

## **Self-Assessment Report**

# **GUMUSHANE UNIVERSITY**

# COMPUTER TECHNOLOGY AND PROGRAMMING PR.

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18.03.2024-01.04.2024

## 0. Introduction

## 0.1. ABOUT THE PROGRAM

The Department of Computer Technologies started education on September 28, 2003. The mission of the department, taking into account the needs and wishes of our age in the fields of computer, software, system and hardware; To train manpower that can apply its knowledge to technological systems and hardware, perform software and hardware maintenance and repair of computers used in the public and private sectors, take responsibility in business life, is self-confident, productive, innovative and open to developments. The number of students enrolled in the department in the 2022-2023 academic year is 34. As an academic staff in the department, an Assoc.Prof.Dr. and three Lecturers.

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## 1. STUDENTS

**1.1.** Students accepted into the program should possess the infrastructure to acquire the outcomes (knowledge, skills, and behaviors) targeted by the program within the anticipated timeframe. The indicators considered in the admission of students should be monitored, and their development over the years should be evaluated.

In the admission of students to the program, success in the TYT (Basic Proficiency Test) exam conducted by the Student Selection and Placement Center (ÖSYM) is the basis. Since the majority of students enrolled in the program are graduates of vocational high schools and may partially lack the necessary infrastructure for numerical courses, some difficulties may be encountered in achieving certain targeted outcomes of the program. This situation is attempted to be minimized with the provision of vocational courses. Additionally, the admission conditions for foreign national students are announced on the university's website at the beginning of each academic year. The 2022 quota is 50, the base score is 186.29, and the ranking is 1649601. The 2023 quota is 40, the base score is 249.48, and the ranking is 1623447.

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**1.2.** The policies applied in the admission of students by horizontal and vertical transfer, double major, minor and student exchange practices, courses taken in other institutions and/or programs, and the evaluation of earned credits should be defined and implemented in detail.

The course contents and all information about the course have been prepared in accordance with the Bologna process, and it is appropriate to evaluate the courses taken in other institutions and/or programs and the credits earned with horizontal and vertical transfer, student minor and student exchange applications. Students who have registered for the first year may be exempted from the courses they have previously completed in other higher education institutions with the decision of the relevant board of directors if they apply within the first week of the academic year in which they will start their education. In this case, a student who is exempt from at least 75% of the total amount of credits to be taken in the class he is in is determined to the upper class to which he will be adapted. In this case, the adjusted period is deducted from the maximum period of study.

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The policies applied in the evaluation of student admission by horizontal and vertical transfer, double major, minor and student exchange practices, courses taken in other institutions and/or programs and earned credits are defined and implemented in detail in the "Gümüşhane University Associate Degree and Undergraduate Education and Examination Regulations".

## **Institutional Horizontal Transfers**

- (1) Internal transfers; It can be made within the quotas determined by the relevant board of directors among the diploma programs of an equivalent level within the body of a faculty, college, or vocational school or within the body of another faculty, college, or vocational school within the university.
- (2) In order to be able to apply for lateral transfer between diploma programs that accept students at the same level but with a different central placement score type within the university, the central placement score obtained by the student in the type of score valid for the diploma program he/she wants to pass as of the year he/she takes the central exam must not be less than the lowest base score of the diploma programs of other universities in the country equivalent to the diploma program he/she wants to pass, and the general academic grade point average must be It is required to be at least 3.00.
- (3) The letter grades of the courses taken by the students who have transferred within the institution are considered valid for the corresponding courses and these grades are included in the average.

## **Interinstitutional Horizontal Transfers**

- (1) Inter-institutional transfer is made between equivalent diploma programs of higher education institutions at the same level and within the framework of the quotas published by the Council of Higher Education.
- (2) In order to transfer between institutions, the student must have a GPA of at least 60 out of 100 for the semesters completed in the program in which the student is enrolled.
- (3) Candidates who do not meet the success requirement in the second paragraph but whose central placement score is equal to or higher than the base score of the diploma program they want to transfer to can apply for lateral transfer. The applications of the candidates who apply in this way are evaluated only if there is a vacant quota after the placement of the candidates applying according to the second paragraph is completed.
- (4) The courses taken by the transfer students from the previous diploma program and in which they were successful are adjusted and the grades taken for these courses are recorded on the transcript. ANO and AGNOs are calculated accordingly.

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**1.3.** Measures should be taken by the institution and/or the program to encourage and ensure student mobility through agreements and partnerships to be made with other institutions.

Our department has an external stakeholder for student mobility and encouragement. The department has an agreement with the IT department of Kelkit State Hospital as an external stakeholder. Meetings were held with external stakeholders and their ideas and suggestions for the department were received. In addition, external stakeholders have been requested to open quotas for students to enable them to do internships.

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**1.4.** Counseling services should be provided to guide students in course and career planning.

Each academic staff in our department has 3 hours of Counseling Service per week to provide the support students need in coursework, internship, career planning, professional development and all kinds of issues.

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**1.5.** Students' achievements in all courses and other activities within the scope of the program should be measured and evaluated with transparent, fair and consistent methods.

Evaluations in all courses within the scope of the program are made with the participation of the student and feedback is given to the students about their deficiencies and achievements. In addition, exam answer sheets, assignments and projects prepared by the student are archived.

These archives can be accessed from the student affairs office or the course coordinator.

https://www.resmigazete.gov.tr/eskiler/2011/12/20111229-7.htm

**1.6.** In order to decide on the graduation of students, reliable methods must be developed and applied to determine that all the conditions required by the program are met.

In order to graduate, students must successfully complete all of the courses worth a total of 112 ECTS in the program and obtain a weighted GPA of at least 2.00 out of 4.00. In addition, during the program, they are expected to acquire knowledge in the fields of software, systems and hardware, and then use this information to complete their compulsory internship worth 8 ECTS in order to gain the skills to perform software and hardware maintenance and repair of computers used in the public and private sectors and to adapt to business life. The skills gained by the student in internship practices are evaluated by the meeting to be held by the department. Thus, students who obtain a total of 120 ECTS can graduate from the program.

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## 2. EDUCATIONAL AIMS OF THE PROGRAM

2.1. For each program to be evaluated, the educational objectives of the program must be defined.

The outcomes of the training to be provided in the program are determined as the learning outcomes of each course and the general output of the program. The conformity of the outcomes of each course with the program outcomes is defined.

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**2.2.** These purposes are; It should meet the definition of the career goals and professional expectations that graduates of the program are expected to achieve in the near future. Each of the program outcomes is in line with the career goals and professional expectations that students are expected to achieve in the future

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**2.3.** It should be compatible with the core duties of the institution, faculty and department.

The program carries out educational activities in a student-oriented manner. The outputs of the program are compatible with the field of study of the graduate students. During 2 years of education, students learn at least 5 programming languages, get detailed information about computer hardware, write internet applications and develop new projects on their own or in the course, have experience in how to adapt to new technologies, and have experience about problems and software that they may encounter in business life.

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**2.4.** It should be determined by involving the various internal and external stakeholders of the program in the process.

In the process, it will be ensured that the competence and knowledge base gained by the program will be reviewed by taking the opinions and evaluations of the institutions and organizations operating in the private and public fields where the students are in the internship or post-graduation work process. Thus, it is aimed to increase the functionality of the students who will graduate from the program.

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**2.5.** It should be published in a way that is easily accessible.

The competency topics that the program will gain and the objectives of the training can be easily accessed from the General Information section of the Computer Technologies Department of the Kelkit Aydın Doğan Vocational School website. In addition, the necessary information about the outcomes of the program can be easily accessed thanks to the course bologna definitions.

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**2.6.** It should be updated at appropriate intervals in line with the requirements of the internal and external stakeholders of the program.

People who have worked in the public and private sectors in the past and currently are consulted on education and training processes, curriculum, graduate profile and employment opportunities. The department exchanges experience, knowledge/manners and ideas with internal and external stakeholders every academic year and receives suggestions and opinions regarding the individual career determination preferences of the students. In addition to these, necessary content updates will be made through the feedback to be received from the students who will graduate in the process. This will enable each new graduate of the program to take more qualified positions in institutions and organizations in the private and public sectors.

#### Internal stakeholder

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#### External Stakeholder

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## 3. OUTCOMES OF THE PROGRAM

3.1. Program outcomes should cover all of the knowledge, skills and behavioral components

necessary to achieve the educational objectives of the program and should be defined in a way that includes the relevant evaluation outputs (such as MÜDEK, FEDEK, SABAK, EPDAD, etc.). Programs may define additional program outcomes specific to them, provided that they are consistent with the program educational objectives.

The courses given in the content of the program are aimed to be based on knowledge, skills and practice in the fields of software, systems and hardware. In this context, for each course given in the program, the purpose of the course, the learning outcomes and the contributions of these outputs to the program outcomes were determined.

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**3.2.** A measurement and evaluation process used to periodically determine and document the level of delivery of program outcomes should be established and operated.

The educational content given in the program is evaluated by the midterm and final exams held in each course period, and this evaluation is supported by the projects and assignments given during the semester. Students are subjected to 1 midterm and 1 final exam for each course. The contribution of the midterm exam to the success grade is 40% and the contribution of the final exam is 60%. Homework and projects can be included in the midterm exam grade as a percentage. All exams are evaluated over 100 points. There is a requirement to get at least 45 points from the final exam. Students who get one of the letter grades AA, BA, BB, CB and CC from a course are considered successful. In addition, students who have a grade point average of at least 2.00 for a semester are considered successful in the courses in which they received a DC letter grade. At the end of each semester, students can take the make-up exam from a maximum of two courses of that semester. In addition, students are required to attend classes in order to be successful in the courses.

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**3.3.** Programs must prove that their students who have reached the graduation stage have achieved the program outcomes.

It is evaluated whether the student can provide the program outcomes with the compulsory internships carried out in order to realize the knowledge gained by the students who will graduate from the program in a practical way.

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## 4. CONTINUOUS IMPROVEMENT

**4.1.** Evidence should be presented that the results obtained from the established measurement and evaluation systems are used for the continuous improvement of the program.

The equivalent of the theoretical and practical software, system and hardware courses given in the program in the field of information and technology application is followed with the program qualifications chart, and in addition, an active communication is provided with the student during the internship and the necessary improvements are made in the process. At the same time, workshops, symposiums, meetings and events with sector participation, which are organized by establishing interactions with professional experts and institutions/organizations,

contribute to the meeting of industry components, students and lecturers, and to the review and updating of the program. With the participation of the senior management of the university and the managers of the relevant units, the opinions of external stakeholders were taken through visits made outside the institution. Students studying at Gümüşhane University can anonymously share their thoughts about the course, exam and instructor with the "Course and Instructor Evaluation Form" through the "Student Information System".

https://obs.gumushane.edu.tr/oibs/kariyer/

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https://sks.gumushane.edu.tr/tr/sayfa/%C3%B6%C4%9Frenci-konseyi/

**4.2.** These improvement studies should be based on systematically collected, concrete data on all areas of the program that are open to development, especially the areas related to Criterion 2 and Criterion 3.

Improvement studies are defined in a concrete way, taking into account the extent to which the knowledge acquired in the program affects the application or at which points it fails.

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## 5. EDUCATIONAL PLAN

**5.1.** Each program should have an educational plan (curriculum) that supports the program educational objectives and program outcomes. The training plan should include common components and discipline-specific components given in this criterion.

In order to achieve the educational objectives of the program, a curriculum has been determined for the required courses and the courses are given in accordance with this curriculum. In addition, the necessary curriculum updates are made within the scope of the innovations needed for the courses.

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**5.2.** The educational methods to be used in the implementation of the education plan should be able to guarantee that the desired knowledge, skills and behaviors are provided to the students.

The learning process of the program is supported by theoretical and practical courses in both classroom and laboratory environments.

Distance Education: Due to the pandemic that occurred around the world, education and training continued throughout 2019-2020 through the distance education portal prepared in cooperation with the Department of Information Technologies and the Distance Education Application and Research Center with the decision of the Senate. In the 2022-2023 Spring semester, courses were carried out with distance education due to the Kahramanmaraş earthquake.

Face-to-face Lecture: The topics discussed by the instructor are explained to the student face-to-face on the board or accompanied by slides. In this process, the projector is actively used. Although the narration is mostly done by the instructor, it is also done from time to time by discussing the subject with the student and brainstorming. In addition, research topics are given to students from time to time and these topics are explained by the students in the classroom in order to gain self-confidence and to comprehend the subject. Topics that are not understood are repeated by the instructors.

Problem Solving: Problems are prepared by the instructors to include the topics covered in the course and are based on the determination of the way to be followed, the methods to be used while solving these problems and the interpretation of the results.

Exercise and Practice: In order to reinforce the subject given in the course with problems, applications are made during the lesson after the lecture or at a different time. Practice questions are made by using textbooks or other resources given to students. Question and answer: It is applied in the form of answering the questions of the students during or after the lecture, during or after the application. Question and answer practice is also carried out in the assignments given.

Project – Homework: Projects or assignments are used in order to better understand the topics covered in the course by the student. With the projects and assignments, it is aimed that the student first recognizes and comprehends the problem, scans the necessary literature and develops the skills to solve the subject, and prepares and presents presentations/reports. Case study: It is carried out in the form of explaining and interpreting the previous studies in real environments related to the subjects taught in the lessons during the lesson.

Seminar-Conference: Apart from these, the leaders of the sector will be invited to our vocational school and seminars and conferences will be organized.

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BİLGİSAYAR LABORATUVARLARI



DERSLİKLER

**5.3.** Eğitim planının öngörüldüğü biçimde uygulanmasını güvence altına alacak ve sürekli gelişimini sağlayacak bir eğitim yönetim sistemi bulunmalıdır.

Müfredat kapsamında programda sunulan eğitim faaliyetleri konusunda örnek olabilecek farklı eğitim kurumlarının müfredatları takip edilmekte ve gerek duyulan iyileştirmeler sağlanmaktadır.

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**5.4.** There should be a training management system that will ensure the implementation of the training plan as envisaged and ensure its continuous development.

Students who successfully complete all of the courses in the program with a total value of 112 ECTS and obtain a weighted GPA of at least 2.00 out of 4.00 complete their internship worth 8 ECTS and graduate with 120 ECTS.

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**5.5.** A minimum of one and a half years or at least 48 credits or at least 90 ECTS credits (engineering, science, health... etc.) sciences and vocational training appropriate to the relevant discipline. Represents.

Within the scope of the program, there are 8 ECTS (practice-based) compulsory internships and 112 ECTS theoretical course applications. The theoretical and practical courses are planned to provide the basic knowledge and skills suitable for the computer programming profession.

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**5.6.** It should be general training that complements the technical content of the training program and in line with the objectives of the program.

The basic training planned within the scope of the program ensures that the computer programming profession is applied at the level of technical staff and that the student participates in this training as a practitioner.

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**5.7.** Students should be prepared with a master application/design experience that will include

relevant standards and realistic constraints and conditions, in which they will use the knowledge and skills acquired in previous courses.

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## 6. TEACHING STAFF

**6.1.** The teaching staff should be sufficient in number to cover all areas of the program, each of which should be adequate, to ensure the faculty-student relationship, student counseling, service to the university, professional development, and to maintain relations with industry, professional organizations and employers.

In line with the content of the education offered within the scope of the program, four academic staff have been employed in the program at a sufficient level to provide the faculty-student relationship, student counseling, service to the university and professional development. The number of academic staff with these standards should be increased. Academic staff in our department; Assoc. Prof. Dr. Sümeyye Gür Mazlum, Lecturer Ramazan İncir, Lecturer Mustafa YILMAZ, Lecturer Öuhammed Emin ERBAY

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https://akademik.yok.gov.tr/AkademikArama/view/searchResultviewListAuthorAndUniversities.jsp

**6.2.** Teaching staff must be adequately qualified and ensure that the program is effectively maintained, evaluated and developed.

It is considered that the teaching staff in the program should be increased in the process and lecturers with practice-based knowledge and professional experience should be employed. In addition, it is possible to appoint academic staff for self-development (graduate education, Erasmus, etc.) if they complete the legal processes for their training at home and abroad. Academic staff can participate in project and academic publication writing trainings given by the BAP unit. Academic staff are encouraged to participate in scientific meetings and learning mobilities organized at home and abroad.

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**6.3.** The criteria for appointing and promoting faculty members should be determined and implemented in order to provide and develop the above-listed.

The appointment and promotion of the faculty members working in the program are carried out in accordance with the "DIRECTIVE ON PROMOTION, APPOINTMENT AND REAPPOINTMENT CRITERIA TO GÜMÜŞHANE UNIVERSITY FACULTY MEMBERS".

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## 7. INFRASTRUCTURE

**7.1.** Classrooms, laboratories, and other equipment should help to prepare an adequate and learning-oriented atmosphere to achieve educational goals and program outcomes.



Since the computers in the computer lab were put into operation in 2003, they cause disruptions when running today's desktop applications and programming languages. These disruptions adversely affect the performance of the current academician and student. In order to eliminate this negative effect, the renewal of existing computers under conditions suitable for today's technology will positively affect the performance of both students and academicians and contribute to the increase of both department and university quality.

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**7.2.** Appropriate infrastructure should be in place that allows students to engage in extracurricular activities, meets their social and cultural needs, creates an environment for professional activities, supports their professional development, and revitalizes student-faculty relations.

Within the scope of the program, apart from education and training activities, club activities are carried out that include desktop applications, games and robotics studies that will strengthen the relationship between the student and the instructor.

**7.3.** Programs should provide students with facilities to learn to use modern engineering tools. Computer and informatics infrastructures should be sufficient for the scientific and educational studies of students and faculty members in a way that supports the educational objectives of the program.

Before the use of technological devices in the program, information about these devices and electronic systems is provided by the relevant academic staff.

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**7.4.** The library facilities offered to the students should be at a sufficient level to achieve the educational objectives and program outcomes.

Within the scope of the educational activities offered in the program, the university, central and school libraries are at a level that can meet the needs of students at a sufficient level.

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**7.5.** Necessary security measures should be taken in the teaching environment and student laboratories. Infrastructure arrangements should be made for the disabled.

The quality of the training provided within the scope of the program necessitates practice in a laboratory environment. In this way, necessary security measures are taken in laboratories. In addition, there are some special arrangements according to the disability status of the student during the

education of disabled students and studies are planned to further develop these regulations.

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## 8. INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES

**8.1.** The administrative support, constructive leadership, financial resources and distribution strategy of the university should be at a level that ensures the quality of the program and its sustainability.

Within the scope of the program, the necessary materials for the arrangement of laboratories and classrooms are provided by the university, and apart from these, no resource request is made from the university administration.

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**8.2.** Resources must be sufficient to attract, retain, and sustain a qualified teaching staff.

Since we are a program affiliated with a State University, our budget is limited. Human resources management strategies are planned according to the norms, number of staff and appointment criteria created by the units within the personnel department and strategy department of our institution, and their follow-up is carried out by our rectorate and general secretariat. The salaries and additional course fees of the program instructors are covered from the budget of Kelkit Aydın Doğan Vocational School, and the revolving fund revenues are covered by the Revolving Fund budget of the Rectorate. The salaries of faculty members are calculated by looking at the civil servant law no. 657 and the law no. 2547 on the calculation of academic staff salary fees. The additional course fees of the instructors are regulated in accordance with the Additional Course Procedures and Principles of the Law No. 2547. In order for the academic staff to continue their professional development, the participation of the academic staff in national and international scientific meetings is supported every year. Teaching...

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**8.3.** Sufficient funds should be provided to procure, maintain and operate the infrastructure required for the program.

Apart from the materials required for the arrangement of laboratories and classrooms within the scope of the program, the financial resources related to the purchase of up-to-date materials required for the club activities carried out to support education can be met at a certain level with the support of the academic staff and the university. Increasing this support will contribute to the development and success of students with more up-to-date and innovative club activities.

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**8.4.** Support staff and organizational services must be provided to meet program requirements.

Technical and administrative staff should be of the number and quality to support the achievements of the program.

In order for the program to function effectively and qualitatively, it is necessary to increase the number of academic staff in order to increase the quality of education.

https://kelkitaydindoganmyo.gumushane.edu.tr/tr/sayfa/personel/idari-birimler/

## 9. ORGANIZATION AND DECISION MAKING PROCESSES

**9.1.** The organization of the higher education institution and all decision-making processes within and between the rectorate, faculty, department and other sub-units, if any, should be organized in a way that supports the realization of the program outputs and the achievement of educational objectives.

 $\frac{https://kelkitaydindoganmyo.gumushane.edu.tr/tr/sayfa/personel/orginazasyon-\%C5\%9Femas\%C4\%B1/$ 

https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2547.pdf

## 10. SPECIFIC CRITERIA OF THE PROGRAM

**10.1.** Program Specific Criteria must be provided.

With the course content planned within the scope of the program, education is provided at the level of knowledge, skills and practice. The data obtained and the feedback provided through the courses and laboratory studies based on knowledge and skills and the internship program based on practice provide a criterion for evaluating the quality and functionality of the education provided.

https://kelkitaydindoganmyo.gumushane.edu.tr/tr/sayfa/b%C3%B6l%C3%BCmler-1/bilgisayarteknolojileri-b%C3%B6l%C3%BCm%C3%BC/?birim=bilgisayar-programciligi-programi

https://obs.gumushane.edu.tr/oibs/bologna/index.aspx?lang=tr&curOp=showPac&curUnit=12&curSunit=5192

## **CONCLUSION**

The program aims to train technician-level personnel in the field of information and technology with the training curriculum planned to realize the determined training objectives and program outputs and to close the gap in the public and private sectors with these personnel. Planned training activities are carried out on the basis of knowledge, skills and practice. During the process, the education process is reviewed with the feedback received from the students and the necessary improvement studies are carried out if necessary.