

MiAK-MAK ACCREDITATION PROCESSES DOCUMENT (2023)

(For Architecture Undergraduate Programs)

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1. PREAMBLE

This document, together with the "MiAK-MAK Accreditation Conditions", defines the requirements to be fulfilled by the architecture program to be accredited, the minimum conditions, and the process steps that must be complied with and followed by the Visiting Team (ZT) and Program Executives. For this reason, "MiAK-MAK Accreditation Conditions" and "MiAK-MAK Accreditation Processes" should be evaluated together by considering the scope of each other.

MiAK-MAK, Visiting Team, and Architecture Program, which took part in the accreditation process, MiAK-MAK Regulation, MiAK-MAK Working Principles and MiAK-MAK Accreditation Conditions, as well as the steps described in the current version of the MiAK-MAK Accreditation Processes and the MiAK-MAK Accreditation Calendar and MiAK Payment Schedule for the application period, are obliged to know and implement.

The formations, definitions, and explanations of the bodies and terms mentioned in the MiAK-MAK Accreditation Processes document are included in the MiAK-MAK Working Principles.

All headings of the document, except for "Types of Accreditations", do not differ in the case of applying for accreditation for the first time, maintaining accreditation, or applying for re-accreditation, they cover the processes applicable to all.

2. ACCREDITATION APPLICATION

2.1. Application Requirements

Programs that will seek to be considered for accreditation must meet the following qualifications:

- To be recognized by the Council of Higher Education (YÖK) and to be included in the scope of central placement by the T.R. Student Selection and Placement Center (ÖSYM),
- Having an Undergraduate and/or Graduate Program in Architecture,
- The application and correspondence language for accreditation must be Turkish or English,
- Having provided at least 6 (six) years of uninterrupted education with the current or equivalent course curriculum and have graduated at least 60 students.

2.2. Letter of Intent

The program applies to MiAK-MAK with a "letter of intent" signed by a wet or electronic signature and approved by the Dean's Office. The letter of intent clearly states the following elements of the Program:

- The full name of the program,
- The full name of the institution and faculty to which the program is affiliated,
- The language of the program,
- How many years the current course curriculum of the program has been maintained,
- How many years and how many graduates the program has provided,
- The name and contact information of the Program and the "Program Coordinator" who will maintain communication with MiAK-MAK on behalf of the Program.

2.3. MiAK-MAK Response to Letter of Intent

The "letter of intent" is replied to by MiAK-MAK within *1 month at the latest*.

If the program meets the necessary application conditions, the application will be answered positively by MiAK-MAK, and the accreditation process will be started, if not, a negative response will be given. Positive or negative responses are valid only for the year in which the application was made. New applications can be made in the following years.

If the letter of intent does not contain sufficient information, additional information may be requested.

3. PRE-VISIT (PRELIMINARY ASSESSMENT)

3.1. Preparation of Self-Assessment Report

- 3.1.1.** The Self-Assessment Report to be prepared by the Program as described in the "MiAK-MAK Accreditation Requirements" document valid on the date of application is a single document containing the features, institutional structure, and resources of the program and an integrated additional document.

The Self-Assessment Report should cover two academic years, counting down from the last academic semester before the date of submission. The Self-Assessment Report is the basis for the Visiting Team to prepare for the visit, to make evaluations during the visit, and to create preliminary information. Due to the important role played by the Self-Assessment Report in the accreditation process, all faculty members, students, and academic, professional, and institutional representatives contribute to the drafting of this report.

- 3.1.2.** The Program must attach the Self-Assessment Report electronically to the address specified by MiAK-MAK by the date specified in the MiAK-MAK Accreditation Calendar for the application period and, if deemed necessary, send it by mail to be delivered to Visit Team members as a printout. Failure to submit the report on time, except for force majeure, leads to the termination of the accreditation process. The right of the re-applicant institution to pay the application is reserved, considering the current MiAK-MAK Accreditation Processes document and the MiAK-MAK Accreditation Calendar, as well as the current fees and the MiAK Payment Schedule.
- 3.1.3.** The Program Coordinator is expected to attend the "Self-Assessment Report Preparation Workshops" organized for the Architecture Programs whose applications have been accepted by MiAK-MAK.

3.2. Formation of the Visiting Team and Conflict of Interest Inquiry

- 3.2.1.** A Visiting Team is formed by MiAK-MAK within the framework of the conditions specified in the "Working Principles of MiAK-MAK". The Visiting Team consists of the Chairman and at least 2 (two) Members designated by MiAK-MAK.

If more than one program is to be evaluated during the visit, the number of Visiting Teams may be increased by MiAK-MAK.

- 3.2.2.** MiAK-MAK assigns at least one or 2 (two) MiAK Observers, one of whom is a student. The program proposes an Institutional Observer.

The program proposes an Institutional Observer.

- 3.2.3.** Visiting Team Members and Observers are notified of the Program before the submission date of the Self-Assessment Report and are asked to make a conflict of interest inquiry.

The Programme may oppose Visiting Team Members and MiAK Observers only on the grounds of conflict of interest.

For the proposed Institution Observer, MiAK-MAK receives approval from the Visiting Team Chairman.

- 3.2.4.** The Chairman and members of the Visiting Team are obliged to examine the self-assessment report, evaluate the institution in accordance with the MiAK-MAK conditions and processes by performing the visit, and submit an accreditation proposal. The ZT (Visiting Team) Chairman ensures communication between MiAK-MAK and ZT, and oversees the functioning of ZT.
- 3.2.5.** Observers attend all evaluation meetings but do not have voting rights in making decisions and do not have signatures on the accreditation proposal decision. The MiAK Observer is expected to monitor the process in terms of compliance with the MiAK documents and processes. As a fundamental component of architectural education, the MiAK Student Observer follows the process from a student perspective. It is recommended that the Institutional Observer familiarize themselves with the program, communicate information about the program to ZT when necessary, play a facilitating role in ZT's understanding of program reports and documents, and during the visit.

3.3. Review of the Self-Assessment Report and Preparation of the Preliminary Report of the Visiting Team

- 3.3.1.** The Visiting Team Chair, Visiting Team Members, and Observers review the Self-Assessment Report and its annexes for lack of information and clarity of expression.
- 3.3.2.** The Visiting Team prepares a wet or digitally signed Visiting Team Preliminary Report in accordance with the MiAK-MAK Accreditation Calendar and submits one of the following recommendations:
- a)** Adoption of the Self-Assessment Report, preparation of the Institution Visit Calendar;
 - b)** Accepting the Self-Assessment Report, arranging the Institution Visit Calendar, but requesting additional information from the Program to be completed until the visit;
 - c)** In case the Self-Assessment Report is found to be incomplete, additional information is requested to be forwarded to MiAK-MAK, if the additional information received in accordance with the MiAK-MAK Accreditation Calendar is found sufficient, the Institution Visit Calendar is established;
 - d)** If the Self-Assessment Report is found insufficient and/or not accepted, the accreditation process is terminated. The right of the re-applicant institution to pay the application is reserved, taking into account the current MiAK-MAK Accreditation Processes document and the MiAK-MAK Accreditation Calendar, as well as the current fees and the MiAK Payment Schedule.

The Team Chairman gives the reasons for rejecting the Self-Assessment Report to MiAK-MAK in writing. MiAK-MAK's decision is based on the reasons of the Visiting Team Chairman.

If the Program does not prepare and submit the Self-Assessment Report again by the end of December of the application year, MiAK-MAK will send a written statement to the Program stating that the accreditation process has been terminated.

4. INSTITUTIONAL VISIT PREPARATIONS

4.1. Establishment of Institution Visit Calendar and Program

- 4.1.1.** The visit to the institution is carried out in accordance with the announced MiAK-MAK Accreditation Calendar.
- 4.1.2.** *No later than 6 (six) weeks* before the visit, the Program Coordinator determines the Visiting Schedule and submits it to the approval of the Visiting Team Chair, who will make

the final decision in this regard. The Head of the Visiting Team finalizes the Visit Calendar with the approval of the Visiting Team Members and Observers and transmits it to MiAK-MAK.

- 4.1.3.** The Program Coordinator, working together with the Head of the Visiting Team, determines the Visit Program indicating the sequence and timing of the visit activities and transmits it to MiAK-MAK no later than 2 (two) weeks before the visit. **(See. ATTACHMENT C: Typical Institution Visit Program)**

4.2. Visit Organization and Expenses

- 4.2.1.** The institution visited organizes the visiting team's travel, meals, accommodation, etc. all mandatory requirements and covers their expenses.

Communication on behalf of the institution is provided by the Program Coordinator. The Program Coordinator must provide the Visiting Team Members with information about the place and type of accommodation no later than 2 (two) weeks before the visit.

The Program Coordinator may communicate directly with the Visiting Team without the mediation of MiAK-MAK in order to make the visit organization quick and healthy but informs MiAK-MAK.

If the Visiting Team wants to organize a meeting among itself before the visit process, the Program is informed by MiAK-MAK, and the meeting expenses are covered by the Program.

The mandatory expenses documented by the Visiting Team Members are covered by the Program.

Extracurricular activities such as gifts, excursions, entertainment, etc. are avoided during the visit.

4.3. Preparing the Remote Access Folder and Study Room for the Visiting Team

- 4.3.1.** The documents to be examined during the visit should be created in a folder that is remotely accessible to the members of the Visiting Team and compatible with the content and layout in the Study Room. The created folder is opened to access at least three weeks before the visit and remains accessible for 4 weeks after the visit is completed. The Visiting Institution informs the Visiting Team about the environments to be used in accordance with the Visit Calendar and provides the necessary technical support.

The Remote Access Folder, where the Visiting Team can continuously access the institution documents, is a limited-access sharing folder (cloud/drive). The Institution to be visited creates a separate Remote Access Folder for each of the Turkish and English programs. These documents should be in an order that the Visiting Team can easily perceive and in the detail required by accreditation. All document files must be in ".pdf" format.

The review areas in the cloud folder that will be remotely accessible to the Visiting Team include:

- a) Reports:** Institutional self-assessment report, Visiting Team Preliminary Report, MiAK-MAK correspondence, documents of previous accreditation processes, if any, annual reports, and Visiting Team reports.
- b) Course Files and Student Studies:** Student work is filed in the order in which the courses are included in the lesson plan. For each compulsory and elective course, there is a course file that the visiting team can easily follow. The course file includes the document showing the knowledge/skills that the course aims to provide to the graduate, course content, weekly course coverage, activities and assignments, bibliography, short exam, exam and related examples of student work. The course files contain a boundary sample and a highest-grade sample.
- c) Photo Biographies of Faculty Members:** An integrated pdf file of the faculty members' photo resumes is put in the folder.

- d) **Matrix:** A legible copy of the "Knowledge, Skills and Competencies / Courses" matrix included in the Self-Assessment Report is put in the Virtual Document Room.

- 4.3.2. A room that is safe, quiet, and within easy reach of Visiting Team Members is designated as a Visiting Team study room. Before the visit, the Program Coordinator and the Visiting Team Chair discuss the content, equipment, and layout of the study room.

The Visiting Team study room includes a meeting table and enough seating elements to accommodate all team members. The Visiting Team study room has a telephone, computer, internet connection, printer, one data projector, and a sufficient electrical connection point.

A working space is provided for the Visiting Team when requested in the accommodation.

- 4.3.3. Visiting Team review areas include:

- a) **Student Studio Studies Exhibition:** Projects carried out by different faculty members representing the studio work are presented with the information, documents, and resources given to the students. The exhibition includes examples of projects with the lowest, medium, and highest grades. All project process work, as well as end products, is expected to support this presentation.

Visiting Team Members are expected to exhibit lectures and studio work together in order to establish the relationship between the courses and the studios.

- b) **Course Files and Student Studies:** Student work is filed in the order in which the courses are included in the lesson plan. There is a course file for each compulsory and elective course. The course file includes the document showing the knowledge/skills that the course aims to provide to the graduate, course content, weekly course coverage, activities and assignments, bibliography, short exam, exam, and related examples of student work. The course files contain a boundary sample and a highest-grade sample.

- c) **Exhibition of the Work of Lecturers:** In order to evaluate the quality and development potential of the Program, an exhibition consisting of the work of the Instructors is organized. This exhibition covers the publications, applications, research, scholarships, and creative activities carried out by the faculty members. In the ongoing accreditation process, the works carried out in the period since the last visit are exhibited. The title and status of the instructor (full-time, part-time, paid for class hours, etc.) and different programs and campuses are indicated. In the exhibition, brief summaries of the project, research, and all studies and the contributions of the instructor are included.

- d) **Photo Biographies of Faculty Members:** An album of photo resumes of faculty members is housed in the Visiting Team study room.

- e) **Curriculum Vitae of the Institution Visit Program and Visiting Team Members:** It is preferable that the CVs of the Visiting Program and Visiting Team Members be hung in an externally visible place in the Visiting Team study room.

- f) **Matrix:** A large copy of the "Knowledge, Skills and Competencies / Lessons" matrix included in the Self-Assessment Report is kept hanging in the Visiting Team study room.

5. INSTITUTIONAL VISIT

5.1. Purpose of the Visit

The institutional visit enables the Visiting Team to review the Self-Assessment Report on-site and to obtain information about the Program that cannot be expressed in writing. The institution visit aims to accurately reveal the definable potential of the program for students, the institution, the professional field, and the society.

Visiting Team Members review the role of the Program within the institution, exhibit student and faculty work, conduct interviews, and collect and review other spatial and equipment information not included in the Self-Assessment Report. The Visiting Team Chair may arrange meetings without an audience at the request of faculty members or students.

5.2. Typical Visit Program Activities (which may be combined in some cases):

- a) Team Orientation:** The Visiting Team conducts a mandatory orientation exercise. In this study, the Chairman of the Visiting Team reminds the team about their duties, MiAK-MAK Accreditation Conditions and Processes, and the processes of the visit are reviewed and finalized together.
- b) Review of the Self-Assessment Report:** The Visiting Team examines and discusses the Self-Assessment Report together within the framework of the findings and problems highlighted in the Preliminary Report they have prepared before the visit.
- c) Meeting with Head of Department and Program Executive:** This meeting is based on the discussion of the strategic plan resulting from the Self-Assessment Report, the self-assessment processes, and the problems related to the developments in the period since the previous visit. This meeting also discusses the Visiting Team's proposals for changes to the possible visit schedule and requests for additional documents needed by the team.
- d) Meeting with the Dean of the Faculty, the Administrator of the Institution, Faculty Members and Lecturers, Students:** In these separate meetings, it is aimed to discuss the strengths of the Program or the issues that are likely to be identified during the visit and that need to be taken into consideration. The meeting with the instructors should be open to the instructors from each unit, including the auxiliary units. All meetings are held in the form of mutual interviews, not pre-prepared presentations.
- e) Campus Tour and Investigation of Physical Facilities:** The Authority organizes a tour to introduce the campus in which the Program is located and to explain the physical facilities it uses. During this tour, studios, classrooms, laboratories, libraries, workshops, audio/visual centers are examined.
- f) Interview with Staff:** Interviews are held with the administrative staff, workshop staff, librarians (architecture librarian and visual media manager, if any), career planner, consultant, secretary, etc., who serve the Program. Managers do not participate in these meetings, which can also be held during the campus tour.
- g) Meeting with Student Representatives:** It is an informal small group meeting. Only representatives of students participate.
- h) Interview with Graduate and Local Architects:** This meeting takes place as a social event. The meeting is attended by old and recent graduates, local architects, representatives of the Chamber of Architects.
- i) Review of Student and Lecturer Exhibitions:** Visiting Team Members review student and faculty exhibits individually or together.
- j) Observations about Studios, Lectures and Seminars:** Visiting Team Members share and review lectures and studios. If necessary, they also participate in extra-program studios.
- k) Review of General Courses, Selected Courses and Related Programs:** The examination of general courses, prerequisite courses, minor courses, specialization courses, other Program courses that support the Program and Double Major Programs are included in this scope.

- l) Evaluation of Program Registrations and Credit Transfers:** The Team Chair may request documents from the Program Coordinator about student records with the name section covered.
- m) Visiting Team End-of-Day Meetings:** The Visiting Team meets each evening during the visit to assess work during the day, identify additional information requirements, and review the next day's schedule.
- n) Draft Visiting Team Final Report and Suggestion of Accreditation Type:** At the end of the visit, the Visiting Team discusses and evaluates the extent to which the Program meets the MiAK-MAK Accreditation Requirements. A consensus is tried to be reached on the type of accreditation included in the MiAK-MAK Accreditation Processes and considered to be appropriate to the conditions of the Program and the draft of the Visiting Team Final Report. The Draft Final Report is submitted to MiAK-MAK within the first 7 days after the visit is completed. Correction and finalization of the Draft Final Report is the task of the Visiting Team under the direction of the Visiting Team Chairman. Observers may contribute to the drafting of the report and express their opinions, but may not participate in the decision on the proposal for the type of accreditation.
- o) Farewell Meeting with the Institution Administrator, Faculty Dean, Department Head, Program Coordinator, Lecturers, and Students:** The farewell meeting is held with the management of the Program and the Institution and with the broad participation of the lecturers and students. In this meeting, the Head of the Visiting Team gives summary information about the Program regarding the findings and evaluations to be included in the Final Report. The Visiting Team Chairman does not explain the Team's decision on the accreditation-type proposal. Questions and comments are not raised at this meeting. The meeting ends with the personal opinions of the Visiting Team Members and Observers about the visit and the Program. If deemed necessary, a special meeting may also be arranged with the Rector of the University.

6. AFTER THE INSTITUTIONAL VISIT

6.1. Programmatic Process Evaluation

Immediately after the visit, the Programme is asked to provide a written assessment of the institution visit process and the Visiting Team's approaches. The evaluation may also include suggestions and criticisms of the MiAK-MAK Accreditation Conditions and Processes. (**See. ATTACHMENT D: Evaluation of the Program Accreditation Process**)

6.2. Preparation of Visiting Team Final Report

- 6.2.1.** A Visiting Team Result Report is required for the MiAK-MAK accreditation decision to be made.

This report can also be used to strengthen and improve the status of the Program within the institution and to inform current/future students.

- 6.2.2.** The Visiting Team Final Report covers the evaluation of the quality of education and the educational environment determined according to the student performance of the Program. In line with the information contained in the Self-Assessment Report and the observations and evaluations of the Visiting Team, the information contained in the Self-Assessment Report is prepared by taking into account the MiAK-MAK Final Report Guide for the observations of the Visiting Team.
- 6.2.3.** The Visiting Team Head sends the Visiting Team Final Report accepted by the Team Members to MiAK-MAK within 30 calendar days from the end of the visit.
- 6.2.4.** The Head of the Visiting Team may postpone the Visiting Team Final Report for a maximum of 15 days by applying to MiAK-MAK with a valid excuse.

6.3. Review of the Visiting Team Final Report and Material Error Inquiry

- a) MiAK-MAK, in cooperation with the Visiting Team Chair, makes the necessary corrections in the Visiting Team Final Report.
- b) MiAK-MAK sends the Visiting Team Final Report, which does not include the evaluation regarding the accreditation period, to the Program to receive suggestions for correction of material errors, if any.
- c) The Program is given 10 days to send the material error corrections to MiAK-MAK. Any corrections other than material errors are not accepted. It is assumed that there is no material error in the Final Report of the programs that do not return within the specified period.
- d) Material errors reported to MiAK-MAK by the program are submitted to the Visiting Team. In the event of an objection by the Visiting Team to Program Corrections, the Program may write a response requesting that it be discussed at the MiAK-MAK meeting where the Accreditation decision will be made. If deemed necessary by MiAK-MAK, this response may also be forwarded to the Visiting Team.
- e) Any correspondence and interview other than those mentioned shall not affect the formation of the Visiting Team Final Report.
- f) The MiAK Consistency Committee examines the Visiting Team Final Reports each semester in accordance with the Consistency Committee Directive and ensures that they are consistent.

7. ACCREDITATION DECISION AND TYPES

While creating the accreditation decision, MiAK-MAK evaluates the Visiting Team Final Report and the type of accreditation recommended by the Visiting Team Chair and members within the framework of the relevant information and documents.

After the accreditation decision is made, MiAK-MAK shall forward to the Program the Visiting Team Final Report together with the MiAK-MAK Decision Justification and the wet signed original of the accreditation document. Copies are sent to all members and observers of the Visiting Team for informational purposes.

Four different types of accreditations are listed below:

7.1. Six-Year Accreditation

This period of time indicates that the Program is unproblematic or that there are attempts to fix a small number of problems easily.

7.2. Conditional Six-Year Accreditation

MiAK-MAK indicates that there are special problems in meeting the accreditation requirements. It is a period of 6 (six) years in which a problem-oriented specialized evaluation will be made in the first, second, or third years.

Specialized Assessment: In specialized assessments, MiAK-MAK should identify in advance the issues identified as problematic and the knowledge and skills that should be gained to graduates. The Visiting Team, which makes the assessment before the accreditation decision, takes charge by updating it in accordance with the MiAK-MAK Working Principles and makes the specialized assessment based on the annual report for the year in which the assessment will be made.

- a) The Visiting Team should assess the Annual Reports submitted by the Program, along with its previous Self-Assessment Report, Visiting Team Report, and response to the Program's Visiting Team Report.
- b) The Visiting Team reviews the Annual Report prepared for each year. If it is determined that the identified problems have been solved or attempts have been made to solve them soon, it prepares the Specialized Assessment Report containing these solution initiatives. It transmits the report prepared by the MiAK-MAK Visiting Team to the Program. In this case, the Specialized Assessment is complete.

- c) If the Specialized Assessment Visiting Team requires an Institution Visit to evaluate the Annual Report, a visit is made, a report containing the solutions to the specific problems identified is prepared and sent to the Program for corrections.

If there is any problem in the knowledge, skills and competencies expected to be gained by the graduates, the determination that this problem has been eliminated must be made at the end of the Institution Visit.

- d) It may write a response to the prepared Specialized Assessment Report within 15 days.
- e) It reviews the MiAK-MAK report and the Program's response to make one of the following considerations.
 - 1) If it is determined that the problems are not resolved, the time is determined for the next Specialized Assessment and Institution Visit.
 - 2) If it is determined that the problems have been corrected, Annual Reports continue to be received and Specialized Assessment is not requested again.

7.3. Three-Year Accreditation

The "Three-Year" type of accreditation refers to the main issues affecting the nature of the Programme and requires a re-examination of the accreditation process at the end of 3 years.

On the subsequent visit after the "3-year accreditation", the Program may receive "6-year", "conditional 6-year" or "supervised 2-year" accreditation.

7.4. Two-Year Supervised Accreditation

This period indicates that the problems in the Program adversely affect the nature of the Program and that it is not possible to eliminate these problems in a short time.

Programs that receive a supervised accreditation period must indicate a willingness to continue work on accreditation.

On the first accreditation application following the initial 2-year supervised period, the Program is expected to receive at least "3-year accreditation". Otherwise, the program is once again given a "2-year supervised period."

Together with the Annual Report submitted in the first year of the two-year supervised period, the program is expected to submit a letter of intent to MiAK-MAK stating that it will continue the accreditation process and renew the accreditation application.

At the end of the first year, the Program sends the Annual Report sent to MiAK-MAK to the MiAK-MAK Visiting Team Chair. The Chair of the Visiting Team submits the result of the evaluation to MiAK-MAK for discussion. With the approval of MiAK-MAK, the program submits a Self-Assessment Report at the end of two years and the re-application process starts according to the MiAK-MAK Academic Calendar.

7.5. Termination of Accreditation

If accreditation with a duration of at least "3 years" cannot be obtained at the end of the "2-year supervised period" twice in a row, **the accreditation process of the Program is terminated.**

If a program does not submit the Self-Assessment Report on time or if non-compliant and irreparable errors are detected in the accreditation process, the accreditation process is terminated with the decision of MiAK-MAK.

8. OBJECTIONS TO THE ACCREDITATION PROCESS AND RE-EVALUATION

8.1. Objections About a Program Under the MiAK Accreditation Processes

Written objections to declarations of a program that may be evaluated or evaluated within the scope of MiAK Accreditation processes that do not comply with the applicable MiAK Accreditation legislation should be submitted to MiAK-MAK. The submitted objection or complaint is sent to the Program confidentially with the name of the applicant. After receiving the written response of the program, both articles are evaluated together at the next MiAK-MAK meeting.

8.2. Appeal of the Program's Accreditation Decision

Programs may request a Re-Evaluation for the accreditation type decision made by MiAK-MAK. The following points should be considered when requesting reconsideration:

- a) Documents on which the MiAK-MAK accreditation period decision is based (supporting the decision/appeal with sufficient documentation/evidence).
- b) The compliance of the practices of MiAK-MAK or Visiting Team Members with the processes and methods defined in the accreditation processes.

Within 14 days after the MiAK-MAK decision is received by the Program, the Dean of the Faculty to which the Program is affiliated submits his/her written request for re-evaluation to the MiAK-MAK Presidency. In this application, the factors that are found to be incomplete or incorrect by the Program and that affect the decision of the MiAK-MAK accreditation type should also be indicated.

The results of Self-Assessment Reports or Annual Reports cannot be challenged.

The results arising from the failure of the program to transmit sufficient information and documents to MiAK-MAK in a timely manner cannot be challenged.

Applications are forwarded by MiAK-MAK to the MiAK Appeals Committee.

8.3. Re-evaluation

8.3.1. The request for reconsideration shall be examined and decided upon by the MiAK Appeals Committee.

- a) If the re-evaluation application is accepted, MiAK-MAK suspends its decision on the accreditation period it has granted.
- b) The re-evaluation process is carried out by MiAK-MAK.

8.3.2. The reconsideration process should include the following actions:

- a) MiAK-MAK establishes a Re-Evaluation Commission that will include three members from the Visiting Team Pool.
- b) The Re-Evaluation Commission completes its work within a maximum of 30 days.
- c) The Re-Evaluation Commission examines the Re-Evaluation Letter, the Self-Assessment Report, the Visiting Team Report and its annexes. The MiAK-MAK Chair calls the Visiting Team Chair and the Program Coordinator to a meeting to obtain their opinions.
- d) At the meeting, what is written in the Self-Assessment Report and the findings in the Visiting Team Report are compared with the issues that are the basis of the objection in the Visiting Team Report. The opinions of the Visiting Team Chair and the Program Coordinator on these issues are taken. Finally, all opinions and the information obtained are compared with the Re-Evaluation Letter by the Commission and the result is decided.
- e) The result, decision and type of accreditation are sent to the Program Coordinator by MiAK-MAK.

9. CONTINUITY OF THE ACCREDITATION PROCESS – ANNUAL REPORTS

9.1. Content of Annual Reports

Programs of all accreditation types submit their Annual Reports to MiAK-MAK within the date range specified in the MiAK-MAK Accreditation Calendar. The Annual Reports include the following four sections:

- 1st Section:** Includes statistics chart. (*See. ATTACHMENT B: Annual Report Statistics Chart*) This statistic shows the situation in June of each year. The Institutional Self-Assessment Report should be a part of the Self-Assessment Report in the years in which it is written.
- 2nd Section:** The most recent Visiting Team Report contains the program's responses to the problems identified.
- 3rd Section:** It covers the solutions suggested by the Program to the problems included in the Visiting Team Report.

4th Section: It covers the changes that have taken place on the program side. This section may also include work on compliance with updates to the MiAK-MAK Accreditation Conditions, if any.

9.2. Evaluation of Annual Reports

If deemed necessary, MiAK-MAK examines the Annual Reports with the support of the relevant Visiting Team members and within the framework specified below:

- a) If it is determined that an issue identified in the previous Visiting Team Report has been resolved, it is not expected to be included in subsequent Annual Reports.
- b) If it is determined that the solutions produced for the problems are not sufficient, the Programme is expected to address the solutions to the problems in question in subsequent Annual Reports.

9.3. Submission Process of Annual Reports

If the Program does not submit its Annual Report on time, it will be warned, and this will be taken into account in the evaluation to be made during the next Institutional Visit.

10. LEAVING THE ACCREDITATION PROCESS

An accredited program submits the written application that it wants to leave the accreditation process to MiAK-MAK by stating the reason. Those who are students in the accreditation departure process are considered to have graduated from the accredited Program.

Programs whose accreditation application is ongoing but who want to leave the process waive their place in the process of that period by giving a reason to MiAK-MAK in writing and without reserving the paid application fee. If they re-apply, they will be evaluated in the next period by paying the difference in wages, if any, and if they meet the appropriate conditions.

Programs whose accreditation applications are ongoing but do not comply with the calendar of the application period they are in lose their place in that semester process provided that the paid application fee is reserved. If they re-apply, they will be evaluated in the next semester by paying the difference in wages, if any, and if they meet the appropriate conditions.

11. COMMUNICATION RULES

11.1. Program - Communication between Visiting Team - MiAK-MAK

11.1.1. All kinds of communication at all stages of the accreditation application process and the scheduling of the visit is made via MiAK-MAK by e-mail.

11.1.2. In correspondence with MiAK-MAK, the Head of the Visiting Team acts on behalf of the Team, but it may also ask for support from the MiAK-MAK Secretariat.

11.1.3. There is no direct communication between the Visiting Team and the Program except for the visit.

11.2. Privacy Policy

11.2.1. The purpose of all studies carried out during the accreditation process is to make a correct accreditation decision. The information obtained in the studies carried out in this process is used only for the evaluation of the Program and the writing of the Visiting Team Report. It cannot be used for any other purpose.

11.2.2. Until the accreditation process is completed, no reports, information, documents, and correspondence related to the Program can be sent or announced by MiAK-MAK, the Visiting Team, and the Program to other persons.

11.3. Archiving and Public Announcement of Accreditation Outputs

11.3.1. After the program accreditation decision, the Self-Assessment Report, the Visiting Team Final Report and the attachments of these reports, the "MiAK-MAK Accreditation

Conditions" and "MiAK-MAK Accreditation Processes" documents, then the Annual Reports of the Program and MiAK-MAK's responses, if any, to them should be kept in the archive of the program in a way that can be accessed by those interested and published on the corporate website. Attachment-1

- 11.3.2.** The program informs the faculty members and all new students about the "Knowledge, Skills and Competencies that a Graduate Should Gain" in the "MiAK-MAK Accreditation Conditions" document.
- 11.3.3.** In the MiAK-MAK Secretariat, the Self-Assessment Report, Visiting Team Reports and the attachments of these reports and all official correspondence of all accredited, accepted as candidates and accredited programs are archived.
- 11.3.4.** The names of all accredited programs and the types of accreditations they receive are communicated to MiAK-MAK's stakeholders for publication in bulletins and websites.

ATTACHMENT A: An exemplary MiAK-MAK CALENDAR and ACCREDITATION PROCESS

MiAK-MAK CALENDAR – 2021*	
2021, March 19	PROGRAM/Submitting the letter of intent to MiAK-MAK
2021, March 26	MiAK-MAK/Notifying the positive/negative letter of intent to the PROGRAM
2021, April 10 (Planned date)	MiAK-MAK/PROGRAM NOTIFICATION WORKSHOP
2021, October 22	PROGRAM/SELF-ASSESSMENT REPORT/ANNUAL REPORT'S submitted to MiAK-MAK
2021, October 28	MiAK-MAK/Creation of Visiting Teams, obtaining related PROGRAM approvals
2021, November 6 (Planned date)	MiAK-MAK/VISITING TEAM WORKSHOP
2021, November 6	MiAK-MAK/SELF-ASSESSMENT REPORT/ANNUAL REPORT'S submitting to ZT
2021, December 17	VISITING TEAM/Submitting VISITING TEAM PRE-REPORT to MiAK-MAK
2021, December 31	VISITING TEAM/Submitting VISITING TEAM PRE-REPORT to PROGRAM
2022, January 21	PROGRAM/If any-Submitting the deficiencies in the SELF-ASSESSMENT REPORT to MiAK-MAK
2022, February 28	Notification of visit schedule and flow to MiAK-MAK
2022, April-May-June	VISITING TEAM/PROGRAM visit
Within 1 month from the date of the visit	VISITING TEAM/Visiting Team Result Report's submitting to MiAK-MAK
Within 1 month from the date of submitting the report	MiAK-MAK/Submitting the VISITING TEAM RESULT REPORT to the PROGRAM for the material error query
Within 10 business days from the date of notifying the report	Submitting the material error inquiry to MiAK-MAK
Within 2 months from the test of the ZT result report	MiAK-MAK/Notification of the Accreditation Decision to PROGRAM and ZT -in digital environment-
Within one month of digital notification	MiAK-MAK/Submitting the Accreditation Certificate to PROGRAM -with wet signature-
*It is valid for programs applying in 2021. Indicates the latest dates.	

ATTACHMENT B: ANNUAL REPORT STATISTIC CHART*

(*The schedule should show the one-year status at the end of the school year — as of June — subject to the Self-Assessment Report.)

Program Student Profile						
	Previous Period Values			Last Period values		
	Female	Male	Total	Female	Male	Total
Beginner student						
Number of 2nd year students						
Number of 3rd year students						
Number of 4th year students						
Total						

Program Academic Staff Profile - 1						
	Previous Period Values			Last Period values		
Fulltime	Female	Male	Female	Male	Female	Male
Professor						
Associate Professor						
V. Assoc.						
Instructor						
Researcher						
Subtotal						

Part time	Female	Male	Total	Female	Male	Total
Professor						
Associate Professor						
V. Assoc.						
Instructor						
Researcher						
Subtotal						
Total						

Paid per lesson	Female	Male	Total	Female	Male	Total
Professor						
Associate Professor						
V. Assoc.						
Instructor						
Researcher						
Total						

Program Academic Staff Profile - 2						
	Prior period values			Final period values		
	Number of students/ Number of full-time instructors*	Number of Students/Full Time+ Part time Instructor**	Number of students/ Number of full- time instructors*	Number of Students/ Full Time+ Part time Instructor*	Number of students/ Number of full-time instructors*	Number of Students/Full Time+ Part time Instructor**
Undergraduate						
Postgraduate (all programs)						

PhD (all programs)						
TOTAL Average						

*Full-time staff **Part-time+instructors assigned according to course hours

***If they contribute to the courses, they must attend.

	Prior period values			Final period values		
GRADUATION PERIOD (last year)	Female	Male	Female	Male	Female	Male
In less than 4 years						
4 years						
4.5 years						
5 years						
5.5 years						
6 years						
6.5 years						
7 years						
TOTAL						
GRADUATION DEGREE	Female	Boy	TOTAL	Girl	Boy	TOTAL
3.50-4.00						
3.00-3.49						
2.50-2.99						
2.00-2.49						

Number of Students / Venue		
	Previous Period	Last Period
Total number of undergraduate students/ total classroom area ratio		
Total number of undergraduate students/ total design studio area ratio		
Total number of undergraduate students/library area ratio		
Total number of undergraduate students/ total laboratory area ratio		

Program Academic Staff Profile - 3

Weekly Undergraduate/Master/Ph.D. Course Load Table (Instructor Based)

ATTACHMENT C: A TYPICAL FACE-TO-FACE DEPARTMENT VISIT PROGRAM

(DRAFT, different arrangements can be made for 3 to 5 days.)

1. st DAY (Monday)

Afternoon

Arrival of the Visiting Team in the city of the Program and Accommodation

Meeting of the Visiting Team with the staff of the Institution and orientation

2. nd DAY (Tuesday)

Morning

Breakfast

Discussion of questions and problems on the Self-Assessment Report

Examination of the working room of the Visiting Team with the Program Manager (Head of Department)

Preliminary examination of exhibitions and documents

Lunch with the Head of the Department

Afternoon

Visiting the premises of the institution

Meeting with faculty members

Continuing examination of exhibitions and documents

Visiting Team Dinner

Assessment meeting

3. rd Day (Wednesday)

Morning

Breakfast with Program Executive (Head of Department)

Meeting with the top managers of the institution

Acquaintance meeting with Faculty Management

Continuing examination of exhibitions and documents

Lunch with pre-designated faculty members

Afternoon

Examination of studios

Continuing examination of exhibitions and documents

Meeting to meet all school students

Reception with faculty members, administrators, alumni, and local professional men

Visiting Team Dinner

Continuing examination of exhibitions and documents

Assessment meeting

4. th DAY (Thursday)

Morning

Breakfast with Program Executive (Head of Department)

Examination of compulsory and elective courses, related programs, and Double Major programs

Examination of courses and seminars

Continuing examination of exhibitions and documents

Lunch with student representatives

Afternoon

Meeting with faculty members

Completion of examination of exhibitions and documents

Dinner

Discussion on accreditation and preparation of Visiting Team Final Report

5. th DAY (Friday)

Morning

Departure from accommodation

Breakfast with Program Executive (Head of Department)

Farewell meeting with the Dean of Faculty and Directors

Farewell meeting with University Administrators
Farewell meeting with students and faculty members
Lunch and Departure

**ATTACHMENT D: MIAK-MAK PROGRAM ACCREDITATION PROCESS EVALUATION
FORM -1**

We would like you to fill in the evaluation form below and send it to the Architectural Accreditation Board within two weeks of the visit to assist the work of the Architectural Accreditation Board, thank you for your contributions.

Program (Department) _____ Date _____

Name and surname of the evaluation _____
(Preferred to be Program Executive or Head of Department)

1. Please evaluate the performance of the Visiting Team according to the following headings:

	Very successf ul	Successful	Average	Unsuccess ful	Very Unsuccess ful
Pre-visit Visit Team Chairman - Program relations					
Approaches of the Visiting Team in the examination of documents					
Visiting Team Members' diligence to preserve the authenticity of the Program					
Visiting Team Members' approaches to problems encountered during the visit process					
Approaches of Visiting Team Members at the Farewell Meeting					
The nature of the visit as a whole					

2. Please explain your views on the performance of the Visiting Team in writing by detailing your assessments above to the extent you deem necessary.

3. Evaluate correspondence and conversations with MiAK-MAK in writing.

4. Evaluate MiAK-MAK Documents in writing.
5. Indicate in writing the aspects of the accreditation process that you find positive.
6. Indicate in writing the aspects of the accreditation process that you find negative.
7. Specify your other suggestions in writing, if any.

ATTACHMENT E: MiAK-MAK ACCREDITATION PROCESS EVALUATION FORM -2

Thank you for your voluntary and selfless efforts and contributions as a member of the Visiting Team. The following form is intended to receive feedback so that accreditation processes can be evaluated and visiting teams can work more efficiently. We wish you to fill out the form to the Architectural Accreditation Board within two weeks following the submission of the Visiting Team Result Report.

Name and surname of the evaluation _____

Mission in the Visiting Team _____

Evaluated Program (Department) _____

Visiting Date _____

1. Please rate the Visiting Team members with a score between 1 (lowest) and 5 (highest) based on the following topics.

	Chairman	Member	Member	Observer (MIAK)	Observer (Institution)	Student Representative
	Name and Surname	Name and Surname	Name and Surname	Name and Surname	Name and Surname	Name and Surname
Level of knowledge about the accreditation process						
Operation of the accreditation process in accordance with the principles and values of MIAK						
Participation and contribution to the studies prior to the visit						
Openness to communication and cooperation during the examination of documents						
Attitude in negotiations with program components during the visit						
Participation and contribution to the work plan and calendar after the visit						

The attitude of ZT members to their opinions and suggestions						
Willingness to express their own views						
Request to take responsibility						
Would you like to work with other members of the team on another visit?						

2. Please evaluate your Visiting Team and Accreditation experience according to the following headings:

	I absolutely disagree	I disagree a little	I'm indecisive	I agree a little	I absolutely agree
I was informed enough about my duties and responsibilities at the beginning of the process					
I am pleased with my own performance as a member of the Visiting Team					
I am pleased with the total performance of the Visiting Team					
I am satisfied with the effort and attitude of the program in the accreditation process.					
I am satisfied with the whole accreditation process					

3. What could be done to improve the quality of cooperation and communication within your visiting team?

4. What are the criteria that you consider useful to consider in creating Visiting Teams'?

5. Evaluate MiAK-MAK Documents in writing.

6. Evaluate correspondence and conversations with MiAK-MAK in writing.

7. Specify your other suggestions in writing, if any.