Dicle University Faculty of Theology Daytime Education Quality Manual Tables (2023)

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A. QUALITY ASSURANCE SYSTEM

A.1. Mission and Strategic Objectives

A.1.1. Mission, vision, strategic goals and objectives

Our faculty determines its mission and vision, strategic goals and objectives in accordance with the mission and vision of Dicle University and updates them when necessary. The determined mission and vision are published on the official website of the faculty. All activities of the faculty are carried out consistently with this mission and vision. The mission and vision of our faculty is as follows:

OUR VISION

- Sharing the knowledge and values produced in the field of General Theology and Basic Islamic Sciences at national and international level,

- The theologians, religious educators and competent religious officials he has trained, equipped with classical and contemporary knowledge and ideas, are shown as examples,

- To be a distinguished Faculty of Theology that is honored to be a member of.

OUR MISSION

- Learning religion from its basic sources,

- Committed to national, spiritual, moral, ethical and universal values and cultural heritage,

- Respectful of different beliefs and values, human rights and freedoms, the environment and nature,

- Scientific and free thinking skills,

- able to capitalize on its historical acquis,

- Analyze, analyze and interpret information,

- In order to ensure that the society understands and learns religion correctly, it researches the phenomenon of religion from its basic sources with interdisciplinary cooperation, adhering to universal ethical values, and evaluates it in the light of new developments,

- To be able to produce solutions to the problems encountered in religious issues by following the needs and trends of the society,

- To train religious officials, teachers, researchers and academicians who are equipped with professional knowledge and skills, useful, dynamic, free and virtuous.

The strategic goals and objectives of the Faculty are determined in relation to its vision and mission and are regulated by a five-year strategic plan prepared every five years. This arrangement is based on the Strategic Plan of Dicle University. There is a Strategic Plan Preparation Committee in our faculty for the preparation and organization of the Strategic Plan and the necessary follow-up in this regard. This commission exchanges views with other commissions and

stakeholders in the faculty for strategic plans and objectives. The Quality Management System, as well as the Electronic Document and Management System (EBYS) within the unit, are actively used for the realization and follow-up of goals and objectives. Face-to-face and online meetings are organized in this regard.

At the Faculty, Quality Goals are determined annually. Within the framework of these targets, a Target Action Plan is created every year. At the end of the year, evaluations are made on how much these goals have been realized. All these processes are shared with the Quality Development Units of the university through the quality management system. All activities in the faculty are carried out based on this strategic plan and quality targets. Evaluation reports and performance reports are prepared at the end of the year. Considering the outputs of these reports, relevant arrangements are made in the new semester.

Sub-criteria subject:	A.1.1. Mission, vision, strategic goals
	and objectives
Responsible Unit:	Deanery
	Quality Assurance System Development
	Commission
	Quality and Development Commissions
	Accreditation Commissions
First Planning Date:	December 2021
Internal Stakeholders:	Academic Staff
	Administrative Staff
	Students
External Stakeholders:	National Advisory Board
	Quality Development Coordinatorship
International Stakeholders:	International Advisory Board
Applied Areas:	All Units of the Faculty
Observation Mechanisms:	Quality Assurance System Development
	Commission
	Face-to-Face and Online Meetings
	Quality Assurance System Development
	Commission Meetings
	Plans- Manual
	Strategic Plans

	Quality Manual
	2021 Target Action Plan
	Performance Reports
	Process/Activity Monitoring Reports
	Sample Activities
	Evaluation Reports
Performance Indicators:	Number of Meetings to be Accredited at
	IAA
	Strategic Objectives and Performance In-
	dicators
	Number of Quality Targets
Evaluation and Improvization dates:	End of semester
The Place of Subcriteria in the Information	2021-2022 Evidence Repository
Management System:	QMS Automation System
	Faculty Website
	Electronic Information System (EIS)

A.1.2. Policies on quality assurance, education, training, research and development, social contribution and governance system

The faculty has quality policies determined within the framework of the relevant legislation. These policies are shared with all stakeholders through the official website of the faculty. In addition to quality policies, there are Education and Training Policy, Research and Development Policy, Quality Assurance Policy, Management System Policy and Internationalization Policy. Activities in the faculty are determined, organized and carried out within the framework of these policies. The quality policies of the faculty are as follows:

Our Quality Policy:

1- To develop and disseminate knowledge.

To provide researchers with fast, easy and versatile access to information.

To make the information accessed accessible to more people by publishing it in journals scanned by national and international indexes.

2- To increase the quality of undergraduate and graduate education.

To make changes in the course curriculum and elective courses depending on new developments

To prepare students for academia with courses on academic research methods and techniques.

To ensure students' participation in domestic and international exchange programs such as Erasmus, Farabi and Mevlana.

To cooperate with student clubs and class representatives to exchange information and inform students about new developments.

3- To contribute to academia through national and international publishing activities.

To publish in national and international journals that are competent in their field.

Our Core Values:

Respect for different beliefs and thoughts

Loyalty to national and spiritual values

Sharing

Social responsibility

Openness to innovation

Scientific productivity and originality

Analytical and solution-oriented thinking

Education and Teaching Policy:

To carry out educational activities with an experienced academic staff.

To graduate our students with sufficient academic knowledge and competence.

To observe the expectations of the students and the needs of the field in the education and training processes.

To enable our students to read and design the future by utilizing the experiences of the past.

To carry out education and training activities with an understanding that prioritizes cooperation with different disciplines.

To raise researcher and entrepreneurial students who are sensitive to the issues in the field and take an active role in producing solutions for them.

To integrate the academic-oriented program with social, cultural and artistic activities that will ensure the development of our students in different aspects.

Research and Development Policy:

To increase the quality and quantity of scientific knowledge produced in our faculty.

To support the infrastructure works necessary for our faculty to increase its academic performance.

To create external funding opportunities for research and development activities through collaborations.

To update graduate education activities to support the research and development aspects of students.

Our Quality Assurance Policy:

To carry out and continuously improve education and research activities in accordance with national and international quality principles.

To carry out practices that create social value based on cooperation with internal and external stakeholders, to measure satisfaction and to carry out practices that will ensure further development.

To raise environmentally sensitive individuals who have the knowledge, skills, behavior and general culture of the profession.

To be a Faculty that meets the expectations and needs of service recipients and focuses on continuous improvement and stakeholder satisfaction.

Our Management System Policy:

To ensure that the bodies of the Faculty work in accordance with the legislation, fairly, complementary and in coordination with each other.

To take equal opportunity, freedom of expression, critical thinking, participatory and transparent management approach as a basis.

To make the institution and its institutional activities and recognition visible by using communication tools.

To use financial resources effectively, transparently and efficiently.

To provide the necessary support and improvements by monitoring the performance of the stakeholders serving our faculty.

Our Social Contribution Policy:

To carry out education and research activities in the field of theology, taking into account local, regional and international needs.

To determine the religious problems and needs of the society in coordination with internal and external stakeholders and to produce appropriate solutions.

To present the results of the scientific studies to the society and to carry out academic and social activities that the public can benefit from.

To ensure the orientation of academic staff for the social needs identified as a result of the participation of common stakeholders and to provide the necessary support to these staff.

To inform the society on religious issues by using mass media effectively and to create appropriate environments for the society to access accurate information on religious issues.

Our Internationalization Policy:

To establish and develop international collaborations in line with the internationalization goals of our university and the mission and vision of our faculty.

To contribute to international theological research with scientific studies and original views.

To develop a perspective that will make our faculty stand out in the international arena.

To increase the number of qualified researchers in order to raise scientific knowledge to world standards.

To support the academic researches of our faculty members and students at the international level

Supporting Erasmus and Mevlana exchange programs that provide international connections for our faculty and students.

Sub-criteria subject:	A.1.2. Policies on quality assurance, education, trai-
	ning, research and development, social contribution and
	governance system
Responsible Unit:	Deanery
	Quality Assurance System Development Commission
	Quality and Development Commissions
	Accreditation Commissions
First Planning Date:	December 2021
Internal Stakeholders:	Academic Staff
	Administrative Staff
	Students
External Stakeholders:	National Advisory Board
	Quality Development Coordinatorship
International Stakeholders:	International Advisory Board
Applied Areas:	All Units of the Faculty
Observation Mechanisms:	Quality Assurance System Development Commission
	Face-to-Face and Online Meetings
	Quality Assurance Development Commission Meetings
	Quality Accreditation Meetings
	Quality Policies
Performance Indicators:	Quality Policies Published on the Faculty's Official Sys-
	tem
Evaluation and Improvization	End of semester
dates:	

The Place of Subcriteria in	Evidence Repository
the Information Management	Electronic Information System (EIS)
System:	QMS Automation System
	Faculty Website

A.1.3. Institutional performance management

Our faculty carries out institutional performance management through the Dean's Office, Department Heads, Department Heads and various commissions established in relation to Quality. Annual activity reports are prepared for institutional performance management. An Annual Activity Report Preparation Commission has been established for the organization and follow-up of annual activity reports. The commission prepares a report at the end of each year in cooperation with the relevant units and commissions and this report is shared with the higher units of the university. Relevant commissions have been established in our faculty for the organization of selfassessment reports. Within this framework, activity monitoring forms and self-assessment reports are prepared at the end of each year. Satisfaction surveys are prepared to measure the satisfaction of stakeholders. Necessary improvements are planned within the framework of all these.

Sub-criteria subject:	A.1.3. Institutional performance	
	management	
Responsible Unit:	Deanery	
	Quality Assurance System Develop-	
	ment Commission	
	Quality and Development Commissi-	
	ons	
	Accreditation Commissions	
First Planning Date:	December 2021	
Internal Stakeholders:	Academic Staff	
	Administrative Staff	
	Students	
External Stakeholders:	National Advisory Board	
	Quality Development Coordinatorship	
International Stakeholders:	International Advisory Board	
Applied Areas:	All Units of the Faculty	

Observation Mechanisms:	Quality Assurance System Develop-	
Observation Mechanishis.	Quanty Assurance System Develop-	
	ment Commission	
	Strategic Plans	
	Quality Manual	
	Annual Activity Reports	
	Performance Reports	
Performance Indicators:	Stratejik Planda Performans Gösterge-	
	leri	
	Performance Indicators in Annual Ac-	
	tivity Reports	
	Publication Statistics of Faculty	
	Members	
Evaluation and Improvization dates:	End of semester	
	Review Meetings	
The Place of Subcriteria in the Information	n Evidence Repository	
Management System:	Electronic Information System (EIS)	
	QMS Automation System	
	Faculty Website	

A.2. Internal Quality Assurance

Our faculty's internal quality management is based on stakeholder participation and their satisfaction. It creates goals and outputs for internal performance with the help of the committee responsible for quality. At this point, it cooperates with the quality commissions of the university and the coordinatorship responsible for quality. It participates in the trainings and meetings of the relevant coordinatorship. Our faculty realizes its future-oriented processes through strategic plans prepared with a participatory approach in line with its vision. We are trying to configure our laboratories according to TS EN ISO/IEC 17025 rules. The faculty shares the experience and observations gained in these processes with internal working groups through the relevant board. Thus, it creates an internal quality assurance integrated with the university.

A.2.1. Quality Commission

The quality commission is formed in accordance with the Faculty of Theology Quality and Accreditation Board Directive and carries out its activities accordingly. The institution carries out its quality activities with the help of the board responsible for quality, which works in integration with university quality policies. The faculty adapts the relevant board to the process with

various assignments and authorizations in processes that will affect the institution, such as accreditation, and strengthens it with its working directive. In this context, the board responsible for quality is in regular cooperation with other working groups within the faculty. When necessary, the relevant board participates in the faculty decision-making process by analyzing the opinions of stakeholders.

Sub-criteria	A.2.1. Quality Commission
	A.2.1. Quanty Commission
subject:	
Responsible	Deanery
Unit:	
First Plan-	December 2021
ning Date:	
Internal	Unit Commissions
Stakeholders:	Quality and Development Commissions
	Accreditation Commissions
	Faculty Advisory Board
External	National Advisory Board
Stakeholders:	Quality Development Coordinatorship
International	International Advisory Board
Stakeholders:	
Applied Are-	Academic Staff
as:	Administrative Staff
	Students
Observation	Kalite Güvencesi Sistemi Geliştirme Komisyonu
Mechanisms:	Toplantı Tutanakları
	Raporlar
Performance	Quality Assurance System Development Commission
Indicators:	Meeting Minutes
	Reports
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Evidence Repository

Subcriteria in	Electronic Information System (EIS)
the Information	QMS Automation System
Management	
System:	

A.2.2. Internal quality assurance mechanisms (PDCA cycles, calendar, structure of academic and administrative units)

Our faculty operates internal quality assurance mechanisms in harmony with all sub-units. It evaluates the requests and suggestions of the departments of Basic Islamic Sciences, Philosophy and Religious Sciences, Islamic History and Arts. At the same time, as an administrative focus, it ensures the contribution of the Faculty Secretary and relevant officers to the decision-making processes. It receives opinions from these units in the formulation of the strategic plan. It cooperates with the university quality coordinatorship through the board responsible for quality. In order to achieve its mission and goals, our faculty keeps its education and training activities up to date in accordance with its needs. Deviations from the goals set to achieve strategic objectives are tried to be improved and corrected through Planning, Implementation, Controlling and Taking Measures (PDCA cycle) studies. Strategies are determined in line with the objectives defined for this purpose and planning is completed through necessary correspondence. Surveys provide feedback on the operability and applicability of the process. Necessary measures are then taken according to the deficiencies seen.

Sub-criteria	A.2.2. Internal quality assurance mechanisms (PDCA cycles, calendar,
subject:	structure of academic and administrative units)
Responsible	Deanery
Unit:	
First Plan-	December 2021
ning Date:	
Internal	Academic Staff
Stakeholders:	Administrative Staff
	Students
External	Dicle University Quality Coordinatorship
Stakeholders:	Unit Advisory Board
International	International Advisory Board
Stakeholders:	

Applied Are-	All Units of the Faculty
as:	
Observation	Quality Assurance System Development Commission
Mechanisms:	Quality Manual
	Strategic Plan
	Academic Board Meeting Minutes
	Satisfaction surveys
	Wish and Request Box
	Stakeholder Engagement Meetings
Performance	Satisfaction survey results
Indicators:	Meeting indicators
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Evidence Repository
Subcriteria in	Electronic Information System (EIS)
the Information	QMS Automation System
Management	
System:	

A.2.3. Leadership and quality assurance culture

Our faculty monitors the current management and administrative system, the leadership qualities and productivity of department heads through end-of-year leadership and internal evaluation surveys. In cases where the satisfaction rate is below 70% in the surveys, the Dean's Office requests written explanations from the leaders and the explanations are forwarded to the Rectorate. These surveys are conducted separately for the dean, vice deans, faculty secretary and department heads. As a result of this monitoring, the necessary points are shared with the university administration. The institution takes stakeholder satisfaction as a basis for the creation of a leadership culture. At the same time, this culture is disseminated under the leadership of the Dean's Office. The quality accreditation board discusses this criterion at its meeting at the end of the year and makes suggestions for improvement where necessary.

Sub-criteria	A.2.3. Leadership and quality assurance culture
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subject:	
Responsible	Deanery
Unit:	
First Plan-	December 2021
	December 2021
ning Date:	
Internal	Academic Staff
Stakeholders:	Administrative Staff
	Students
External	Dicle University Quality Coordinatorship
Stakeholders:	Unit Advisory Board
International	International Advisory Board
Stakeholders:	
Applied Are-	All Units of the Faculty
as:	
Observation	Quality System Development Commission,
Mechanisms:	Surveys
	Face-to-Face and Online Meetings
	Quality Assurance System Development Commission Meetings
Performance	Survey results
Indicators:	
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Evidence Repository
Subcriteria in	Electronic Information System (EIS)
the Information	QMS Automation System
Management	
System:	

A.3. Stakeholder Engagement

A.3.1. Involvement of internal and external stakeholders in quality assurance, education and training, research and development, community contribution, governance and internationalization processes

Our institution attaches great importance to stakeholder opinions and contributions in the exe-

cution, control and monitoring of quality assurance, education and training, research and development, social contribution, management system and internationalization processes, and makes various improvements within the framework of planned periods in order to increase the participation of stakeholders in the processes in line with the monitoring and feedbacks. Dicle University Faculty of Theology attaches importance to being in cooperation with all stakeholders in order to achieve success in education and training activities and to realize its strategic goals. In order to support the active participation of internal and external stakeholders in the process, our faculty organizes various meetings and signs cooperation protocols with different public institutions. In this framework, our faculty has defined Academic Staff, Administrative Staff and Students as internal stakeholders. The Rectorate, Graduate Students, Quality Development Coordination Office and National Advisory Board are recognized as external stakeholders by our faculty. Our faculty gives all stakeholder groups the opportunity to be involved in processes and decisions through many mechanisms and tools.

Internal Stakeholders

The internal stakeholders of the Faculty participate in the decision-making processes of the Faculty through tools and mechanisms such as Academic Board Meetings, Department Meetings, meetings conducted by the Quality and Development Commissions, Student Satisfaction Survey, Student Course Evaluation Survey, Academic Staff Satisfaction Survey, Administrative Staff Satisfaction Survey, Wish and Suggestion Forms. Academic Board Meetings are held twice a year, once at the beginning and once at the end of the academic year, under the chairmanship of the Dean of the Faculty. All academic staff attend the meeting. Academic staff are informed about the day, time and agenda of the meeting via e-mail and SMS. In the meetings, the Dean, Vice Deans, Heads of Departments and Faculty Secretary provide information on all areas of our Faculty, including the quality management system. The opinions, suggestions, wishes and wishes of the academic staff on these areas are received.

Student Satisfaction Survey, Student Course Evaluation Survey, Academic Staff Satisfaction Survey, Administrative Staff Satisfaction Survey and Wish and Suggestion Forms are evaluated twice a year, at the end of Spring and Fall semesters. Students, academic and administrative staff of our Faculty participate in these surveys. Faculty employees can submit their opinions and suggestions on many processes through these surveys. After these surveys are finalized, they are archived in the Surveys section of our faculty's website. In case of need, the Dean's Office ensures the participation of the Faculty's academic and administrative staff in the processes by making a Written Request for Opinion via e-mail. There is no planned timetable for receiving opinions via Written Request for Opinion. The Dean's Office holds a meeting with the Administrative Staff once at the beginning of each academic year in order to receive their requests and suggestions, to strengthen their institutional belonging and to encourage them for institutional success. Additional meetings may be held if needed. Finally, all employees can convey their requests, complaints, suggestions and satisfaction and request information at any time by meeting directly with the Dean or Assistant Deans, by contacting them via their corporate e-mail addresses or by petition. Students, whom we accept as internal stakeholders, are involved in the processes through mechanisms such as surveys and the Advisory System created for participation in internal processes. Students convey their opinions and suggestions about our Faculty through surveys.

External Stakeholders

External Stakeholders are involved in decision-making processes through mechanisms such as External Stakeholder Meetings, Dicle University Faculty of Theology Program's Level of Achievement of Teaching Objectives Form, Business World's Level of Satisfaction with Graduate Qualifications Form. Our faculty uses the Stakeholder Opinion Analysis mechanism while determining its mission, vision, strategic goals and objectives in 5-year periods. The boards of our faculty hold meetings with external stakeholders when needed. The frequency of these meetings varies according to the need. The decisions taken at the meetings are reported and submitted to the Dean's Office and reviewed at the next meeting. Thus, the participation of external stakeholders in decision-making processes is ensured. Meetings are held at the end of each year (in December) with our 9 external stakeholders, including Religious Affairs, NGOs, Ministry of National Education and Local Authorities, which our faculty has signed a protocol to carry out joint projects or benefit from the services provided within the scope of projects and activities.

International Stakeholders

Our faculty provides a basis for student and academic staff mobility through protocols with some universities abroad, which are defined as the International Advisory Board; the achievements and problems experienced by our students, faculty and academic staff during the negotiations to make agreements with these universities and the educational mobility are evaluated as feedback in all meetings to improve the functioning of our faculty.

Sub-criteria	A.3.1. Involvement of internal and external stakeholders in quality as-	
subject:	surance, education and training, research and development, community	
	contribution, governance and internationalization processes	
Responsible	Deanery	

Unit:	Quality Assurance System Commission
	Education and Training Development Commission
	Research and Development Commission
	Social Contribution Development Commission
	Management System Development Commission
	Internationalization Commission
First Plan-	December 2021
ning Date:	
Internal	Academic Staff
Stakeholders:	Administrative Staff
	Students
External	Rectorate
Stakeholders:	Alumni
	Quality Development Coordinatorship
	National Advisory Board
International	International Advisory Board
Stakeholders:	
Applied Are-	All Units of the Faculty
as:	
Observation	Quality Assurance System Development Commission
Mechanisms:	Quality and Development Commissions
	Satisfaction Surveys
	Wish and Suggestion Form
	Wish and Suggestion Box
Performance	Stakeholder Meetings and Reports:
Indicators:	Evaluation Reports
	Survey Results
	Evaluation of Wish and Suggestion Forms
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Evidence Repository

Subcriteria in	Electronic Information System (EIS)
the Information	QMS Automation System
Management	Faculty Website
System:	

A.4. Internationalization

Our faculty attaches great importance to internationalization in accordance with the relevant articles of quality assurance, education, training and research and development. Our faculty has an internationalization policy. Internationalization activities are carried out within the framework of this policy.

A.4.1. Internationalization Policy

Our faculty aims to develop and maintain international cooperation in line with the general goals of our university. In line with our mission and vision, it aims to contribute to the theological research at the international level and to interact with our scientific studies at the global level. It aims to develop an internationally recognized perspective by encouraging scientific studies supported by original views in the field of theology. In this way, it aims to create an intellectual dynamism that will make our faculty stand out in the international arena. For this purpose, it aims to contribute to the development of our discipline at a universal level, especially by supporting the work of young researchers at the international level. It tries to increase the scientific activity of our faculty in the international arena by supporting the academic research of our faculty and students at the international level. In this context, we will continue our support for international exchange programs such as Erasmus and Mevlâna; we will continue to support our internationalization policies by increasing the international connections of our faculty and students. We will encourage international collaborations to enable our faculty members to expand their academic networks around the world. The Faculty of Theology is committed to prioritizing quality in the internationalization process. In line with these goals, we aim to host international students and academics at our university and strengthen our relations as in previous years. In line with the strategic goals of Dicle University, we will strive to develop stronger academic relations with universities in nearby geographies. We aim to achieve our goal of becoming a regional attraction point and contributing to theological research by increasing cooperation with countries such as Uzbekistan, Kosovo, Iraq, Jordan, Algeria, Indonesia, Malaysia, especially within the scope of undergraduate, graduate and exchange programs. An important pillar of our Quality Policy will be Erasmus+. We plan to encourage the exchange of knowledge and experience by increasing the number of exchange students, diversifying joint projects and hosting academics from leading universities. Within the framework of this policy, we aim to make scientific contributions both locally and internationally as a theology faculty by bringing internationalization and quality together.

Sub-criteria	A.4.1. Internationalization Policy
	A:4.1. Internationalization Foncy
subject:	
Responsible	Deanery
Unit:	Unit Quality Coordinatorship
	Internationalization Commission
First Plan-	June 2023
ning Date:	
Internal	Academic and Administrative Staff,
Stakeholders:	Students
External	Dicle University International Office
Stakeholders:	
International	Divisonal International Advisory Board
Stakeholders:	
Applied Are-	Academic Staff and Students
as:	
Observation	Internationalization Commission
Mechanisms:	End of semester Meetings
Performance	Annual number of Erasmus student-academician participation
Indicators:	End of semester evaluation meeting minutes
Evaluation	July-December
and Improviza-	
tion dates:	
The Place of	Faculty Website
Subcriteria in	University Foreign Relations Office web page
the Information	
Management	
System:	

A.4.2. Management and Organizational Structure of Internationalization Processes

The organizational structure of internationalization consists of the dean, the relevant vice dean and the Internationalization Commission within the framework of the internationalization policy. The Internationalization Commission is responsible for the execution of this process. The Unit Quality Coordinatorship monitors and controls the work related to internationalization processes and reports its suggestions for improvements to the dean's office for discussion at the Quality Commission. The Dean's Office makes the necessary improvements by taking the opinions of the stakeholders in line with the Commission's evaluations.

Sub-criteria	A.4.2. Management and Organizational Structure of Internationalization
subject:	Processes
Responsible	Deanery
Unit:	Divisonal Quality Coordinatorship
	Internationalization Commission
First Plan-	June 2023
ning Date:	
Internal	Academic and Administrative Staff, Students, Arabic Preparation Class
Stakeholders:	Coordinatorship
External	Dicle University International Office
Stakeholders:	
International	Divisonal International Advisory Board
Stakeholders:	
Applied Are-	Academic Staff and Students
as:	
Observation	Internationalization Commission
Mechanisms:	Dicle University International Office
Performance	Establishing Unit Commissions
Indicators:	International Relations Erasmus, Mevlana and Farabi Commission and
	Activities of the Commission
	Unit Quality and Development Commission and its Activities
Evaluation	End of semester
and Improviza-	End of semester review meeting minutes
tion dates:	
The Place of	Faculty Website

Subcriteria in	University Foreign Relations Office web page
the Information	
Management	
System:	

A.4.3. Internationalization Resources

The primary source of internationalization resources of the Faculty is the budget provided by the University. In addition, scholarships provided through TÜBİTAK, mutual agreements with universities abroad, exchange programs such as Erasmus and Mevlana, overseas support provided by the Dicle Theology Foundation to students and faculty members, and opportunities provided by other public institutions and organizations and private individuals are also among the internationalization resources. The Unit Quality Coordinatorship monitors and controls the work related to the processes of internationalization resources and submits its suggestions for improvements in the form of a report to the Dean's Office for discussion at the Quality Commission. The Commission meets in July and December, reviews the reports from the coordinatorships and reports its evaluations to the Dean's Office. The Dean's Office makes the necessary improvements by taking the opinions of the stakeholders in line with the committee's evaluations.

Sub-criteria	A.4.3. Internationalization Resources
subject:	
Responsible	Deanery
Unit:	Divisional Quality Commission
	Internationalization Commission
First Plan-	June 2023
ning Date:	
Internal	Divisional Academic Staff
Stakeholders:	
External	Dicle Theology Foundation (DİVAF)
Stakeholders:	University Foreign Relations Office
International	International Advisory Board
Stakeholders:	

Applied Are-	Academic and Administrative Staff ve Students,
as:	
Observation	Internationalization Commission
Mechanisms:	University Foreign Relations Office
Performance	Annual amount of budget used by Erasmus for education and train-
Indicators:	ing abroad
	Annual number of Erasmus student-academician participation
Evaluation	End of semester
and Improviza-	End of semester evaluation meeting minutes
tion dates:	
The Place of	Faculty Website
Subcriteria in	University Foreign Relations Office web page
the Information	
Management	
System:	

A.4.4. Monitoring and Improving Internationalization Performance

At the end of each academic year, the International Relations Coordination Office collects data on internationalization performance, receives stakeholder opinions, analyzes them and sets the next year's goals. The Unit Quality Coordinator monitors and controls the work of the International Relations Coordinatorship and submits suggestions for improvement to the Dean's Office. The Dean's Office makes the necessary improvements in line with these suggestions. After the submission of the reports, the Dean's Office holds a meeting with the relevant coordinatorships and stakeholders, discusses the situation, and takes measures and improvements through the International Relations Coordinatorate accordingly. The Unit Quality Coordinator's Office is responsible for the follow-up and monitoring of the internationalization policy, processes, management and organizational structure, resources and performance monitoring and improvement processes. The Coordinatorship determines the improvement suggestions in the meetings held in June and November and submits them to the Dean's Office for discussion at the Quality Commission. The commission meets in July and December, reviews the reports from the coordinatorships and reports its evaluations to the Dean's Office. The Dean's Office makes the necessary improvements by taking the opinions of the stakeholders in line with the evaluations of the commission.

Sub-criteria subject:	A.4.4. Monitoring and Improving Internationalization Per-
	formance
Responsible Unit:	Deanery
	Divisional Quality Coordinatorship
	Internationalization Commission
First Planning Date:	<u>June 2023</u>
Internal Stakeholders:	Academic Staff, Administrative Staff, Students
External Stakeholders:	Dicle University International Office
	Dicle Theology Foundation (DİFAV)
International Stake-	International Advisory Board
holders:	
Applied Areas:	Academic Staff, Students
Observation Mecha-	Internationalization Commission
nisms:	University Foreign Relations Office
Performance Indica-	End of semester evaluation meeting minutes
tors:	Internationalization Commission
	Erasmus information meetings
	National and International Collaborations
Evaluation and Im-	End of semester
provization dates:	
The Place of Subcrite-	Faculty Website
ria in the Information	University Foreign Relations Office web page
Management System:	

B. EDUCATION AND TEACHING

Education and training is considered as a process in which the goals of the institution are determined with a focus on continuous development and by whom these goals will be realized, education and training activities are carried out, the goals are monitored and evaluated in terms of quality and quantity, and the results achieved are checked and the necessary improvements are made.

In the 2020-2024 Strategic Plan prepared by the education and training working group of the Dicle University Quality Commission, the strategic goals of the institution are stated in detail. In line with these goals, the institution has established quality and research and development com-

missions to determine the current functioning and to eliminate the problems. As a result of the work of these commissions, the institution determined its own strategic plan and published it as Dicle University Faculty of Theology 2020-2024 Strategic Plan.

B.1. Design and Approval of Programs

The defined process for the design and approval of the programs carried out in the institution is included in the Dicle University Faculty of Theology Quality Manual in line with the Dicle University Faculty of Theology 2020-2024 Strategic Plan. In the design of the programs, Turkey Higher Education Qualifications Framework, Field Qualifications, Dicle University Quality Handbook of the university, directives and directives of external stakeholders and the needs of internal stakeholders were taken into consideration. The undergraduate program of the institution is designed in line with the faculty mission and program objectives. Program outcomes are determined as measurable learning outcomes/program competencies of the program and the curriculum is structured accordingly. While determining the learning outcomes of the program, Turkish Higher Education Qualifications Framework and Field Qualifications are taken into consideration. In accordance with the program learning outcomes, learning outcomes are defined for each course and teaching methods and assessment and evaluation methods that will enable students to achieve these learning outcomes are determined. Course contents are created with the aim of providing students with the program learning outcomes related to the courses in a 14-week period. With the prepared lesson plans, student workloads are determined for each course in accordance with ECTS, balanced and compatible. The content and plan of the courses are entered into the Dicle University Student Information System, and this information is accessible to all stakeholders.

B.1.1. Design and Approval of Programs

In the institution, the program is designed in line with the strategic goals of the institution, faculty mission and program objectives. It is programmed and approved within the framework of the directives implemented by the institution in line with its own needs and the regulations, directives and senate principles that bind all units in the university. In the design of the program carried out in the institution, the institution's education and training policy and especially the institution's Faculty of Theology 2020-2024 Strategic Plan and the goals and activities under these strategies are taken into consideration.

The strategies of the institution that are directly related to education and training and the goals under these strategies are as follows:

Strategic Goal 1. To review and improve our faculty program every year according to the Turkish Higher Education Qualifications Framework (TQF).

Activity 1.1. To hold regular meetings with internal and external stakeholders to improve the faculty program.

Strategic Goal 2. To develop processes based on participatory and active learning in courses and extracurricular activities.

Activity 2.1. To carry out activities in order to make students share the experience in institutions providing religious services.

Activity 2.2. To ensure that students take part in internal and external projects.

Activity 2.3. Organizing student symposiums.

Activity 2.4. To organize certified activities for students.

Activity 2.5. To organize extracurricular activities that will ensure the active participation of students.

Strategic Goal 3. To improve students' foreign language proficiency by 10%.

Activity 3.1. To organize Arabic courses by including Arabic courses.

Activity 3.2. To organize English courses by including English courses.

Activity 3.3. To organize Persian courses by including Persian courses.

Activity 3.4. To encourage students to take national and international exams that measure foreign language proficiency.

The process of design and approval of programs is carried out as follows:

1. Collaboration with stakeholders;

1.1. Obtaining the opinions and suggestions of relevant stakeholders through various means (surveys, board/commission meeting decisions, stakeholder visits, etc.)

1.2. Evaluation of stakeholder opinions and suggestions within the relevant activity

2. Opening a new department, program or art branch; In line with the application dates announced by YÖK every year through the Academic Unit Tree Management System (ABAYS), the application file containing the calendar and conditions for the opening of new departments, programs and art branches is sent to the Faculty by the Rectorate. The Faculty carries out the procedures for opening new departments, programs and art branches by following the steps below in line with the letter sent by the Rectorate:

2.1. Deciding on the new department, program and art branch to be opened in the faculty in line with stakeholder expectations and suggestions and current conditions,

2.2. Determination of the aims, objectives, program qualifications and lesson plan of the new department, program and art branch,

2.3. Determining the purpose, content, learning outcomes and ECTS loads of the courses to be offered in the new department, program and art branch,

2.4. Preparation of a dossier containing information about the program (internship and graduation requirements, physical infrastructure information) in accordance with the YÖK application file and submission to the relevant board (Department Board),

2.5. The relevant committee (Department Board) evaluates the proposal,

2.6. If the evaluation result is positive, submission of the file to the Dean (Faculty Board),

2.7. The proposal is discussed in the Faculty Board and if the result of the evaluation is positive, it is submitted to the Rectorate to be discussed in the Senate; if it is negative, it is decided not to open a new department or course,

2.8. The proposal is evaluated by the Senate and if the decision of the Senate is positive, an application is made to YÖK, if it is negative, it is notified to the Dean's Office,

2.9. If the result of the application to YÖK for the opening of a new department, program or art branch is positive, the new department, program and art branch decided to be opened by the Faculty is announced and introduced, and the new course plan is entered into the Student Information System by the Dean's Office.

2.10. Notifying the Dean's Office if the application result is negative

2.11. The course descriptions of all courses belonging to the new department, program and art branch are entered into the Student Information System by the Department / Program Head,

2.12. Preparation of lecture notes and presentations for the courses of the new department, program and art branch,

3. Opening new courses and updating existing courses; The process of opening new courses and updating existing courses starts in June and ends in August. The detailed calendar prepared by the Rectorate taking into account the Academic Calendar is sent to the Dean's Office. The Dean's Office forwards it to the relevant Vice Dean and Faculty Secretary. The following processes are followed up by the unit managers.

3.1. In June, the expectations and suggestions of the stakeholders are taken and the current course plan is reviewed in line with the current conditions and the new courses to be proposed and / or updated are decided,

3.2. If the recommendation is to update existing courses, the necessary updates should be made in the Student Information System (OBS) in July,

3.3. If the proposal is to open a new course, the instructor who will open the course must fill out the relevant course proposal form in June by determining the purpose of the course, weekly contents, resources, learning outcomes, teaching and measurement methods, ECTS workloads,

3.4. Submission of the course proposal form to the relevant board (Department Board) in June,

3.5. If the evaluation result of the Board is positive, it will be submitted to the Dean's Office (Faculty Board) in June; if it is negative, the faculty member who made the recommendation will be informed,

3.6. If the evaluation result of the Faculty Board is positive, it will be submitted to the Rectorate to be discussed at the Senate in June-July, and if it is negative, the department will be informed,

3.7. If the Senate evaluation is positive, the Dean's Office enters the course descriptions into the Student Information System; if it is negative, the department is informed.

3.8. If the course is a formal education course, preparation of lecture notes and presentations by the course coordinator in June-July,

3.9. In July, the Dean's Office sends a letter to the Faculty regarding the purpose, weekly content, resources, learning outcomes, teaching and measurement methods and ECTS workloads of the new courses to be entered into the OBS,

3.10. The faculty forwards the relevant letter to the coordinators of the newly opened courses,

3.11. Making the necessary changes in OBS by the course coordinators for the existing courses updated in July,

3.12. The Dean's Office informs the faculty that the system is open for the updating of the DMP and adjustment programs in August.

4. Preparation of course, midterm and final exam schedules;

4.1. Announcing the course schedules at least two weeks before the start date of enrollment as specified in the Academic Calendar of our University,

4.2. The Dean's Office sends a letter to the relevant Assistant Dean of the Faculty regarding the principles of preparing the syllabus and the deadline by which the syllabus will be entered into the OBS, taking into account the dates of the announcement of the syllabus in the D.U. Academic Calendar,

4.3. The Vice Dean directs the letter from the Dean's Office to the staff in charge of preparing the syllabus,

4.4. The staff in charge of preparing the syllabus receives the requests of the lecturers who will teach in the relevant semester and starts to prepare the syllabus,

4.5. Sending the prepared syllabus to the instructors to be checked,

4.6. Making the necessary changes in line with the requests for changes in the program,

4.7. Submission of the final version of the weekly syllabus to the Faculty Executive Board,

4.8. If the decision of the relevant board is negative, the program is corrected according to the suggestions and submitted to the board again,

4.9. If the decision of the relevant board is positive, the course schedule must be entered into OBS by the instructor until the date specified by the Dean's Office,

4.10. During the academic year, midterm exams are held in the 8th or 9th week according to the Faculty's preference. The exam program prepared by the department secretariat is sent to the academic staff to be checked by the relevant Vice Dean. Necessary corrections are made in line with the incoming change requests. The exam schedule is announced on the Faculty web page at least one week before the midterm exams. Similar processes are followed in the final exam program. However, the final exam program is announced on the Faculty web page at least two weeks before the start date of the final exams announced in the Academic Calendar of the University.

In June, academic boards, working groups, student stakeholders and external stakeholders meet to receive suggestions for improvement regarding the design and approval of programs. Requests, complaints and suggestions received through meetings with internal and external stakeholders, satisfaction surveys and other feedback mechanisms regarding the design and approval of programs are submitted to the Dean's Office. Improvement proposals that are at the initiative of the Faculty are approved and implemented by the Faculty Board. However, improvement proposals on matters at the initiative of the University may be submitted directly by the Dean to the Senate. Accepted proposals are decided in draft form after the approval of the Senate.

Sub-criteria	B.1.1. Design and Approval of Programs
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
First Planning	November 2018
Date:	
Internal Stake-	D.U. Faculty of Theology Academic Staff.
holders:	D.U. Faculty of Theology Administrative Staff,
	Faculty of Theology Department Heads,
	Faculty of Theology Main Departments,
	Students,
External	Administrative Units of the University (D. U. Student Affairs Depart-

Stakeholders:	ment)
	Diyarbakır Provincial Mufti's Office,
	Diyarbakır Provincial Directorate of National Education,
	Alumni,
International	-
Stakeholders:	
Applied Areas:	Programs Applied in the Faculty of Theology,
	Faculty of Theology Curriculum,
	Faculty of Theology Course Information Packages,
Observation	Education and Training Development Commission,
Mechanisms:	Student Satisfaction Survey
	Academic Staff Satisfaction Survey
	Administrative and Support Staff Satisfaction Survey
	Course Evaluation Survey
Performance	Student Satisfaction Survey Results
Indicators:	Academic Staff Satisfaction Survey Results
	Administrative and Support Staff Satisfaction Survey
	Course Evaluation Survey Results
	Faculty of Theology Alumni Survey Results
	Course Evaluation Documents
	Courses and Information Packages in the Theology Program
	Course and Program Outcome Table 2022
	Faculty of Theology Program Goals
	Faculty of Theology Program Outcomes
	Faculty of Theology Discipline-Specific Criteria
Evaluation and	End of semester
Improvization	
dates:	
The Place of	Bologna Page
Subcriteria in the	Student Information System (OBS)
Information Man-	Electronic Information System (EIS)
agement System:	

B.1.2. Alignment with Program Objectives, Outcomes (Program Outcomes and Disci-

pline Specific Outcomes) and IAA Criteria

The program objectives of the institution are determined in the form of general statements that define the career goals and professional expectations that graduates of the program are designed to have. Program outcomes consist of the knowledge, skills and competencies that students are expected to acquire until graduation. The institution's program objectives, program outcomes and program-specific criteria are determined within the framework of the TQF, taking into account the views of stakeholders in line with the IAA outcomes and criteria.

The institution implements the program objectives and outcomes determined within the framework of the NQF and the education and training process directive and makes the necessary updates. The processes related to the program objectives and outcomes of the institution are managed as planned in line with the strategic goals of the institution and Dicle University Faculty of Theology Quality Manual. The outcomes of the programs implemented at the faculty consist of the knowledge, skills and competencies that students are expected to acquire until their graduation and are shared on the main page of the faculty.

Sub-criteria	B.1.2. Alignment with Program Objectives, Outcomes (Program Out-
subject:	comes and Discipline Specific Outcomes) and IAA Criteria
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
First Planning	November 2018
Date:	
Internal Stake-	D.U. Theology Faculty Academic Staffi,
holders:	D.U. Theology Faculty Administrative Staffi,
	Theology Faculty Department Heads,
	Theology Faculty Main Departments,
	Students,
External	Administrative Units of the University (D. U. Student Affairs Department
Stakeholders:)
	Diyarbakır Provincial Mufti's Office,
	Diyarbakır Provincial Directorate of National Education,
	Alumni
International	-

Stakeholders:	
Applied Areas:	Programs Applied in the Faculty of Theology,
	Faculty of Theology Curriculum,
	Faculty of Theology Course Information Packages,
Observation	Education and Training Development Commission,
Mechanisms:	Student Satisfaction Survey
	Academic Staff Satisfaction Survey
	Course Evaluation Survey
	Faculty of Theology Mezun Öğrenci Anketi
Performance	Student Satisfaction Survey Results
Indicators:	Academic Staff Satisfaction Survey Results
	Administrative and Support Staff Satisfaction Survey Results
	Course Evaluation Survey Results
	Faculty of Theology Mezun Öğrenci Anketi Sonuçları Faculty of Theolo-
	gy Alumni Survey Results
	Course Evaluation Documents
	Courses and Information Packages in the Theology Program
	Course and Program Outcome Table
	Faculty of Theology Program Goals
	Faculty of Theology Program Outcomes
	Faculty of Theology Discipline-Specific Criteria
Evaluation and	End of semester
Improvisation	
dates:	
The Place of	Bologna Page
Subcriteria in the	Student Information System (OBS)
Information Man-	Electronic Information System (EBYS)
agement System:	

B.1.3. Matching Course Outcomes with Program Outcomes and Discipline Specific Outcomes

The processes for determining and updating program objectives, program outcomes, programspecific criteria and course outcomes are defined in the PDCA-based education and training directive. Taking into account the institution's Faculty of Theology 2020-2024 Strategic Plan and the goals and activities under these strategies, internal stakeholders meet to discuss the course outcomes (in the form of knowledge, skills and competencies in accordance with the TQF) that will ensure the realization of program outcomes and propose them to the Department Board. The relevant department head is responsible for determining the outcomes of the department courses that will provide the program outcomes together with the internal stakeholders. The course outcomes accepted by the Department Board are submitted to the Faculty Board for approval. In order to realize the course outcomes, the Dean is responsible for preparing the appropriate environment for student-centered education, training the trainers, making the syllabus, etc. Course outcomes are measured through exams, assignments, applications and projects. The collected data are evaluated at the department's internal stakeholder meeting within the week following the end of each semester exams. Measures are taken for the outcomes that have problems in realization. The course outcomes that are considered to be deficient or excessive are updated and submitted to the Faculty Board. The Dean is responsible for the measures taken and the implementation and improvement of the updated outcomes.

Sub-criteria	B.1.3. Matching Course Outcomes with Program Outcomes and Disci-
subject:	pline Specific Outcomes
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
First Planning	November 2018
Date:	
Internal Stake-	D.U. Faculty of Theology Academic Staffi,
holders:	D.U. Faculty of Theology Administrative Staffi,
	Faculty of Theology Department Heads,
	Faculty of Theology Main Departments,
	Students,
External	Administrative Units of the University (D. U. Student Affairs Depart-
Stakeholders:	ment)
	Diyarbakır Provincial Mufti's Office,
	Diyarbakır Provincial Directorate of National Education,
	Alumni
International	-

Stakeholders:	
Applied Areas:	Programs Applied in the Faculty of Theology,
	Faculty of Theology Curriculum,
	Faculty of Theology Course Information Packages,
Observation	Education and Training Development Commission,
Mechanisms:	Student Satisfaction Survey
	Academic Staff Satisfaction Survey
	Administrative and Support Staff Satisfaction Survey
	Course Evaluation Survey
Performance	Student Satisfaction Survey Results
Indicators:	Academic Staff Satisfaction Survey Results
	Administrative and Support Staff Satisfaction Survey Results
	Course Evaluation Survey Results
	Faculty of Theology Alumni Survey Goals
	Faculty of Theology Alumni Survey Results
	Course Evaluation Documents
	Courses and Information Packages in the Theology Program
	Course and Program Outcome
	Faculty of Theology Program Goals
	Faculty of Theology Program Outcomes
	Faculty of Theology Discipline-Specific Criteria
Evaluation and	End of semester
Improvisation	
dates:	
The Place of	Bologna Page
Subcriteria in the	Student Information System (OBS)
Information Man-	Electronic Information System (EIS)
agement System:	

B.1.4. Structure of the Program and Course Distribution Balance (Compulsory-Elective Course Distribution Balance; Balance of Field and Vocational Knowledge and General Culture Courses, Gaining Cultural Depth, Opportunities to Recognize Different Disciplines)

The institution is based on and applies Dicle University Associate and Undergraduate Educa-

tion and Examination Regulations. In order to achieve the goals set in the 2020-2024 Strategic Plan of the institution, the curriculum has been created by considering a balance that takes into account the educational objectives and the content and plan of the courses related to this curriculum have been entered into the Dicle University Student Information System.

The purpose, content, category, learning outcomes, teaching methods, subjects, resources, contribution levels to the program outcomes of the institution, evaluation system, ECTS-Workload effectiveness of the course were defined in separate tabs and made accessible to all stakeholders. Course contents were created with the aim of providing students with the program outcomes of the institution in a 14-week period and student workloads were determined for each course in accordance with ECTS, balanced and compatible.

At the meetings of the Departments of Basic Islamic Sciences, Islamic History and Arts and Philosophy and Religious Sciences held at the beginning of each semester, the opinions and evaluations of the lecturers about the current compulsory and elective courses, their achievements, the methods and techniques used, the success status of the students, etc. are taken. According to these evaluations, changes are made in the courses; courses that are found to be inactive are removed from the system and thus necessary measures are taken by providing control.

Towards the end of each semester, the Heads of Departments ask the faculty members for new course proposals in addition to the existing courses to be offered in the next semester.

Sub-criteria	B.1.4. Structure of the Program and Course Distribution Balance (Com-
subject:	pulsory-Elective Course Distribution Balance; Balance of Field and Voca-
	tional Knowledge and General Culture Courses, Gaining Cultural Depth,
	Opportunities to Recognize Different Disciplines)
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
First Planning	November 2018
Date:	
Internal Stake-	D.U. Faculty of Theology Academic Staffi,
holders:	D.U. Faculty of Theology Administrative Staffi,
	Faculty of Theology Department Heads,
	Faculty of Theology Main Departments,
	Students

External	Administrative Units of the University (D. U. Student Affairs Depart-
Stakeholders:	ment)
Stakenoiders.	Diyarbakır Provincial Mufti's Office,
	Diyarbakır Provincial Directorate of National Education,
	Alumni,
International	-
Stakeholders:	
Applied Areas:	Programs Applied in the Faculty of Theology,
	Faculty of Theology Curriculum,
	Faculty of Theology Course Information Packages,
Observation	Education and Training Development Commission,
Mechanisms:	Student Satisfaction Survey
	Academic Staff Satisfaction Survey
	Administrative and Support Staff Satisfaction Survey
	Course Evaluation Survey
	Faculty of Theology Alumni Survey
Performance	Student Satisfaction Survey Results
Indicators:	Academic Staff Satisfaction Survey Results
	Course Evaluation Survey Results
	Faculty of Theology Alumni Survey Results
	Course Evaluation Documents
	Courses and Information Packages in the Theology Program
	Course and Program Outcome
	Faculty of Theology Program Goals
	Faculty of Theology Program Outcomes
	Faculty of Theology Discipline-Specific Criteria
Evaluation and	End of semester
Improvization	
dates:	
The Place of	Bologna Page
Subcriteria in the	Student Information System (OBS)
Information Man-	Electronic Information System (EBYS)
agement System:	

B.1.5. Student Workload-Based Design

The institution has a system in which the credit values (ECTS) of the courses in its programs are calculated based on student workload. In this process, it is aimed to provide students with learning outcomes in a 14-week period and lesson plans are determined in accordance with ECTS by taking into account all in and out-of-course activities.

By the course coordinator; evaluation groups, ECTS workload, course category, exam and document procedures are determined by taking the opinion of all instructors who will give the course. The course coordinator may update the course data once a year between the dates determined by the Senate before the start of the relevant academic year. Measurement and evaluation activities and the methods to be used are defined in the Dicle University Measurement and Evaluation Directive accepted by the Senate. The institution offers as much diversity as possible in the method of measuring and evaluating success. In the course information packages, credit values based on student workload (ECTS) are calculated based on a weekly workload of 25 hours by determining the number and duration of Course Duration, Out-of-Class Study Time (Prestudy, reinforcement), Midterm, Quiz, Homework, Final by consulting the opinions of internal stakeholders. In order to graduate, students must be successful in all courses defined in the curriculum and complete 240 ECTS.

The institution adopts an education and training approach in which prior learning is recognized. Likewise, students who study in Turkey and abroad through Farabi, Erasmus and Mevlâna programs are ensured that the courses they are successful in are included in the current semesterbased ECTS load.

Sub-criteria	B.1.5. Student Workload-Based Design
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
First Planning	November 2018
Date:	
Internal Stake-	D.U. Faculty of Theology Academic Staffi,
holders:	D.U. Faculty of Theology Administrative Staffi,
	Faculty of Theology Department Heads,
	Faculty of Theology Main Departments,

	Students
External	Administrative Units of the University (D. U. Student Affairs Depart-
Stakeholders:	ment)
	Diyarbakır Provincial Mufti's Office,
	Diyarbakır Provincial Directorate of National Education,
	Alumni
International	-
Stakeholders:	
Applied Areas:	Programs Applied in the Faculty of Theology,
	Faculty of Theology Curriculum,
	Faculty of Theology Course Information Packages,
Observation	Education and Training Development Commission,
Mechanisms:	Student Satisfaction Survey
	Academic Staff Satisfaction Survey
	Administrative and Support Staff Satisfaction
	Course Evaluation Survey
	Faculty of Theology Alumni Survey
Performance	Student Satisfaction Survey Results
Indicators:	Academic Staff Satisfaction Survey Results
	Course Evaluation Survey Results
	Faculty of Theology Alumni Survey Sonuçları
	Faculty of Theology Alumni Survey Results
	Course Evaluation Documents
	Courses and Information Packages in the Theology Program
	Course and Program Outcome Table
	Faculty of Theology Program Goals
	Faculty of Theology Program Outcomes
	Faculty of Theology Discipline-Specific Criteria
Evaluation and	End of semester
Improvization	
dates:	
The Place of	Bologna Page
Subcriteria in the	Student Information System (OBS)
Information Man-	Electronic Information System (EBYS)

B.1.6. Measurement and Assessment

The defined process regarding the measurement and evaluation of the exams to be held at the faculty, the procedure of the exams, the announcement of the exam results and the objection process are specified in the 2020-2024 Dicle Theology Strategic Plan. The assessment and evaluation of the courses are carried out in accordance with the course information packages on the Bologna page and the university's Education and Examination Regulations. Accordingly, the effect of the exams determined in the semester / year evaluation on the success grade is 40%, and the effect of the semester / year-end exam on the success grade is 60%. Absolute evaluation is made in determining the success grade of the institution. The success of the student is determined by evaluating the mid-term grades and the end-of-semester or summer program exams together, provided that at least 70% of the theoretical courses are attended. Mid-term grades consist of grades given for quizzes, assignments, projects, term papers, laboratory studies, reports, etc., at least one of which is a mid-term exam grade. The effect of the student's final exam or summer program final exam results on the course success grade is 60%, provided that the student gets at least 60 points from these exams; The effect of the student's success in midterm exams, quizzes, homework, projects, term papers, term papers, laboratories, reports and the like during the semester is 40%. In order for a student to be considered successful in a course; the sum of 60% of the final exam or the final exam of the summer program, provided that the student gets at least 60 points from these exams, and 40% of the success in the midterm, quiz, homework, project, term paper, laboratory, report and the like during the semester, that is, the overall grade must be at least 60.

There is also an Arabic Preparatory Class in the faculty and the current practice in this class is detailed in the Preparatory Class Education and Examination Directive. According to this directive, the courses at the faculty are given in Turkish and Arabic as a mixture, and at least 30% of the credit hours of the courses in the undergraduate program must be given in Arabic. Again, the weekly course load of the two-semester Arabic preparatory class should not be less than 24 credit/hours and not more than 30 credit/hours. Again, each semester of the preparatory class education is 16 weeks and consists of fall and spring semesters and the two semesters must be evaluated as a whole. In preparatory education, 85% attendance is compulsory and students who fail to attend the classes cannot take the final exam. The midterm exam grade is the sum of 60% of the average of the midterm exams, 20% of the average of the quizzes and 20% of the midterm exam

grade and 50% of the final exam grade. The final grade is 60 (sixty) points, provided that 60 (sixty) out of 100 (one hundred) in the final or make-up exam.

Sub-criteria	B.1.6. Measurement and Assessment
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
First Planning	November 2018
Date:	
Internal	D.U. Faculty of Theology Academic Staffi,
Stakeholders:	D.U. Faculty of Theology Administrative Staffi,
	The Heads of Departments,
	The Heads of Departments,
	Students,
External	Administrative Units of the University (D. U. Student Affairs Depart-
Stakeholders:	ment)
	Diyarbakır Provincial Mufti's Office,
	Diyarbakır Provincial Directorate of National Education,
	Alumni
International	-
Stakeholders:	
Applied Are-	Programs Applied in the Faculty of Theology,
as:	Faculty of Theology Curriculum,
	Faculty of Theology Course Information Packages,
Observation	Education and Training Development Commission,
Mechanisms:	Student Satisfaction Survey
	Academic Staff Satisfaction Survey
	Administrative and Support Staff Satisfaction Survey
	Course Evaluation Survey
	Faculty of Theology Alumni Survey
Performance	Student Satisfaction Survey Results
Indicators:	Academic Staff Satisfaction Survey Results

	Administrative and Support Staff Satisfaction Course Evaluation Survey Results
Evaluation and Improviza-	End of semester
tion dates:	
The Place of	Bologna Page
Subcriteria in the	Student Information System (OBS)
Information	Electronic Information System (EBYS)
Management	
System:	

B.2. Student Admission and Development

B.2.1. Student Admission and Recognition and Crediting of Prior Learning

Student admission for the undergraduate program at Dicle University Faculty of Theology is regularly made according to the criteria determined by the Measurement, Selection and Placement Center ÖSYM. Quotas are recommended by the relevant units and the final decision is made by YÖK. The registrations of the students who are entitled to be placed according to the verbal scores and preference ranks of the YKS exam conducted by ÖSYM are made on the dates announced with the necessary documents within the framework of the principles determined by the Council of Higher Education (YÖK), ÖSYM and the Rectorate (Higher Education Law No. 2547, Education and Training and Related Higher Education Entrance Articles).

In the fall semester of the 2022-2023 academic year, a total of 520 students, 310 from the first education, 160 from the second education, 30 from the first education and 20 from the second education from the Vocational and Technical Secondary Education Institutions (MTOK) conquota, were placed in formal education at D.U. Faculty of Theology. In addition, in the same period, 300 students were placed in the Bachelor of Theology Completion (İLİTAM) program with DGS score and a total of 332 students, 17 from first education and 15 from second education, were placed in formal education with DGS score.

Applications for the recognition of the courses that the students have taken before are taken through DÜ OBS. During the application, students are asked to submit transcripts from the relevant institutions showing that they have taken the courses or documents showing their previous education and evaluations are made within the framework of these documents. As a result of the evaluation made according to the Directive on Course Exemption and Adjustment Procedures of

D.Ü Associate and Undergraduate Units, the names of those whose applications are accepted, exam schedules, exam dates and announcement of the results are announced on the institution's website according to the determined calendar.

Arabic Proficiency

All students who are entitled to study at the faculty within the scope of recognition of prior learning are subjected to an exemption exam to determine their Arabic proficiency. This exam is held two weeks before the start of the academic year. Students who score 60 and above are exempted from the preparatory class. In the preparatory classes of the institution, according to the D.Ü. Faculty of Theology Preparatory Class Education-Training and Examination Directive, three-stage exams are applied: quiz in the middle of the first semester, midterm at the end of the semester and final at the end of the second semester. The preparatory class grade is determined based on 20% of each of the quiz and midterm exam grades and 60% of the final exam grades. Students with an average grade of 60 and above pass to the next grade, while students with a grade below 60 have to repeat the preparatory class for one more year. Students are given homework assignments every two semesters in order to improve their Arabic language education and skills in the preparatory class, and the grades given for these assignments are reflected in the student's grade point average by 20%.

Adaptation

The processes regarding the recognition of prior learning and the recognition of previously acquired qualifications are carried out in accordance with Dicle University Associate and Undergraduate Units Course Exemption and Adjustment Procedures Directive. All kinds of adjustment procedures in the institution are carried out by the institution's Adjustment Mission. In the adjustment of students who come with transfer, the course content and credit conformity are taken into consideration and the transfer of the grades accepted as successful is carried out one-to-one. During this transfer, the grades of the courses that are the same course but taught as divided courses are combined and grades are transferred. Compulsory courses are processed in the same way and elective courses than those previously accepted as compulsory in the institution, he/she is also exempted from the elective courses appropriate to these courses.

Students who complete the Open Education Theology Associate Degree Program and successfully pass the Vertical Transfer Examination are transferred to the institution within the framework of the principles determined in the relevant regulations of the institution. For this reason, exemption from the courses deemed equivalent and appropriate by the Adaptation Commission is applied. If the course contents of the courses taken in the exemption of students who have studied in different departments and enrolled in the institution are compatible, the necessary exemption procedures are applied. Necessary exemption procedures are also applied in Turkish Language, Atatürk's Principles and History of Turkish Revolution, Foreign Language and Basic Information Technologies courses, which are compulsory by YÖK and whose content has not changed.

Transfer Student Admission

The institution applies for transfer applications in accordance with the Transfer Principles determined by the Senate. Accordingly, the documents required for transfer applications and the application form are announced on the web page of the Office of Student Affairs (ÖİDB). The institution's Adjustment Commission evaluates and scores the application in terms of content. After the evaluation scores are ranked from highest to lowest, the students who will transfer within the quota are determined starting from the highest score. The number of substitutes is announced. In case of equal evaluation scores in inter-institutional or international transfers, the student with the higher central placement score is given priority. The Adaptation Commission submits the list of students who are eligible for transfer to the Faculty Administrative Board. The Faculty Executive Board forwards the list to the Registrar's Office with an approval decision. The lists of the regular and substitute students are announced on the Faculty web page.

Foreign Student Examination

The institution admits international students according to the results obtained by the Foreign Student Examination (YÖS) within the framework of the Dicle University Directive on the Admission of Students from Abroad or Foreign Nationals at the Associate Degree and Undergraduate Level. YÖS is held simultaneously in many centers in Turkey and abroad by Dicle University or another University with which it has an agreement. The relevant studies are carried out by the ERASMUS unit of the University. All kinds of current announcements about the exam, exam center, subjects, exam guide and exam calendar, exam application requirements, exam fees and informative guiding details about the procedures to be followed are announced in the announcements section at http://www.dicle.edu.tr/tr/birimler/erasmus/.

Sub-criteria	B.2.1. Student Admission and Recognition and Crediting of Prior Learn-
subject:	ing
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission

First Planning	November 2018
Date:	November 2018
Internal	D.U. Faculty of Theology Academic Staff
Stakeholders:	D.U. Faculty of Theology Administrative Staffi,
	Students
External	D. U. Student Affairs Department
Stakeholders:	D.Ü. Distant Education Center (DÜZEM)
	Directorate of Religious Affairs (DİB) (Diyarbakır Provincial Mufti's
	Office,)
	Ministry of National Education (MEB)
	<u>YÖK, ÖSYM</u>
International	Foreign Relations Office
Stakeholders:	Partner Foreign Universities: Malaya University (Malaysia), Salahaddin
	University (Erbil), Yermouk University (Jordan)-(1)/(2)/(3), London Cen-
	tral Mosque & The Islamic Cultural Center (England), el-Mustafa Universi-
	ty (Iran), Piriștina University, Algiers University, Khoja Ahmet Yassawi
	International Kazah-Turkish University (Kazakhistan), Lahore College for
	Women University (Pakistan), Universitas Islam (Indonesia)
	Foreign Students
Applied Are-	All Academic Departments and Units,
as:	All Students receiving formal and distance education
Observation	Deanery,
Mechanisms:	Education and Training Development Commission
Performance	Academic Year Preparatory Exemption Exam Results
Indicators:	Vertical Transfer Exam Results
	Diploma/Transcripts
	Information on the Examination Grades of Students Placed in Higher
	Education Institutions
Evaluation	Beginning of the semester
and Improviza-	
tion dates:	
The Place of	Student Information System (OBS),
Subcriteria in the	<u>DUZEM (İLİTAM)</u> ,
Information	Faculty Website

Management	WhatsApp Groups
System:	Official Social Media Accounts: YouTube, Facebook, X, Instagram

B.2.2. Recognition and Certification of Diplomas, Degrees and Other Qualifications

The institution applies the issuance of diplomas and other documents according to the D.U. Associate and Undergraduate Units Course Exemption and Adjustment Procedures Directive. 240 ECTS+ An average of at least 2.00 out of 4.00 is required for a student to graduate. Students' graduation is audited according to the table in the EBS system, their transcripts are examined and it is checked whether they have any missing courses.

In the institution, "Undergraduate Diploma" is issued to the students who fulfill all the conditions for graduation. The diploma consists of one side and there is no information on the back. On the front side of the diploma, the student's T. R. identification number, name and surname name of the institution, date of graduation, diploma number, date and number of the document name, surname, title and signature of those who approve the diploma. The information in the diploma and temporary graduation certificate is written based on the date of graduation. No photographs are affixed to the diplomas and the graduation average is not indicated.

The Diploma Supplement is a document given to students who have successfully completed the programs they are enrolled in together with the diploma and its format is based on the model developed by the European Commission, the Council of Europe and UNESCO/CEPES. The Diploma Supplement includes the logo of Dicle University, the date of graduation, the diploma number, the level of the degree obtained, transcript information and information about the national education system. Among the gains that the Diploma Supplement offers to students and institutions, there are issues such as ensuring transparency in Higher Education, rapid consideration of educational documents such as diplomas, facilitating mobility, and making lifelong education accessible. It also provides fair, reliable and competent information about the diploma and skills possessed. The Diploma Supplement facilitates academic and professional recognition of the diploma, but it cannot replace the diploma and does not guarantee international academic recognition. The Diploma Supplement is issued and signed by the Head of the Registrar's Office.

Sub-criteria	B.2.2. Recognition and Certification of Diplomas, Degrees and Other
subject:	Qualifications
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,

	Education and Training Development Commission
First Planning	November 2018
Date:	
Internal	D.U. Faculty of Theology Academic Staff
Stakeholders:	D.U. Faculty of Theology Administrative Staffi,
	Students
	Exemption Adjustment Commission
External	D. U. Student Affairs Department
Stakeholders:	D.Ü. Distant Education Center (DÜZEM)
	<u>YÖK, ÖSYM</u>
International	Foreign Relations Office
Stakeholders:	All international organizations receiving the diploma, collaborated for-
	eign Universities:: Malaya University (Malaysia), Salahaddin University
	(Erbil), Yermouk University (Jordan)-(1)/(2)/(3), London Central Mosque
	& The Islamic Cultural Center (England), Khoja Ahmet Yassawi Interna-
	tional Kazah-Turkish University (Kazakhistan), Universitas Islam (En-
	donezya), Cadiz University (Spain), Hebron University (Palestine),
Applied Are-	All Academic Departments and Units,
as:	All Students receiving formal and distance education
Observation	Education and Training Development Commission
Mechanisms:	Student Counselors
	Faculty of Theology Alumni Survey
	Student Satisfaction Survey
Performance	Student Satisfaction Survey Results
Indicators:	Faculty of Theology Alumni Survey Results
	Education and Training Development Commission Meeting Decisions
	Education and Training Development Commission Meeting Decisions
	External stakeholder meeting Decisions
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Student Information System (OBS)
Subcriteria in the	DUZEM (İLİTAM)

Information	Faculty Website
Management	Bologna Page
System:	WhatsApp Groups
	Official Social Media Accounts: <u>YouTube, Facebook, X</u> , <u>İnstagram</u>

B.3. Student Centered Learning, Teaching and Assessment

B.3.1. Teaching Methods and Techniques (Active, Interdisciplinary, Interactive, Research/Learning Oriented)

In order to realize the program objectives and learning outcomes of our faculty, there is a defined process that has been adopted in terms of teaching methods and techniques within the framework of the 2020-2024 Dicle Theology Strategic Plan, but cooperation is made with some institutions in order to realize the educational goals of the institution.

In the institution, which is based on the student-centered teaching model, active learning methods and techniques are emphasized as an institutional project since 2020.

In order to support the teaching competence of the teaching staff (Active Learning, Distance Education, Assessment and Evaluation, Innovative Approaches, Material Development, Competency Acquisition and Quality Assurance System), the rectorate provides "training of trainers" seminars for all academic staff. In addition, within the framework of the Strategic Plan, it is aimed to direct students to conduct scientific studies with Research Methods courses.

While teaching, academicians pay attention to the selection of teaching strategies, methods and techniques that will improve students' self-evaluation, project activities, critical thinking, collaborative work, and the ability to use information technologies. Various activities are carried out at the institution to raise students' awareness of active learning methods and techniques and to develop their skills.

The programs implemented at the institution are carried out through Education Information Packages and Education Support Systems where course materials are shared. In this respect, Active Learning Platforms have been created independently within the Education Support System. The institution uses the learning management system (ALMS, OBS,) infrastructure to carry out the education and training process.

Field-specific internship practices are carried out regularly every year and students are monitored and evaluated by the instructors during the internship period.

Sub-criteria	B.3.1. Teaching Methods and Techniques (Active, Interdisciplinary, In-
subject:	teractive, Research/Learning Oriented)

Responsible	Quality development and control commission,
Unit:	Education and Training Development Commission,
First Planning	<u>2020</u> (p.17-18)
Date:	
Internal	Quality Accreditation Commissions. Academic Units, Administrative
Stakeholders:	Staff, Students
External	Diyarbakır Provincial Mufti's Office, Diyarbakır Provincial Directorate
Stakeholders:	of National Education,
International	
Stakeholders:	
Applied Are-	Faculty of Theology Curriculum
as:	
Observation	Deanery,
Mechanisms:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
	Student Satisfaction Surveys
	Alumni Student Satisfaction survey
	Academic Staff Satisfaction Surveys
	Administrative Staff Satisfaction Surveys
Performance	Student Satisfaction Rates
Indicators:	Alumni Satisfaction Rates
	Academic Staff Satisfaction survey
	Academic Staff Satisfaction survey
	Administrative Staff Satisfaction Surveys
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Faculty Website
Subcriteria in the	Dicle University Alumni Information System,
Information	Student Information System (OBS)
Management	Alumni Survey Form
System:	

B.3.2. Measurement and assessment

Education and training activities in the institution are carried out according to the Undergraduate Education, Graduate Education and Distance Education Processes in the relevant units. In the evaluation processes, different methods and techniques such as classical, multiple choice, true-false, process evaluation (project, presentation, homework, quiz, etc.) are used to determine the learning outcomes and competencies targeted in the program and course outcomes. At the beginning of the semester, the instructors inform the students about the methods, techniques and processes related to measurement and evaluation as defined in the information packages of their courses, as stated in the 2020-2024 Dicle Theology Strategic Plan.

With the guidance of the accreditation process, the Dean's Office collects, files and evaluates data on midterm, final and other exams questions, answers and how the answers are scored, exam statistics and student grade point averages for all courses taken by students throughout the semester. The institution receives feedback from students about assessment and evaluation methods through student satisfaction surveys. In addition, plans are made with faculty members and department heads under the coordination of the dean's office to improve assessment and evaluation methods and techniques.

The relationship of a course with the objectives of the program and the level at which program and course learning outcomes are achieved are checked. In our faculty, the measurement and evaluation activities applied to achieve the course outcomes are measured by the instructors in five stages. At the end of the semester, a Pass/Fail evaluation is made regarding the student's course success status.

The measurement and evaluation process at the institution is carried out within the framework of a student-centered policy. Thus, as a reflection of the student-centered measurement and evaluation process, it can be seen transparently to what extent the objectives of each course are achieved with which teaching methods and techniques.

Sub-criteria	B.3.2. Measurement and assessment
subject:	
Responsible	Quality development and control commission,
Unit:	Education and Training Development Commission,
First Planning	November 2018
Date:	
Internal	All Academic and Administrative Units
Stakeholders:	

External	Diyarbakır Provincial Mufti's Office, Diyarbakır Provincial Directorate
Stakeholders:	of National Education,
International	International Advisory Board
Stakeholders:	
Applied Are-	All Courses at the Faculty
as:	Ensuring Students' Active Participation in the Teaching Process
Observation	Deanery,
Mechanisms:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
	Student Satisfaction Surveys
	Alumni Student Satisfaction survey
	Academic Staff Satisfaction Surveys
	Administrative Staff Satisfaction Surveys
Performance	Student Satisfaction Rates
Indicators:	Student Satisfaction Surveys
	Alumni Satisfaction Rates
	Academic Staff Satisfaction survey
	Administrative Staff Satisfaction Surveys
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Faculty Website
Subcriteria in the	Student Information System (OBS)
Information	Alumni Survey Form
Management	
System:	
-	

B.3.3. Student Feedback (Course-faculty member-program-general satisfaction surveys, request and suggestion systems)

At the institution, students can convey their requests, suggestions, complaints and opinions to the institution authorities in various ways. There are "wish, complaint and suggestion boxes" on every floor of the institution. The feedback obtained from these boxes is evaluated. Thus, active participation of students in the decision-making process is ensured. Within the framework of the

2020-2024 Dicle Theology Strategic Plan, it is aimed to increase students' satisfaction with the education process. Although there are many methods by which students can submit their requests, these requests are recorded by the institutional authority in a computerized environment and these student requests are forwarded to the administrators of the institution.

Mechanisms through which students can submit their requests:

1- "I have a suggestion" box on the website of our faculty.

2- Complaints, suggestions, requests and satisfaction (SÖİM) box,

3- Official e-mail address of the institution,

4- Student satisfaction surveys and course evaluation surveys conducted at the end of the semester.

In this way, the problems in the services received by the students at the institution are checked and, when necessary, corrective and preventive actions (CPA) are taken.

In order for students to evaluate their professors and receive feedback from them, the institution and the Student Affairs Department conduct surveys in coordination. These surveys are evaluated by the relevant units and improvement activities are carried out.

Another mechanism created to monitor and update the program offered by the institution is the Graduate Student Survey. With the survey applied to graduated students, who are the external stakeholders of the institution, the level of satisfaction of the graduates with the applied Theology Program, how they evaluate the program, whether they find it sufficient or not are measured and the quality of the program can be evaluated by the graduates.

Sub-criteria	B.3.3. Student Feedback (Course-faculty member-program-general satis-
subject:	faction surveys, request and suggestion systems)
Responsible	Quality development and control commission,
Unit:	Education and Training Development Commission,
First Planning	December 2021
Date:	
Internal	Deanery, All Academic and Administrative Units
Stakeholders:	
External	Rectorate,
Stakeholders:	
International	International Advisory Board
Stakeholders:	

Applied Are-	Wish and Suggestion Box,
as:	
Observation	Deanery,
Mechanisms:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission,
Performance	2022 Requests in the Wish and Suggestion Box and Results
Indicators:	Wish and Suggestion Box Tracking
Evaluation and	End of semester
Improvization	
dates:	
The Place of	Faculty Website
Subcriteria in the	Student Information System (OBS)
Information	Alumni Survey Form
Management	
System:	

B.3.4. Academic advising

Orientation training is given to students after their enrollment in the institution. The institution assigns academic staff as academic counselors to guide students in education and other processes. Based on the 2020-2024 Dicle Theology Strategic Plan, these advisors carry out their counseling through some modules opened to them. The Advisory Management System requires the approval of the academic advisor for the validity of all online registration etc. transactions. The advisor evaluates the compliance of the course selection process with the relevant legislation and gives the "Course Selection Approval". The advisor approves withdrawal and enrollment requests during "Excused Enrollment" and "Add-Drop Week". All these are done online through the OBS system. Works and procedures related to student advising are carried out on the basis of Dicle University Student Advising Directive and Dicle University Quality Manual.

In order to ensure that the advising service can be carried out effectively regarding students' access to advisors, the hours when the lecturers will advise are announced to the students. Advising days and hours are written separately for each lecturer in the course schedules; In addition, it is recorded using the DÜFRM-048 Academic Advisor Student Interview Record Form created in quality documents. Thesis advisor assignment procedures for graduate students are carried out

according to LÜE-İA-006 Graduate Thesis Advisor Assignment Workflow and advisor change is carried out according to LÜE-İA-002 Advisor Change Workflow using DÜ-FRM-333, Advisor Change Form. In addition, questions about the advising system are added to the Student Satisfaction Survey and used to monitor the advising system.

Sub-criteria	B.3.4. Academic advising
subject:	
Responsible	Quality development and control commission,
Unit:	Education and Training Development Commission
First Planning	<u>2015</u>
Date:	
Internal	Education Training Commissions,
Stakeholders:	Quality Accreditation Commissions,
External	Rectorate
Stakeholders:	
International	International Advisory Board
Stakeholders:	
Applied Are-	Academic Staff
as:	Administrative Staff
	Lessons
Observation	Education and Training Commissions,
Mechanisms:	Quality Development Commissions
	Education and Training Development Commission,
	Quality and Accreditation Commissions.
	Student Satisfaction Surveys
	Alumni Satisfaction survey
	Academic Staff Satisfaction Surveys
	Administrative Staff Satisfaction Surveys
Performance	Student Satisfaction Rates
Indicators:	Student Satisfaction Surveys
	Alumni Satisfaction Rates
	Academic Staff Satisfaction surveys

Evaluation	End of academic survey
and Improviza-	
tion dates:	
The Place of	Faculty Website
Subcriteria in the	Student Information System (OBS)
Information	Alumni Survey Form
Management	
System:	

B.4. Teaching Staff

B.4.1. Criteria for Appointment, Promotion and Assignment

The appointment and promotion processes of academic staff at the institution are carried out within the relevant legislation and in accordance with the 2020-2024 Strategic Plan. Academic competence and objectivity are taken as basis in the appointment and promotion processes carried out on the basis of the Regulation determined by the Council of Higher Education and in accordance with the Dicle University Regulation on Promotion and Appointment of Academic Staff. Decisions on academic staffing requests are hierarchically transmitted from department chairs to department heads. With the decision of the academic board taken by the department chairs, these requests are forwarded to the faculty board of directors through the Dean's Office and then to the Rectorate.

It is essential that each academic staff member is assigned for courses related to his/her field of specialization. However, in cases of necessity, the lack of lecturers is compensated by providing cooperation between close departments within the department. If there is a need for lecturers from outside the faculty, the request for the assignment of lecturers from outside the faculty is forwarded to the Rectorate by the Faculty Administrative Board in accordance with Article 31 of Law No. 2547, taking into account the demands of the departments and departments.

The process of appointment and promotion of academic staff within the institution is followed by the Dean's Office, Quality Co- mission, Quality Development and Control Commission and Education and Training Development Committee. In addition, in the year-end meetings organized by the Education and Training Commission with stakeholders, the necessary evaluations are made in order to maintain the education and training process more effectively and efficiently, and the improvement suggestions on the subject are forwarded to the Dean's Office.

Sub-criteria B.4.1. Criteria for Appointment, Promotion and Assignment

subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
First Plan-	2021
ning Date:	
Internal	Departmental Academic Boards, Academic Staff
Stakeholders:	
External	Department of Personnel, YÖK
Stakeholders:	
International	
Stakeholders:	
Applied Are-	Academic Staff, Departmental Academic Boards,
as:	
Observation	Education and Training Development Commission
Mechanisms:	Academicians Satisfaction Surveys
	Student Satisfaction Surveys
Performance	Academic Staff Satisfaction Survey Rates
Indicators:	
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Faculty Website
Subcriteria in	Academic Information System
the Information	Department of Personnel's Website
Management	
System:	

B.4.2. Teaching Competence (Active Learning, Distance Education, Assessment and Evaluation, Innovative Approaches, Material Development, Competency Acquisition and Quality Assurance System)

According to the institution's Strategic Plan (p. 31), it is essential that academic staff are experts in their fields and have professional competence and qualifications. Since having a certifi-

cate of training of trainers is accepted by the University administration as a compulsory criterion for the promotion of teaching staff, the teaching staff of the institution is also directed to obtain this certificate.

In order to increase Arabic proficiency, which is the basis of theology formation, the institution attaches importance to the employment of academic staff whose mother tongue is Arabic in the preparatory classes of the institution. In addition to providing opportunities for all kinds of activities that will increase the knowledge and experience of academic staff in their fields of expertise, they are also encouraged to apply to exchange programs abroad that offer international experience and observation opportunities.

In order to measure the competence and professional equipment of academic staff, satisfaction surveys are organized for teaching staff and students. By analyzing these surveys, the competence of the teaching staff is evaluated and measures are taken to eliminate the problems identified.

Two different programs are implemented within the institution, namely the Bachelor of Theology Program and the Bachelor of Theology Completion (ILITAM) Program. In the Bachelor of Theology Program, education is face-to-face, but in mandatory cases, distance education is also offered through the ALMS system established as an online education platform within the Dicle University Distance Education Center (DUZEM). The ILITAM Program is a two-year distance education program that allows graduates of the Associate Degree Theology program to complete their undergraduate education with live and online courses. The implementation of these programs is based on quality and efficiency.

Practices related to the quality of education and training are monitored by the Quality Commission and the Quality Development and Control Commission and evaluated with a report submitted at the end of each academic year. Based on this report, the Education and Training Development Commission, in cooperation with stakeholders, submits its requests and suggestions for improvement and development to the Dean's Office through semester and year-end meetings.

Sub-criteria	B.4.2. Teaching Competence (Active Learning, Distance Education, As-
subject:	sessment and Evaluation, Innovative Approaches, Material Development,
	Competency Acquisition and Quality Assurance System)
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,

	Education and Training Development Commission
First Plan-	2020
ning Date:	
Internal	Departmental Academic Boards , Students, Academic Staff
Stakeholders:	
External	Rectorate, Diyarbakır Central and Local Provincial Mufti's Of-
Stakeholders:	fice, Diyarbakır Provincial Directorate of National Education, , DUZEM,
	Alumni
International	-
Stakeholders:	
Applied Are-	Faculty of Theology Curricula, Academic Staff
as:	
Observation	Student Satisfaction Surveys
Mechanisms:	Academic Staff Satisfaction Surveys
	Education and Training Development Commission Meetings
Performance	Academic Staff Survey Satisfaction Rates
Indicators:	Obtaining training of trainers certificate
	Student Satisfaction Surveys
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Faculty Website
Subcriteria in	<u>İLİTAM,</u>
the Information	DUZEM,
Management	<u>OBS</u> ,
System:	ALMS

B.4.3. Incentives and Evaluation for Training Activities

As stated in the Faculty Strategic Plan (p. 33), the scientific research incentive mechanism is used effectively in the institution. Academic incentives and rewarding processes to increase the motivation and productivity of academic staff are carried out in accordance with the relevant legislation. The Unit Academic Incentive Application and Review Commission, which is established within the faculty, ensures the follow-up of applications for academic incentives and the healthy execution of the process. The Commission reviews and evaluates the applications and reports the final result to the Rectorate via the academic incentive automation.

In addition, there are social media communication groups within the institution to keep staff motivation and sense of belonging to the institution alive. In these groups, the academic and administrative achievements of academic staff such as thesis completion, promotion, appointment, title change, etc. are congratulated and appreciated by the administration, ensuring that their academic achievements are visible. In addition, faculty social media accounts and bulletins, Dicle Theology Introductory Booklets, Faculty News publications, which are internal reward mechanisms that aim to evaluate and reward or honor academic staff according to their publicationactivity performance, are available and actively used for this purpose.

Sub-criteria	B.4.3.Incentives and Evaluation for Training Activities
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
First Plan-	<u>2019</u>
ning Date:	
Internal	Academic Staff, Departmental Academic Boards
Stakeholders:	
External	Rectorate, YÖK
Stakeholders:	
International	-
Stakeholders:	
Applied Are-	Academic Staff
as:	
Observation	Academic Incentive Commissions
Mechanisms:	Education and Training Development Commission
	Academic Staff Satisfaction Surveys
Performance	Academic Staff Satisfaction Rates
Indicators:	
Evaluation	End of semester
and Improviza-	

tion dates:	
The Place of	Faculty Website
Subcriteria in	Academic Incentive Management System
the Information	Intra-Institutional Communication Groups
Management	
System:	

B.5. Learning Resources

B.5.1. Learning Resources

The institution has learning resources such as classrooms, reading rooms, library, meeting rooms, computer laboratories and the issues related to resources are specified in the Quality Manual. The faculty encourages the use of new technologies in education. For this purpose, the university organizes trainings for students' professional development and career planning within the Career Planning and Application Center, and seminars and courses are organized at the Continuing Education Center.

The use of classrooms at the faculty is based on a defined process. The weekly class schedules of the classes are prepared before the start of the semester under the supervision of the relevant Associate Dean and are sent to all academic staff for control purposes. In line with the feedback received, the preparations are finalized and put into practice. The same defined process applies to the preparation of the exam schedule.

Considering the current situation of the library, the allocated areas and the number of books in the areas are partially sufficient; however, it is clear that a larger library that is more attractive to students and provides different opportunities is required. With the decision taken at the Education and Training Development Commission meeting held on 12.09.2023, work has started in coordination with the faculty administration to plan the processes of monitoring learning resources, to make necessary improvements regarding the effective use of the university's learning resources by students in this direction, and to take measures to ensure that faculty students can benefit more effectively from DUZEM and DÜSEM activities.

With 14 smart boards in the classrooms of the institution, students have the opportunity to make effective presentations and improve their presentation skills. There is also a reading room in the institution. In this hall, tashih-i hurûf courses are carried out in order to read the Qur'an beautifully, to learn the letters of the Qur'an, to use the voice well in Qur'anic education and to read the Qur'an in accordance with the rules of Tajweed.

Sub-criteria	B.5.1. Monitoring Processes for Learning Resources
subject:	
Responsible	Deanery.
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
First Plan-	<u>December 2022</u> (p. 16-18)
ning Date:	
Internal	Academic Staff, Administrative Staff and Students
Stakeholders:	
External	Library Coordinatorship, Career Planning Application and Research
Stakeholders:	Center, Continuing Education Center, Distance Education Center
	(DÜZEM), Diyarbakır Provincial Mufti's Office,
International	_
Stakeholders:	
Applied Are-	All the physical spaces of the faculty
as:	
Observation	Academicians Satisfaction Surveys
Mechanisms:	Student Satisfaction Surveys
Performance	Quantitative Data on Learning Resources
Indicators:	Satisfaction Survey Results
	Faculty Newsletter
	2022 Annual Report
	Process/Activity Monitoring Forms
	Education and Training Development Commission Minutes of Evalua-
	tion of 2022 Activities
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	<u>ALMS</u> ,
Subcriteria in	Faculty Website,
the Information	Quality Development Coordinatorship e-postaadresi,
Management	WhatsApp Groups

B.5.2. Social, Cultural, Sportive Activities

Social, cultural and sportive activities that support the social development of students in the institution are carried out especially as community / club activities organizations. There is a Dicle University Student Communities/Clubs Directive that defines the functioning for the students of the institution to organize social and cultural activities. Students and staff in the central campus can benefit from all social, cultural and sportive opportunities of the university. In addition, there are various opportunities within the faculty.

In order to support the student clubs operating within our institution, the dean's office has allocated a common "club room" that all clubs can use. There is also a WhatsApp group consisting of student club representatives for the purpose of receiving their opinions and maintaining contact. An informative news text about the content of the activity to be held on the faculty web page is prepared and necessary announcements are made. These announcements are shared on the faculty website and social media accounts with the relevant photos, thus informing the public about the content of the activity.

In our faculty, sportive activities are monitored by the Sportive Activities Commission and cultural activities are monitored by the Promotion, Culture, Art, Organization, Events and Alumni Relations Commission.

Within the framework of club activities, the students of our faculty visit village schools, provide various aids to the students in these schools and thus strengthen the bond between the university and the public. In addition, the students of the institution participate in the football competitions organized by Dicle University every year.

The faculty aims to be sensitive to social problems and to contribute to raising the level of religious knowledge and awareness of the society with all its stakeholders. In line with this goal, the Faculty holds meetings with Diyarbakır Provincial Directorate of National Education and Diyarbakır Provincial Mufti's Office to cooperate on various issues, and steps are taken to expand the framework of cooperation between stakeholder institutions.

The Imam Shafi'i Research Center, established within the institution to coordinate and disseminate scientific research on the Shafi'i sect, which constitutes the widespread fiqh doctrine of the region, has hosted many cultural activities.

Various social activities such as Qur'an recitation competitions are carried out through the Qur'anic Reading and Recitation Application and Research Center operating within the university.

Activities within the scope of protocols with the Diyarbakır Provincial Mufti's Office and DİGED continue in order to meet the demands of students in areas such as accommodation and educational services that support the competencies of theology students. In addition, activities are organized through the education and cooperation protocol signed with Melik Ahmet Imam Hatip High School in order for high school students to benefit from the university campus and libraries within the framework of certain programs and to meet with academic staff.

The faculty library is affiliated to the Ali Emîrî Central Library of the university and has an agreement with other university libraries and provides borrowed books from other libraries in the university.

Sub-criteria	B.5.2. Social, Cultural, Sportive Activities
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
	Sports Events Commission
	Promotion, Culture, Arts, Organization, Events and Alumni Relations
	Commission
First Plan-	November 2018
ning Date:	
Internal	Academic Staff, Administrative Staff and Students,
Stakeholders:	
External	Dicle University Department of Health, Culture and Sports, Imam Shafi'i
Stakeholders:	and Shafi'i Studies Application and Research Center, Qur'anic Reading and
	Recitation Application and Research Center, Diyarbakır Provincial Mufti's
	Office, Diyarbakır Provincial Directorate of National Education, Ministry
	of Health, Dicle İlim İrfan Youth and Solidarity Association
International	
Stakeholders:	
Applied Are-	All Units of the Faculty
as:	
Observation	Education and Training Development Commission
Mechanisms:	Student Satisfaction Surveys

	Research and Development Commission
	Quality and Accreditation Commission Chairs' Evaluation Meetings
	Process/Activity Monitoring Reports
Performance	Quantitative Data on Learning Resources
Indicators:	Satisfaction Survey Results
	Faculty Newsletter
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Faculty Website,
Subcriteria in	WhatsApp Groups
the Information	
Management	
System:	

B.5.3. Facilities and Infrastructures (Dining Hall, Dormitory, Technology Equipped Workspaces, Medico, etc.)

Faculty students have access to all social areas within the campus area, and the use of social areas is carried out according to a defined process.

At the beginning of the academic year 2022, in line with the demands of students and academics with the concern of providing better service at the faculty, the faculty administration started to work to eliminate the facility and infrastructure deficiencies of the institution. At the beginning of the 2022 academic year, 4 classrooms in the faculty were converted into lecture halls and the student capacity of these classrooms was increased. Renovation and renovation activities were carried out, including the library, reading rooms, photocopying unit and canteen. Throughout the 2023 academic year, as an administrative policy, the activities of meeting the needs and ensuring the continuity of modernization continue.

In addition, the institution offers ILITAM service to graduates of the 2-year Vocational School of Theology at Anadolu University in order to complete their theology education. In this way, the faculty was able to find a ready-made infrastructure for online courses during the pandemic process, and with the experience gained by the ILITAM education, the courses of which were carried out online by "DÜZEM", they were able to quickly channel online education and the courses were processed online through the ALMS system. The 2023-2024 academic year fall semester elective courses are also taught online on weekends.

Sub-criteria	B.5.3. Facilities and Infrastructures (Dining Hall, Dormitory, Technolo-
subject:	gy Equipped Workspaces, Medico, etc.)
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
First Plan-	<u>December 2022</u> (p. 16-18)
ning Date:	
Internal	Academic Staff, Administrative Staff and Students,
Stakeholders:	
External	Library Coordinatorship, Diyarbakır Provincial Mufti's Office,, Diyarba-
Stakeholders:	kır Metropolitan Municipality
International	-
Stakeholders:	
Applied Are-	All the physical spaces of the faculty
as:	
Observation	Student Satisfaction Surveys
Mechanisms:	Academicans Satisfaction Surveys
Performance	Quantitative Data on Learning Resources
Indicators:	Satisfaction Survey Results
	Faculty Newsletter
	Annual Reports
	Process/Activity Monitoring Forms
	Education and Training Development Commission Minutes of Evalua-
	tion of Activities
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Faculty Website,
Subcriteria in	Quality Development Coordinatorship e-mail address,

B.5.4. Faculty without Barriers

The institution is structured in consideration of the disabled. Accordingly, there are disabled ramps at the entrance and exits of the building. There are disabled walking paths for the visually impaired inside and in the garden of the institution. In addition, there is 1 elevator for the disabled to easily reach the upper floors and there are Braille guides for the visually impaired in the elevators. There are parking spaces reserved for the disabled in the open parking lot of the institution. There are accessible architectural arrangements such as yellow tape application, elevators, ramps, special toilets for the disabled on the sidewalks in busy areas of the institution.

The fact that Dicle University received 6 'Barrier-Free University Flag Awards' within the scope of the "2020 Barrier-Free University Awards" given by the Council of Higher Education (YÖK) in June 2020 in order to determine the studies carried out to ensure the effective participation of disabled individuals in spaces, educational opportunities and socio-cultural activities within the borders of the university campus and to reward those who are successful and to raise awareness in the public, and that our faculty received the 'orange flag award' in the field of 'accessibility in space' in this context reveals the sensitivity of the Faculty without Barriers.

The institution acts in partnership with the faculty administration in making plans in line with the Strategic Plan for a Barrier-Free Faculty, evaluating the opportunities offered to disabled students in the faculty, eliminating the deficiencies and making the necessary improvements through the Education and Training Development Commission meetings.

Sub-criteria	B.5.4. Faculty without Barriers
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
First Plan-	December 2022
ning Date:	
Internal	Academic Staff, Administrative Staff and Students,
Stakeholders:	

External	Dicle University Disability Application and Research Center, Diyarbakır
Stakeholders:	Metropolitan Municipality
International	-
Stakeholders:	
Applied Are-	Related Physical Areas of the Faculty
as:	
Observation	Student Satisfaction Surveys
Mechanisms:	
Performance	Spatial Accessibility Orange Flag Award Dicle University Faculty of
Indicators:	Theology Bulletin
	Education and Training Development Commission's Evaluation Meeting
	of Activities
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Electronic Information System (EIS),
Subcriteria in	Faculty Website,
the Information	WhatsApp Groups
Management	
System:	

B.5.5. Guidance, Psychological Counseling and Career Services

Guidance, psychological counseling and career services offered to students at the institution are primarily provided by counselors assigned to students according to the Counseling Management System. Academic counseling for students is carried out through our academic staff, and developments in this regard are monitored through the student information system.

Academic advisors, who are defined upon the student's enrollment in the institution, provide support to the student in terms of guidance and career services in the form of academic, individual and peer counseling. They encourage students to acquire lifelong learning and research habits. This service is carried out through counselors assigned to each student group according to Dicle University Student Counseling Directive.

The advisors inform the students about the administrative and academic units of the university and the changes in the legislation and the curriculum. They also inform and guide students about domestic/foreign exchange programs, transfer opportunities and conditions, as well as career planning presentations.

Again, in order to identify and meet the psychological, social or spiritual demands and needs of students throughout their education, counselors maintain communication with students throughout the education period. In addition, in order to support and work on the adaptation and belonging of students to the faculty, student counselors work together with the Psychological and Social Counseling Application and Research Center unit, where the psychological counseling unit consisting of expert psychologists of the university provides services.

In addition to the guidance and counseling activities that are routinely carried out in the institution, different counseling requests from students are also evaluated. Counseling and guidance requests for programs (conferences, trips, etc.) to be organized by certain student groups or clubs during the semester are also met in cooperation with the Guidance and Counseling Coordinatorship.

Dicle University Career Planning and Application Center organizes activities to increase students' awareness of career planning. In addition, within the context of career days activities, various conferences are organized by successful people with professional careers in various fields for the students of our faculty.

Sub-criteria	B.5.5. Guidance, Psychological Counseling and Career Services
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
First Plan-	November 2018
ning Date:	
Internal	Academic Staff, Administrative Staff and Students,
Stakeholders:	
External	Career Planning Application and Research Center, Continuing Education
Stakeholders:	Center, Psychological and Social Counseling Application and Research
	Center, Diyarbakır Provincial Mufti's Office, Diyarbakır Metropolitan Mu-
	nicipality
International	_
Stakeholders:	
Applied Are-	Undergraduate and Graduate Students

as:	
Observation	Student Satisfaction Surveys
Mechanisms:	
Performance	Student Satisfaction Survey Results
Indicators:	Faculty Newsletters
	Annual Reports
	Faculty of theology academic advisor evaluation
	Education and Training Development Commission Meeting to Evaluate
	Activities
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	<u>ALMS</u> ,
Subcriteria in	Faculty Website,
the Information	Quality Development Coordinatorship e-mail address,
Management	Student Information System (OBS),
System:	Electronic Information System (EIS),
	Advistory Management System,
	WhatsApp Groups

B.6. Monitoring and Updating the Program

B.6.1. Monitoring and updating program outcomes

The Faculty determines the processes related to the determination and updating of program objectives, program outcomes, program-specific criteria and course outcomes by considering PDCA principles and carries out the processes in accordance with Goal 1 and Strategic Goal 1, Strategic Goal 2 in the 2020-2024 Strategic Plan. The defined processes for monitoring and updating the faculty program (and programs and courses conducted through distance education) are included in the Dicle University Associate and Undergraduate Education and Examination Regulation. In addition, it has been decided to create the Dicle University Faculty of Theology Education and Training Development Commission Work / Process Follow-up Report, which will include the processes related to the determination and updating of program objectives, program outcomes, program-specific criteria and course outcomes in the faculty, and to submit it to the Faculty Board for approval. The Education and Training Development Commission gathers the internal stakeholders of the faculty to discuss the program outcomes and propose them to the

Faculty Board and thus determines the outcomes.

It determines whether the program outcomes have been achieved or not through graduating students, graduate students and course evaluation surveys. The data obtained are evaluated at the end of the academic year at the internal stakeholders meeting and the academic board. As a result of the meeting, deficiencies are identified and measures are taken to address these deficiencies. It has been decided to contact the administration of Dicle University Faculty of Engineering in order to create a system (Information Management System) that monitors whether the program and course learning outcomes are achieved. Updates are made if necessary to eliminate the deficiencies identified in the monitoring of the program. In updating the programs, the ideas and suggestions of external stakeholders as well as internal stakeholders are used.

The Education and Training Commission carries out the studies on program outcomes, course outcomes, their relationship with each other and their compatibility with IAA outcomes. The Quality Development and Control Commission monitors the process in terms of quality and submits its findings and proposals to the Dean's Office for discussion at the Quality Commission at certain months during the year. The Quality Commission convenes at certain months during the year, reviews the reports from the coordinatorships and submits its evaluations to the Dean's Office. In line with the evaluations of the commission, the Dean's Office makes the necessary improvements by taking the opinions of the stakeholders. It determines whether the program outcomes have been achieved or not through graduating students, graduate students and course evaluation surveys. The data obtained are evaluated at the end of the academic year at the internal stakeholders meeting and the academic board. As a result of the meeting, deficiencies are identified and measures are taken to address these deficiencies. It has been decided to contact the administration of Dicle University Faculty of Engineering in order to create a system (Information Management System) that monitors whether the program and course learning outcomes are achieved. Updates are made if necessary to eliminate the deficiencies identified in the monitoring of the program. In updating the programs, the ideas and suggestions of external stakeholders as well as internal stakeholders are used.

The Education and Training Commission carries out the studies on program outcomes, course outcomes, their relationship with each other and their compatibility with IAA outcomes. The Quality Development and Control Commission monitors the process in terms of quality and submits its findings and proposals to the Dean's Office for discussion at the Quality Commission at certain months during the year. The Quality Commission convenes at certain months during the year, reviews the reports from the coordinatorships and submits its evaluations to the Dean's Office. In line with the evaluations of the commission, the Dean's Office makes the necessary improvements by taking the opinions of the stakeholders.

Sub-criteria	B.6.1. Monitoring and updating program outcomes
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission
First Plan-	November 2018
ning Date:	
Internal	Faculty of Theology Department Heads,
Stakeholders:	Faculty of Theology Main Departments,
External	Diyarbakır Provincial Mufti's Office, Diyarbakır Provincial Directorate
Stakeholders:	of National Education,
International	-
Stakeholders:	
Applied Are-	Faculty of Theology Curriculum,
as:	Faculty of Theology Course Information Packages,
Observation	Education and Training Development Commission
Mechanisms:	Decisions of the Education and Training Development Commission
	meetings
	Faculty of Theology Program Objectives
	Faculty of Theology Program Outcomes
	Course and Program Outcome Table
	Course Evaluation Documents
	Faculty of Theology Alumni Survey
	Course Evaluation Surveys
	Dicle University Faculty of Theology Program's Level of Achievement
	of Teaching Objectives Survey
	Dicle University Faculty of Theology Business World's Satisfaction
	Level Survey on Graduate Qualifications
Performance	Faculty of Theology Alumni Survey Results
Indicators:	Results of the Course Evaluation Surveys

Evaluation	End of academic semester
and Improviza-	
tion dates:	
The Place of	Bologna Page
Subcriteria in	Student Information System (OBS)
the Information	Electronic Information System (EIS)
Management	
System:	

B.6.2. Alumni monitoring system

The Faculty determines the processes related to the graduate and alumni tracking system by taking into account the PDCA principles and carries them out in accordance with Objective 1 and Strategic Goal 10 in the 2020-2024 Strategic Plan. In line with the determined strategic goals, graduate follow-up working groups are established and communication with graduates is coordinated in order to contribute to the professional development and employment of graduates. In addition, annual meetings are organized with graduates. Consultations and meetings are held with external stakeholders (DİB, MEB, etc.) to determine the qualifications of graduates. Graduate qualifications are determined through surveys conducted with graduates and external stakeholders. Survey results are evaluated in meetings with external and internal stakeholders. Measures are taken to address the deficiencies identified.

The Education and Training Commission carries out communication with graduates and processes related to graduates. The Quality Development and Control Commission monitors the process in terms of quality and submits its findings and proposals to the Dean's Office for discussion at the Quality Commission at certain months during the year. The Quality Commission convenes at certain months during the year, examines the reports from the coordinatorships and submits its evaluations to the Dean's Office. The Dean's Office makes the necessary improvements by taking the opinions of the stakeholders in line with the evaluations of the commission.

Sub-criteria	B.6.2. Alumni monitoring system
subject:	
Responsible	Deanery,
Unit:	Quality commission,
	Quality development and control commission,
	Education and Training Development Commission

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First Plan-	<u>August 2023</u>
ning Date:	
Internal	Faculty of Theology Academic Staff
Stakeholders:	Faculty of Theology Administrative Staff
	Faculty of Theology Heads of Departments
	Faculty of Theology Students
External	Diyarbakır Provincial Mufti's Office, Diyarbakır Provincial Directorate
Stakeholders:	of National Education,
International	-
Stakeholders:	
Applied Are-	Dicle University Faculty of Theology
as:	All students of the Dicle University Faculty of Theology
Observation	Education and Training Development Commission
Mechanisms:	Decisions of the Education and Training Development Commission
	meetings dated
	Faculty of Theology Alumni Survey
	Dicle University Faculty of Theology Survey on the Satisfaction Level
	of the Business World Regarding Graduate Qualifications
Performance	Faculty of Theology Alumni SurveyResults
Indicators:	
Evaluation	End of semester
and Improviza-	
tion dates:	
The Place of	Dicle University Alumni Information System,
Subcriteria in	Faculty Website
the Information	Student Information System (OBS)
Management	
System:	

C. RESEARCH AND DEVELOPMENT

C.1. Research Strategies

The Research and Development Strategy of our institution is carried out within the framework of the strategic principles set out in the 2020-2024 Dicle University Faculty of Theology Strategic Plan. The institution's Research and Development Strategy 2020-2024 strategic plan "Objective 1: To improve research activities; to increase the number and quality of publications. Objective 2: To carry out research and development activities in cooperation with external stakeholders". The Research and Development Committee was established to carry out and monitor the planned activities. In addition, a Quality Handbook was prepared in 2021 in order to ensure that the processes related to the activities are carried out in a healthier, planned and efficient manner, and in this context, strategic goals to be realized as both education and research activities were determined.

C.1.1. Research Policy, Objectives and Strategy of the Institution

The research strategy of our institution has been developed in accordance with the research strategy of the university. Some of the research strategies are included in the research objectives. Our institution's research objectives are based on the institution's strategic plan. Research objectives and strategies are prepared in the form of five-year programs by consulting the opinions of internal and external stakeholders. These programs are updated by comparing the information contained in previous strategic documents with the current situation. In this updating process, performance evaluation data and internal evaluation reports are taken into consideration. The programs updated for the research objectives and strategy of the institution are also reviewed by the Quality and Development Commissions. The final version of the updates deemed necessary regarding the research and development strategy of the institution is submitted to the dean's office as a report. The research strategy principles and objectives of our institution for 2020-2024, which were determined in the light of the framework of the "2020-2024 Dicle University Faculty" of Theology Strategic Plan", are as follows: The research strategy of our institution has been developed in accordance with the research strategy of the university. Some of the research strategies are included among the research objectives. One of the research strategies of the institution:

Strategic Objective 2.2: To offer solutions to local and regional problems and suggest improvements within the scope of research and development activities in cooperation with external stakeholders.

The objectives determined in line with S.O. 2.2 are as follows:

* To contribute to increasing the activities of the Research and Development Commission and

the Research and Application Centers at the University in cooperation with external stakeholders in order to improve cooperation with national and international external stakeholders and the studies within this framework.

* To increase the quantity of high quality and productive research and development studies and to improve the opportunities for their adaptation for the benefit of the public.

* To improve the opportunities of academic staff and students to benefit from national and international funds and to increase the number of funds utilized.

Strategic Objective 8: To develop the educational programs of the institution in a way to support research and development in the context of national needs and future expectations.

The objectives determined in accordance with S.O. 8 are as follows:

* To continuously update the education programs of the institution in a way to support research and development.

* To ensure that academic staff carry out their academic activities in a way to meet certain needs and within a certain plan.

* To encourage undergraduate students to continue graduate education.

* To improve the competencies of graduate students to carry out projects within the scope of research and development activities.

Sub-criteria subject:	C.1.1. Research Policy, Objectives and Strategy of
	the Institution
Responsible Unit:	Deanery
	Research and Development Commission
First Planning Date:	November 2021
Internal Stakeholders:	Academic Staff, Administrative Staff, Students
External Stakeholders:	D.Ü. Project Coordination Application and Re-
	search Center,
	D.U. Distance Education Application and Research
	Center
	BAP
	DİGED
	Alumni
	Melik Ahmet High School
	Diyarbakır Provincial Mufti's Office,
	Dicle University Faculty of Theology Development

	Foundation
	Diyarbakır MEB
International Stakeholders:	Divisional International Advisory Board
Applied Areas:	Academic and Administrative Staff, Students, Me-
	<u>zunlar</u>
Observation Mechanisms:	Research and Development Commission
	Identification of Academic Staff's Scientific Re-
	search Activities
	Academic Staff Satisfaction survey
	Management Review Meetings
	Monitoring the Process in the R&D Commission
	WhatsApp Group
	Information and Evaluation Meetings of Quality and
	Accreditation Commissions
Performance Indicators:	The quantity and quality of academic staff's publica-
	tions in line with the research policy, objectives and
	strategy of the institution
Evaluation and Improvization	End of the year
dates:	
The Place of Subcriteria in the	Faculty Website
Information Management System:	WhatsApp Groups
	Evidence Repository

C.1.2. Management of Research and Development Processes and Organizational Structure

The management of Research and Development processes in the organization is carried out by the Research and Development Commission. The activities of this commission are carried out with the participation of the R&D Commission Chairman and members. The participation of a member from external stakeholders in the activities of the Commission is also supported. The decisions taken in the Commission are also submitted to the general opinions of external stakeholders if needed. The decisions taken at these meetings, which R&D aims to organize with a large-scale participation in order to benefit from different ideas, are submitted to the approval of the dean's office. Necessary actions are taken to implement the improvement suggestions deemed appropriate by the Dean's Office. The Research and Development Commission cooperates with the Quality and Development Commissions when needed in the implementation of improvement suggestions.

Our commission organizes the research and development activities of our faculty and records the activities carried out. The archive of the scientific activities of the faculty for research and development is kept in this unit. The relevant documents are provided by this commission upon request of the relevant parties. Our commission meets when necessary to discuss the work done and make decisions on what to do. The recommendations of the Commission and the measures to be taken are submitted to the Dean's Office for information and approval. The members of the

Research and Development Commission are as follows:

Assoc. Prof. Dr. Mesut BAYAR (Chairman)

Assoc. Prof. Dr. Abdulkerim ÖNER (Member)

Assistant Prof. Dr. Muhammed AKIF (Member)

Lecturer Hasan YAVUZ (Member)

Lecturer Veysel SIN (Member)

100/2000 PhD Student Vildan ÖZİŞÇİ (Member)

Sub-criteria subject:	C.1.2. Management of Research and Development
	Processes and Organizational Structure
Responsible Unit:	Deanery
	Research and Development Commission
First Planning Date:	November 2021
Internal Stakeholders:	Academic and Administrative Staff
	<u>Students</u> ,
External Stakeholders:	D.Ü. Project Coordination Application and Research
	Center,
	BAP
	Dicle University Faculty of Theology Development
	<u>Foundation</u>
International Stakeholders:	-
Applied Areas:	Academic and Administrative Staff, Stu-
	dents, Alumni
Observation Mechanisms:	Research and Development Commission
	Quality and Accreditation Commission Chairs'
	Evaluation Meetings

Performance Indicators:	R&D Commission meeting stats
Evaluation and Improvization	End of the year
dates:	
The Place of Subcriteria in the	Faculty Website
Information Management Sys-	WhatsApp Groups
tem:	Evidence Repository

C.1.3. Relation of Research to Local/Regional/National Needs and Demands

Our institution aims to take into account local, regional and national needs and priorities in its research and development activities. Within the framework of this goal, in the activities carried out by the Research and Development Commission and in the general meetings held in our institution for research studies, it is aimed that the activities carried out under the auspices of our institution primarily respond to local, regional and national needs, respectively.

Since our institution is located in a geography neighboring countries such as Iraq and Syria, it is also important that it responds to international needs and demands. In order for the research in our institution to respond to local, regional and national needs and demands, the Research and Development Commission works in coordination with the Quality and Development Commissions and submits the necessary arrangements to the dean.

Sub-criteria subject:	C.1.3. Relation of Research to Lo-
	cal/Regional/National Needs and Demands
Responsible Unit:	Deanery
	Research and Development Commission
First Planning Date:	November 2021
Internal Stakeholders:	Academic and Administrative
	Staff,Students
External Stakeholders:	D.U. Project Coordination Application and
	Research Center,
	D.U. Distance Education Application and
	Research Center
	BAP
	DİGED
	<u>Alumni</u>

International Stakeholders:	-
Applied Areas:	Academic and Administrative Staff, Stu-
	dents,Mezunlar
Observation Mechanisms:	Research and Development Commission
	Quality and Accreditation Commission
	Chairs' Evaluation Meetings
Performance Indicators:	Quantity and quality of faculty members'
	publications related to local/regional/national
	needs and demands
Evaluation and Improvization dates:	End of the year
The Place of Subcriteria in the Infor-	Faculty Website
mation Management System:	Quality Management System e-mail ad-
	dress
	WhatsApp Groups
	Evidence Repository

C.2. Research Sources:

C.2.1. Research Resources: Physical, Technical, Financial

Our institution is responsible for creating physical, technical and financial facilities to enable its staff to conduct research. The dean's office determines the principles regarding the use and distribution of offices allocated to academic and administrative staff. All administrative staff and department heads who work closely with administrative staff are provided with computers, printers and other equipment by the faculty. In addition to the central budget, the institution also negotiates with external stakeholders to support the research of academic staff. External stakeholders support activities such as symposiums, panels, workshops and seminars. Faculty members are encouraged to receive support from BAP, TÜBİTAK, public institutions, organizations and NGOs for their projects.

The Dean's Office is responsible for the physical, technical and financial aspects of the research resources. The Research and Development Commission is responsible for monitoring the process in terms of quality. The Commission presents its findings and proposals to the Dean's Office at the end of each year. The Dean's Office makes the improvements deemed necessary by taking the views of stakeholders.

In order to increase the effectiveness and efficiency of resources, communication networks such as EBYS (Electro- technical Information System), various bulletin boards in the building,

meetings, telephone, internet and electronic mail are used.

Sub-criteria subject:	C.2.1. Research Resources: Physical, Technical, Fi-
	nancial
Responsible Unit:	Deanery
	Research and Development Commission
First Planning Date:	November 2021
Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Some Public Institutions and Organizations:
	- Diyarbakır Provincial Mufti's Office,
	- <u>Yenişehir Mufti's Office</u>
	- <u>Karacadağ Development Agency</u>
	NGO's:
	- Türkiye Religious Foundation
	- <u>DİGED</u>
	- ME Cansız Foundation
International Stakeholders:	International Agreements of the Institution:
	- Erasmus Program: (KA107, No:42, 47), (KA131,
	<u>No: 11, 142)</u> ,
	- Yermouk University (Jordan)-(1)/(2)/(3),
Applied Areas:	Physical, Technical and Financial Application Areas
	of the Faculty
Observation Mechanisms:	Research and Development Commission
	Monitoring academic staff satisfaction with research
	resources
Performance Indicators:	Academic staff satisfaction with physical, technical
	and financial resources
Evaluation and Improvization	End of the year
dates:	End of the year

The Place of Subcriteria in the	DU Library Otomation Software
Information Management Sys-	Faculty Website
tem:	OBS System
	Quality Management System E-Mail Address
	Google Drive
	WhatsApp Groups (Academic and Administrative
	Staff and student groups)

C.2.2. Internal University Resources

Academic staff and undergraduate/graduate students of our faculty are encouraged to receive support from internal university resources. Faculty members are supported to benefit from the Scientific Research Project (BAP) unit and other internal university resources to contribute to their scientific studies. Funds are available for the conduct of academic activities at our university. In this context, projects, conferences, travel, expert invitations, personal funds are supported by this unit in order to develop research potential.

The projects that have been completed or are being carried out by the academic staff of our faculty are monitored by the Research and Development Commission. The Commission carries out informative activities in order to increase its contribution to project development in line with the requests and suggestions received from academics. Every year at the end of the semester, the Research and Development Commission meets, examines the results and reports them to the Dean's Office. The Dean's Office makes the necessary improvements in line with the commission's reports by taking the opinions of other stakeholders.

Sub-criteria subject:	C.2.2. Internal University Resources
Responsible Unit:	Deanery
	Research and Development Commission
First Planning Date:	November 2021
Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Advisory Boards
	<u>DÜBAP</u>
International Stakeholders:	Institutions with which the Faculty has agreements
	and universities with which the Faculty has agreements
	within the scope of Erasmus

Applied Areas:	All Academic Departments
Observation Mechanisms:	Research and Development Commission
	Academic Staff Surveys
	Academic Staff Focus Group Interviews
Performance Indicators:	Trends of In-University Research Resources by
	Years
Evaluation and Improvization	End of the year
dates:	
The Place of Subcriteria in the	Faculty Website
Information Management System:	Quality Management System E-Mail Address
	Google Drive
	WhatsApp Groups (Academic Staff and student
	groups)

C.2.3. Orientation to Non-University Resources (Methods and Supports)

Our faculty supports and follows the project applications and the processes of ongoing projects in order to direct academic staff to external resources. In this regard, it supports them to benefit from non-university resources by cooperating with national and international institutions. It encourages and supports research programs carried out by reliable public institutions and organizations outside the university and prepares the working environment together. It benefits from external stakeholders by signing bilateral protocols with relevant organizations.

Our faculty monitors the project calls made in the field of theology, examines them and informs the relevant academic staff. The Research and Development Commission is responsible for external resources. This commission follows and examines the studies carried out, identifies the deficiencies, if any, and presents what needs to be done for improvement to the dean's office at the end of the year by taking the opinions of other stakeholders.

Sub-criteria subject:	C.2.3. Orientation to Non-University Resources
	(Methods and Supports)
Responsible Unit:	Deanery
	Research and Development Commission
First Planning Date:	November 2021
Internal Stakeholders:	Academic and Administrative Staff, Students

External Stakeholders:	Advisory Boards,
	Some Public Institutions and Organizations:
	- Türkiye Religious Foundation
	- Yenişehir Mufti's Office
	- DİGED
International Stakeholders:	Institutions with which the Faculty has an agreement:
	- Imam Bukhari Research Center: Uzbekistan
	- Süleymaniye University: Iraq
	- Partner Universities within the scope of Erasmus
Applied Areas:	All Academic Departments
Observation Mechanisms:	Academic Staff Surveys
	Academic Staff Focus Group Interviews
Performance Indicators:	Trends in in-university research resources by year
Evaluation and Improvization	
dates:	End of the year
The Place of Subcriteria in the	Faculty Website
Information Management Sys-	Google Drive
tem:	WhatsApp Groups (Academic and Administrative
	Staff and alumni groups)

C.2.4. Graduate Programs Aligned with the Institution's Research Policy, Goals and Strategy

The Departments of Basic Islamic Sciences, Philosophy and Religious Sciences, Islamic History and Arts and the Institute of Social Sciences in the Faculty of Theology work in coordination with the Institute of Social Sciences to implement and develop the research policy, objectives and strategy of the institution. The institution supports efforts to open and run interdisciplinary graduate programs in addition to the field of theology. If the necessary conditions are met, graduate students are admitted to the relevant departments, and development and improvement studies are carried out meticulously for the departments that are deemed inadequate.

The relevant departments and divisions are responsible for opening and developing graduate programs in accordance with the research policy, objectives and strategy of the faculty. The Quality Assurance System Development Commission monitors the process in terms of quality and submits its findings and proposals to the dean's office. Upon the evaluations of the commission, the dean's office makes the necessary improvements and arrangements by taking the opin-

Sub-criteria subject:	C.2.4. Graduate Programs Aligned with the Institu-	
	tion's Research Policy, Goals and Strategy	
Responsible Unit:	Heads of Departments and Divisions	
	Unit Quality Coordinatorship	
First Planning Date:	November 2021	
Internal Stakeholders:	Academic and Administrative Staff, Students	
External Stakeholders:	DU Institute of Social Sciences	
	Some Public Institutions and Organizations::	
	- <u>İSAM</u>	
International Stakeholders:	Partner Institutions:	
	- <u>Yermouk University/Jordan</u>	
Applied Areas:	All Academic Departments	
Observation Mechanisms:	Research and Development Commission	
	Academic Staff Surveys	
	Academic Staff Focus Group Interviews	
Performance Indicators:	Academic Staff Surveys	
	Number of Students in Graduate Programs by Year	
Evaluation and Improvization	End of the year	
dates:	End of the year	
The Place of Subcriteria in the	Faculty Website	
Information Management Sys-	Student Information System (OBS)	
tem:	DU Social Sciences Institute Website	

C.3. Research Competence

The Research and Development Strategy of our institution is carried out within the framework of the strategic principles determined in the "2020-2024 Dicle University Faculty of Theology Strategic Plan". The Research and Development Strategy of the institution is based on the strategic principles in the 2020-2024 strategic plan;

Objective 1: Develop research activities; increase the number and quality of publica-tions

Strategic Goal 1: To increase the number of publications in journals in international and national citation indexes. To increase the number of highly cited publications in journals with high impact factor.

Within the framework of S. G. 1, by increasing the number of publications in national and international journals, the research competence of our faculty members is improved and thus the academic competence of our institution in the national and international arena is increased.

Strategic Goal 4: To ensure the participation of academic staff in domestic and international activities that will increase their professional experience.

Within the framework of S. G. 4, since our institution has an important role in the local and regional framework, training courses in different fields are opened for academic staff and interdisciplinary book readings are organized. In this context, the research competence of academic staff is increasing day by day.

Strategic Goal 7: To contribute to individual academic studies and R&D studies and to ensure that solution proposals are discussed on scientific platforms.

Within the framework of S. G. 7, our institution supports individual R&D studies to increase the research competence of academic staff. Within the framework of these studies, academic meetings are held at various local-regional levels in cooperation with national and international institutions to support the research competence of academic staff.

C.3.1. Research Competence of Academic Staff and Development of Research Competence

The Research and Development Commission works on increasing and evaluating the research competence of the academic staff of our institution. This commission carries out joint studies in coordination with all other quality and development commissions. In these studies, the relationship between institutional goals and the goals of academic staff is taken into account. The individual performance of academic staff is monitored each year by requesting information from academic staff about their research activities. With this method, various activities such as training, seminars, courses and symposiums etc. are organized with the support and participation of internal and external stakeholders in order to improve the research competence of the academic staff of our institution. The monitoring, evaluation and development of these processes are realized through the joint work of the Research and Development Committee and all of the Accreditation, Quality and Development Commissions. These commissions examine academic activities throughout the year and submit their reports and evaluations to the Dean's Office. As a result of these reports and evaluations, the Dean's Office makes the necessary improvements by taking the opinions of stakeholders.

Sub-criteria subject:	C.3.1. Research Competence of Academic Staff and De-	
	velopment of Research Competence	
Responsible Unit:	Deanery,	
	Research and Development Commission	
First Planning Date:	November 2021	
Internal Stakeholders:	Academic and Administrative Staff	
External Stakeholders:	Rectorate, Quality Development Coordinatorship, For-	
	eign Relations Office, DÜBAP Coordinatorship, DİTİB,	
	National Advisory Boards, Türkiye Religious Founda-	
	tion,İSAM, Diyarbakır Provincial Mufti's Of-	
	fice, Diyarbakır Yenişehir Mufti's Office, Dicle Science,	
	Knowledge, Youth and Solidarity Association	
International Stakeholders:	Relations with international stakeholders are maintained	
	through the Foreign Relations Office: Erasmus + Program	
	Countries (KA107), (KA131), (KA171), Malaya Universi-	
	ty(Malaysia), Salahaddin University (Erbil), Yermouk Uni-	
	versity (Jordan)-(1)/(2)/(3),London Central Mosque & The	
	Islamic Cultural Center (England), el-Mustafa University	
	(Iran), Piriștina University, Algiers University, Khoja Ah-	
	met Yassawi International Kazah-Turkish University (Ka-	
	zakhistan), Lahore College for Women University (Paki-	
	stan), <u>Universitas Islam</u> (Indonesia), <u>Cadiz University</u>	
	(Spain), Pitesti University (Romania), KatholischTheolo-	
	gischePrivatuniversitat Linz (Austria), Hebron University	
	(Palestine), <u>el-Zeytoonah University</u> (Jordan), <u>Riksförbundet</u>	
	Svensk Islamisk Samling (Sweden), İmam Buhari Interna-	
	tional Scientific Research Center (Uzbekistan)	
Applied Areas:	Academic Staff	
Observation Mechanisms:	Research and Development Commission	
	Identification of Academic Staff's Scientific Research Ac-	
	tivities	
	Academic Staff Satisfaction survey	
	Management Review Meetings	

	Monitoring the Process in the R&D Commission	
	WhatsApp Group	
	Quality and Accreditation Commission Chairs' Evalua-	
	tion Meetings	
Performance Indicators:	Academic Staff Satisfaction Rate	
	Number of Scientific Research Activities of Academic	
	StaffActivities Organized, and Participated for the Devel-	
	opment of Research Competencies of Faculty Members:	
Evaluation and Improviza-	End of the year	
tion dates:		
The Place of Subcriteria in	Faculty Website	
the Information Management	WhatsApp Groups	
System:	Evidence Repository	

C.3.2. National and International Joint Programs and Joint Research Units

Since our institution is in an important position locally and regionally, it signs protocols with various institutions and units and contributes to various researches in order to implement R&D policies such as strengthening cooperation with internal and external stakeholders and ensuring their participation in research and development studies, taking into account regional, national and international needs and priorities in research and development studies. The Dean's Office carries out joint programs with national and international research units. Relations with international stakeholders are monitored through the External Relations Office. The evaluation and reporting of the processes and taking necessary measures are carried out by the Research and Development Commission and other related commissions.

Sub-criteria subject:	C.3.2. National and International Joint Programs and Joint Research Units
Responsible Unit:	Deanery,
	Head of Departments,
	Research and Development Commission,
	Internationalization Commission,
	International Relations Erasmus Mevlana and Farabi
	Commission

First Planning Date:	November 2021	
Internal Stakeholders:	Academic and Administrative Staff, Students	
External Stakeholders:	Rectorate, Quality Development Coordinatorship,	
	eign Relations Office, DÜBAP Coordinatorship, DİTİB	
	National Advisory Boards, Türkiye Religious Founda-	
	tion,İSAM, Diyarbakır Provincial Mufti's O	
	fice, Diyarbakır Yenişehir Mufti's Office, Dicle Science	
	Knowledge, Youth and Solidarity Association	
International Stakeholders:	Relations with international stakeholders are maintained	
	through the Foreign Relations Office: Erasmus + Program	
	Countries (KA107), (KA131), (KA171), Malaya Universit	
	ty(Malaysia), Salahaddin University (Erbil), Yermouk Uni	
	versity (Jordan)-(1)/(2)/(3),London Central Mosque & Th	
	Islamic Cultural Center (England), el-Mustafa Universit	
	(Iran), Piriștina University, Algiers University, Khoja Ah	
	met Yassawi International Kazah-Turkish University (Ka	
	zakhistan), Lahore College for Women University (Paki	
	stan), <u>Universitas Islam (</u> Indonesia), <u>Cadiz Universit</u>	
	(Spain), Pitesti University (Romania), KatholischTheolo	
	gischePrivatuniversitat Linz (Austria), Hebron Universit	
	(Palestine), el-Zeytoonah University (Jordan), Riksförbunde	
	Svensk Islamisk Samling (Sweden), İmam Buhari Interna	
	tional Scientific Research Center (Uzbekistan)	
Applied Areas:	All Academic Departments ve Units	
Observation Mechanisms:	Research and Development Commission	
	Identification of Joint Programs and Joint Research Unit	
	with National and International Research Units	
	Quality and Accreditation Commission Chairs' Evalua	
	tion Meetings	
	Management Review Meetings	
	Monitoring the Process in the R&D Commissio	
	WhatsApp Group	
Performance Indicators:	Erasmus Introductory Meetings	
	Exchange Programs Participated by Faculty Members	

	National and International Joint Units, Programs, Collab- orations and Agreements	
Evaluation and Improviza-	End of the year	
tion dates:		
The Place of Subcriteria in	Faculty Website	
the Information Management	University Foreign Relations Office Web Page	
System:	Evidence Repository	

C.4. Research Performance

C.4.1. Academic Publication Performance Evaluation of Academic Staff

Our institution has a defined process in place to monitor the research and development performance of academic staff. The research performance of our faculty is measured based on the data in annual activity reports. Every year, academic staff are asked for information about their research activities. These activities are published in the form of an activity report at the end of the year on the website of our unit. The reliability of academic studies is kept at the highest level through the existing ethics committees and plagiarism software programs. On the other hand, inhouse information meetings on research opportunities are held and necessary announcements are published on the faculty website.

Encouraging the academic performance of staff with awards is among the strategic goals of our institution. For this purpose, the Award and Incentive Unit Commission has been established. It is planned to give awards to successful academic staff through this commission.

The Research and Development Commission monitors and examines the process in terms of quality, prepares a report indicating the deficiencies related to the process and submits the report to the dean's office at the end of the year. The Dean's Office makes the necessary improvements in line with the commission's evaluation.

Sub-criteria subject:	C.4.1. Academic Publication Performance Evaluation
	of Academic Staff
Responsible Unit:	Deanery,
	Research and Development Commission,
	Accreditation Research and Development Commission
First Planning Date:	November 2021: <u>R&D Meeting Minutes</u> , <u>2021 R&D</u>
	Evaluation Report (p.8-9)

Internal Stakeholders:	Academic Staff	
External Stakeholders:	Rectorate (Dicle University Graduate Thesis Manual),	
	Academic Incentive Application and Evaluation	
	Commission,	
	Unit National Advisory Board	
International Stakeholders:	Unit International Advisory Board	
Applied Areas:	Academic Staff	
Observation Mechanisms:	Research and Development Commission	
	Identification of Academic Staff's Academic Publica-	
	tions	
Performance Indicators:	Faculty Academic Staff Number and Quality of Publi-	
	cations	
Evaluation and Improvization	End of the year	
dates:		
The Place of Subcriteria in the	Faculty Website	
Information Management System:	Evidence Repository	

C.4.2. Evaluation of Research Performance and Improvement Based on Results

Among the Strategic Goals of the institution is to evaluate and improve the academic performance of academic staff. Our institution's strategic plan goals for research and the number of actual activities are monitored by the faculty. Within the framework of these goals, the faculty asks the lecturers to send their annual research activities to the Annual Activity Report Preparation Commission. The relevant Research and Development Commission monitors the research performance of the faculty members qualitatively, evaluates them in its regular meetings, takes decisions to take various measures according to the picture that emerges, and submits these improvement suggestions and measure proposals to the Dean's Office.

Sub-criteria subject:	C.4.2. Evaluation of Research Performance and Im-
	provement Based on Results
Responsible Unit:	Deanery,
	Research and Development Commission
	Accreditation Research and Development Commis-
	sion

November 2021: 2021 R&D Meeting Minutes,	
R&D Commission 2021 Activities Evaluation Minutes	
(p.8-9)	
Academic Staff	
Unit National Advisory Board	
Unit International Advisory Board,	
Academic Staff	
Research and Development Commission	
Identification of Academic Staff's Academic Publi-	
cations	
Faculty Academic Staff Number and Quality of	
Publications	
End of the year	
Faculty Website	
Evidence Repository	

C.4.3. Research Budget Performance

Forming the necessary budget to improve the academic performance of academic staff is among the strategic goals of our institution. Based on these objectives, the necessary expenditures such as personnel travel expenses, service and material purchases that ensure the functioning of the faculty are met from the Central budget. In addition, financial support is provided through DÜBAP for the academic staff and graduate students to do their academic studies in a better way.

Likewise, in order to make our faculty attractive to undergraduate students, it is among our primary goals to further improve the research performance budget by awarding scholarships to those who need financial support, rewarding those who are successful, contributing to our academic staff in the areas they need and our institution deems necessary, and rewarding our successful academic staff. For this purpose, the establishment of the Dicle University Theology Development Foundation (DİFAV), which was previously targeted to be established, was completed in 2023 and officially started its activities. We believe that we will reach internal and external stakeholders more easily through this foundation.

Sub-criteria subject:	C.4.3. Research Budget Performance
Responsible Unit:	Deanery,
	Research and Development Commission
	Accreditation Research and Development
	Commission
First Planning Date:	November 2021: 2021 R&D Meeting
	Minutes, R&D Commission 2021 Activities
	Evaluation Minutes (p. 8, 9)
Internal Stakeholders:	Academic and Administrative Staff,
External Stakeholders:	DÜBAP Coordinatorship,
	Central Budget Unit,
	Dicle University Theology Development
	Foundation (DİFAV)
International Stakeholders:	-
Applied Areas:	Academic Staff,
	Graduate Students
Observation Mechanisms:	Research and Development Commission
	Determination of the Budget Allocated for
	Research Projects and Other Scientific Activi-
	ties of Academic Staff and Graduate Students
Performance Indicators:	Amount of the Budget Allocated for Re-
	search Projects and Other Scientific Activities
	of Academic Staff and Graduate Students
Evaluation and Improvization dates:	End of the year
The Place of Subcriteria in the Information	Faculty Website
Management System:	Evidence Repository

D. SOCIAL CONTRIBUTION

The faculty considers social contribution in the education and research process. In this context, it aims for social benefit within the scope of the mission and vision of the institution in the creation of social contribution policies, goals and strategies.

D.1. Social Contribution Strategy

The faculty determines its social contribution strategy within the framework of the institution's mission, vision, goals and objectives and strategy, taking into account the resources available, academic performance, organization and management policy.

D.1.1. Social Contribution Policy Objectives and Strategy

The faculty's social contribution policy is to be sensitive to social problems in accordance with the Accreditation Policy within the scope of KGK (Dicle University Quality Development Coordinatorship), the basic policy of our university in this regard; To contribute to the development of the health, employment and welfare of the society together with its employees, students and external stakeholders, to contribute to the improvement of knowledge, skills and quality of life, to increase the quality and quantity of community service activities, to spread a long-term social responsibility awareness among all staff and stakeholders of the university, to encourage all academic units and students to social responsibility activities, to give priority to studies on socio-economic, cultural needs and problems of the region. Our institution adopts to evaluate and monitor the projects and activities carried out in the field of community service within the scope of the quality assurance system with the understanding of continuous improvement.

The institution adopts principles and values that aim to lead the society in education and research studies. In this context, it aims to make a direct and original contribution to the society in the field of education through the implementation of innovative education and training methods set out in the Education and Training Policy framework. Our faculty aims to contribute to the development of the region and the protection of religious and cultural values by sharing its expertise in academic and professional fields with the society within the framework of social responsibility. For this purpose, it attaches importance to the development of relations with local governments, the people of the region and the public by developing joint projects with stakeholders and providing consultancy services on issues of public interest.

The Faculty's contribution policy goals and strategies, prepared in consultation with internal and external stakeholders, are as follows.

1. To conduct research in the context of identifying the religious problems of the society and to draw a road map in line with the findings obtained.

2. To consider regional needs and conditions in religious sciences and guidance activities.

3. To present scientific studies to the society and to help citizens who are interested in these studies.

4. To respect human, animal and living creature rights, environmental rights, ethnic and religious differences, cultural and spiritual values by acting within the framework of legal and ethical principles in community service activities.

5. To convey religious information to society in a systematic way through mass media, which have an impact on society. In this context, especially using social media effectively.

6. Analyzing activities for the society and providing the necessary contribution.

7. To keep relations with external stakeholders (public institutions, research centers and NGOs) alive and prepare joint projects in the context of social contribution.

8. To instill in students the spirit of "social responsibility and sensitivity".

9. To contribute to the professional qualifications of students as well as directing their interests and talents to appropriate fields.

10. To contribute to the social-psychological development of students by assigning them tasks in the context of social responsibility and contribution to society.

11. To determine the social reflections of national and international scientific activities to be organized and to determine effective activities within the framework of the data obtained.

12. To benefit from the contributions of science and technology in education and training and community service practices.

13. To make video recordings of the activities, especially symposiums, workshops, conferences, for the purpose of social contribution and to share them on the faculty's website and social media channels.

Sub-criteria subject:	D.1.1. Social Contribution Policy Objectives and
	Strategy
Responsible Unit:	Deanery,
	Social Contribution Development Commission
First Planning Date:	<u>2020</u>
Internal Stakeholders:	Deanery,
	Quality Commissions,
	Academic and Administrative Staff, Students
External Stakeholders:	University Rectorate, Public Institutions and Organ-
	izations (Diyarbakır Provincial and District Mufti Of-
	fices, Diyarbakır Provincial Directorate of National
	Education) NGO's (<u>DİGED</u>), Research Centers
	(<u>İŞAMER</u> , <u>DÜKAMER</u>) Alumni Association (<u>DİFAV</u>)
International Stakeholders:	-

Applied Areas:	University Campus (Classrooms and Conference
Applied Aleas.	Chiversity Campus (Classicoms and Conference
	Halls) and Public Spaces (Cultural Centers, Schools
	and Mosques)
Observation Mechanisms:	Commission for Enhancing Social Contribution
	Surveys, Focus group interviews and
	Meeting Reports
Performance Indicators:	Annual Event Reports
Evaluation and Improvization dates:	End of each semester
The Place of Subcriteria in the In-	Faculty Web Page,
formation Management System:	Faculty E-Mail Address

D.1.2. Management and Organizational Structure of Social Contribution Processes

The Faculty's social contribution processes are monitored by the Social Contribution Coordinatorship. Social contribution processes at the Faculty are carried out in two ways. First, the dean's office takes the necessary steps to plan activities for social contribution by exchanging views with relevant NGOs, institutions or organizations. Secondly, it organizes activities for the community by taking into account the demands of the external stakeholders of the faculty. It organizes scientific meetings / congresses / workshops / panels. It operates mechanisms to receive continuous feedback to improve the quality of these activities.

The Faculty aims to be a center of science that inherits the historical heritage of the region in which it is located and to carry this heritage forward by making use of contemporary knowledge and thus to be a center of science in its surroundings. In order to ensure the quality of the services it provides to the society, it develops and improves the content of its service strategy with regular and systematic feedback from internal and external stakeholders, and updates it with planning and needs analysis. Respect cultural and spiritual values by acting within the framework of legal and ethical principles in community service activities. It aims to ensure that the teacher candidates and the individuals who will take part in various institutions are equipped with the knowledge and skills required by the profession, primarily modern, researcher and questioning, adopting social and cultural / ethical values, equipped with the knowledge and skills

required by the profession, and competent in their field.

All activities at the Faculty are carried out with the participation of students and staff. These contribution activities are announced on the faculty website, social media accounts and the process is evaluated by the Quality Coordination Office and reported to the Dean's Office. The Dean's Office also shares these reported processes with internal and external stakeholders and aims to receive feedback and makes updates on what needs to be done to be better.

The responsible unit for the management and organizational structure of social contribution processes is the faculty dean's office and the social contribution commission. The first planning within this framework was made in 2015.

Internal stakeholders include the dean's office, quality commissions, academic and administrative staff, and students. External stakeholders are the university rectorate, Diyarbakır provincial and district mufti offices, Diyarbakır provincial directorate of national education, Diged, İşamer, Dükamer and Difav.

Areas of implementation are the faculty, Diyarbakır provincial and district mufti offices, Diyarbakır provincial directorate of national education, Diged, İşamer, Dükamer and graduate students. Monitoring mechanisms are carried out through the social contribution commission, academic staff focus group discussions and external stakeholder focus group discussions.

Performance indicators are the satisfaction rates of academic staff with the organizational structure of social contribution, the satisfaction rates of all stakeholders with the organizational structure of social contribution, the number of meetings of the relevant organizational structure by years, the realization rates of social contribution goals, the number of activities organized, the number of requests met.

Evaluation and improvement dates are July and December. The location of the sub-criteria in the information management system is the faculty web page and ilahiyat@dicle.edu.tr address.

Sub-criteria	D.1.2. Management and Organizational Structure of Social Contribu-
subject:	tion Processes
Responsible	Deanery,
Unit:	Social Contribution Development Commission
First Planning	<u>2020</u>
Date:	
Internal	Deanery,
Stakeholders:	Quality Commissions,
	Academic and Administrative Staff, Students

External	University Rectorate, Public Institutions and Organizations
Stakeholders:	(Diyarbakır Provincial and District Mufti Offices, Diyarbakır Provincial
	Directorate of National Education) NGO's (DİGED), Research Centers
	(İŞAMER, DÜKAMER) Alumni Association (DİFAV)
International	
Stakeholders:	-
Applied Are-	University Campus (Classrooms and Conference Halls) and Public
as:	Spaces (Cultural Centers, Schools and Mosques)
Observation	Commission for Enhancing Social Contribution
Mechanisms:	Surveys, Focus group interviews and
	Meeting Reports
Performance	Satisfaction surveys
Indicators:	
Evaluation and	End of each semester
Improvization	
dates:	
The Place of	Faculty Web Page,
Subcriteria in the	Faculty E-Mail Address
Information	
Management	
System:	

D.2. Social Contribution Performance

D.2.1. Resources

Our faculty is allocated resources from the budget of Dicle University for the realization of the policies and objectives within the framework of social contribution goals and social contribution policy. In order to increase the effectiveness of social service activities and to raise awareness of social responsibility, the faculty utilizes the physical, technical and financial facilities of the faculty as well as the facilities of the university in social projects with social content. On the other hand, our faculty takes the necessary initiatives to benefit from the financial means of local governments, development agencies and non-governmental organizations in the process of continuing its social contribution services. In this context, our faculty signs bilateral protocols and cooperates with institutions, organizations and NGOs in finding resources for social activities.

The Social Contribution Coordinatorship is responsible for the entire process related to social

contribution resources. The coordinatorship monitors the requirements regarding the resources, prepares a general report in June and November and submits it to the Unit Quality Coordinator. The Unit Quality Coordinator examines the process in terms of quality and discusses the findings and proposals at the Quality Commission meetings (July-December). The decisions of the Quality Commission are forwarded to the Dean's Office. The Dean's Office takes measures or makes the necessary improvements, especially by taking the opinions of the Unit Advisory Board and external stakeholders.

Sub-criteria subject:	D.2.1. Resources
Responsible Unit:	Deanery, Social Contribution Development Commission
First Planning Date:	2020
Internal Stakeholders:	Deanery,Quality Commissions,Academic and Administrative Staff, Students
External Stakeholders:	<u>University Rectorate</u> , Public Institutions and Organizations (Diyarbakır Provincial and District Mufti Offices, Diyarbakır Provincial Directorate of National Education) NGO's (DİGED), Research Centers (<u>İŞAMER</u> , <u>DÜKAMER</u>) Alumni Association (<u>DİFAV</u>)
International Stakeholders:	-
Applied Areas:	University Campus (Classrooms and Conference Halls) and Public Spaces (Cultural Centers, Schools and Mosques)
Observation Mechanisms:	Social Contribution Development Commission Satisfaction surveys
Performance Indicators:	Dicle University Faculty of Theology Development Founda- tion Contribution of external stakeholders (<u>Diyarbakır Provincial</u> <u>Mufti's Office</u> , <u>Yenişehir District Mufti's Office</u> , <u>Religious</u>

	Foundation and <u>DIGED</u>) in the activities carried out.
Evaluation and Improvization	End of each semester
dates:	
The Place of Subcriteria in the	
Information Management Sys-	Faculty Web Page,
tem:	Faculty E-Mail Address

D.3. Performance of Social Contribution

D.3.1. Monitoring and Improving Social Contribution Performance

As a faculty, our mission is to ensure the realization of solution-oriented and high value-added applications in order to serve the society. In accordance with this mission, the performance indicators determined within the scope of the faculty's goals and strategies for social contribution are periodically monitored through the QMS (Quality Management System) within the scope of KGK (Dicle University Quality Development Coordinatorship). In terms of monitoring performance indicators, the Dean's Office periodically requests information from the academic staff via e-mail regarding their activities for social contribution and takes the necessary measures by evaluating whether the social contribution targets are achieved in the relevant boards.

The processes related to social contribution performance are under the responsibility of the Social Contribution Coordinator and the units affiliated to it. The Unit Quality Coordinatorship monitors and controls the process in terms of quality. The Coordinatorship submits its findings and proposals regarding the process to the Dean's Office for discussion at the Quality Commission in June and November. The Commission meets in July and December, reviews the reports from the coordinatorships and reports its evaluations to the Dean's Office. The Dean's Office makes the necessary improvements within the framework of the commission's evaluations, especially by taking the opinions of external stakeholders.

Sub-criteria subject:	D.3. Performance of Social Contribution
Responsible Unit:	Deanery, Social Contribution Development Commission
First Planning Date:	<u>2020</u>

Deanery,
Quality Commissions,
Academic and Administrative Staff, Students
University Rectorate, Public Institutions and Organizations
(Diyarbakır Provincial and District Mufti Offices, Diyarbakır
Provincial Directorate of National Education) NGO's
(DİGED), Research Centers (İŞAMER, DÜKAMER) Alumni
Association (<u>DİFAV</u>)
-
University Campus (Classrooms and Conference Halls) and
Public Spaces (Cultural Centers, Schools and Mosques)
Social Contribution Development Commission
Satisfaction surveys
End of each semester
Faculty Web Page,
Faculty E-Mail Address

E. MANAGEMENT SYSTEM

Our organization aims to carry out the production and use of corporate information effectively by taking into account the efficiency of management, accountability and public disclosure through information management systems and practices that support quality assurance systems. In this direction, it adopts a management system policy that meticulously monitors the processes in the use of all its resources with a focus on effectiveness and efficiency, and ensures the protection and reliability of corporate information.

The Core Values adopted by our organization are as follows:

Respect for different beliefs and thoughts

Loyalty to national and spiritual values

Sharing

Social responsibility

Openness to innovation

Scientific productivity and originality

Analytical and solution-oriented thinking.

The Management System Policy of the institution is as follows:

To ensure that the organs of the faculty work in accordance with the legislation, fairly, complementary and in coordination with each other.

To take equal opportunity, freedom of expression, critical thinking, participatory and transparent management approach as a basis.

To make the institution and its institutional activities and recognition visible by using communication tools.

To use financial resources effectively, transparently and efficiently.

To provide the necessary support and improvements by monitoring the performance of the stakeholders serving our faculty.

The Management System Development Strategy of our institution is realized within the framework of the strategic principles determined in the "2020-2024 Dicle University Faculty of Theology Strategic Plan".

E.1. Structure of Management and Administrative Units

E.1.1. Management model and administrative structure

The Faculty establishes new coordinatorships, commissions and boards with a participatory approach in line with its mission, vision and strategic goals in terms of management in accordance with the Higher Education Law No. 2547 and the Decree Law No. 124 on the Principles Regarding the Establishment and Duties of the Administrative Organization of Higher Education Institutions and Higher Education Institutions. The Faculty announces the appointments on its website.

The institution establishes the Unit International Advisory Board and the Unit National Advisory Board in order to consult with non-governmental organizations, public institutions and other external stakeholders in order to increase the effectiveness and quality of education, training, research and development, social and cultural activities. The boards, which come together under the chairmanship of the Dean, consist of the Faculty Secretary and other officials, and representatives of public and civil institutions and organizations that are close stakeholders of the Faculty. In addition, the Institution signs protocols with non-governmental organizations and public institutions in order to increase cooperation in various fields. The Dean's Office is responsible for the process related to the management model and administrative structure. Dicle University Theology

The Faculty adopts a management model that ensures the participation of all stakeholders in the processes.

In order to realize its mission and vision, our institution establishes and designs different boards and commissions in line with its strategic goals in addition to the management structure based on legislation when necessary. The members of the Quality and Accreditation Commission consist of members from the departments of Basic Islamic Sciences, Philosophy and Religious Sciences and Islamic History and Arts within the Faculty. The duties and terms of office of the personnel assigned to the commissions and boards established within the Faculty are monitored by the Dean's Office. It makes the necessary improvements by taking into account the suggestions from stakeholders.

Sub-criteria subject:	E.1.1. Management model and administrative structure
Responsible Unit:	Deanery
	Management System Development Commission
First Planning Date:	December 2021 (p.7-9)
Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Rectorate,
	Unit National Advisory Board
International Stakeholders:	Unit International Advisory Board
Applied Areas:	Academic and Administrative Staff, Students
Observation Mechanisms:	Management System Development Commission
	Academic and Administrative Staff and Student Satis-
	faction Surveys
Performance Indicators:	Academic and Administrative Staff and Student Satis-
	faction Surveys
Evaluation and Improvization	End of Each Academic year
dates:	
The Place of Subcriteria in the	Faculty Website
Information Management System:	Management Information System (MIS)

E.1.2. Process management

Since all management approaches, especially strategic management, process management and risk management, implemented institutionally at Dicle University are compatible with internal control standards, action plans, monitoring and evaluation of these plans are carried out within the relevant approach. The institution defines all its processes in the Quality Handbook. The Quality Manual specifies how processes will be managed in line with guidelines and regulations.

In our faculty, all processes such as education and training processes, research and development processes, application and social service processes, administrative and support processes and managerial processes are monitored through KYBS (Corporate Management Information System). The Dean's Office makes the necessary improvements in line with the satisfaction rate regarding the process management of the evaluation survey and the suggestions presented in the meetings held with internal and external stakeholders at the end of the term.

Sub-criteria subject:	E.1.2. Process management
Responsible Unit:	Deanery
	Management System Development Commission
First Planning Date:	December 2021 (p.7-9)
	<u>2022 (p.18)</u>
Internal Stakeholders:	Academic and administrative staff, students, student repre-
	sentatives
External Stakeholders:	Rectorate
	Dicle University Foundation of Faculty of Theology
International Stakeholders:	Unit International Advisory Board
Applied Areas:	Academic and Administrative Staff, Students
Observation Mechanisms:	Management System Development Commission
	Academic and Administrative Staff and Student Satisfaction
	<u>Surveys</u>
Performance Indicators:	Management satisfaction rates of <u>Academic</u> and <u>Administra-</u>
	tive Staff and Students
Evaluation and Improviza-	End of each semester
tion dates:	
The Place of Subcriteria in	BİMTALEB (Talep Sistemi)
the Information Management	<u>KYBS</u> (Organizational Management Information System) >
System:	Process Management
	Student Information System)
	Faculty Website
	Faculty e-mail address
	WhatsApp groups

E.2. Management of Resources

E.2.1. Human resources management

Our organization has a well-defined process for human resources management. In this respect, Dicle University, to which our institution is affiliated, has a "Human Resources Directive" that is updated and improved every year. Within this defined process, human resources policy and objectives are also set out. The directive includes regulations on staffing (job analysis, human resources planning, recruitment and selection, appointments) and personnel development and evaluation (meeting the training needs of personnel and personnel development, career development). This directive covers administrative, contracted personnel and permanent workers working in administrative units of our institution.

The goal of human resources management is to increase the productivity, job satisfaction and motivation of the personnel by creating a consistent and fair structure, and to ensure that they are individuals with high organizational commitment and self-development.

The basic principles of the human resources policy are as follows

a) Implementing multi-directional communication within the governance approach by improving communication methods and opportunities in order to ensure that personnel can easily communicate their opinions and suggestions to the administration, and ensuring human relations and cooperation.

b) To ensure the formation of corporate culture, awareness and sense of belonging by organizing social and cultural organizations for the staff.

c) To determine the qualifications of the personnel in accordance with the characteristics of the task in line with the university's self-duty and vision by making the university's medium and long-term human resources planning, and to establish and develop a system that will ensure that the right person is employed in the right place.

ç) To make the training plans required by the position to which they are assigned in line with the training needs analysis of the personnel in line with the equality of opportunity, to provide the trainings required by the legislation to which the career professional employees are subject and to contribute to their development for the realization of their individual career plans.

d) Encouraging personnel to work in accordance with ethical values and principles of ethical behavior and productivity principles and to encourage their loyalty to the organization.

e) To create a work environment where all personnel feel safe within the scope of occupational health and safety.

f) To prevent psychological harassment in the workplace (mobbing), which occurs in the form of intentionally and systematically humiliating, belittling, excluding, damaging the personality and dignity of the employee for a certain period of time, subjecting to ill-treatment, intimidation and similar forms

The policies of Human Resources management can be listed as follows:

a) Implementing multi-directional communication within a governance approach,

b) To support social, cultural and artistic activities that will increase the motivation of employees in order to increase organizational commitment and strengthen internal communication,

c) To establish and develop a system that will ensure that the right person is employed in the right place in line with the mission and vision of the organization by making the medium and long term human resources planning of the organization,

ç) To make training plans in line with the training needs analysis and equal opportunities of employees and to contribute to their development for the realization of their individual career plans,

e) To create a work environment where all personnel feel safe within the scope of occupational health and safety.

Our institution also has a defined process for personnel recruitment. In this respect, it notifies the Personnel Department of our university in terms of quality and quantity of its administrative personnel needs with its justifications until the end of December every year. The personnel procurement of our institution is carried out in line with human resources planning within the framework of the Civil Servants Law No. 657, Labor Law No. 4857 and related legislation. There are different ways in the process of recruiting the administrative staff requested by our institution from the Personnel Department. These are open recruitment, transfer, title change and promotion. Apart from these, there are also contracted personnel and permanent worker recruitment options.

The Dean's Office holds a meeting with the administrative staff once at the beginning of each academic year in order to receive their requests and suggestions, to strengthen their institutional belonging and to encourage them for institutional success. Additional meetings may be held if needed.

Our organization also attaches importance to and encourages the trainings that administrative staff will receive on various subjects. In this respect, there are defined processes about the trainings that administrative staff will receive. In this respect, first of all, in order to determine the training needs, Dicle University In-Service and Training Branch Directorate requests information about which personnel will receive which training from our institution. Our administrative staff working in our institution also choose the trainings they want to receive on the training list predetermined by the In-Service and Training Branch Directorate. After the training needs analysis is completed, annual training plans and programs are prepared. After the training programs are

implemented, the level of learning and the effectiveness of the training program are measured. Then, within the scope of training evaluation, the extent to which what is learned during the training is reflected to the job is determined.

In our faculty, human resources management, with administrative staff appointments and training at the center, is monitored by our Dean's Office and the Personnel Department under the roof of our University. The Dean's Office notifies the Personnel Department of the personnel shortage that it notices during the administrative functioning of the institution. The requests submitted in December are taken into consideration by the Personnel Department in the university's next administrative staff recruitment. The Dean's Office also monitors the training processes of administrative staff through administrative staff satisfaction surveys conducted every year. As a result of the information from these surveys, the corrections and improvements that need to be made about the trainings are notified to the in-service directorate.

Procedures such as determining the need for personnel and recruitment of personnel are carried out in the context of Dicle University Human Resources Procedure.

Sub-criteria subject:	E.2.1. Human resources management
Responsible Unit:	Deanery
	Administrative Staff Branch Directorate
	Management System Development Commission
First Planning Date:	December 2021 (p.7-9)
Internal Stakeholders:	Faculty Advisory Board
	Academic Staff
External Stakeholders:	Rectorate
	Department of Personnel
International Stakeholders:	Birim Uluslararası Danışma Kurulu
Applied Areas:	Unit International Advisory Board
Observation Mechanisms:	Management System Development Commission
	Management Review Meetings
Performance Indicators:	Academic, Administrative and Support Staff and
	Student Satisfaction Surveys
Evaluation and Improvization dates:	End of each academic year

The Place of Subcriteria in the In-	Faculty Website
formation Management System:	Quality Management System (QMS)
	Organization <u>e-mail address</u>
	Dicle Theology Alumni

E.2.2. Management of financial resources

Expenditures made at the institution are covered from the annexed budget. The funds from the annexed budget are arranged by the Ministry of Finance one year in advance by taking into account the proposals received from the Universities and are allocated to the Universities at the beginning of the year. The distribution of this resource is under the authority of the Rectorate and is distributed to the Faculties.

General expenses such as heating, electricity, water, maintenance-repair, telephone, etc. are covered directly from the Faculty budget. The financial affairs officer at our Faculty makes the estimated distribution of the budget by items, taking into account factors such as previous years' data and inflation expectations, taking the opinion of the Dean's Office. At the end of the relevant year, our institution makes the budget planning for the following year and reports it to the Strategy Development Department. At the end of each year, the evaluation of that year is made and the budget request is realized by considering the necessary improvements accordingly. In addition, our Faculty may request additional budget from the Strategy Development Department on a quarterly basis, if needed.

Sub-criteria subject:	E.2.2. Management of financial resources
Responsible Unit:	Deanery
	Strategy Development Unit Directorate
First Planning Date:	December 2021 (p.7-9)
Internal Stakeholders:	Academic and Administrative Staff,
	Accrual Branch Directorate
External Stakeholders:	Rectorate
	Strategy Development Unit Directorate
International Stakeholders:	Unit International Advisory Board
Applied Areas:	Academic and Administrative Staff, Students
Observation Mechanisms:	Management System Development Commission
	Academic and Administrative Staff and Student Sat-

	isfaction Surveys
Performance Indicators:	Academic and Administrative Staff ile Student Satis-
	faction Surveys
Evaluation and Improvization	End of Each Academic year
dates:	
The Place of Subcriteria in the	Faculty Website
Information Management System:	Quality Management System (QMS)
	Organization <u>e-mail address</u>

E.3. Information Management System

E.3.1. Integrated information management system

The information management of our institution is carried out by Dicle University Information Processing Application and Research Center affiliated to Dicle University. The management, working procedures and principles of the Center are regulated by the Dicle University Information Processing Application and Research Center Regulation.

In our institution, information management is provided by different systems and these systems are integrated with each other when needed. The systems used are as follows: Personnel Information System, OBS (Student Information System), Academic Information System, Student Affairs Information System/Administrative, Graduate Information System, Management Information System, EBYS (Electronic Document Management System) and ALMS (Learning Management System). For example, ALMS and OBS are integrated with each other. The management of distance education is provided by DÜZEM (Dicle University Distance Education Application and Research Center). The problems and demands that internal stakeholders convey to the Dean's Office are forwarded to DÜZEM by the Dean's Office to ensure that they are resolved.

Sub-criteria subject:	E.3.1. Integrated information management system
Responsible Unit:	Department of Information Technologies.
	Deanery,
	Management System Development Commission
First Planning Date:	<u>December 2021 (p.7-9)</u>
Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Unit National Advisory Board
International Stakeholders:	Unit International Advisory Board

Applied Areas:	University (all areas)
Observation Mechanisms:	Management System Development Commission,
	Academic and Administrative Staff and Student Satisfaction
	<u>Surveys</u>
Performance Indicators:	Academic and Administrative Staff ile Student Satisfaction
	Survey Rates
Evaluation and Improviza-	End of each academic year
tion dates:	
The Place of Subcriteria in	Department of Information Technologies,
the Information Management	Network Services Planning and Support Unit
System:	Dicle University Data Processing Research Center
	OBS (Student Information System),
	Electronic Document Management System,
	Academic Knowledge System,
	Faculty Website,
	Quality Management System (QMS)

E.3.2. Information security and reliability

Information security in our institution is provided by the Department of Information Technologies. Requests from stakeholders regarding information security are forwarded to the Department of Information Technologies by the Dean's Office and these are resolved.

Dicle University carries out the confidentiality, announcement and preservation of teaching results through OBS (Student Information System). Between certain dates, instructors enter their exam grades into OBS. It is not possible to enter grades other than the instructor teaching the course. Only the student, the course coordinator and the instructor, who are authenticated in the system with their username and password, can see the grades entered into the OBS.

E-mail addresses opened by the Department of Information Technologies cannot be given to any person, unit or institution. In our servers that provide service within the Department of Information Technologies, backups are made regularly according to the specified backup policy.

Sub-criteria subject:	E.3.2. Information security and reliability
Responsible Unit:	Department of Information Technologies,
	Deanery
First Planning Date:	<u>December 2021 (p.7-9)</u>

Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Department of Information Technologies
International Stakeholders:	-
Applied Areas:	University (all areas)
Observation Mechanisms:	Management System Development Commission,
	Academic and Administrative Staff and Student Satisfaction
	Surveys
Performance Indicators:	Academic and Administrative Staff ile Student Satisfaction
	Survey Rates
Evaluation and Improviza-	End of each academic year
tion dates:	
The Place of Subcriteria in	Department of Information Technologies,
the Information Management	Network Services Planning and Support Unit
System:	Dicle University Data Processing Research Center
	OBS (Student Information System),
	Electronic Document Management System,
	Academic Knowledge System,
	Faculty Website,
	Quality Management System (QMS)

E.4. Support Services

E.4.1. Compliance, quality and continuity of services and goods

The purchases needed by the units in our institution are notified to the expenditure authority (Dean of the Faculty). Purchase requests from the units are evaluated in terms of approximate cost. Every year, the expenditure authority (Dean of the Faculty) decides on purchases in line with the figure determined in the new budget, taking into account stakeholder opinions.

The suitability and quality of the goods or services purchased in our faculty are determined through acceptance commissions within the framework of tender legislation.

The Purchasing Process and Purchase Request Form are applied in order to determine the compliance of the purchases made through direct procurement with the predetermined conditions. They evaluate the performance of suppliers by filling out the Supplier Information Form for each purchase.

Offers are received from suppliers (approved and/or new suppliers). Samples are requested from the products deemed necessary. The collected offers and approved samples are evaluated

by the Inspection Commission and submitted to the expenditure authority. The supplier is decided. Products/services are requested from the supplier selected by the expenditure authority. If there is a non-conformity in the product or service received from the suppliers, an inappropriate product report is filled. Annual performances of suppliers are evaluated according to the supplier information form. Approved supplier lists are re-published according to supplier performance scores. Suppliers before the publication of this process are directly recorded in the approved supplier list. The information of the companies removed or included in the approved supplier list during the year is recorded in the list.

The Management System Development Commission checks whether the procedures regarding the procurement of materials and services are followed in the institution and submits the measures to be taken regarding the deficiencies and defects to the dean's information and approval.

Sub-criteria subject:	E.4.1. Compliance, quality and continuity of services and
	goods
Responsible Unit:	Deanery
	Financial Affairs (Purchasing)
First Planning Date:	<u>December 2021 (p.7-9)</u>
Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Rectorate.
	Strategy Development Unit Directorate,
	Administrative and Financial Affairs Unit Directorate
	Accounting and Final Accounts Directorate
International Stakeholders:	-
Applied Areas:	Goods and services outsourced
Observation Mechanisms:	Management System Development Commission
	Academic, Administrative and Support Staff and Student
	Satisfaction Surveys
Performance Indicators:	Academic, Administrative and Support Staff and Student
	Satisfaction Survey Rates
Evaluation and Improvization	End of Each Academic year
dates:	
The Place of Subcriteria in the	Faculty Website,

Information Management System:	Rectorate,
	Strategy Development Unit Directorate,
	Administrative and Financial Affairs Unit Directorate
	Accounting and Final Accounts Directorate

E.5. Public Disclosure and Accountability

The institution publishes information about all its activities, including its education and training programs and research and development activities, in a clear, accurate, up-to-date and easily accessible manner and informs the public. The institution has approaches that ensure accountability.

E.5.1. Informing the public

The institution prioritizes presenting information about its educational programs as well as its academic, social and cultural activities in a transparent, accurate and easily accessible manner. In this context, the institution's official website and social media accounts are actively used.

The institution has mechanisms that continuously update and monitor the information presented to the public, and in this context, it has formed special commissions (Promotion, Culture, Art, Organization, Events and Alumni Relations Commission, Social Media Accounts Commission, Website Commission, Faculty Bulletin Commission, Annual Activity Report Preparation Commission).

The institution informs the local and national press specifically when needed at the point of publicizing its academic, social and cultural activities.

The institution uses social media effectively, takes into account the feedback of its followers and takes necessary regulation-prevention activities. By following social media statistics, the number of audiences reached by its announcements is important. In this context, the institution gains the opportunity to announce its activities to a wider audience by ensuring that all academic and social activities are shared on social media accounts.

The organization shares all its activities with the public through an annual bulletin and uses this as an effective method.

Satisfaction with the information provided on the website and social media accounts is also measured in the satisfaction surveys conducted at the institution.

The Management System Development Commission checks the public disclosure practices of the faculty and submits the measures to be taken regarding the deficiencies and defects to the dean's information and approval.

Faculty social media accounts are as follows:

Facebook: <u>dicleilahiyat1993</u> Twitter/X: <u>dicleilahiyat1</u> Instagram: <u>ilahiyatdicleuniversitesi</u> Youtube: <u>dicleilahiyat</u>

Sub-criteria subject:	<u>E.5.1.</u> Informing the public
Responsible Unit:	Deanery,
	Management System Development Commission
	Faculty Bulletin Commission,
First Planning Date:	December 2021 (p.7-9)
Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Rectorate,
	Directorate of Press and Public Relations
International Stakeholders:	-
Applied Areas:	Academic and Administrative Staff and Students, Alum-
	ni and Target Audience
Observation Mechanisms:	Management System Development Commission
	Academic and Administrative Staff, Students, alumni,
	Target Audience Satisfaction Surveys
	Social Media Accounts:
	Twitter data
	Instagram data
	Facebook data
	Youtube data
Performance Indicators:	Academic and Administrative Staff, Students, alumni,
	Target Audience Satisfaction Survey Rates
	Following rates of Social Media Accounts
Evaluation and Improviza-	End of Each Academic year
tion dates:	
The Place of Subcriteria in	Faculty Bulletin (1-2-3)
the Information Management	Faculty Website,
System:	Social Media Accounts:
	Twitter

Instagram
Facebook
Youtube
Organizational e-mail address

E.5.2. Accountability methods

Internal and external accountability methods of the organization are designed and implemented. They are systematic, realized within the framework of the announced timetable, and the responsible parties are clear. Their effectiveness is evaluated with the feedback received.

In addition to the official accountability methods, the institution responds to the questions written to the message section on the official website (ilahiyat@dicle.edu.tr) and sent directly to the official e-mail address or sent directly to the official e-mail address (ilahiyat@dicle.edu.tr) through the Faculty Secretary. The applications made to the aforementioned e-mail address are checked daily by the Faculty Secretary.

Questions received through social media channels are answered by the staff.

There is a I Have a Suggestion button for suggestions, requests and complaints on the university's web page, including our faculty, and it is located on our faculty's official web page. Through this link, all stakeholders can instantly convey their complaints, suggestions and wishes to the management. Messages about our faculty will be answered by the dean's office.

The Dean's Office has placed Wish and Suggestion Boxes in various places in our faculty building, especially to reach the wishes and suggestions of students. These boxes are checked by the officer or janitorial staff assigned by the dean's office. The messages sent here are forwarded to the relevant commission by the dean's office. The commission makes its evaluation and informs the dean's office. The messages sent to the wish and suggestion boxes about the administration are evaluated by the Management System Development Co-mission and submitted to the dean's office.

Applications made through CIMER about our faculty are forwarded to the institution through the Rectorate. The Faculty Secretary is responsible for responding to these applications within two weeks and notifying the Rectorate.

The Management System Development Commission checks the public accountability methods of the faculty and submits the measures to be taken regarding the deficiencies and defects to the dean's information and approval.

Sub-criteria subject:	E.5.2. Accountability methods
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Responsible Unit:	Deanery,
	Management System Development Commission
First Planning Date:	December 2021 (p.7-9)
Internal Stakeholders:	Academic and Administrative Staff, Students
External Stakeholders:	Rectorate,
	Quality Development Coordinatorship
International Stakeholders:	-
Applied Areas:	Academic, Administrative and Assistant Staff, Stu-
	dents
Observation Mechanisms:	Management System Development Commission
	Quality Development Coordinatorship internal exam-
	ination
	Academic and Administrative Staff and Student Sat-
	isfaction Surveys
Performance Indicators:	Academic and Administrative Staff and Student Sat-
	isfaction Survey Rates
	Quality Development Coordinatorship internal exam-
	ination report
Evaluation and Improvization	End of semester
dates:	
The Place of Subcriteria in the In-	Faculty Website,
formation Management System:	Social Media Accounts:
	<u>Twitter</u>
	<u>Instagram</u>
	<u>Facebook</u>
	Youtube
	Organizational <u>e-mail address</u>