years, our institution has been registered in information security and management by being accredited by the TURKAK accreditation organization. With the ISO 27001 Information Security Management System Certificate, the continuity of workflow processes will be maintained, the loss of time in workflows will be reduced, the security in accessing to information assets will be increased, and the confidentiality will be protected more effectively.

3.2 Human Resources Management

Our university employs 4169 employees in total as of December 31, 2021. 1835 of the employees are academic staff, 1447 of them are administrative staff (357 of these are contracted employees), and 887 of them work in permanent worker position. The terms related to the personnel management are in Higher Education Act no. 2547, Higher Education Personnel Law no. 2914, Civil Servants' Law no. 657, Labor Act no. 4857 and the secondary legislation related to these laws. The applications regarding the personnel management are carried out in accordance with the abovementioned regulations. In order to raise the efficiency of human resources management of our university, the transition process to Personnel Information System was completed. In this context, Directorate of Personnel Department and Directorate of Computer Research and Application Centre continue to work actively, and Personnel Information System has been widely used by all the units in the university since 2021.

In parallel with the Human Resources Policy's principle of 'forming an efficient and productive organizational culture which includes sharing all the values, principles and goals of our university, an effective and productive organization where employee satisfaction is observed with proactive human resources practices', human resources practices in the institution are monitored, and the feedback received are evaluated with the relevant internal stakeholders.

In line with the Human Resources Policy's principle of 'reasserting the insight of problem solving which is based on powerful coordination and teamwork', the leadership skills of the academic and administrative staff managers in the institution are monitored and the feedback received are evaluated.

In line with the Human Resources Policy's principle of 'increasing the professional knowledge of the personnel and providing them with training and development opportunities that will help them develop new competencies and support their self-improvement, In-service Training Plans for the Administrative Staff are made and monitored.

3.3. Financial Management

The registration, audit, control, monitoring and financial reporting regarding the university's financial management are carried out with the records of the Budget Management Information System (e-Budget) within the body of Presidency of Strategy and Budget; Public Expenditures and Accounting Information System within the body of Ministry of Treasury and

Finance General Directorate of Public Accounts; The Accounting System, Expenditure Management System and Moveable Asset and Management System within the body of Integrated Public Finance Management System. Additionally, proposal, registration, control, audit, revision and reporting processes regarding the investments are managed by the Public Investments Information System. Tenders are made through Public Procurement Authority Electronic Public Procurement Platform and Public Finance Management Information System. Within the scope of the control of our institution's assets and resources, movable properties are registered by Moveable Property Authorities which are assigned in expenditure units and Moveable Property Control Authorities in respect to 'Moveable Property Regulation'. The registers are kept through the Moveable Asset Control System, which is in the body of Ministry of Treasury and Finance General Directorate of Public Accounts Accounting Information System. Additionally, inspection reports regarding the current situation are prepared within the framework of the related regulation. Moveable Property Register and Management System Program, which is in the Ministry of Treasury and Finance General Directorate of Public Accounts system, is used in Movable Property Register and Control processes, the management of moveable and immovable property are done by the Directorate of Strategy Development within the framework defined in the legislation. The management of movable and immovable property in our university is carried out effectively.

The financial resources of our university consist of the treasury grants which are determined by the budget law every year and its own revenues. The financial resources of our university are used in accordance with the Strategic Plan of our University, the Performance Program and Investment Program prepared every year before the implementation. Financial resources are allocated to expenditure units (There are 44 expenditure units for the year 2021) depending on the activities planned to be carried out in the relevant financial year and used in the same fiscal year. In order to be able to measure the efficiency in the use of financial resources and evaluate financial indicators such as using investments and budget resources which are in the university strategic plan, Corporate Financial Status and Expectations Report, Administration Activity Report, Investment Evaluation Report, Budget Final Account and Performance Program Account are prepared annually, sent to the relevant institutions and shared with the public.

In an attempt to use the limited resources efficiently, efforts are made to ensure openness, transparency and competition, improve our services and increase our quality in our university.

In line with this purpose, Department for Administrative and Financial Affairs ask every March to all the units in our University to plan their needs and report them to the department by the end of April with the aim of;

a) Generating income by purchasing quality products at the most suitable and economical price after evaluating the needs (goods, materials, machinery, equipment, services, etc.) of our University together,

b) Ensuring a certain quality standardization for the machinery, equipment and educational tools which all academic and administrative units use and providing the same level of quality equipment to students and academic/administrative staff,

c) Using resources in the most appropriate and efficient way,

d) Ensuring more benefit-cost as a result of distributing resources to different areas with the help of the savings which are obtained by purchasing quality goods and services at the most economical price. Department for Administrative and Financial Affairs evaluate the requests from the units together with the top managers, and by taking the budget appropriations into consideration, purchasing is planned according to importance and urgency.

In line with the strategy and policies in MCBU Supplier Policy and with the principal of using resources in the most appropriate and efficient way, our primary goal is to have long-term and trust-based business relationships with our suppliers within the framework of efficiency, sustainability and risk management. In these relationships, with the determination to strive for excellent performance, our primary policy in our field of activity is to be financially transparent, open, have participatory ethical behavior, impartial, principled, unprejudiced, transparent and consistent within the framework of relevant laws and regulations, primarily Public Financial Management and Control Law no. 5018, Public Procurement Law no. 4734 and State Procurement Law no. 2886. Within the framework of this policy, the university started to conduct Supplier Satisfaction Survey.

By taking the opinions and suggestions of our external suppliers, this survey aims to shed light on our quality process improvement and help evaluations within the scope of quality management systems.

The survey includes questions related with:

- Easy access to relevant units and personnel,

· The level of satisfaction with the attitudes and behaviors of the personnel in the units we do business,

· Whether the ability of the process managers to produce solutions against our problems is sufficient,

· Satisfaction with the quality development/improvement studies of the Rectorate,

· Whether the information on the university web pages is up-to-date,

· Whether the documents of tender, procurement, etc. are easily accessible,

· Whether product acceptance processes are carried out on time?

· Whether progress payments and payments are made on time?

· Whether chances and opportunities are utilized fairly and transparently,

· Satisfaction level of working with our university.

The survey results indicate that there are no negative feedbacks and participants are satisfied with service, staff, work and transactions.

Our university's movable property resources and immovable properties are administered in compliance with the Public Financial Management Law no. 5018, Movable Property Regulation and the provisions of the Regulations of Registration of Immovables Owned by Public Administrations.

3.4. Process management

The administrative structure of our university is structured as academic and administrative processes to support the Education-Training, Research-Development and Social Contribution processes. Processes, regulations, directives, procedures and principles are defined by board decisions. Responsibilities and workflows in the processes have been prepared and internalized in academic and administrative units, especially in the university hospital. Participation and feedback of our stakeholders in the quality assurance system is provided with meetings, surveys, messages to managers, etc. An “Internal Control and Risk Management System” has been established in all units of the university, considering the Public Internal Control Guidelines of the Ministry of Treasury and Finance. In this context, units have been provided with access to the internal control system (<http://u.mcbu.edu.tr/h1c>).

Management Information System

Maturity Level: An integrated management information system that supports basic processes (education and training, research and development, social contribution, quality assurance) is operated throughout the institution.

Evidence:

A.3.1.1 Management Information Policies.pdf
A.3.1.2 MCBU Information Security Policy.pdf
A.3.1.3 Information Security Management System Certificate.jpg

Human Resources Management

Maturity Level: Human resources management practices are followed in the institution, and they are evaluated and improved with the relevant internal stakeholders.

Evidence:

MCBU-2022 In Service Training Plan - 2022 (1) (1).xlsx
2021-MCBU In-Service Training Year-End Evaluation Report.docx
A.3.2.01. Academic Staff Satisfaction Survey Report 2021.pdf
A.3.2.02. Administrative Staff Satisfaction Survey Report 2021.pdf
A.3.2.03. MCBU Leadership Culture Survey Report for Administrative Staff 2021.pdf
A.3.2.04. MCBU Leadership Culture Survey Report for Academic Staff 2021.pdf

Financial Management

Maturity Level: The management processes of financial resources are monitored and improved in the institution.

Evidence:

A.3.3.01. MCBU Performance Program 2021.pdf
A.3.3.02. Supplier Satisfaction Survey.docx

Process Management

Maturity Level: Process management mechanisms are monitored in the institution and improved after being evaluated with relevant stakeholders.

Evidence:

A.3.4.01. MCBU Process Management Manuel.pdf
Sample Workflow Process.docx
Student Workload Determination Process .docx
Sample Workflow Process of Faculty of Sports Sciences.docx
Sample Workflow Process Specific to the Faculty of Medicine.docx
Current Surveillance Flow Chart.doc
Hospital Electronic Form Processes in 2021.docx
Hospital Planning, Implementation, Control and Action Cycle in 2021.doc

4. Stakeholder Engagement

MCBU carries out its communication and interaction with its internal and external stakeholders through social media as well as its institutional website. Different ways are being developed to ensure the participation and contribution of internal and external stakeholders to the Quality Assurance System, and the identification of internal and external stakeholders, the interaction of the stakeholders with our university and the level of interaction have been determined in the stakeholder analysis carried out within the scope of the Strategic Plan. Stakeholders' contribution to the quality assurance system is ensured through student, employee, external stakeholder, supplier satisfaction surveys, advisory board meetings in academic units, and by receiving internal stakeholder opinions via e-mail.

In addition, regular surveys have started to be applied to the external stakeholders and suppliers of our university every year, and within this scope, surveys were applied and reported in 2020 and 2021.

As the Alumni Tracking System, the Career and Alumni Coordinatorship of our university uses the system called "Talent Gate" that belongs to the Human Resources Office of the Presidency of the Republic of Turkey. The system is an active system in which all current or graduated students at our university can enroll. Individuals can create a profile by entering their information such as name, surname, email, faculty, department, class level and career status (not working, working, etc.) into the system. In addition, they can create a CV through this system and update the information on CV later. This system will help our students to create career awareness from the moment they register to our university, and to develop this awareness throughout their education. In order to register for this system <https://www.yetenekkapisi.org/> should be visited.

Currently, 13,182 MCBU students/graduates are registered to the Talent Gate student/alumni tracking system. The website and social media accounts of the Career and Alumni Coordinatorship are also actively used. Regular posts entered almost every week aim to inform and guide the students.

In order to get more detailed information about the alumni, efforts to improve “Alumni Tracking System” are also underway.

Internal And External Stakeholder Engagement

Maturity Level: There are mechanisms spread throughout the institution to ensure the stakeholder engagement in all “Planning, Implementation, Control and Action Cycle” layers.

Evidence:

A.4.1.02. MCBU External Stakeholder Survey Report 2021.pdf
A.4.1.03. Stakeholder Opinions on Distance Learning Policies 2.docx
A.4.1.04. Academic Staff Satisfaction Survey Report 2021.pdf
A.4.1.05. Administrative Staff Satisfaction Survey Report 2021.pdf
MCBU Student Senate Directive.pdf
MCBU Student Council Directive.pdf
A1.2. Job Satisfaction Survey Report.pdf
A1.1Heads Meeting-17.12.2021.docx
Alumni Surveys .docx
Faculty of Sport Sciences Sample Stakeholder Opinion.docx
Graduate Students on Advisory Boards pdf

Student Feedback

Maturity Level: In all programs, practices regarding receiving student feedback are followed and improved based on student participation. Feedback results are reflected in decision making processes.

Evidence:

A.4.2.01. Student Satisfaction Survey Report 2021-2022 Academic Year.pdf
A.2-Report on the Student's Survey.docx
Engagement of Students in the Quality Assurance System.pdf
Department of Chemistry Student Feedback2_12211293.pdf
A.2 Faculty of Science and Letters Feedback.pdf

Alumni Relations Management

Maturity Level: There are graduate tracking system applications throughout the programs in the institution.

Evidence:

A.4.3.01. Table Of Distribution of Students and Graduates Registered at “Talent Gate” by School.docx

A.3 Department of Chemistry Alumni Relations Management _12211295.pdf

5. Internationalization

Our university moves around a certain strategy concerning internationalization. The Quality Commission of our university has accepted the Internationalization Strategy Document, which includes internationalization strategies determined with a participatory method upon the views and suggestions of instructors and the quality commissions of units. Our university focuses on five foundational areas in its internationalization strategy.

These areas are:

(I) Raising qualified students and researchers according to the requirements of international arenas,

(II) Increasing quality and functionality in higher education, research and information transfer,

(III) International recognition,

(IV) Exchange programs and partnerships,

(V) Cultural transfer in terms of international movement.

In order to achieve this strategy, our university has determined certain indicators of performance in its Strategy Plan, such as the number of participation in promotion activities (expo, etc.), the number of participation to exchange programs, the number of international workshops/symposiums, the number of international double/multiple agreements, international congresses, the number of symposiums etc., the number of instructors benefiting from research opportunities abroad, and these indicators are regularly being monitored within six-month periods. The results of the performances are presented to the higher administration, the

necessary precautions based on the results are being taken by the higher administration (Rector/ Board of Management).

Our university pays importance to international protocols and partnerships about the foundational areas that are in the focus of the internationalization strategy, and the protocols and double/multiple partnerships are increasing day by day. Our university established the International Relations Coordinator Office connected to the Rectorate in 2007 for the purposes of both administrating these protocols and partnerships according to our university's goals, and managing activities, as well as following the results of the activities. The Coordinator Office regularly gives information regarding its activities to the higher administration of the university and reports the activity results every year.

Our university is aware of the contribution of international partnerships to academic publishing and projects, and it has undertaken an active involvement in the activity-focused networks and organizations of Association of Mediterranean Universities (UNIMED), to which 140 higher education institutions from 23 countries are also members. Partnerships with the member institutions on this platform are also taking place in terms of International Credit Movement (ICM – KA 107).

As of the end of 2021, MCBU has signed mutual international exchange agreements with 104 universities in 21 European Union countries within the scope of Erasmus Agreements and with 43 universities in 26 countries within the scope of Mevlana Agreements.

In the direction of internationalization goals, 203.150 Euro worth of grant has been acquired for the Erasmus + Programs 2021 and for the Erasmus + KA 103 project that is being run by International Relations Coordinator Office, and student and personnel movements are being undertaken in line with this budget. Furthermore, projects are being developed in order to improve international partnership policies in the other parts of Europe and to spread them to non-participant countries, such as Brazil, Indonesia, Japan. In this framework, the Erasmus+ ICM movement projects (KA107) presented in and after 2018 by the institution have been chosen by the Europe Commission to be funded in order to finance the movement with partner countries. The Erasmus+KA 107 ICM project whose applications could not be processed by Turkish International Agency due to the pandemic in 2021, activities of the projects that had been granted for 2019 and 2020 also continued in 2021. In this regard, the project of 2019 and 2020 were run in 2021 as well, and a budget of 191.040 Euro was granted to our university by International Agency in order to undertake the movement with 9 countries in total, including India, Russia, Ukraine, Jordan, Azerbaijan, Kosovo, Algeria, Kenya, Tunisia. Moreover, the

consortium titled Europe Internship Opportunities (EPO), which was run by our university's coordination office between 2018-2020, is continuing its activities at the coordination office of Afyon Kocatepe University between 2021-2023. Other partners in this consortium, which our university is a partner in, include Izmir Ekonomi University, Kütahya Dumlupınar University, Uşak University, Yunus Emre Institute, Manisa Organized Industry Area and MCBU Technocity.

MCBU has been included in the Ministry of Culture and Tourism of the Republic of Turkey's Foreign Turks and Familial Communities Presidency's "Turkey Scholarships Program" that is formed for international students with the purpose of improving mutual relationships between Turkey and other countries, and of contributing to global information abundance.

Within the framework of the program, 18 students from different countries, such as Ethiopia, Liberia, Mozambique, Guinea, Algeria etc., have been settled into different institutes and faculties of Manisa Celal Bayar University in the academic year of 2021-2022.

The orientation program of international students who have entered our university with Foreign Turks and Familial Communities Presidency Turkey Scholarships and MCBU Foreign Student Exam (YÖS) and who are being educated in Turkish preparatory classes in MCBU Language Teaching Practice and Research Center (Dil-Mer), has taken place.

In terms of internationalization facilities, the Kosovo STEAM and Artificial Intelligence Project has been conducted together with Manisa Celal Bayar University, Pristina Education Consultancy and STEM Educators Foundation.

The Management of Internationalization Processes

Maturity Level: The administrative and organizational structure of internationalization processes are being monitored and improved.

Evidence

- A.5.1.01. Internationalization Strategy Document
- A.5.1.02. Erasmus+ Program Declaration – ECHE Document
- A.5.1.03. UNIMED Membership List
- A.5.1.04. Universities with whom ERASMUS protocol is signed
- A.5.1.05. The list of universities with whom Mevlana Exchange Program protocol is signed
- A.5.1.06. Organization Schema International Relations Coordination Office

Internationalization Sources

Maturity Level: The distribution of international sources in the institution is being monitored and improved.

Evidence

A.5.2.01. The Summaries of Budgets and Time Periods of the Projects in Process within Erasmus+ Program

Internationalization performance

Maturity level: Internationalization facilities within the institution are being followed and improved.

Evidence

A.5.3.01. Internal Auditing Report

A.5.3.01. Student Survey

A.5.3.03. Staff Survey

A.5.3.04. Erasmus Education-Internship Movement Survey Questions-Answers

A.5.3.05. Participant Numbers of Exchange Programs' Foreign Language Exams

B. LEARNING AND TEACHING

1. Program Design, Evaluation and Update

1.1. Program design and approval

It has become a principle to discuss and make decisions with the relevant committees after consulting with external stakeholders in the design of programs taught at MCBU, and the evaluations within the framework of the needs. During the opening of new programs, needs of the country, the occupancy rates of similar programs throughout the country, the environmental conditions of the school planned to be opened and the opportunities of the school are all evaluated with relevant stakeholders and committees.

While determining the qualifications of the programs, Turkey Higher Education Qualifications Framework (TYYÇ) is taken into account. A competency matrix showing the knowledge, skills and abilities of the graduates of the courses in the curriculum and the

contribution to their competencies is created and placed in the training catalogue. In addition, TYYÇ compliance is taken into account when determining the qualifications of the programs.

In our university, education programs are designed according to the working principles of the Associate Degree-Bachelor-Graduate Education Process and Education Commissions designed within the scope of the Quality Management System, especially the legal regulations, and their continuity is guaranteed. Academic programs in the institution are designed in line with the mission and program objectives of the academic units. Program outcomes are determined as the program's measurable learning outcomes/program competencies, and the curriculum is structured accordingly. While determining the learning outcomes of the program, Turkey Higher Education Qualifications Framework and Field Qualifications are taken into consideration. Learning outcomes are defined for each course in accordance with the program learning outcomes, and teaching methods and assessment and evaluation methods are determined that will enable students to reach these learning outcomes. The course contents are created with the aim of bringing the program learning outcomes related to the courses to the students on a weekly basis. With the prepared lesson plans, student workloads are determined in accordance with ECTS, in a balanced and compatible way. In a way to ensure the implementation of the lesson plan, the educational objectives and achievements of the approved programs are open to the public, and the content and plan of the lessons are available to all stakeholders in the Manisa Celal Bayar University Information Package.

The curriculum is constantly updated by taking into consideration the National Core Program of the Faculty of Health Sciences (HUÇEP) and the National Core Program in the Faculty of Sport Sciences and TYYÇ and Faculty of Medicine National Core Education Program and Health Core Competencies. Principles and methods for our associate and undergraduate students, such as gaining cultural depth and opportunities to get to know different disciplines are included in the MCBU Elective Courses Application Directive, and University Elective Courses Coordinatorship was established.

Similarly, the opinions of internal and external stakeholders are taken in the design of distance education-teaching or co-educational programs at our university. The processes related to distance education-teaching or coeducation are specified in the Supplementary Report on Quality Assurance in Distance Education.

1.2. The course distribution balance of the program

The principles, rules and methods regarding the course distribution of all programs in our university are defined by regulations, directives and procedures.

The curriculum of the program provides the opportunity to get to know different disciplines by taking into account the compulsory-elective course, field-non-field course balance in their content. The number of lessons and weekly lesson hours are arranged so that the student can spare time for non-academic activities. The program has been created by taking into account the educational purposes of the institution, and the content and plan of the courses are included in the MCBU Information Package to ensure the implementation of this program.

University Elective Courses are also included in the lesson plans in order to enable associate and undergraduate program students to know different fields of science, to gain key competencies, to increase their social interactions and to raise awareness.

In the general introduction of the lesson in the lesson plans, the purpose, the content, the teaching style, the type of the lesson, and the necessary resources, the planned activities, the learning and teaching methods, the learning outcomes, the weekly course content, the ECTS workload, the relationship between the program and the learning outcomes are defined and made available to all stakeholders.

The suitability and operability of the course information packages developed within this scope are monitored and necessary improvements are made.

In addition to the courses, Vocational Education in Business Administration, compulsory internship and student-centered and competency-based learning are supported in the curriculum.

1.3. Compatibility of course outcomes with program outcomes

The learning outcomes of the courses are defined in accordance with the program outcomes across the programs implemented at our university. The learning outcomes of the courses were defined and the matching of the program outcomes with the course outcomes was created for all courses. In addition, at the beginning of each semester, a correlation is made between the competencies of the programs and the learning outcomes of the course. For this, a harmonious process is planned by taking into account the curriculum, the teaching of the courses, and the program outputs.

In each of the programs at our university, course learning outcomes are determined separately for each course. It is aimed that the students who enroll in the programs and receive education and training services have the ability, knowledge and skills to effectively reflect their theoretical and practical gains to their professional work within the framework of the program they prefer. In this context, it largely indicates the cognitive, affective and psychomotor level that is expected to be expressed. Therefore, the course learning outcomes defined in all the programs of our university and the program outputs are matched and shared through the MCBÜ Information Package (<http://katalog.cbu.edu.tr/Site/Default.aspx>). In addition, the necessary reminders for the instructors of each course to keep the course information packages up to date are notified in an official letter. The association of program outputs and course achievements is carried out and updated by the department heads and lecturers in line with the aims of the program (<https://app.ebys.cbu.edu.tr/enVision/Login.aspx>).

1.4. Course design based on student workload

ECTS credit values are determined according to the student workload of the courses in our University, which has switched from teacher-centered programs to student-centered programs in order to ensure the active participation of students in the program. Workload in a curriculum is calculated by taking into account the number and duration of each activity time, class time, class extracurricular study time, homework, midterm exam preparation, midterm exam, final exam preparation, final exam, presentation preparation, presentation, project preparation, report preparation, application and fieldwork criteria.

Detailed program and course information of the relevant academic unit can be accessed from the "Bologna Information System" tab. (<http://katalog.cbu.edu.tr/Site/Default.aspx>). In addition to the undergraduate courses shown in the information package, non-field/non-technical/social elective courses that increase students' social interactions, aim to gain important competence and raise awareness in many areas are offered within the scope of University Elective Courses. It was also stated that in order for students to take these courses, at least 1 non-field/non-technical/social elective (3 ECTS) should be included in their curriculum ([https://www.mcbu.edu.tr/Duyuru/Universite-Related to Elective-Courses-\(USD\)_16_17_35](https://www.mcbu.edu.tr/Duyuru/Universite-Related%20to%20Elective-Courses-(USD)_16_17_35)). Moreover, within the scope of the transition to distance education, detailed videos on how to use "Microsoft Teams" program were prepared to inform the students. The credit points (European Credit Transfer System, ECTS) of the courses in the associate, undergraduate and graduate programs in our university are determined by the units preparing the program

according to the Associate and Undergraduate Education Regulations of Manisa Celal Bayar University; It is determined for all courses including internship, practice, graduation studies and is announced for all programs on the Program Information Package page. Our institution, which also cares about the applicability of the determined ECTS and course credits within the given time, applies questionnaires to the students.

As MCBÜ, the courses and applications taken by the students with the Erasmus-Farabi exchange programs are included in the graduation credits and are made by the unit adjustment commissions each semester based on the adjustment success directive for the equivalence of the courses.

1.5. Monitoring and Updating Programs

Mechanisms for monitoring and updating program outputs are operated throughout the programs at our university. Information about the programs carried out at MCBU can be found in the Training Catalogue. The process of updating and renewing the courses is carried out by the Registrar's Office. In this context, academic units; Educational program and course change proposals, curriculum change proposals, or curriculum proposals for new departments/programs are carried out by Student Affairs Education/Graduate Education Commissions. Course evaluation surveys for the courses carried out in the curriculum are conducted every semester in order to evaluate the program outputs. Program output evaluation form and workload evaluation forms are applied in order to monitor and update the program. The results obtained are discussed by the academic staff at the level of the departments, the distribution of the courses, the way the course is taught, the deficiencies in the program, the suggestions for the program, the necessary arrangements and updates are evaluated in the academic committees. In this way, the level of students' achievement of the program outputs can be monitored by the instructor and measures can be taken accordingly. In the evaluation and development of the program, the feedback of the lecturers and students, the opinions of our graduates, and the opinions of external stakeholders are taken into consideration.

In addition to receiving opinions and expectations about MCBU activities and services within the scope of institutional evaluation studies in satisfaction surveys applied to students and staff, questions about the programs are also included.

Although the number of accredited programs is 13 as of 2021, the accreditation processes for 4 programs continue. As part of accreditation studies, self and peer evaluation

processes are carried out. The Quality Commission works very closely with academic units in the process of creating reports and giving feedback. Activities are carried out in the Career and Alumni Center in order to communicate more effectively with graduates as external stakeholders and to receive feedback from them. In this context, career days, participation in employment fairs and various trainings are organized. Under the coordination of the Quality Commission, stakeholder satisfaction surveys are held with external stakeholders such as public institutions, local governments, various professional organizations, private sector organizations, non-governmental organizations and the press that cooperate with our University. In this context, results are obtained regarding the satisfaction levels of external stakeholders with MCBU's education, scientific research and social responsibility activities. At MCBU Alumni Information System is used to guide the development of students' academic, social and cultural potentials, to help them with career planning, and to increase their awareness of corporate commitment.

1.6. Management of education and training processes

There are internalized, systematic, sustainable and exemplary practices in education and training throughout MCBU. In order to manage the education and training processes holistically, it has organizational structure, information management system and expert human resources. This process is carried out with the coordination of the higher management, and the tasks and responsibilities related to the processes are shown in the work flow charts from the lowest unit to the highest unit. In our university, the process of determining the curricula, assigning courses, revising the curricula and exam programs is carried out holistically from the lowest unit to the highest unit. The determination of the academic calendar regarding the management of education-training and assessment and evaluation processes is realized with the coordination of the senior management.

In order to support the production and delivery of quality service at MCBU, the adequacy of the necessary information resources and their compliance with the programs are guaranteed by the ISO-27001 Information Security Management System. In order to increase the overall success of the university quality assurance system, information systems that can be evaluated based on data integrated with management processes are used. Components such as corporate performance monitoring, financial performance monitoring, business functional performance monitoring, program/project performance monitoring, human resources performance monitoring, and graduate performance monitoring are used at the strategic level

where all stakeholders interact with each other to improve the quality assurance processes in the institution. These systems are also aimed to support activities such as regular or instant reporting, ranking and index data preparation. Monitoring the program and scholarship/award system, periodically reviewing it at regular intervals, evaluating students according to determined criteria, quality assurance of teaching staff, learning resources and student support, relevant information for effective management of study programs, for continuous improvement of quality under the coordination of the Quality Commission is collected, analyzed and reported. Terms of security, confidentiality and reliability of collected data within the scope of the management of the systems, is ensured by restricting unauthorized access to servers where e-mail and personal data are kept, forcing access to areas related to user passwords, keeping access log records, detecting and preventing password attempts, restricting unauthorized access to databases, and storing user passwords encrypted.

This information, which constitutes the Quality Internal Evaluation Report, is also shared with the public. PBS 31/39 (Personnel Information System) is used as the starting point for the computing services we offer throughout the university. The first registration for our personnel, who have been appointed and started their duty at our University, is created on the PBS by the head of the personnel department. Our personnel, whose registration is created on PBS, perform the corporate e-mail address and smart ID card application on <https://epostabasvuru.mcbu.edu.tr/>. After this application, a new account of our personnel is automatically created on the Active Directory (LDAP) structure running on our servers. The first password information is sent to our personnel via SMS. Our personnel can start using all systems integrated with LDAP by logging in with this corporate e-mail account. Modules of our integrated systems: EBYS (Electronic Documentation System), Microsoft 365 (Office Products), Microsoft Teams, Microsoft One Drive (Personal 5 TB storage space), Moodle, BAP (Scientific Research Projects) Automation, Exammatik (Medical Faculty), Personnel Information System, Eduroam (Wireless Internet), Secure Internet User Account (Captive Portal), E-Mail, Library System (Procedure), Open Access (DSpace), Secure Print (Print) Service, License Plate Recognition System, Cafeteria System.

A software called University Information System (UBS) is used to collect, analyze and report data on educational activities and processes at our university. The development and continuity of the software was carried out with the facilities of our University. When the course processes of the students are completed and other conditions are met, the student are able to graduate and the graduation process is carried out with the decision of the administrative board.

Diploma printing is also carried out with the UBS diploma printing screen. Data on education-training, research-development and other administrative service processes are collected and evaluated once a year through general reports requested from the units. Institutional Internal Evaluation Report and Administration Activity Report are created based on these data.

Apart from this, data collection and analysis processes are carried out regarding the decision process and stages, which are provided in certain months and according to the needs. With the ISO 27001 Information Security Management System Certificate, the continuity of work flow processes will be preserved, the loss of time in work flows will be reduced, the security in accessing information assets will be increased and confidentiality will be protected more effectively.

Design and approval of programs

Maturity Level: The design and approval processes of the programs are systematically monitored, evaluated and improved with relevant stakeholders.

Evidence

- B.1.1.01. Section Program Opening 2020.docx
- B.1.1.02. Student Selection.docx
- B.1.1.03. Program Information.docx
- B.1.1.04. Undergraduate Associate Degree Program Student Recruitment Offer and Instruction to Instructor Employee Form for Undergraduate/ Associate Degree.xlsx
- B.1.1.05. Program Information Form Undergraduate /Associate Degree.docx
- B.1.1.06. Program Information Form Master's.doc
- B.1.1.07. Program Information Form Ph.D. Proficiency in Art.docx
- B.1.1.08. Faculty of Education Elementary Mathematics Teaching TYYÇ Program Outcomes Welcome Matrix.pdf
- B.1.1.09. Manisa Celal Bayar University Information Package.docx
- B.1.1.10 Faculty of Medicine Medicine Program.pdf
- B.1.1.11. University Selective Courses.docx
- B.1.1.12. Supplementary Report on Quality Assurance in Distance Education.pdf
- B.1.1.13. Distance Education Compilation Form.doc
- B.1.1.14. Distance Education Program Student Recruitment Offer and Teaching Staff Form (Undergraduate-Associate Degree) .xlsx
- B.1.1.15. Distance Education Program Student Recruitment Offer and Teaching Staff Form (Graduate).docx
- B.1.1.16. Information Form Regarding Distance Education Programs (Undergraduate-Associate Degree).docx
- B.1.1.17 Information Form Regarding Distance Education Programs (Graduate).doc
- B.1.1.18. Faculty Members Thesis Advisory for Graduate and Distance Education Applications Numbers and Information Form.xlsx

- B.1.1.19. MCBÜ Distance Education Non-Thesis Master's Application Procedures and Principles.pdf
- Organizational Structure Regarding Education-Training Processes.jpg
- B.1.8 Roadmap_A1_MappingBooklet.pdf
- B.1.9 Curriculum Evaluation Survey Report March 2021.pdf
- On monitoring and improving the congruence of course outcomes with program outcomes evidence.docx
- An example of updating the curriculum by taking the opinion of external stakeholders.docx
- Industry Advisory Board Meeting.docx
- Alumni Surveys.docx
- Newly Opened Academic Units in 2021.docx
- B.1 Chemistry Department Program Design and Approval Example -3_12211299.pdf

Course distribution balance

Maturity Level: The course distribution balance is monitored and improved in the programs

Evidence

- B.1.2.01. MCBÜ Associate and Undergraduate Education and Training Regulations.pdf
- B.1.2.02. MCBÜ International Joint Programs for Dual Degree Education and Training Regulation.pdf
- B.1.2.03. MCBÜ Faculty of Medicine Education and Examination Regulations.pdf
- B.1.2.04. MCBÜ School of Foreign Languages Foreign Language Preparatory Education and Training Regulation.pdf
- B.1.2.05. MCBÜ Graduate Education and Training Regulations.pdf
- B.1.2.06. Manisa Celal Bayar University Information Package.docx
- B.1.2.07. Example of MCBÜ Associate Degree Program (Ahmetli Vocational School - Office Management and Executive Assistant).pdf
- B.1.2.08. Manisa Celal Bayar University Undergraduate Program Example (Economics and Administrative Sciences Faculty of Finance).pdf
- B.1.2.09. Manisa Celal Bayar University Master's Program Example (Sciences Institute of Biology).pdf
- B.1.2.10. Manisa Celal Bayar University Ph.D. Program Example (Health Sciences Institute of Anatomy).pdf
- B.1.2.11. Manisa Celal Bayar University Non-Thesis Master's Program example (Social Institute of Sciences-Business Administration).pdf
- B.1.2.12. University Selective Courses.docx
- B.1.2.13. MCBÜ University Selective Courses Application Instruction.pdf
- B.1.2.14. Manisa Celal Bayar University Associate Degree Education Type Curriculum Plan example Akhisar Vocational School.pdf
- B.1.2.15. Manisa Celal Bayar University Undergraduate education lesson plan example Faculty of Engineering.pdf
- B.1.2.16. Manisa Celal Bayar University Postgraduate course teaching plan example.pdf
- B.1.2.17. Manisa Celal Bayar University Ph.D. type of education lesson plan example Health Sciences.pdf

- B.1.2.18. MCBÜ Non-Thesis Master's Education Type Curriculum Example Social Sciences.pdf
- Manisa Celal Bayar University Selective Courses.pdf

Compatibility of course outcomes with program outcomes

Maturity Level: Course outcomes are combined with program outputs throughout the programs, harmonized and shared with course information packages.

Evidence

- B.1.3.01. Course Information Package.pdf
- B.1.3.02. Example of Compliance of Course Outcomes with Program Outcomes (Electronic-II Lesson).pdf
- B.1.3.02. Example of Compliance of Course Outcomes with Program Outcomes (Physics-I Course).pdf
- B.1.3.04. Bologna Process Faculty Member Information and Request.pdf
- Correlation of program outcomes and course outcomes .docx
- Program Outputs.docx
- MÜDEK COURSE Rates of Meeting Program Outcomes of Students EVALUATION FORM.docx
- The rate of meeting the program outcomes by considering all the courses taken by each student a program that calculates .docx
- Monitoring the Compliance of Faculty of Medicine-Course Achievements with Program Outcomes and Healing.docx
- B.2 Compatibility of Course Outcomes with Program Outcomes Example of Department of Chemistry -2_12211301.pdf

Course design based on student workload

Maturity Level: The courses are designed, announced and presented in accordance with the student workload.

Evidence

- B.1.4.01. Course Information Package AKTS Examples.pdf
- B.1.4.02. Examples of the Transition Process to Distance Education.pdf
- B.1.4.03. Associate Degree and Undergraduate Course Exemption and Adaptation Procedures Instruction.pdf
- B.1.4.04. Associate Degree and Undergraduate Course Exemptions and Adaptation Procedures Commission Example.pdf
- B.1.4.05. Manisa Celal Bayar University Postgraduate Education Regulations.pdf
- B.1.4.06. Manisa Celal Bayar University Associate and Undergraduate Education and Training Regulation.pdf
- B.1.4.07. Workload Assessment Form.pdf
- B.1.4.08. University Selective Course Examples.pdf

- Student Workload Determination Process .docx
- An Example of Representation of the Faculty of Sport Sciences in Determining the Workload.docx
- MCBÜ Faculty of Health Sciences Nursing Department ECTS Calculation Guide.docx

Monitoring and updating programs

Maturity Level: Program outputs are monitored by these mechanisms and, it is updated by taking their opinions of relevant stakeholders.

Evidence

- B.1.5.01. MCBÜ Education Commissions Business Process.pdf
- B.1.5.02. Public Service Standards.pdf
- B.1.5.03. Events.png
- B.1.5.04. Accredited Programs.pdf
- B.1.5.05. Self-Assessment.pdf
- B.1.5.06. Course Evaluation Survey Results.pdf
- B.1.5.07. Architecture Department Program Outcomes Evaluation Form.pdf
- B.1.5.08. Workload Evaluation Form.pdf
- B.1.5.09. Satisfaction Surveys.pdf
- B.1.5.10. Career and Alumni Coordinatorship.pdf
- B.1.5.11. MCBÜ External Stakeholder Satisfaction Survey Questions.pdf
- B.1.5.12. External Stakeholder Satisfaction Survey Results.pdf
- B.1.5.13. Alumni Information System.pdf
- B.1.5.14. Mathematics Program Self-Evaluation Report 2021 Year.pdf
- B.1.5.15. Food Engineering Program Self-Evaluation Report 2021 Year.pdf
- B.1.5.16. Recreation Program Self-Assessment Report 2021 Year.pdf
- Correlation of program outcomes and course outcomes.docx
- Monitoring the Compliance of the Course Outcomes of the Faculty of Sport Sciences with the Program Outcomes and Improvement Example.docx
- The Update Made in the Curriculum by Obtaining the Opinion of the Faculty of Medicine-External Stakeholders Example.docx
- B4. Monitoring and Updating Programs Example of Chemistry Department.pdf

Management of Education Process

Maturity Level: Practices regarding the education management system are monitored in the institution and improvements are made according to the results of the monitoring.

Evidence:

- B.1.6.01. Department/ Program Opening Workflow Plan.docx
- B.1.6.02. OSYM Quotas Workflow Chart.doc
- B.1.6.03. MCBU Education Commissions Business Process.pdf
- B.1.6.04. MCBU Process Management Handbook.pdf

- B.1.6.05. Public Service Standards.pdf
- B.1.6.06. Academic Calendar Workflow Chart.doc
- B.1.6.07. MCBU Integrated Information Management System.pdf
- B.1.6.08. ISO 27001 Information Security Management System Certificate.jpg
- B.1.6.09. MCBU Assessment and Evaluation Application and Research Center.pdf
- B.1.6.10. Curriculum Workflow.pdf
- B.1.6.11. Faculty of Science and Letters Course Assignment Workflow.pdf
- B.1.6.12. Faculty of Science and Letters Education Programs Revision Workflow.pdf
- B.1.6.13. Faculty of Science and Letters Exam Program Workflow.pdf
- 2021-StudentQuality Ambassador.....pdf
- Organizational structuring and workflow schematics related to the management of education process. docx
- Faculty of Medicine- Training of Trainers Program.docx
- Faculty of Medicine- Principles, Rules and Calendar regarding the management of education, measurement, and evaluation processes.docx
- Faculty of Medicine- Organizational structuring and workflow charts for the management of education process.docx
- 2-MCBU Educational Process Organization Structure.png

2. Conducting Programs (Student-Centered Learning, Teaching and Evaluation)

2.1. Teaching Methods and Techniques

MCBU adopts a student-centered learning-teaching approach. Especially with the start of the pandemic period, distance education activities have become widespread in all units with the Microsoft Teams application. In this process, it is aimed to facilitate students' access to technology and to support their participation in education processes regardless of time and place. To ensure active participation of students in both distance and face-to-face lessons, activities such as homework and projects are emphasized in the lessons, and students are given the opportunity to learn by experience in practice-oriented lessons. For example, in the Individual Counseling Practice course in the Faculty of Education Guidance and Psychological Counseling program, students are expected to carry out the psychological counseling process with a real client, followed by the instructor, and to experience the knowledge and skills they learned theoretically in practice. The instruction regarding the content and teaching of the relevant course is included in the MCBU course catalogue. On the other hand, coordination is ensured with relevant institutions and organizations so that students can carry out their internship activities effectively. In this regard, the course instruction guide prepared for the

Social Services Department of the Faculty of Health Sciences is attached as evidence. The education of the Faculty of Medicine is carried out with an integrated education system for the first three years and internships for the second three years. In addition to integrated

education, PBL provides a research and discussion environment for the students on a subject, accompanied by a guiding faculty member, and sessions are held with an active education in the first and second semesters. Moreover, interactive sessions, and integrated sessions in the first three semesters and applications where the students participate in the lessons are carried out. During these periods, students take the practical applications of those courses together with the theoretical courses in accordance with the content of the course committee. In the first three years, they develop their clinical skills in the laboratory environment with skill practices. In addition to theoretical trainings in internship groups, they receive and apply training on bedside examination, communication, interpreting laboratory results, informing patients, choosing, and explaining drug use. Moreover, they participate in academic events (seminar, article hour, case presentation etc.) and develop their leadership and collaborative work aspects with patient discussions in electronic environment and seminars they offer both themselves and with nursing students. Some of the theoretical courses are converted to CAT (complementary and alternative therapy) (differential diagnosis, diagnosis treatment) and a disease is discussed in all its aspects with the participation of all students. In the last year, intern training is the period in which the art of medicine is learned, such as taking anamnesis from the patient, physical examination, evaluation of laboratory results, diagnosis, and differential diagnosis under the supervision of faculty members in the outpatient clinic, service, and operating room. Intern students also learn about the rotation of the maternity home and the functioning of secondary health centers in the gynecology internship, and the primary health problems of our province with the public health internship, as well as how research is carried out and concluded. Interns complete their competencies and procedures determined by the relevant department and record them in their portfolios and get them approved. Within the scope of peer education, these trainee students support first, second and third semester students in training and skill practices such as patient examination and taking anamnesis.

There are internship and professional practical learning opportunities available in many academic units.

MCBU Library provides 7/24 uninterrupted service to support students' learning and research processes. The relevant announcement is included in the attached evidence. The library has a rich electronic database network for students to access scientific resources such as e-books, theses, and articles. All necessary facilities are provided for students to access the library from MCBU's wired/wireless internet network within the university campus or from outside the campus thanks to the remote access settings. The university library, whose usage time was

limited due to the pandemic, has been reopened to unlimited service as of 11.11.2021. Necessary screen reading software and Braille printers have been purchased and put into use so that our disabled students studying at MCBU can benefit from library services effectively. With the telephone library project, hundreds of audiobooks are offered free of charge to visually impaired members by calling 0800219 9191.

International Student Congress has been held every year since 2014.

Through the online education library, all MCBU students and instructors have unlimited access to 11,667 video trainings and 615 training sets in the fields of personal development, information technologies, design, photography and video, software development and health-life in 2021. Thus, an important infrastructure is provided so that students can access new learning opportunities in every field they need and graduate as individuals who are equipped in line with the features required by the age. At the end of each academic semester, the course processes are evaluated by means of “course evaluation questionnaires” applied to the students, the feedbacks from the students are examined by the lecturers who teach the relevant course, the data are analyzed by the relevant academic committees, and the improvement studies planned for the next semester are examined. Therefore, these applications provide evidence that after the training application, the data is systematically monitored and evaluated together with the stakeholders and the necessary arrangements are made. Relevant documents are attached as evidence.

Today, increasing the basic skills of students such as problem solving, critical and innovative thinking, communication, and cooperation as well as their academic knowledge, is one of the important goals of education processes. To increase these skills of students at MCBU, scientific projects, community service projects and social cultural activities are given importance and all kinds of scientific and artistic activities are supported. In addition to scientific and cultural activities, both university-based competitions are organized, and students are supported to participate in competitions outside the university to encourage students to learn by experience and to produce a product. Thus, the opportunity is offered for our students to represent MCBU in the best way on scientific platforms. For instance, in TEKNOFEST’ 2021, MCBU teams won the Turkish degrees by showing superior performance in TUBITAK Electric Vehicle Races, TUBITAK International UAV Races and Robo-taxi Passenger Autonomous Vehicle Competitions. KAYGUSUZ, one of the MCBU teams, won the first place in Turkey in the category of Fixed Wing Unmanned Aerial Vehicles.

MCBU offers elective courses in its programs for the opportunity to recognize different disciplines and in order to support the cultural development of its students, and directs its students to these courses. Thanks to the university elective course pool created, students also have the opportunity to benefit from different disciplines outside the field they study. The announcement about elective courses is included as evidence in the annexes. On the other hand, in order that students can carry themselves to the highest level academically and increase their employment opportunities, there are double major and minor education opportunities. An up-to-date, research/learning and student-oriented approach that encourages active and interactive student participation in learning-teaching processes have been adopted in all programs of MCBU. Based on this approach, ECTS system that operates to identify values relying on student workload, which also relies on learning outcomes and the transparency of learning process, and which is a student-centered credit collection and transfer system has been used at our University. In the education catalog, lesson teaching plans and ECTS values of the courses are included. MCBU has been given “European Credit Transfer System (ECTS) Diploma Supplement, one of the documents providing international reliability (DE) Label Award, which is given to higher education institutions, increasing the quality and prestige of institutions. Announcement regarding the award is presented as evidence in the annexes.

The Barrier-free MCBU Introductory Guide and The Guide for Applications for the Disabled Students During the Distance Education, prepared by the Coordinatorship of Disabled Cooperation and Coordination, have been published in order to make the disabled students at our university benefit from better educational opportunities and make the education process more meaningful for them.

Within the practice of Vocational Training in the Workplace, 4291 students received education in businesses either face to face or online in 2021. At the end of each semester, survey results for each course, and feedback from students is collected in line with each discipline’s interests and priorities and along with the learning outcomes. The survey results, and interview with students, are used to make qualitative contributions to course contents. In addition, students are able to direct any complaints and suggestions via Message to the Rector, Message to the Dean/Director/Department Head, Request Box, and electronic message to the academic advisor through University Information System.

2.2. Testing and assessment

As a result of the pandemic, distance education has been set up and process-based assessment activities such as assignments, reports and projects have been prioritized. With the purpose of improving the faculty members' knowledge and skills in testing and assessment, webinars have been held within the frame of Educating the Educators Program by MCBU Learning Teaching Application and Research Center.

In order to prevent any inconsistency between the grade equivalents of our students who take part in domestic or international exchange programs, letter scoring system based on grades out of 4, instead of the assessment out of 100 is used. The students' achievement grade is determined according to relative grading system. Evidence regarding the grading system is provided in the attachments. Besides, European Credit Transfer System (ECTS) is utilized in order to make student movements across the EU member and candidate states and for the recognition of the students' education received in their homeland in other countries, and to certify the students' success in pre-graduate, undergraduate and graduate programs. ECTS information of the courses offered are presented in the MCBU education catalogue. Moreover, ECTS Application Directive for the graduate level is provided in the attachments as evidence.

In the Faculty of Medicine, education is carried out with an integrated education system for the first three years. Student success is evaluated through course committee exams, final and make-up exams. Board theoretical exams consist of 100 multiple-choice questions. Assessment of the practical exams of the departments is determined according to their weights and the course committee practices. Evaluation of interactive and integrated sessions is carried out in the theoretical exam. The lack of knowledge of our students is compensated with formative exams in Term III. Also, in skills practice boards, Structured Occupational Clinical Skills Training practice exams are held. Our students are divided into small groups in Term II social responsibility course and complete a project they choose. In the first two terms, measurement and evaluation of PBL blocks are also made within the theoretical examination of the board. The assessment and evaluation of the internship semesters is done with the theoretical exam and the applied internship practice exam. Term IV students have a partner from Nursing students in the department and they are responsible for presenting a seminar. Term V internships are carried out in the form of small group trainings. Some of these internship practice exams are performed using a simulated patient in the form of structured exams (OSCE). For our intern students to be considered successful, they are evaluated with the portfolio they

have prepared (this is the minimum number of procedures they need to do in that clinic). In addition, each intern is obliged to present at least one seminar. Intern students are required to give a seminar presentation in the "Multidisciplinary Approach to Risky Groups" internship. In order to enable the newly registered students with disabilities to make use of our university's facilities, and to create necessary conditions in lessons and exams, actions to be taken for the disabled during the testing and assessment procedures have been presented in Barrier-free MCBU Catalogue and Catalogue of Applications Towards Disabled Students During the Distance Education, and they have been announced to all the academic and administrative staff via EBYS.

Within the frame of Testing and Assessment Application and Research Center (TAARC) Regulation, Article number 6/I (developing computer or web-based software for education and testing-evaluation), an item analysis software has been initiated in cooperation with MCBU Information Technology Department, and using this program, item difficulty and discrimination analyses will be run to test the validity and reliability of the exams within the scope of accreditation and quality management.

Under TAARC Regulation Article 6/g (Creating a web page to publicize the operations of the center, preparing informative printed or e-books, booklets, guides, articles and reports for the exam takers and makers), a guide is being prepared on the scientific based principles of preparing examinations, and this guide will help all the academic staff at the university prepare valid and reliable exams.

2.3 Student Admission, Recognition and Crediting of Prior Learning

MCBÜ student admissions and registrations are carried out according to the criteria and rules determined within the scope of the Higher Education Council (YÖK) and our University's regulations. These regulations and directives are announced through the website of YÖK and our University Student Selection and Placement Center (ÖSYM). The registration of the students who are placed based on the placement exam applied centrally by ÖSYM is affected on the dates determined by ÖSYM.

In all departments, the adjustments of the courses that the students have taken from their previous education are made by the relevant academic units before the semester, and the national credit, ECTS and grade of the corresponding course in the curriculum are added and reflected in the transcript. The procedures and principles regarding the transition between

graduate and undergraduate programs, double major and minor programs are also implemented in accordance with the relevant regulations. (<https://egitim.mcbu.edu.tr/ogrenci/cift-anadal-veyandal.42875.tr.html>).

For students who want to transfer from Vocational Schools to undergraduate education, the provisions of the Regulation on the Continuation of Graduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs are applied. Erasmus application dates, quotas and conditions are announced on our website by the International Student and Academic Relations Unit in the relevant field. So as to inform and encourage students about these activities, promotions and briefings are made by the relevant units throughout the year. (<https://erasmus.mcbu.edu.tr/2021-2022-icmogrenim-hareketliligi-basvurulari.47875.tr.html> , <https://erasmus.mcbu.edu.tr/2021-2022-erasmusicm-ogrenim-staj-basvuru-sonucu.50603.tr.html> ,<https://erasmus.mcbu.edu.tr/ogrenci-stajhareketliligi/staj---basvuru-kosullari.36311.tr.html>).

The principles regarding the admission of students from abroad are fulfilled correspondingly with the Manisa Celal Bayar University Foreign Student Admission, Application and Registration Directive. Transfer conditions of students, who demand to transfer to the same or a different department/program after a certain period of time after being placed in a department/program based on their university exam results, is applied conforming to the conditions specified in Manisa Celal Bayar University Undergraduate Transfer Guide.

Students are placed in our university based on the Special Talent Examination Guide for the Faculty of Sport Sciences programs; placed in the Music program of the Faculty of Fine Arts, Design and Architecture according to the principles brought by the Special Talent Entrance Examination Directive.

2.4 Certification of Qualifications and Diploma

Certification of qualifications and approval of qualification documents such as diplomas and certificates, graduation conditions, graduation decision processes are involved in the MCBÜ Associate Degree and Undergraduate Education and Training Regulations in a clear, understandable, comprehensive and consistent manner. Certification and diploma procedures are carried out in accordance with the regulations. Moreover, the Career and Alumni Coordinatorship has been established to provide consultancy to both our students and our graduates in the field of career planning and development.

Teaching Methods and Techniques

Maturity Level: Student-centered practices are pursued and improved with the participation of relevant internal stakeholders.

Evidence

B.2.1.01. Celal Bayar University - Information Package-Course content.pdf
B.2.1.02. Our Library Working Hours.pdf
B.2.1.03. Social Service Announcement 31.08.2021.pdf
B.2.1.04. Vidobu Training Library.pdf
B.2.1.05. MCBU Satisfaction Surveys Announcement-2021.pdf
B.2.1.06. Course Evaluation Survey Results Samples.xlsx
B.2.1.07. Manisa Celal Bayar University - Competition Announcement.pdf
B.2.1.08. Manisa Celal Bayar University - Elective Course Announcement.pdf
B.2.1.09. MCBÜ Elective Course Guidelines.pdf
B.2.1.10. Double Major Minor Regulation Information System.pdf
B.2.1.11. MCBÜ INTERNATIONAL PARTNER FOR DOUBLE DIPLOMA PROGRAMS EDUCATION AND EDUCATION REGULATION.pdf
B.2.1.12. MCBU Catalog 2021.pdf
B.2.1.13. Barrier-Free MCBU Guide.pdf
B.2.1.14. Guide to Practices for Students with Disabilities in Distance Education.pdf
B.2.1.15. Services for Disabled Students EBYS.pdf
Manisa Tek Bil Vocational School Industrial Events.docx
Flipped Classroom Practice (1).pdf
B.2.1.16. Vocational Education Report in Business.pdf
B.6.15-Example of Performance Projects-B2 SPEAKING TASK-MORNING.docx
Defined Processes and Practices for Active and Interactive Teaching Methods.docx
Presence of Student-Centered Teaching Methods in Course Information Packages.docx
Student Feedback Mechanisms, an example of Improvement in this context.docx
Student-Centered Learning, Teaching and Assessment Teaching Methods and Techniques Faculty of Engineering.docx
Faculty of Sport Sciences Defined Processes and Practices Related to Active and Interactive Teaching Methods.docx
Faculty of Medicine-Defined Processes and Practices Related to Active and Interactive Teaching Methods and Applications.docx
Presence of Student-Centered Teaching Methods in the Faculty of Medicine-Course Information Packages.docx
Faculty of Medicine-Student-Centered Learning, Teaching and Evaluation Teaching Methods and Techniques.docx
MESSAGE TO THE RECTOR.docx

Assessment and Evaluation

Maturity Level: Student-centered assessment and evaluation practices are followed and improved with the participation of relevant internal stakeholders.

Evidence

B.2.2.01. MCBU Catalog 2021.pdf
B.2.2.02. MCBU Grade Conversion Chart.pdf
B.2.2.03. Relative Grading System Directive.pdf
B.2.2.04 ECTS Directive.pdf
B.2.2.05. Services for Disabled Students EBYS.pdf
B.2.2.06. Barrier-Free MCBÜ Guide.pdf
B.2.2.07. Guide to Applications for Disabled Students in Distance Education.pdf
Principles, rules and calendar regarding the management of education and training and measurement and evaluation processes.docx
Assessment and Evaluation-Engineering Faculty.docx
Faculty of Sport Sciences Evaluation Processes Checklist.docx
Faculty of Medicine Assessment and Evaluation UTEAK.docx
Faculty of Medicine- Assessment and Evaluation (especially applications structured on the basis of problem-based learning).docx
Faculty of Medicine-Question Analysis (Item Analysis) Program Used for Assessment and Evaluation Process.docx

Student admission, recognition and crediting of prior learning

Maturity Level: Processes related to student admission, recognition and crediting of prior learning are monitored, improved and updates are announced.

Evidence

B.2.3.01. Diameter Directive 23.01.2020.pdf
B.2.3.02. Foreign Student Admission, Application and Registration Directive 2020.pdf
B.2.3.03. M.Y.O. Regulation.pdf
B.2.3.04. Course Transfer Exemption Directive 23.01.2020.pdf
B.2.3.05. Undergraduate Transfer Guide.pdf
B.2.3.06. International Joint Programs for Dual Degrees.pdf
B.2.3.07. MCBÜ Undergraduate and Associate Degree Education and Training Regulation.pdf

Certification of qualifications and diploma

Maturity Level: Applications are followed and defined processes are improved.

Evidence

B.2.4.01. MCBÜ Diploma Directive.pdf
B.2.4.02. Career and Alumni.pdf
B.9.21- In-Service Training Program-Induction and Training Program.pdf

3. Learning Resources and Academic Support Services

3.1. Learning Environment and Resources

Regarding its learning environment and resources, our university is located in 3 separate campuses in Manisa city center as well as 13 more in the surrounding districts. In all learning environments and resources of each campus, there are classes, laboratories, a library, a meeting hall and other educational facilities. Computers, overhead projectors, interactive whiteboards and so on are also available. Besides, in order to increase the resources these campuses have and to be able to reach the most current resources around the world, students are provided with a strong electronic library service. Considering these factors, a smart library system has been started in the centre and remote learning opportunities (<http://kutuphane.mcbu.edu.tr/>) have been maintained and also data bases (<http://yordam.mcbu.edu.tr/yordam/>) such as Incites, WOS, SCORPUS have started to be used. The studies that our university carry out to contribute to the learning environments, were all in progress in 2021 and the new building facility of the Faculty of Sports, which constitutes classrooms and central units and 4 faculties, as well as the new outpatient clinics of Hafsa Sultan Hospital were opened.

In order for the works carried out by MCBÜ to make the buildings and open spaces suitable for the disabled and progress more healthily; studies are carried out in cooperation with MCBÜ Coordinatorship of the Disabled Coordination and Counselling and Ministry of Family and Social Services, General 33/59 Directorate of Disabled and Elderly Services, Accessibility Department.

3.2. Academic Support Services

The instructors can share the materials related to the courses they are conducting with the students through the information sharing platform created electronically. Applications such as Microsoft Teams and Adobe Connect have been used effectively during the epidemic period in which the need for remote learning has increased substantially. In this way, it was possible to follow the courses synchronously and asynchronously to reduce the risks of epidemics, to organize various seminars and to share meetings and information. Also, the Electronic Document Management System (EBYS) used by the university and the University Information System (UBS) played an important role in academic support services provided for students. In addition to these studies, our students and graduates keep being provided with comprehensive consultancy services in the field of career planning and development through MCBU Career

and Alumni Coordinatorship, which has been established to ensure the motivation of the programs they are ongoing and to take concrete steps about the efforts they make and academic support is provided for graduates. The academic support services provided for student mobility within the scope of Erasmus+ continued in 2021 with MCBU Erasmus Office. Our university, which is an important stakeholder at the Technofest 2021 Aviation, Space and Technology Festival, played an active role in the festival process, received the first prize in the UAV category and has provided an important vision for its students. MCBU continues to provide academic support services for all its stakeholders, especially its students, on the main web page and related unit web pages. In addition to all these studies, MCBU points out that the university they belong to from the first day will provide continuous academic support services for them with the orientation programs organized in the relevant units for new registered students and allow our students to make a start. MCBU Career and Alumni Coordinatorship Talent Gate regularly follows the programs such as work/internship, company, activity. Industrial Conferences (15 April 2021 and 17 June 2021) organized by ÜSİTEM and Workplace Implementation Training Coordinatorship were held online in 8 days. With this activity, what is aimed is the continuation of the relationship between our university and the regional industry, the involvement of our faculty members in industry -oriented projects with potential projects to be shared through presentations and research issues, the emergence of design and implementation projects and familiarising the existing intern students as well as the students who will do internship or workplace training with regional industry. Also, a similar activity is the Turgutlu Technology Days-2 event organized by the members of Manisa CBU Hasan Ferdi Turgutlu Faculty of Technology Science and Technology Club. The participation of our students in various competitions is supported. While the MCBÜ Kaygusuz team won the first prize in the Fixed Wing Unmanned Aerial Vehicles category at the TEKNOFEST'2021 Aviation, Space and Technology Festival, the "biz.meFutures" team won the first prize in the StarHack'21 Hackathon competition organized by Mercedes-Benz Automotive in Istanbul. In this context, under the direction of faculty members, MCBU Bioengineering, Food Engineering and Chemistry students were entitled to be undergraduate scholarship holders under the 2247 - C Trainee Researcher Scholarship Program (STAR), which was started by TÜBİTAK for undergraduate students to take part in 2510 TÜBİTAK-MHESR (Tunisia) bilateral cooperation projects and encourage them to start research ecosystem.

3.3. Facilities and infrastructures

In terms of facilities and infrastructures (dining hall, dormitory, technology-equipped study areas; health, transportation, 34/59 informatics services, distance education infrastructure), our university is suitably qualified for needs, is accessible and presented to students' information/use. It maintains quality processes with quality assurance in distance education. MCBÜ Social Facilities Management has a Quality Management System Certificate. In this sense, MCBU serves with Canteen-Cafeteria. A la Carte Restaurants, which are within the body of MCBÜ Social Facilities Management Directorate, serve its guest, and our academic and administrative staff with its delicious, hygienic and rich menus with friendly presentations. In addition, MCBÜ has a Gluten Free Meal Application. Our university continues to serve with its Guesthouse. There is a car park with a capacity of 316 vehicles in the MCBU Hospital. Our Nursery and Child Care Centers which are located in Martyr Prof. Dr. İlhan VARANK campus and at the entrance of MCBU Hospital provide an environment where all our academic, administrative and non-tenured personnel can safely leave their children for a full day. The campus also supports the sports activities of the students with its equipped sports facilities. MCBÜ's efforts to become a greener campus continue rapidly. "University Woods" was established within the framework of the celebrations of the 98th anniversary of the foundation of our Republic. One of the exemplary works of the university in the field of environmental responsibility was the meeting of centuries-old olive and dwarf palm trees with soil. In MCBU Martyr Prof. Dr. İlhan Varank Campus, environmentally friendly electric buses aiming for students to benefit from public transportation more easily have started their service with the new academic year.

3.4. Disadvantageous Groups

Access to educational opportunities for disadvantaged, vulnerable and underrepresented groups (disabled, poor, minority, immigrant etc.) is ensured with equality, equity, diversity and inclusion in mind. The distance education infrastructure has been created by taking into account the needs of these groups. There are barrier-free university applications in line with the needs in university campuses. These groups' access to educational opportunities is monitored and improved based on their feedback. Our university has a Barrier-Free MCBU Introduction Guide. The Final Report of BİL TEVT, the Barrier-Free Informatics Platform whose Secretariat is being carried out by MCBU, has been published. MCBU Disabled Solidarity and Coordination Coordinatorship provides services such as the opportunity to work as a part-time

student, free food, health services, library services to our disabled students who are studying at our university. MCBU Library and Documentation Department has a Barrier-Free Information Access Service. In the Distance Education Process, The Guide of Applications for the Students with Disabilities has been published on the relevant web page. With the barrier-free MCBU Social Media Accounts, it was tried to provide ease of communication to the students. The Accessible Course Materials Training Series, to which MCBU also contributed, were created and presented to the students. Manisa Celal Bayar University has been deemed worthy of the Barrier-Free Informatics Education Award with the study of “Applications for Disabled People in Distance Education”. Hosted by The Faculty of Sports Sciences “Achievements Without Barriers Events in Sports” were held. Scholarship support to earthquake victim students was provided by MCBU Higher Education Foundation.

In cooperation with TRNC Presidential Committee for Persons with Disabilities, MCBU, TRNC Barrier-Free Informatics Platform and the Turkey Barrier-Free Informatics Platform, a “the Barrier-Free Informatics Days” were organized and “Barrier-Free Informatics Studies in the Public Sector”, “Disabled NGOs and Barrier-Free Informatics Projects” and “Let's Raise Happy Generations with a Safe Environment” issues were discussed.

In the COVID19 pandemic process, which has been continuing since 2020, the activities and solutions carried out for the disabled in distance education process have been expanded and continued in 2021. The book “The Situation, Problems and Solution Suggestions of Disabled Students in the Distance Education Process within the Scope of COVID-19 Struggle”, which was published as MCBU Publication in 2020, was distributed in 2021 as an important resource in many educational institutions, especially governmental institutions. In line with the recommendations made by HEC, the reports and feedbacks obtained from the academic units of our university and the students, “MCBU Guide for Applications for Students with Disabilities in Distance Education” was distributed to all academic and administrative staff. This guide has been taken as an example by other universities in 2021. In addition, the Barrier-Free Information Access Service (EBES) application, which was launched in the past years, has been an important power and exemplary work in the context of students’ access to information in this process.

The studies on the preparation of more accessible course materials for disabled students with the “Accessible Course Material Training Series” videos were prepared in 2020 and continued in 2021. This study has been taken and used as a resource by educators in many universities and schools affiliated to the Ministry of Education throughout Turkey.

One of the most important elements in educational process of disabled students is their access to information. For this reason, “Accessible Libraries Workshop” was held on 28-29 May 2021 in cooperation with Aydın Adnan Menderes University, (Ministry of Family and Social Services) General Directorate of Disabled and Elderly Services, MCBU and Turkey Barrier-Free Informatics Platform. In the workshop held with academicians from universities, non-governmental organizations and representatives of relevant public institutions, the issues of communalization of supporting technology and content as structural library elements, space, budget, collection, personnel, legislation were discussed.

“Universal Design in Information Technologies” (BILTEV 2021) International Barrier-Free Informatics 2021 Congress and Barrier-Free Informatics Awards 2021 Award Ceremony were held on September 2, 2021. The secretariat of the congress, which was hosted by MCBU in cooperation with the Ministry of Family and Social Services and with the contributions of many institutions, was carried out by the Turkey Barrier-Free Informatics Platform. Sessions in the congress were held face-to-face and online (Institutions supporting the congress: Aydın Adnan Menderes University, Selçuk University, Near East University, Kütahya Health Sciences University, Manisa Provincial Directorate of Family and Social Services, Turkish Informatics Association, Federation of Autism Associations, Association of Barrier-Free Access,

Association of Visually Impaired People in Education, Audio Description Association, Association of Hearing Impaired People and Their Families, and Sign Language Interpreters Association).

The book “Barrier-Free Informatics 2021” was published and academic studies were supported.

With the Special Requirements Determination Survey, the special needs of the students were determined and solutions were produced.

3.5. Social, Cultural, Sports Activities

As the administrative organization that carries out and manages social, cultural and sports activities, MCBU Health, Culture and Sports Department (<https://sks.mcbu.edu.tr/>) continues to work and operate with many service units to increase the institutional commitment of students and staff by providing services that will meet the health, cultural, sports and nutrition needs of both students and staff. Nutrition Services (Gluten-Free Dining Hall etc.), Health

Services, Cinema and Art Workshop (<https://sks.mcbu.edu.tr/hizmet-birimleri/sinema-ve-sanat-atolyesi.5634.tr.html>), Sports Services, (<https://sks.mcbu.edu.tr/hizmet-birimleri/spor-hizmetleri.5635.tr.html>), Cultural Services and Süleyman Demirel Cultural Center (<https://sks.mcbu.edu.tr/hizmet-birimleri/suleyman-demirel-kultur-merkezi.5637.tr.html>) are among the service units.

In addition, there are many sports halls and cultural centers in various campuses where our students and academic and administrative staff can benefit from social, cultural and sports activities. In 2021, many social, cultural and sports activities were organized for students throughout MCBU.

There are various student societies and clubs at our university. These communities and clubs were established entirely with the initiatives of the students in order to develop the individual abilities of the students, to enable them to carry out extracurricular activities, meet their social and cultural needs, offer students the opportunity to work in teams etc. The activities prepared by MCBU student societies and clubs are carried out by the students and the lecturers are the advisors (<https://sks.mcbu.edu.tr/ogrenci/ogrenci-klup-ve-topluluklari.5624.tr.html>).

Students, in accordance with their interests, curiosity and abilities, can become members of any club and community they wish, as well as take initiatives for new formations, and thus new ones are added to these clubs and societies. The number of clubs and societies operating in a wide range of fields such as science, culture, art and sports is getting richer every year in line with the suggestions and needs of the students and with the contributions of their academic advisors. (https://www.mcbu.edu.tr/Haber/MCBU%E2%80%99de-Mevcut-Ogrenci-Kulup-ve-Topluluklarina-Yenileri-Eklendi_09_39_48)

In this context, MCBU Health, Culture and Sports Department also supports the scientific, sportive, social, cultural and artistic activities of 59 student clubs and 41 societies. At the relevant web address, “Student Societies and Clubs Directive”, “Principles of Establishment and Functioning of Student Societies and Clubs” (<https://sks.mcbu.edu.tr/ogrenci/ogrenci-klup-ve-topluluklari.5624.tr.html>), “Principles of Update of Societies / Clubs” (<https://sks.mcbu.edu.tr/kurulus-asamalari.7152.tr.html>), “Petition and Form Regarding Student Societies and Clubs Activities” (<https://sks.mcbu.edu.tr/etkinlik-ve-faaliyet-dilekce-ve-yazilari.7153.tr.html>), (<https://sks.mcbu.edu.tr/topluluk-guncelleme.7151.tr.html>) and “Event Application Form” provide the information and documents needed by the student societies and clubs.

In order to increase their socio-cultural activities, our clubs and societies, which operate in a wide range of fields such as science, culture, art and sports, are getting richer every year by increasing in number in line with the suggestions of our students who have joined in our university.

Scientific, social, cultural and sportive student achievements are rewarded and announced on the University web pages.

Learning environment and resources

Maturity Level: Monitoring and improvement activities for the development and use of learning resources are carried out.

Evidence

- B.3.1.01. Satisfaction Surveys 2021 Official Letter.pdf
- B.3.1.02. Satisfaction Surveys 2021 Student Section.pdf
- B.3.1.03. MCBU Library.pdf
- B.3.1.04. MCBU YORDAM statistics.pdf
- B.3.1.05. Library Resources.docx
- B.3.1.06. MCBU Microsoft Teams Data.docx
- B.3.1.07. Unit Annual Report 2021 - Faculty of Education.pdf
- B.3.1.08. 2021 Evaluation Press Conference.pdf
- 2021 MCBU Career and Alumni Coordinator Activities.docx
- MCBU Distance Education UA Central Learning Resources and Academic Support Services.docx
- MCBU Institutional Open Access Archive.docx

Academic Support Services

Maturity Level: Regarding the academic development and career planning of the students in the institution, practices are monitored and improved with the participation of students.

Evidence

- B.3.2.01. Orientation Program - Faculty of Education.pdf
- B.3.2.02. Moodle Data.docx
- B.3.2.03. Number of Students by UBS Enrollment Type.xlsx
- B.3.2.04. Working Principles and Procedures of Career and Alumni Coordinator.pdf
- B.3.2.05. Career and Alumni Coordinator Events 2021.pdf
- B.3.2.06. Erasmus Study and Internship Mobility 2021.docx
- B.3.2.07. External Announcement Examples.pdf

- B.3.2.08. MCBU ATTENDED TEKNOFEST 2021.pdf
- B.3.2.09. MCBU TEKNOFEST 2021 Finals.pdf
- Faculty of Engineering Career and Orientation Activities.docx
- Student Achievements.docx
- Faculty of Sports Sciences 2021 Career Events.pdf
- Chemistry Department Career Day Event .pdf
- Library Services Satisfaction Survey-2021.pdf

Facilities and Infrastructure

Maturity Level: The use of the facilities and infrastructure is monitored, and it is being improved in line with the needs.

Evidence

- B.3.3.01. Quality Assurance in Distance Education.pdf
- B.3.3.02. Distance Education Quality Processes.pdf
- B.3.3.03. Distance Education Center Facility and Infrastructure Information.doc
- B.3.3.04. MCBU Social Facilities Management Quality Management System Certificate.pdf
- B.3.3.05. Manisa Celal Bayar University Canteen-Cafeteria Information and Images.pdf
- B.3.3.06. Gluten Free Food Service at Manisa Celal Bayar University.pdf
- B.3.3.07. Manisa Celal Bayar University A La Carte Restaurants.pdf
- B.3.3.08. Manisa Celal Bayar University Guesthouse-Guesthouse Information and Images.pdf
- B.3.3.09. Manisa Celal Bayar University Hospital 316-car parking lot.pdf
- B.3.3.10. Manisa Celal Bayar University Nursery and Children's House.pdf
- B.3.3.11. Manisa Celal Bayar University Dormitories.pdf
- B.3.3.12. Manisa Celal Bayar University Sports Facilities.pdf
- B.3.3.13. Manisa Celal Bayar University Sports Services.pdf

Disadvantaged Groups

Maturity Level: Internalized, systematic, sustainable and exemplary practices are available.

Evidence

- B.3.4.01. Barrier-Free MCBU Introduction Guide.pdf
- B.3.4.02. Barrier-Free Informatics Platform whose secretariat is run by MCBU
- BILTEVT Final Report.pdf
- B.3.4.03. Manisa Celal Bayar University Solidarity and Coordination for the Disabled Coordinating Services.pdf
- B.3.4.04. Barrier-Free Information Access Service Accessible within MCBU Library and Documentation Department.pdf
- B.3.4.05. Guide to Practices for Students with Disabilities in the Distance Education Process.pdf

- B.3.4.06. Barrier-Free Manisa Celal Bayar University Social Media Accounts.pdf
- B.3.4.07. Accessible Course Materials Education Series with contributions from Manisa Celal Bayar University.pdf
- B.3.4.08. Accessible Course Material Education Series Videos for Disabled Students Introduced.pdf
- B.3.4.09. Barrier-Free Achievements in Sports as part of 30th Anniversary Events.pdf
- B.3.4.10. Barrier-Free Informatics Education Award.pdf
- B.3.4.11. Scholarship Support for Earthquake Victims from Manisa Celal Bayar University Higher Education Foundation.pdf
- B.3.4.12 Situation of Disabled Students in Distance Education Process within the Scope of Struggle against Covid 19.pdf
- B.3.4.13 Barrier-Free-Information-2021-Book.pdf
- B.3.4.14 Accessible-Libraries-Workshop-Result-Report-v1.pdf

Social, Cultural, Sports Activities

Maturity Level: Social, cultural and sportive activity mechanisms are followed, activities are diversified and improved in line with needs/demands.

Evidence

- B.3.5.01. Social, Cultural, Sporting Events and Activities for Students in 2021.docx
- B.3.5.04. Student Societies and Clubs Directive.pdf
- B.3.5.05. Event Application Form.docx
- B.3.5.02. Student Societies.docx
- B.3.5.03. Student Clubs.docx

4. Faculty Staff

B.4.1 Appointment, Promotion and Assignment Criteria

MCBU Personnel Department (<https://personel.mcbu.edu.tr/>), whose mission is to “make manpower plans, determine personnel policies, make recommendations to the management on the improvement of the personnel system, organise training programs to develop staff and to make efforts for the high morale and motivation of our personnel”, pays attention to the most appropriate and efficient use of personnel resources, to provide administrative and academic personnel with their appointment, personnel and retirement procedures and to improve the quality of the services provided.

In accordance with MCBU “Directive of Application, Appointment and Term Extension for Teaching Staff”; in reassignments of doctoral faculty members, “Academic Efficiency Evaluation Form” is used and at the same time the candidate is required to present a letter of intention which includes his/her contributions to scientific and academic life, education and

training, human resources, university/unit management and university-society/business processes. Application files of the applicants are evaluated by "Unit Academic Efficiency Evaluation Committee" and submitted to the Dean's Office or School Board of Directors with the attachment of "Unit Academic Activity Evaluation Committee's Report". Therefore, academic staff appointment, promotion and assignment processes and criteria are prepared and they are open to the public. The relevant processes and criteria are of a nature to ensure equality of opportunity and academic merit.

B.4.2. Teaching Competencies and Development

In order to assist all instructors in their teaching processes, we provide them with trainings on interactive/active teaching methods and distance education and we organise workshops, lectures, seminars, projects, in-service training plans, panels, conferences, exhibitions, festivals, fairs, congresses, symposiums, concerts, etc. There is a teaching-learning centre arranging all these activities for the academic staff. Pedagogical and technological competencies of the academic staff are augmented with free access to some paid databases and applications. The institution's teaching competence development performance is being evaluated with various evaluation, information and coordination meetings and practices.

B.4.3. Incentives and rewards for educational activities

Innovative educational activities and performances are included in the promotion criteria in a way to prioritize education and training in the directive on application, appointment, and extension of tenure for MCBU teaching staff, and teaching activities are evaluated by scoring in appointments and promotions (https://personel.mcbu.edu.tr/db_images/file/yonerge-14427TR.pdf).

The Rectorate of Manisa Celal Bayar University organizes the "Publishing Performance, Academic Promotion and Staff Change Embarkation Ceremony" for academics who contribute to the university with scientific research and international publications and who improve in their academic careers. Our instructors who have received awards in various fields are announced on our unit and main web page.

Appointment, promotion and recruitment criteria

Maturity Level: The results of appointment, promotion and recruitment practises are monitored and measures are taken by evaluating the results of the follow-up.

Evidence:

- B.4.1.01. Directive on Appointment and Promotion to MCBU Faculty Staff.pdf
- B.4.1.02 Academic Effectiveness Evaluation Form.docx
- B.4.1.03 Letter of Intent (Future- business plan –career plan).pdf
- B.4.1.04 Unit Academic Effectiveness Evaluation Commission Report.docx

Teaching competencies and development

Maturity Level: The findings obtained from the teaching competence development practices are monitored and the results of the follow-up are examined together with the instructors and precautions are taken.

Evidence:

- B.4.2.01 Quality Commission Meeting.pdf
- B.4.2.02 ERASMUS Contact Meeting.pdf
- B.4.2.03 Norm Staff Planning.pdf
- B.4.2.04 MCBU - Science Fair.pdf
- B.4.2.05 MCBU - Virtual Fair.pdf
- B.4.2.06 MCBU - Database.pdf
- B.4.2.07 MCBU - Directive on Appointment and Promotion.pdf
- B.4.2.08 MCBU - Panel.pdf
- B.4.2.09 MCBU - Course Registrations.pdf
- B.4.2.10 MCBU - TUBITAK Projects.pdf
- B.4.2.11 MCBU - Interview.pdf
- B.4.2.12 MCBU - Workshop.pdf
- B.4.2.13 MCBU - Elective Course.pdf
- B.4.2.14 MCBU - Seminar.pdf
- B.4.2.15 MCBU - Awareness Training.pdf
- B.4.2.16 .Academic Effectiveness Evaluation Form for Doctorate.doc
- B.4.2.17 .Academic Effectiveness Evaluation Form for Associate Profesorsip.doc
- B.4.2.18 .Academic Effectiveness Evaluation Form for Profesorsip.doc
- Trainers' Training Programs.docx
- Instructor and Course Learning Outcomes Assessment Questionnaire – Example of Chemistry Department_ 12211406.pdf

Incentives and rewards for educational activities

Maturity Level: Incentive and rewarding practises are spread throughout the institution.

Evidence:

- B.4.3.01 Academic Incentive Allowance Calendar.pdf
- B.4.3.02 Academic Incentive Allowance Regulation.pdf
- B.4.3.03 Academic Incentive Allowance Final Results.pdf
- B.4.3.04 TUBITAK Project Support.pdf
- B.4.3.05 ELGINKAN Foundation Award.pdf
- B.1.10 Weekly Tracking Form- Tracking Form Module 3 Week 3.pdf

C. RESEARCH and DEVELOPMENT

1. Management of Research Processes and Research Resources

The research strategies of our university have been determined by a participatory method within the current Strategic Plan. As a research strategy, MCBU supports research activities determined in line with the priorities of our country and the demands of its stakeholders. MCBU adopts a research strategy that cares about university-industry cooperation, supports R&D and entrepreneurship, and encourages innovative research. While MCBU carries out research and development activities in every field, it gives priority to research, collaborations and other activities that will contribute to the economic, scientific, socio-cultural and artistic development of the region, especially in the TR33 Region. In order to bring our country's economy, technology, industry and socio-cultural activities to a better position, MCBU primarily bases its research areas on the priority areas of the Science and Technology Supreme Council, TUBITAK, European Union Horizon 2020, the Ministry of Development and the Ministry of Science, Industry and Technology. MCBU aims to produce scientific and innovative outputs that create added value for society by activating its knowledge and physical capacity in these areas. (See MCBU Research Policy Paper)

In the 2021 TUBITAK Science, Technology and Innovation Policy Department, the Competency Analysis Report of Universities by field, which includes 160 universities and 131 research areas, MCBU stands out in terms of volume and quality in 26 areas where all universities were evaluated together. These research areas are: 1- “Big Data, Modelling and Simulation, Robotics” in the field of Information and Communication Technologies; 2-

“Atomic, Molecular Physics and Optics, Experimental Physics, Particle and Nuclear Physics, Condensed Matter Physics” in the field of Physics; 3- “Nutrition, Dietetics and Health and Food Processing” in the field of Food; 4- “Analytical Chemistry and Spectroscopy, Inorganic Chemistry, Organic Chemistry” in the field of Chemistry; 5- “Fluid Dynamics and Heat/Mass Transfer” in the field of Chemical Engineering; 6- “ Biomaterials” in the field of Materials; Vaccine, Pharmaceuticals, Health Services and Epidemiology, Lung and Respiratory, Histology, Immunology, Ear, Nose and Throat, Oncology, Orthopedics, Psychiatry, Radiology and Imaging, Lung and Respiratory” in the field of Health; and 7- “Art” in the field of Social and Human Sciences.

The Research Policy Document, which determines the policy to be followed by our university on research; The MCBU Research Policy Document was announced to all stakeholders on the website of our University, taking into account the opinions of all faculty members, the expectations of the stakeholders, and the research strategy and objectives mentioned above.

Our university follows certain strategies for research activities that support educational activities. First of all, the majority of the academic staff who carry out research also carry out educational activities, and interaction is established between these two fields. In addition, some Application and Research Centers of our University were established to directly support educational activities. The Health Application and Research Center, the Family Planning Infertility Application and Research Center, the Experimental Animal Application and Research Center, the Experimental Science Application and Research Center, and the Distance Education Application and Research Center are some of these centers.

Although not included in the publicly announced plans and programs of our university, inter-institutional research activities are supported. In order to develop suitable platforms for such research, cooperation protocols are signed with domestic and foreign universities, and various non-governmental organizations and public institutions serving in different fields. After these protocols are signed, they are announced both inside and outside the institution in various ways (web page announcement, press release, etc.) and researchers are encouraged to do their work. The results of such studies are presented to the Rectorate by the researchers. Apart from these, BAP provides support to the projects carried out by the faculty members of our University together with other institutions, of which they are project partners or managers. Interdisciplinary and multidisciplinary research activities are carried out and supported in a manner similar to inter-institutional research activities.

Our university takes into account national, regional and local development goals while determining its research and development strategies. In fact, while the Strategic Plan was being prepared, the targets specified in the Tenth Development Plan, the Medium Term Program, the Turkey Public-University-Industry Cooperation (KUSI) Strategy and Action Plan, and the TR33 Region Regional Plan were taken as a guide. Our university has a holistic approach to research activities and supports research in both basic and applied sciences.

In 2021, 11 lecturers took part in technology regions in the fields of R&D company partnership, company establishment and consultancy. The number of academic member companies active in the Manisa Technopolis is 13. Ethics Committees and Commissions have been established [<http://etikkrul.cbu.edu.tr/>] in order to ensure that the research activities carried out within our university are formed within the framework of ethical values and to make the research personnel who carry out these activities adopt ethical values. Turnitin software is used for theses and Ithenticate software is used for articles in order to check and prevent similarities in research and graduate theses, and in-service training is organized for users from time to time for the use of these software tools. An award system is implemented by our university and research activities are rewarded. In this context, researchers are awarded every year in the categories of natural sciences, engineering and technical sciences, health sciences and social sciences.

In order to improve the library infrastructure of our university, electronic publications of high academic quality are regularly purchased, and the use of the Vetis Library Platform, which facilitates the use of electronic journals, books and databases inside and outside the University, is being expanded. Data entries to the MCBÜ Academic Archive System, which is our open access platform, are increasing. This system aims to compile the scientific information produced by our university, to ensure access to information by protecting it in the long term, and to share the scientific and intellectual knowledge of our institution with large numbers of people for this purpose (<http://acikerisim.mcbu.edu.tr:8080/xmlui/>).

Our university carries out its research and development activities through application and research centers established within the Rectorate, laboratories within faculties and colleges, and the Technopolis and BAP Commission. Therefore, resources for research and development are allocated to these units. The resources used by the Scientific Research Projects Commission of our university consist of the revenues (5% of the revenues from the revolving fund revenues) within the framework of the Higher Education Law. The amounts realized were 4.390.000.00 TL in 2015, 5.329.796.70 TL in 2016, 6.667.229.14 TL in 2017, 6.676.385.73 TL in 2018,

7.383.631.33 TL in 2019, 7.894.096.98 in 2020, and 14.500.630.37 TL in 2021. The allocation of these resources to research activities is made according to the MCBÜ Scientific Research Projects Directive. With this Directive, the authority and duty to determine the principles of scientific research support every year has been given to the BAP Commission. The BAP Commission reviews and redefines these principles every year, and announces them to the interested parties on the website of the BAP unit. Since the research resources allocated to the BAP Commission are sufficient, all projects that comply with the Scientific Research Directive are supported. In addition to this, in support of the academic staff who propose new projects, the publication of projects that received the support of the Scientific Research Project Coordination Unit before is a prerequisite for the granting of the new support.

Our university has allocated an important resource to Technocity. Our university, which is the controlling shareholder of the company with the resources it allocated during the establishment of the company, also supports Technocity with the necessary human resources. Among the Research and Application Centers, resources are allocated from the special budget to the Chief Physician of Hafsa Sultan Health Practice and Research Hospital, and resources are allocated from the special budget to other application and research centers under the name of Other Centers. Institutes, Faculties, Colleges and Vocational Schools also allocate resources for research and development activities (for laboratory, etc. expenses) from the resources allocated from the private budget.

Our university has laboratories and laboratory devices within the Faculties, Schools, Vocational Schools, Research and Application Hospital and the Experimental Science Application and Research Center as its center to support both education and research activities. The number of laboratories owned by our university is 296, and all of them are supported with appropriate devices. However, our University wishes to further strengthen the infrastructure for research activities. For this reason, it has set the target to increase the number of accredited laboratories in the current Strategic Plan (2018-2022).

Our university directs its research and development activities in line with the strategies of YÖK, TUBITAK, Ministry of Industry and Technology and updates its plans. MCBU; Technocity plans, directs and coordinates the research, entrepreneurship and innovation activities carried out by the Technology Transfer Office, University Industry Cooperation Technology Research and Application Center (ÜSİTEM) and the Project Coordination Application and Research Center through the "MCBU Research, Entrepreneurship and Innovation Coordinatorship". To expand the scope of R&D, design and innovation-based

projects of the centers in Manisa, to develop R&D and design infrastructure, to increase the quality of R&D and design personnel, to create a cooperation network between centers and to coordinate studies, to produce joint solutions to common problems, -Research Entrepreneurship in order to develop the outputs of R&D, design and innovation projects, to increase intellectual and industrial property capacities, to prepare training, workshops, progress/development reports and to organize conferences, to enable centers and Manisa Technocity companies to cooperate on a project basis, to develop a culture of cooperation – cooperation. and Innovation Coordinatorship, the R&D and Design Centers Collaboration Platform operating in Manisa was established.

The measurement and evaluation of research performance at our university is carried out within the scope of Article 42 of the Higher Education Law No. 2547. The Annual Report, which is prepared at the end of each academic year, is reported, and recorded by the Academic Unit Managements.

Experimental Research and Application Center (DEFAM) infrastructure and laboratories are made available to researchers and the business world.

Within the scope of MCBÜ Research Policy, with the InCites Bibliometric Analysis Program subscribed by our University Library, which presents academic publications and citations within the scope of Web of Science, which is a kind of strategic research vision development tool in short and long-term strategic planning for scientific activities, together with advanced bibliometric indicators, averages and comparative analysis of development goals at researcher, department, faculty, institution and other levels.

Monitoring the results of research and development activities; Research, Entrepreneurship and Innovation Coordinatorship, Scientific Research Projects Coordinatorship is carried out by the Research Commission. Research, entrepreneurship, and innovation activities are planned and directed by the Research, Entrepreneurship and Innovation Coordinatorship of Technocity, University Industry Cooperation Technology Research and Application Center (ÜSİTEM) and Project Coordination Application and Research Center. As of the end of 2021, 136 companies operate in Manisa Technocity, where the coordination is responsible. The number of companies founded or partnered by faculty members is 13. The number of students admitted to pre-incubation programs was 68, and the number of students admitted to incubation programs was 23. The number of instructors included in the incubation programs is 10. The number of R&D personnel working full-time outside the Technocity has reached 377.

Our university supports interdisciplinary and/or multidisciplinary research activities as a research strategy. Monitoring and evaluation of the outputs of the researches is the responsibility of the project coordinator, and the acceptance and results of the projects are evaluated by the BAP Commission.

Our university gives higher scores to the projects of researchers supported by the European Union, TÜBİTAK, TÜBA, TTGV, SANTEZ in the "Entrepreneurship-Innovation and Project Activities" section of the "Assignment and Promotion Directive for MCBU Faculty Members" for appointments and promotions. Therefore, the research performance of researchers directly affects their appointment and promotion. The transparency in the appointment criteria and the criteria for measuring/developing competence ensure the sustainability of the existing research staff in terms of quality, while maintaining and increasing the number of staff brings sustainability in terms of quantity.

Within the scope of Scientific Research Projects Coordination Unit Support Policy, “Industry Cooperation Project, Co-Financing Project Support, International Cooperation Activities Support Project, Property Rights Patent Incentive Project, Undergraduate Student Research Project, Publication Incentive Support Project, External Joint Participation Research Project, Scientific Research Project There are supports such as “Master's Thesis Research Project”.

At MCBÜ, the adequacy of research performance in reaching the goals of the institution is reviewed by the Quality Coordinator, BAP and related units. The results of the supported projects must be published in peer-reviewed journals within the scope of SCI, SSCI, AHCI, or at least one article should be published in the ULAKBİM database announced by the BAP unit or in peer-reviewed journals in international indexes.

Technology Transfer Office within Manisa Technocity; offers awareness, promotion, training and information services and services to benefit from support programs, project development/management, university-industry cooperation services, intellectual/industrial rights management and licensing services, entrepreneurship, and incorporation services. To meet the need for a research and training center that will serve the national and regional development plans of our country and contribute to the solution of the needs and problems of the target groups and final beneficiaries in our region, the Smart Product and Production Systems Research and Training Center (AKÜM) Guided Project and Electronics for Defense Industry in the TR33 Region System Design and Production Center Feasibility Projects were successfully completed in 2020. All technology transfer of the Manisa Defense Industry

Technology Development Cluster (MASTEK) Guided project has been completed and the project will be fully concluded in April 2021.

To encourage researchers to use external funds at our university, activities are carried out by the Project Support Office (PDO) within the "Research, Entrepreneurship and Innovation Coordinatorship" operating under the roof of MCBÜ Teknokent.

As of the end of 2021, 117 of our faculty members have completed their doctorate at MCBÜ Institute of Social Sciences, 91 at MCBÜ Institute of Science and 14 at Institute of Health Sciences.

Management of research processes

Maturity Level: Results related to the management of research processes in the institution and the operability of the organizational structure are monitored and appropriate measures are taken.

Evidence:

C.1.1.01. MCBÜ BAP Process Management.pdf
C.1.1.02. Research Related to Development Goals.docx
Organizational Structure Regarding Research-Development Processes.jpg
C.1.1.03. Muradiye OSB Thesis Award Directive.pdf
3-MCBU Research and Development Processes Organizational Structure.png

Internal and external resources

Level of Maturity: The adequacy and diversity of research resources are monitored and improved in the institution.

Evidence

C.1.2.01. Proje Türlerine Göre Proje Sayıları (1995-2021).xlsx
C.1.2.02. Proje Türlerine Göre Destek Miktarı.xlsx
C.1.2.03. BAP Bütçe İstatistikleri.xlsx
C.1.2.04. AlanBazındaYetkinlikAnalizi.docx
C.1.2.05. TÜBİTAK Projeleri.docx
C.1.2.06. Akademik Birimlere Verilen Destek Miktarları.xlsx
Lisansüstü Tez Ödülleri.pdf

Doctoral programs and postdoctoral opportunities

Maturity Level: Doctoral programs, consistent with the research policy, objectives and strategies, and post-doctoral opportunities are carried out.

Evidence:

C.1.3.01. Number of Students and Graduates in Doctoral Programs.docx

C.1.3.02. MCBŮ Faculty of Medicine ENT Department Assistant Report Card Example.pdf

C.1.3.03. Number of Research and Teaching Assistants in Doctoral Programs.docx

Ph.D. Scholarship 100-2000 List.pdf

2. Research Competence, Collaborations and Supports

Processes related to the recruitment, appointment and promotion of research personnel are managed in accordance with the provisions of the Higher Education Personnel Law No. 2914, its secondary legislation and Appointment of MCBU Faculty Members to the Staff and the Upgrade Directive. The monitoring and rewarding of research performance of research personnel are based on the regulations of the Academic Incentive Allowance Regulation and MCBU Award Directive. The research performances of the research personnel are evaluated by the unit officials in accordance with the provisions of the Higher Education Institutions and the Higher Education Institutions Registry Regulation. In order to maintain their professional development and improve their teaching skills, the research staff working at our university can participate in domestic and international educational activities in accordance with their requests and the permission of the departments to which they are affiliated. In accordance with budget opportunities, they are provided with financial support by the unit to which they are connected. As part of the efforts to ensure quality assurance at our university, information is provided to the teaching staff about the "Training of Measurement and Evaluation Trainers Program", "Effective Question Writing Techniques for Evaluating Student Success", and "Effective Classroom Practices in the Transition to Learning Without Teaching", and this systematized information about educational approaches has been organized and periodically shared since 2017. In our university, research outcomes are rewarded and encouraged at the Rector's Office and the BAP level.

In the BAP, publications are supported within the scope of a special publication support project. In addition, there is the Support for the Property Rights and Patent Promotion Project, and the Publication Promotion Support Project. Author workshops and educational webinars

have been organized to increase the academic writing skills of academics and graduate students. Some of these works include:

- Project Writing Trainings of the Projects Coordination Application and Research Center
- Open Science and Open Access: Open Data, Open Refereeing, Open Citation
- InCites & Journal Citation Reports & Essential Science Indicators: Research Strategy & Performance Webinar
- Reference Management Training (Mendeley)
- Turnitin and iThenticate Online User Training
- Springer Nature Writer Workshop
- Proquest Writer Workshop
- Elsevier EKUAL 51NK Seminar Series
- Web of Science Trainings
- Ebsco Trainings

Research Competencies and Development:

Maturity Level: Practices aimed at improving the research competency of the academic staff are followed at the institution and precautions are taken within the follow-up results, which are evaluated together with the instructors.

Evidences:

- * C.2.1.01.Number of Projects Starting According to Areas and Years.xlsx
- * C.2.1.02.Number of Projects and Spending Amounts of Academic Units .xlsx * C.2.1.03. Number of Applications by Project Types (2017-2021).xlsx
- * C.2.1.04. Project Coordination Application and Research Center 2021Activity Evaluation Report.pdf
- * C.1.22- International Opportunities (Erasmus Certificate of Attendance).pdf
- * MCBÜ Research Strategy and Performance Training 3421VQER010420211025.jpg *
- Numbers of Dr. Research Assistants -Year-2021.docx * Doctorate Programs Graduated by MCBÜ Faculty Members in 2021(TR).docx * Doctorate Programs Completed Abroad by MCBÜ Instructors in 2021.docx
- * Application Principles of Participation Support for Scientific Events in 2021.pdf

National and International Joint Programs and Joint Research Units

Maturity Level: Joint Programs at both the National and International levels and joint research operations are carried out at the institution in general.

Evidences:

- Mechanisms for establishing joint programs and joint research units at national and international level. docx
- International Academic Organizations of MCBÜ Faculty Members. docx
- 1994-2021 Organization Report (2). pdf
- Organization Report of Collaborations in 2021 (1). pdf

3. Research Performance

Our university uses InCites, which allows users to assess research inputs and outputs, to track current trends, and to compare articles, journals, institutions, authors, and regions, and utilizes a Journal Citation Reports reporting tool, which provides summary analysis of journal citations. Our University's research and development performance is constantly reviewed via InCites. In this context, regulations such as increasing the scores of publications in journals with a high impact value in order for our University to be at a higher level in the world university rankings are included in the Directive for Appointment and Promotion to the Staff of MCBÜ Faculty Members, and the Implementation Procedures and Principles of the MCBÜ Article Performance Award.

According to the InCites database data for the period 1994-2020, as of the end of 2020, the total number of publications with an MCBÜ address included in the SCI, SSCI and AHCI citation indexes is 6542 (7400 when ESCI is added), the number of citations received by the publications is 67,194 (75294 when ESCI is added), the rate of publications released in international cooperation is 15.27%, and the rate of publication in cooperation with industry is 0.55%. In 2020, there were 466 (582) publications with an MCBÜ address included in the SCI, SSCI and AHCI citation indexes, and the publication rate in international cooperation was 18.66%.

According to the InCites database data for the 1994-2021 period, as of the end of 2021, the total number of publications with an MCBÜ address in SCI, SSCI and AHCI citation indexes is 7,093 (8,069 when ESCI is added), the number of citations received by the publications is 78,823 (88,800 when ESCI is added), the rate of publications released through

international cooperation 15.27% (1113 publications)[14.4% (1,162 publications when ESCI is added)], the number of publications with industry collaboration is 0.61% (43 publications) [0.56% (45 publications) when ESCI is added]; the publication rate in international cooperation is 15.69% (1113 publications); and the world impact rate of publications is 0.69%.

The total number of publications with an MCBÜ address in the SCI, SSCI and AHCI citation indexes of 2020 is 492 (607 when ESCI is added), the rate of publications put out through international cooperation is 24.59% (121 publications) [20.76% (126 publications) when ESCI is added], and the world impact rate is 0.93% (0.87% when ESCI is added).

The number of all publications with an MCBÜ address in the 2021 SCI, SSCI and AHCI citation indexes is 508 (624 when ESCI is added), the rate of publications released through international cooperation is 20.28% (103 publications) [18.59% (116 publications) when ESCI is added], the rate of publications put out in cooperation with industry is 0.39% (2 publications) [0.32% (2 publications) with ESCI added]; and the world impact rate of publications is 0.99% (0.93% when ESCI is added).

The number of articles/reviews with an MCBÜ address in the 2020 SCI, SSCI and AHCI citation indexes is 444 (559 when ESCI is added), the rate of articles/reviews released through international cooperation is 23.65% (105 publications) [19.68% when ESCI is added (110 publications)], and the world impact rate of publications is 0.76% (0.72% when ESCI is added).

The number of articles/reviews with an MCBÜ address in the 2021 SCI, SSCI and AHCI citation indexes is 468 (579 when ESCI is added), the rate of articles/reviews released through international cooperation is 20.09% (94 publications) [18,48% when ESCI is added (107)], the rate of articles/reviews put out in collaboration with industry is 0,43% (2 publications) [0.35% (2 publications) with ESCI added]; and the world impact rate of publications is 0.89% (0.84% when ESCI is added).

In 2020, of the 93 MCBÜ-addressed articles/reviews funded by 44 funders included in the SCI, SSCI, AHCI and ESCI citation indexes, 48 were supported by TÜBİTAK and 16 by the MCBÜ BAP Unit. In 2021, of the 108 MCBÜ-addressed articles/reviews funded by 52 funders included in the SCI, SSCI, AHCI and ESCI citation indexes, 59 were supported by TÜBİTAK and 15 by the MCBÜ BAP Unit.

The web of 1994-2021 on the United Nations Sustainable Development Goals, the total of all publications with an MCBÜ address in the Science Index 824 (11% of total publications), and in 2021 it was 66 (11 % of total publications).

Our university is an academic member of the 4th TEKNOFEST which has Istanbul Aviation, Space and Technology Festival among its stakeholders.

Our university also carries out inter-institutional research collaborations at the international level. In this context, the following is a list of activities that were organized by our University in 2021, and it includes some of the national and international scientific activities in which it is a partner:

- VIII. International Strategic Studies Congress (ISRC-2021)
- Bioeconomics Workshop for a Sustainable and Livable World (30 November-1 December 2021)
- Universal Design in Information Technologies (BİLTEVT 2021) International Barrier-Free Informatics 2021 Congress
- 4. National University Industry Cooperation R&D and Innovation Congress (15-16 December 2021)
- Artificial Intelligence and Cyber Security Workshop
- ICOPEC 2021 Congress (24-26 June 2021)
- Reflections of the Coronavirus Outbreak on Law Symposium
- Accessible Libraries Workshop
- Multidisciplinary Digital Transformation Summit, (8-9 April 2021)
- Tourism Economy in Pandemic
- 360 Degree 7th International Student Congress with Young People (21-22 December 2021)

Within the framework of the processes specified in the MCBU Publication Directive, by the decision of the Board of Directors of the University and the Publication Commission, the printing house of our university supports scientific research and the studies of the academic staff in order to help them get their work printed in book form, in addition to printing the textbooks.

377 faculty members benefited from the academic incentive allowance in 2021, and this number increased in 2021 by reaching 457 (85% faculty members, and 15% research assistants/lecturers).

Monitoring and evaluation of research performance

Maturity Level: Research performance is monitored in the institution and it is communicated with relevant stakeholders. In this way, it is evaluated and improved.

Evidences

- *C.3.1.01. Number of Publication Types by Years.xlsx
- *C.3.1.02. Amounts Spent by Economic Codes (2017-2021).xlsx
- *C.3.1.03. Number of Projects of Academic Units (2017-2021).xlsx
- *C.3.1.04. Number of Publications by Academic Units (2017-2021).xlsx
- *C.3.1.05 Number of Committee Meetings.xlsx
- *C.3.1.06. Monitoring and Valuation Report on Academic Incentive Allowance for 2022.docx
- *2021-Analysis of Competency by Domain-Quality.docx
- *Web Of Science on United Nations Sustainable Development Goals Distribution of All Publications Addressed by MCBu in the Index.docx
- *2021 MCBÜ Research Performance Organization Report.pdf
- *2021 MCBÜ Organization Report.pdf
- *Monitoring and Valuation Report on Academic Incentive Allowance for 2022.docx
- *MCBÜ Scientific Research Projects and Scientific Supported by Other Funders The Outputs of the Researches as Articles in the Web of Science Index
- *Institute of Health Sciences 2021 Unit Internal Evaluation Report.docx

Evaluation of instructor/researcher performance

Maturity Level: Research and development performance of lecturers is monitored and are evaluated and improved together with the instructors.

Evidence

- *C.3.2.01. OUR FACULTY MEMBERS WITH THE MOST PROJECTS.xlsx
- *C.3.2.02.2022 Ranking of Academic Staff by Academic Incentive Score.pdf
- *C.3.2.03. Ranking of Academic Staff Receiving Academic Incentive Allowance in 2022.pdf
- *Evaluation of Instructor-Research Performance by WOS Index.docx
- *C.3.2.04. Projects Related to Manisa.xlsx

D. SOCIAL CONTRIBUTION

1. Management of Social Contribution Processes and Social Contribution Resources

MCBÜ has determined its social contribution targets in its Strategic Plan. According to the plan, these goals are as follows:

- *To increase lifelong learning opportunities,

- *To increase university-industry cooperation,
- *To increase the service quality of the Hafsa Sultan Hospital,
- *To contribute to the social and cultural development of Manisa.

According to the MCBU Social Contribution Policy, our University uses its output for the benefit of society by doing the following:

- *Focusing on finding solutions to global, national and regional problems in the context of Manisa's innovative city, which contributes to the rational dynamics of regional development,
- *Assisting students, academic and administrative staff in developing Social Responsibility Projects to ensure the dissemination of contribution awareness,
- *Establishing strong ties and cooperation between the University and internal and external stakeholders,
- *Providing educational programs that will encourage lifelong learning for the society in organizing, cultural, social and artistic activities,
- *Enriching social contribution activities with digitalization and new technology opportunities,
- *Ensuring the sustainability of social contribution activities.

In the 1992-2021 period at our university, a total of 152,112 students graduated, including a total of 70,464 (46.32%) associate degree students, 74,771 (49.16%) undergraduate students, and 6,877 (4.52%) graduate students.

Our Health Application and Research Center, which is one of the most important social contribution tools of MCBÜ, with the name of Hafsa Sultan Hospital, provides health services to our region and throughout our country. Lately, our hospital aims to provide services at the international level by obtaining the Health Tourism certificate. Currently, it serves at the 3rd level of care, and as of 2020, it had a total of 622 qualified patient rooms, 620 physicians, 534 nurses, 195 technicians, and 501 administrative personnel (Secretary, cleaning personnel, technical personnel, patient care technicians) serving an average of 60 thousand patients annually. Our polyclinics serve 950,000 patients with a capacity of 13,042 square meters of enclosed space, and 10,940 square meters of open space in a spacious and modern environment in 25 different branches and 162 separate polyclinic rooms, with an annual average of 950,000

patients. Our 3rd Level Intensive Care Unit has 62 beds, the 2nd Stage Intensive Care Unit has 17 beds, and the 1st Stage Intensive Care Unit has 9 beds, equipped with the latest technology, and serving an annual average of 5,500 patients and for a total stay of 42,000 days.

Emergency Services: the Level 3 Adult Emergency Service has 20 beds, the Level 3 Pediatric Emergency Service has 17 beds and serves an average of 90,000 patients annually. Our operating rooms have 15 operating tables and an annual average of 60,000 operations are performed. Our Laboratories, Pathology, Biochemistry, Microbiology, and Genetics departments consist of an average of 10 million analysis results per year. Our imaging center (Radiology, Mammography, Magnetic Resonance, Tomography, Ultrasonography, and Color Doppler Ultrasound) consists of Bone Densitometry departments and performs an average of 250,000 examinations per year. In addition to routine patient care, the Oncology, the Chemotherapy Center, the Dialysis Center, the Tube Baby Center, the Gastroenterology Endoscopy Center, the Nuclear Medicine Center (PET-CT), the Cornea Bank, the Sterilization Center, the Radiation Oncology Center, the Radioactive Iodine treatment room center, the Cosmatology Center, the Bone Marrow and Kidney Transplant Centers, and the TPN, serve under the Traditional Medicine Center (GETAT).

In addition to the services provided during the Covid-19 pandemic, the PostCovid Polyclinic has started to serve patients whose long-term complaints have continued after the COVID-19 infection. Support for the fight against the epidemic is supported by sharing the "Comparative 3 Doses of the COVID-19 Vaccine (Coronavac or Biontech) Efficacy Results after 2 Doses of Coronavac, and the Six-Month Follow-up Results" conducted by Manisa Celal Bayar University Faculty of Medicine, the Department of Infectious Diseases, and the Department of Public Health and Medical Microbiology.

Educational videos for the public are made available by faculty members of the Faculty of Medicine.

Reports on the activities carried out in our hospital are prepared annually and announced to the public on the hospital website. Our activities continue unabated in light of the policy of continuous improvement. Educational videos for the public are made available by faculty members of the Faculty of Medicine. MCBU organizes certified education programs through the Continuing Education Application and Research Center to increase lifelong learning opportunities. Additionally, in the field of social contribution, there are MCBU Distance Education Application and Research Center in-service training programs, as well as MCBU Women and Family Research and Application Center (MCBUKAM) online conferences. The

"Growing Saplings with Sports Project" was realized by the MCBU Olympic Studies Application and Research Center Directorate with the students of MCBU Sports Sciences Faculty Sports Management.

The center established the University-Industry Cooperation Technology Application and Research Center (USİTEM) and the Teknokent to increase university-industry cooperation. Our university has contributed a total of 11,600,000,00 Turkish Liras to Teknokent in cash and in kind services.

The Smart Product and Production Systems Research and Training Center (AKUM) Guided Project was established to meet the need for a research and training center that will serve the national and regional development plans of our country and contribute to the solution of the needs and problems of the target groups and final beneficiaries in our region. Prototyping services started to be provided to start-up companies invested in by Vestel Venture, including SMEs and large-scale companies in our region. With 3D scanning, process improvement opportunities have been provided in sectors such as molding industry companies, white goods and consumer electronics products, and their sub-industry companies that operate intensively in the TR33 region, especially in the province of Manisa.

The entire technology transfer of the Manisa Defense Industry Technology Development Cluster (MASTEK) Guided project, another important guided project of Teknokent in terms of social contribution, has been completed and the project was fully concluded in April 2021. With the project, infrastructure investments were made to meet the needs of various defence industry companies such as ASELSAN, TAI, MKEK, Otokar, TEI, TUBITAK-SAGE and ROKETSAN operating in Turkey, and even some foreign companies. The Center will be a production partner to companies that are the main contractors in our defence industry, thanks to its infrastructure of joining technologies. At the center, R&D activities have been carried out for products that are currently of great importance in our defence industry, and prototypes have been produced.

Within the scope of the Social Responsibility Project Course, the Volunteering Studies, Course, and the Community Service Practices Course, our students also gain important experience in terms of social contribution with the activities they do.

The Experimental Research and Application Center (DEFAM) infrastructure and laboratories have been opened for the use of the business world and are in cooperation with 115 industrial organizations.

MCBU contributes to the social and cultural development of Manisa with its Mevlevi Lodge and the History of Medicine Museum. The MCBU Medical History and Deontology Museum, operating in the Hafsa Sultan Hospital, has been awarded the title of Manisa's First Registered Private Museum. "Healthy Wednesday Meetings" are held in the museum for the public with the participation of faculty members of the Faculty of Medicine. In many of our academic units, online interviews are held by our instructors.

The field studies of the "Human Rights, Civil Struggle Against Violence and Social Mediation Project", put into effect in accordance with the Presidential Eleventh Development Plan and the Human Rights Action Plan, are the first application axis under the coordination of the Ministry of Justice and the Foundation for Combating Violence, and under the coordination of our University's Human Rights Strengthening and Combating Violence Application and Research Center. The "Human Rights and Social Mediation", and the "Human Rights and Civil Fight Against Violence" accredited certificate programs" activities have been initiated in 25 selected pilot provinces. In accordance with the above-mentioned and other relevant articles of the "Human Rights Action Plan", school administrators, guidance teachers, Lifelong Learning Organization administrators and teachers, Youth Center administrators and youth service personnel should primarily and simultaneously benefit from the certificate programs initiated through universities in the first selected and targeted pilot provinces.

The Ancient City Excavations (Aigai Excavation, Metropolis Excavation, Pergamon Excavation, Smyrna Ancient City Excavation) conducted by the faculty members of the Archeology Department are among the important social contributions. Additionally, concerts, talks and shows are organized for the public. The MCBU Archeology Department chairs the Aigai and Metropolis excavations and includes members from the Bergama, Yeşilova, Smyrna, Bathonea and Old Smyrna excavation and research projects. Students can take part in these research projects and do their internships.

The MCBU History of Medicine 52/59 and Deontology Museum, which was registered as a private museum with the approval of the Ministry of Culture and Tourism, General Directorate of Cultural Heritage and Museums, dated 25.10.2021 and numbered E-60960384-151.01.99-1830686, is located on the website of the Ministry of Culture and Tourism. It was ranked 281st among 319 museums in the "Museums" tab. In the museum, which was visited by 21,733 people in 2021 within the framework of pandemic conditions and rules, visitors received on-site information about health services and medical education in the Turkish-Islamic States

and hosted the "Healthy Wednesday Meetings" events organized by Manisa Celal Bayar University with its historical environment.

Five partner projects named "The Journey of Unemployed Adults from Financial Literacy to Entrepreneurship (JAFLE)" prepared by MCBU within the scope of Erasmus+ Cooperation Partnerships in Adult Education in 2021 [E-SCHOOL (Greece), FORMATIVE FOOTPRINT (Spain), KLIPEDOS VALSTYBINE KOLEGIJAKVK (Lithuania) and Financial Literacy Association- FODER (Istanbul)] were deemed worthy of support for 2 years. This project will be carried out over a period of 24 months and will be implemented in January of 2022. With a budget of 119,277 Euros, the Project aims to bring unemployed adults into business life by providing financial literacy and entrepreneurship training.

MCBU, which attaches importance to vocational and technical education as much as undergraduate and graduate education, offers professional and technical education in Soma, Turgutlu, Ahmetli, Salihli, Akhisar, Saruhanlı, Sarıgöl, Gördes, Demirci, Kırkağaç, Köprübaşı, and at the Alaşehir Vocational Schools in addition to Manisa. These programs serve the purpose of raising specialized manpower, and also contribute to the development of the mentioned regions.

As an online social education platform in the distance education process by the Ministry of National Education, the Education Information Network (EBA) is used by the Manisa Provincial Directorate of National Education. The lectures which were filmed at the 27/39 MCBÜ UZEM Studio with the technical facilities of the University were prepared and they contributed to the society. The university supports the "Manisa DIY Workshops Project" of the Directorate of National Education, which aims to increase the professional orientation of students, and help the children of the future with the latest technology and to train them in well-equipped centers. Additionally, MCBU lecturers are sent to secondary education institutions where TÜBİTAK Science and Society Programs Information Seminars are organized. The Manisa Disaster Risk Reduction Plan (IRAP), through the initiative of the Manisa Commodity Exchange, supports the practices such as the Technical Preparation and Project Planning Commission during the application process to the EU Commission initiated by the Manisa Commodity Exchange in order to register a trademark with the EU for "Manisa Sultani Seedless Grape" products, whose Geographical Indication Registration has been granted by the Turkish Trademark Authority.

The TÜBİTAK 4005 Innovative Educational Practices conducted by MCBÜ to the Science Teachers Working in Science and Art Centers who are supported within the scope of

the program Nuclear Sciences School” Project activities have been completed. (<http://nukleerbilimlerokul.mcbu.edu.tr/>). The TÜBİTAK 4005 Innovative Education Applications Support Program 2020-2021 called " We Integrate Information Technologies, Science and Mathematics Education with Innovative Methods III" was implemented in Manisa. The project was held on 22-29 August 2021 (<http://www.interteacher.org/>).

Prepared under the leadership of MCBÜ and STEM Educators Association, the Manisa Provincial Directorate of National Education and the Şanlıurfa Provincial Directorate of National Education are stakeholders in the project named "STREAM It Up"! This project has been sponsored by the US Embassy and is held within the framework of the protocol signed between MCBU and the Manisa Provincial Directorate of National Education. The project "I'm Designing the Agriculture of the Future with Smart Technologies" has been finalized.

Especially on climate change, the “I am Designing the Agriculture of the Future With Smart Technologies " Project which aims to raise awareness about the use of smart technologies that can be a solution to the difficulties experienced in agriculture, agricultural problems, and which has been implemented for young people studying in Manisa, has been carried out by the MCBÜ Hasan Ferdi Turgutlu Faculty of Technology within the scope of TÜBİTAK 4004 Nature Education and the Science Schools Support Program.

Our university provided institutional support to the Manisa Science and Art Center (BİLSEM) students and the TÜBİTAK 4007 Science Festival. Increasing the Quality of Special Education and Guidance Services Protocol was signed between MCBU and the Ministry of National Education, General Directorate of Special Education and Guidance Services. Within the scope of the Cooperation Protocol, support for the scientific-technological techno-enterprise experience workshop that is to be organized by the university, science interviews, the project-based training program and the research laboratory is provided for BİLSEM teachers and students. Within the scope of the Hour Of Code '2021 Social Responsibility Project, approximately 17000 in 21 primary and secondary schools in our district received coding training from 100 students participating as instructors from Hasan Ferdi Turgutlu Technology Faculty.

VEX IQ Challenge 2021-2022 season first tournament within VEX Robotics Tournaments was held on the MCBU Şehir Prof. Dr. İlhan Varank Campus with the cooperation of Innovation in Education Association, EduCat Robotics and Kodla Manisa, MCBÜ Project Coordination Application and Research Center, and STEM Educators Association. Twenty nine teams participated in the tournament as competitors. There were participants from many

different cities such as Antalya, Mersin, Adana, Bursa, Balıkesir, and Şanlıurfa. In the tournament where, instead of competition, friendship and teamwork are seen, randomly matched teams made an effort to be the best. With the support of STEM Educators Association members and volunteers, the young people who will be the scientists and engineers of the future, participated in the tournament with the robots they had prepared in the categories of friendship struggle and robot skills. The teams were entitled to receive various awards at the end of the day-long event.

Management of social contribution processes

Maturity Level: Management of social contribution processes in the institution and organizational structure Results related to its functionality are monitored and precautions are taken.

Evidences

D.1.1.01. MCBÜ Social Contribution Policy.pdf
D.1.1.02. OBASYA Ecological Living Center Project Protocol.pdf
Project Coordination_Social Contribution Activities.pdf
Evaluation of Social Contribution Activities of the Museum of History of Medicine and Deontology in 2021 report.docx
2021 Faculty of Sports Sciences Social Contribution Evaluation Report.docx
Manisa and Its Region Turkish History and Culture Research and Application Center Contribution Activities Report.pdf
Organizational Structure Regarding Social Contribution Processes.jpg
Year 2021-Courses Related to Social Contribution and Number of Students Enrolled.docx
D.1.1.03. MCBÜ Franke Kitchen and Bathroom Systems Cooperation Protocol.pdf
4-MCBU Social Contribution Processes Organizational Structure.png

Resources

Maturity Level: The adequacy and diversity of social contribution resources are monitored in the institution and 54/59 is being improved.

Evidence

D.1.2.01. Income Amounts of Research Centers 2021 Year.pdf
D.1.2.02. BAP Budget Statistics.xlsx
BAP Projects related to Manisa (1).xlsx
Olympic Course Protocol.pdf

2. Social Contribution Performance

Whether MCBU achieves its social contribution goals is monitored annually and the results are presented to the public in the Administration Activity Report, along with information on social contribution activities.

For a liveable world, social Responsibility Awards are given at our university within the framework of the MCBÜ Student-Oriented Social Responsibility Project Awards Determination Procedures and Principles in order to contribute to the training of individuals who are sensitive to society and the environment, who have a high level of social responsibility awareness, and who are not alien to the society they live in. Student clubs are also involved in important activities within the scope of social responsibility awareness.

The university carries out projects such as the "Circular Child Project" with public, private and non-governmental organizations within the scope of social contribution.

With the slogan "The City of Şehzadeler Integrates with the University", events such as symposiums, congresses, workshops, seminars, etc., are organized and aimed at providing the society with in-depth information on current issues, within the scope of the activities that allow the University and the people of Manisa to meet are organized. The Masnavi Conversation and Sufi Music concerts for the public are held in the Manisa Mevlevi Lodge by MCBÜ Manisa and Its Region Turkish History and Culture Application and Research Center and MCBÜ Fine Arts, Design and Architecture Faculty Music Choir. In 2021, Healthy Wednesday Meetings were held by faculty members of the Faculty of Medicine, open to the public, at the MCBÜ Hafsa Sultan Sifahanesi Medical History Museum.

Monitoring and evaluation of social contribution performance

Maturity Level: Social contribution performance is monitored in the institution and improved by being evaluated with relevant stakeholders.

Evidence

- D.2.1.01. Thesis on Health Sciences Institute Manisa.docx
- D.2.1.02. Thesis Related to the Institute of Science and Technology Manisa.docx
- D.2.1.03. Thesis Related to the Institute of Social Sciences Manisa.xlsx
- D.2.1.04. Technology Development Zone 2021 annual activity report.docx

D.2.1.05. Information on DEFAM Activities.docx
D.2.1.6. Information on the Activities of Hafsa Sultan Hospital.pdf
D.2.1.7. Information on Project Coordination Application and Research Center Activities.pdf
D.2.1.8. Joint Projects with Public Institutions and Private Sector.docx
D.2.1.09. History of Medicine and Deontology Museum Annual Report.pdf
Student Social Responsibility Projects Applications.docx
The Example of Social Responsibility Projects of Faculty of Sport Sciences.docx
Faculty of Medicine Social Responsibility Projects.docx
Urban related Symposiums.docx
1992-2021 Social Contribution Graduates.docx
1997-2021 Social Contribution Number of TUS Graduates.pdf
HAFSA SULTAN HOSPITAL SOCIAL CONTRIBUTION.docx

E. CONCLUSION AND EVALUATION

MCBU On November 8, 2021, “Higher Education Quality Board (YÖKAK) 2021 Institutional MCBÜ, which is included in the Monitoring Program within the scope of “Evaluation Processes”, follow-up assessment has been completed.

I-Some Outstanding Strengths and Prospects of MCBU

A-Leadership, Management and Quality

1-Strengths

- To have academic and administrative human resources with management experience and to have competent administrative personnel

-Positive and constructive approach of the university administration to the Quality Assurance System

-Existence of a dynamic decision mechanism and speeding up procedures when it is needed

-Accessing to strategic plans of the university, annual reports, performance programs, corporate financial reports, internal control compliance actions plans and internal control evaluation reports that are available on the internet web page

-Self-Assessment in All Undergraduate Programs with Program Evaluation Software (UMIS)

-Peer Assessment for Preparing Reports and Selected Non-Accredited Pilot Departments

- Carrying out studies to raise awareness among all units about quality (Ensuring UTEAK, MÜDEK, FEDEK, SPORAK Accreditation)

- MCBU Quality Management System Handbook», «MCBU Process Management Handbook», «MCBU

- Distance Education and Quality Assurance System Handbook in Higher Education", "MCBU Quality Assurance System" Policy Guide» Preparation

- Establishment of In-Service Training Coordinatorship and Planned Trainings Getting Started

- Obtaining Zero Waste Certificates

- Green Campus Studies

- ISO-270001 Information Security of Information Management System and Corporate Information Management Model Assurance with the Management System

2-Aspects for improvement

- Increasing the number of qualified personnel

- Performance evaluation of administrative staff

- Increasing, monitoring and evaluating the effectiveness of Human Resources development of mechanisms

- Dissemination of quality awareness to the University and spreading it to the base

- Problems caused by the dispersed layout of the university campuses

- Lack of Congress and Cultural Center

B-Education and Training

1-Strengths

- The university's associate degree (97), undergraduate (81) and graduate (140) programs are offered in Manisa city center and widespread in the districts

- Program accreditation to increase the programs and education quality of the institution exist and encourage

- Professional in Business in cooperation with its stakeholders in line with the needs of the country and the region, efforts to maintain education effectively and disseminate it to all programs of the University

- Good level of student-instructor communication

- Existence of a strong Distance Education technical infrastructure

- Starting the Elective Courses Application

- Stakeholder Opinions of Quality Policy Covering All Processes of the Institution
Preparation of Standard Documents in Line

- Obtaining ERASMUS Declaration 2021-2027 Quality Certificate for Higher Education

- Launching of Academic Counseling Hour

- Obtaining ERASMUS Declaration 2021-2027 Quality Certificate for Higher Education

- T.C. Ministry of Culture and Tourism Presidency for Turks Abroad and Related Communities (YTB)

- Involvement in the "Turkey Scholarships Program"

- Transition to the Foreign Exchange Rate System in the Preparatory Class of Diler School

- Organization of International Student Congress since 2014

2. Aspects for improvement

- Differences between academic units in terms of quality processes

- Depending on the program outputs of the non-accredited units, the learning outcomes of the courses and monitoring the realization of their interrelationships and taking improvement steps.

- Designing the programs of external stakeholder opinions, necessary updating processes systematically handled and organized

- Ensuring student representatives take part in the relevant boards/commissions

C-Research and Development

1-Strengths

- The existence of the University's Research Policy
- Operation of UYGAR centers to solve the problems of region in the dimension of its contribution to society
- Activation of 9 priority field programs within the scope of the 100/2000 doctoral program
- The remarkable level of University-Industry cooperation and the existence of postgraduate projects
- TEKNOKENT's openness to student research
- Owning equipped central laboratories and TEKNOKENT where scientific research can be carried out.
- Increased Collaboration with Manisa Industrial Organized Zone
- Activating Scientific Research Projects (BAP) Application and Evaluation Processes
- Establishment of Agricultural Research and Food Safety Application and Research Center to Provide Training, Application and Consultancy Services in Line with the Demands of Producers, Public and Private Institutions
- Introducing Competitive Appointment and Promotion Criteria by Scoring Higher Qualified Publications in the Assignment and Promotion Directive for MCBÜ Faculty Member Staff

2- Aspects for improvement

- Diversification of resources to ensure the sustainability of the financing of research projects,
- Integration of research strategy with Education-Training, Social Contribution processes, and developing new mechanisms to increase external resources
- Inadequate number of qualified publications and citations in journals with high impact

-Dissemination and encouragement of research-oriented projects throughout the University

- Lack of International research projects

-Inadequate number of qualified publications and citations in journals with high impact

D-Social Contribution

1-Strengths

- Having an accredited hospital with 600 beds, Technopolis and Experimental Science Application and Research Center (DEFAM)

- Preserving and keeping the cultural and historical places in the region alive (the Museum of History of Medicine- Hafsa Sultan Sifahane and Mevlevihane)

-Ancient City Excavations conducted by faculty members of the Archeology Department (Aigai Excavation, Metropolis Excavation, Pergamon Excavation, Smyrna Ancient City Excavation)

- Having a strong Continuing Education Center that provides training and consultancy support in various fields for the society

- Realization of social responsibility activities with the participation of students. Significant cooperation with local external stakeholders.

2- Aspects for improvement

- Establishing a periodical evaluation and quality assurance system that will allow the evaluation and continuous improvement of community service projects and activities

-Continuing the projects carried out by various units of our university in accordance with the PUKÖ cycle understanding