



# **GAZİANTEP UNIVERSITY FACULTY OF THEOLOGY**

## **QUALITY MANUAL**



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**GAZIANTEP UNIVERSITY**

**FACULTY OF THEOLOGY**

**QUALITY MANUAL**

Gaziantep – 2025

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## A. QUALITY ASSURANCE SYSTEM

### A.1. Mission and Strategic Objectives

#### A.1.1. Mission, Vision, Strategic Goals, and Objectives

The mission and vision of our Faculty are determined by the decision of the [Faculty Administrative Board](#) in alignment with the [mission and vision of Gaziantep University](#) and are published on the [official website](#). All activities of the Faculty are carried out in accordance with this mission and vision. The mission and vision of the Faculty were updated by the [decision of the Faculty Administrative Board dated 17/12/2024 and numbered 39](#), and the [strategic goals and objectives](#) were updated by the decision of the [Academic Board dated 31/01/2025](#). The mission, vision, strategic goals, and objectives are also included in the Quality Manual and are updated periodically.

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#### ***Mission:***

*The mission of the Faculty of Theology is to educate qualified individuals capable of comprehensively evaluating religious and cultural heritage, interpreting the present and future by thoughtfully considering the past of human life, developing effective and lasting solutions to problems, and conducting research that meets national and international standards.*

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## ***Vision:***

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*The vision of the Faculty is to become an institution that trains well-equipped academics and students adhering to scientific standards and academic criteria in the field of religion, and aims to produce solutions aligned with contemporary religious, social, and ethical needs, while effectively disseminating knowledge and values at national and international levels.*

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## **Strategic Goals and Objectives:**

Within the framework of our Faculty's 2025–2029 Strategic Plan, strategic objectives have been established to support academic, educational, institutional, and societal development. In this context, the goals include enhancing the quality and quantity of academic research, supporting educational programs through innovative methods, fostering the social and academic development of students, strengthening institutionalization and quality assurance, and improving the services provided to society.

### **Goal 1: Continuously Improving the Services and Activities in the Faculty Based on Quality Principles, Increasing Student and Academic Staff Satisfaction, and Making Educational Processes More Efficient.**

- **Strategic Objective 1:** To continuously improve the faculty's services and activities in accordance with quality principles, to develop educational processes with innovative methods, and for the faculty management to adopt a strategy focused on continuous improvement.

### **Goal 2: Enhancing the Socio-Cultural and Academic Development of Students**

- **Strategic Objective 1:** To broaden our students' perspectives in various directions. To organize activities to ensure the personal and social development of students.
- **Strategic Objective 2:** To encourage our students to conduct scientific research.

### **Goal 3: Providing Qualified Education Within the Framework of Universal Values**

- **Strategic Objective 1:** To increase the use of new approaches, techniques, and tools (innovative teaching technologies) in education and training programs, and to adapt learning environments accordingly.

- **Strategic Objective 2:** To implement systematic approaches to develop students' learning approaches and academicians' teaching competencies.

#### **Goal 4: Increasing the Quantity and Quality of Scientific Research**

- **Strategic Objective 1:** To strengthen the professional experience of the academic staff by increasing the number of participations of faculty members in national and international scientific events, ensuring participation in at least 41 scientific events in 2025, at least 43 in 2026 and 2027, at least 46 in 2028, and at least 47 in 2029.
- **Strategic Objective 2:** To encourage academic collaborations that will strengthen the research culture and to ensure inclusion in international research networks.
- **Strategic Objective 3:** To raise the faculty journal to sustainable academic quality standards by increasing the number of indexes scanning the journal to at least 8 in 2025 and 2026, at least 9 in 2027 and 2028, and at least 10 in 2029, in order to **increase its national and international academic visibility.**

#### **Goal 5: Improving the Services Offered to Society**

- **Strategic Objective 1:** To strengthen collaboration, partnerships, and coordination with our faculty's internal and external stakeholders.
- **Strategic Objective 2:** To increase students' practical experience in institutions providing religious services.
- **Strategic Objective 3:** To contribute to the identification and solution of regional problems in cooperation with relevant institutions, primarily the Gaziantep Provincial Mufti's Office, the Gaziantep Provincial Directorate of National Education, and NGOs.
- **Strategic Objective 4:** To ensure that research activities are transformed into outputs addressing social problems and public benefit.
- **Strategic Objective 5:** To increase the number of academic activities responding to social problems, raising the number of activities academic staff participate in within the scope of societal contribution to at least 35 in 2025, at least 36 in 2026 and 2027, at least 39 in 2028, and at least 40 in 2029.
- **Strategic Objective 6:** To increase the number of social responsibility projects carried out within the scope of protocols made with the Governorship and other public institutions, reaching at least 23 social responsibility projects carried out by the faculty in 2025 and 2026, at least 28 in 2027 and 2028, and at least 32 in 2029.

## **Goal 6: Becoming an Effective, Respected, and Innovative Research Faculty in National and International Arenas**

- **Strategic Objective 1:** To increase the university's research and innovation outputs through qualified and high-quality publications.
- **Strategic Objective 2:** To increase knowledge production through national and international qualified projects, alongside scientific and artistic activities.
- **Strategic Objective 3:** To increase international mobility within the scope of exchange programs such as Erasmus and Mevlana.
- **Strategic Objective 4:** To expand cooperation with international institutions.

## **Goal 7: Strengthening Institutionalization and Institutional Culture**

- **Strategic Objective 1:** To bind at least 60% of internal business and service processes to written procedures and workflow charts by the end of 2025; to make all procedures accessible via the website and increase the service satisfaction rate to at least 60% in annual surveys.
- **Strategic Objective 2:** To organize at least 3 professional development trainings and at least 2 social/institutional belonging events for academic and administrative staff in 2025; to ensure at least 60% participation in these events.
- **Strategic Objective 3:** To prepare the self-assessment report for faculty accreditation by December 2025, complete at least 76% of the missing criteria, and make the official application to the relevant institution.
- **Strategic Objective 4:** To conduct satisfaction and feedback surveys for students, academic staff, and external stakeholders at least once a year in 2025; to carry out at least 2 improvement activities in line with the data obtained.
- **Strategic Objective 5:** To link at least 70% of expenditures to strategic plan objectives in the 2025 budget planning; to keep the budget realization rate above 85% at the end of the year and to create at least 1 alternative external financing source.

Our Faculty's strategic plan presents a broad and holistic vision encompassing academic, educational, institutional, and societal development. The plan focuses on key areas such as enhancing the quality of academic research, improving educational processes, contributing to student development, strengthening institutional structure, and advancing

services aimed at society. Each strategic goal is concretized through specific objectives, thereby ensuring the sustainability of academic progress.

With regard to education and training processes, innovative teaching methods are adopted to enhance the pedagogical competencies of academic staff. The aim is to involve students more effectively in learning processes by integrating technological resources into educational environments, thereby offering an active and participatory learning experience. In addition to their academic development, students are also supported socially and culturally, contributing to both their individual and societal growth.

In line with the objective of strengthening the institutional structure and promoting institutionalization, the Faculty aims to prepare for accreditation processes, improve service quality, and foster a sense of institutional belonging. By establishing a dynamic structure that emphasizes continuous improvement and prioritizes quality, the academic and administrative staff are enabled to work more efficiently.

In this context, our Faculty continues its academic activities with the vision of becoming an effective, reputable, and innovative research faculty at both national and international levels. The quality of academic publications is enhanced through the journal published within the Faculty, and the participation of academic staff in international research is encouraged. Furthermore, in order to support the social, cultural, and academic development of students, a comprehensive development environment is created through the organization of various conferences, panels, projects, and events

The strategic objectives and goals of our faculty are determined within five-year planning periods, taking into account the university's strategic plan and institutional priorities. During this process, the contributions of academic and administrative units and the opinions of internal and external stakeholders are taken into consideration; the feedback obtained contributes to ensuring that the goals are realistic, measurable, and sustainable. The level of implementation of the defined goals and objectives is regularly monitored through performance indicators and recorded through the institutional information management system. Monitoring and evaluation results are periodically reported by the relevant committees, comprehensively evaluated by the Unit Quality and Accreditation Committee, and submitted to the Dean's Office. The Dean's Office ensures the continuity of the strategic management process and the effectiveness of the quality assurance cycle by making the necessary improvements based on these evaluations and stakeholder feedback.

Subject	Mission, Vision, Strategic Goals and Objectives
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, STRATEGIC PLAN PREPARATION COMMISSION
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Administrative Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial and District Mufti Offices Graduated Students
International Stakeholders	International Advisory Board
Application Areas	Academic and Administrative Staff, All Faculties
Monitoring Mechanisms	In-person or online meetings, focus group discussions, surveys.
Performance Indicators	Meeting reports, Survey data, Focus group interview results, Strategic performance indicators changing over the years
Evaluation and Improvement Date	Every five years or as deemed necessary.
Place on the Information System	GAU Faculty of Theology Website, Electronic Document Management System (EBYS), GAU Cloud System

#### A.1.2. Policies on Quality Assurance, Education and Training, Research and Development, Societal Contribution, and Governance

The Faculty of Theology at Gaziantep University adopts a student-centered educational approach, aiming to cultivate well-equipped individuals at both national and international levels. Innovative methods that promote access to knowledge, critical thinking, and inquiry-based learning are implemented. Educational processes are planned and continuously improved with a quality-oriented perspective (See Objective 1 - Strategic Goal 1, See Objectives 2, 3).

Our Faculty carries out its activities in alignment with established [policies](#) in the fields of education and training, research and development, societal contribution, institutional governance, quality assurance, and internationalization. When necessary, these policies are revised during meetings of the [Academic Board](#). In accordance with the [university's overall quality policies](#), the Faculty's vision, mission, strategic goals, and performance indicators are determined. These policies are shared with stakeholders via the university's official website and are included in both the Quality Manual and the Strategic Plan. Following the defined strategic goals, the Faculty organizes and implements all its activities in accordance with these policies.

### **Quality Policies**

#### **A. Education and Training Policy**

1. **Student-Centered Approach:** To adopt an educational model that supports the academic and personal development of students, fostering their critical thinking and analytical skills.
2. **Lifelong Learning:** To equip students not only with professional knowledge but also with lifelong learning skills, encouraging their scientific, cultural, and spiritual development.
3. **Compliance with International Standards:** To continuously enhance quality by aligning educational processes with national and international academic standards.
4. **Education Focused on Community Service:** To educate students as individuals who act with social responsibility and uphold ethical values, ensuring their integration with society.
5. **Continuous Improvement and Quality Management:** To establish a system that evaluates educational processes with stakeholder involvement, addresses deficiencies, and aims for ongoing development.

#### **B. Research and Development Policy**

1. **Ethical Principles:** To strictly adhere to scientific ethical standards—such as honesty, impartiality, objectivity, confidentiality, and respect for intellectual property rights—in all research and development activities, ensuring transparency and accountability throughout research processes.
2. **International Collaboration and Participation:** To strengthen international academic collaborations, promote participation in global research networks, and support involvement in research projects abroad.
3. **Providing Inclusive Educational and Research Opportunities:** To offer students in our Faculty access to quality research opportunities, supporting their engagement in research processes and enhancing their scientific thinking skills.

4. **Encouragement of Interdisciplinary Studies:** To conduct interactive research not only within various fields of theology but also in cooperation with other disciplines such as social sciences and natural sciences, and to support interdisciplinary projects.

5. **Organizing Continuous Education and Research Programs:** To organize ongoing training and seminars for researchers in order to keep up with scientific advancements and encourage the use of innovative research methodologies.

6. **Conducting Innovative and Pioneering Research for the Future:** To carry out forward-looking, innovative, and pioneering studies in response to the evolving global context and the theological needs of society.

### **C. Societal Contribution Policy**

1. To conduct studies aimed at addressing and resolving issues faced by society.

2. To shape community service policies through the participation of stakeholders.

3. To encourage and support academic staff and students to participate in community-oriented service activities.

4. To disseminate the results of scientific studies to the public and organize academic and social events open to the community.

5. To effectively utilize mass communication tools in order to enhance public knowledge on religious matters.

### **D. Institutional Management and Development Policy**

1. To consider compliance with quality standards and procedures as a fundamental requirement in the process of institutional development.

2. In line with the principle of transparent governance, to share decisions made in consultation with internal and external stakeholders with the public.

3. To closely monitor national and international developments and standards.

4. To aim for the widespread adoption of a strong management culture and a sense of institutional belonging

5. To monitor the performance of academic and administrative staff in line with the institution's mission and vision, and to support them by providing equal opportunities, as well as fair promotion and empowerment.

6. To increase institutional visibility by providing information about institutional activities through effective communication tools.

7. To ensure a healthy and safe environment for staff and students through the implementation of occupational health and safety practices.

### **E. Quality Policy**

1. To establish a sustainable culture of quality within the Faculty.
2. To continuously improve services and activities in accordance with quality principles.
3. To carry out initiatives aimed at enhancing the satisfaction of internal and external stakeholders.
4. To adhere to the principles of transparency, accountability, and innovation.
5. To ensure a safe, healthy, and peaceful working environment.

#### **F. Internationalization Policy**

1. To enhance the national and international recognition of the Faculty of Theology.
2. To strengthen collaboration with other institutions providing theological education at the international level.
3. To elevate undergraduate and graduate education to a more effective position on the global stage.
4. To encourage the participation of students and academic staff in international exchange programs.
5. To organize international symposiums, workshops, and other academic events while increasing the number of international participants in these activities.
6. To support the publication of academic works by Faculty members in foreign languages through internationally recognized publishing houses, and to promote the publication of their articles in journals indexed in international databases.
7. To make the Faculty a preferred institution for international students.
8. To implement continuous improvements aimed at achieving internationalization goals.

Quality assurance, education and training, research and development, social contribution, and management system policies are developed, implemented, and continuously improved under the coordination of the Dean's Office at our faculty. The process is shaped in line with the decisions and guidance of the Faculty Management Board and the Academic Board, and is monitored and evaluated by the Unit Quality and Accreditation Commission within the scope of the quality assurance system. The Education and R&D Commission is responsible for strengthening research activities, primarily through the development of education and training processes. The Stakeholder Relations and Social Contribution Commission contributes to the process by being responsible for developing social contributions and stakeholder collaborations. The results of the implementation are monitored through performance indicators, activity reports, surveys, and stakeholder feedback; the data obtained is recorded through the institutional information management system and reported regularly. The evaluation results are discussed in the relevant committees, necessary improvements are

planned, and policy implementations are periodically updated within the framework of quality assurance. Thus, all policy areas in our faculty are managed in a sustainable manner with a holistic quality management approach.

<b>Subject</b>	<b>Policies on Quality Assurance, Education and Training, Research and Development, Societal Contribution, and Governance</b>
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission,
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Administrative Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education, Gaziantep Provincial and District Mufti's Offices, Graduate Students
International Stakeholders	International Advisory Board
Application Areas	Academic and Administrative Staff, Entire Faculty
Monitoring Mechanisms	Meetings, Surveys, Focus group interviews
Performance Indicators	Meeting reports, Survey data, Focus group interview results, Strategic performance indicators varying by year, Percentage of realization of strategic goals including education and training activities, Percentage of realization of strategic goals including Research and Development activities, Percentage of realization of strategic goals including Societal Contribution activities.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN FACULTY OF THEOLOGY WEBSITE, EBYS, GAUN CLOUD SYSTEM

### A.1.3. Institutional Performance Management

In our Faculty, institutional performance management is monitored in accordance with the Quality Manual and [Strategic Plan](#) following the plan's periodic timeline. Processes are planned and implemented in accordance with the procedures and principles set by the Higher Education Quality Council, within the framework of our mission, [Mission, vision, strategic goals and objectives](#).

To ensure institutional quality management, the [Faculty Board](#) has established the [Quality and Accreditation Commission, the Education and R&D Commission and the Stakeholder Relations Commission](#). Each commission and board determines and monitors its own performance, with processes being regularly tracked.

[Academic Board Meetings are held with the participation of the Rector, Dean, and Vice Deans, during which performance indicators are evaluated.](#) Our Faculty continuously enhances institutional performance management, thereby improving the efficiency of education and research processes.

Subject	Institutional performance management
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Administrative Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education, Gaziantep Provincial and District Mufti's Offices, Graduate Students
International Stakeholders	International Advisory Board
Application Areas	Academic and Administrative Staff, All Faculty
Monitoring Mechanisms	Meetings, Surveys, Focus group interviews
Performance Indicators	Meeting reports, Survey data, Focus group interview results, Strategic performance indicators varying by year, Percentage of realization of strategic goals including education-training activities, Percentage of realization of

	strategic goals including Research-Development activities, Percentage of realization of strategic goals including Social Contribution activities.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN THEOLOGY WEBSITE, EBYS (Electronic Document Management System), GAUN CLOUD SYSTEM

## A.2. Internal Quality Assurance

Our Faculty implements internal quality management in alignment with the Quality Development Coordination of our University, ensuring that all workflows related to quality are conducted in accordance with the Quality Manual, which is prepared in line with the Gaziantep University Strategic Plan. The key areas outlined in the Quality Manual, such as education and training, R&D activities, societal engagement, management systems, and internationalization, are determined by the Faculty Quality and Accreditation Commission and implemented in collaboration with the Faculty administration. The activities carried out are regularly evaluated and continuously developed with a focus on continuous improvement.

### A.2.1. Quality Commission

At our faculty, Quality and Accreditation Committees are established by the dean's office in accordance with the relevant provisions of the "Higher Education Quality Assurance Regulation." Quality processes at our faculty are carried out by the Dean and the Unit Quality and Accreditation Committee, along with other subcommittees, under the coordination of the University Quality Development Coordination Office within the framework of the total quality approach.

The quality processes within our Faculty are carried out under the total quality management approach and coordinated by one of the Vice Deans, in collaboration with the University's Quality Development Coordination and the Faculty Quality/Accreditation Commissions. Reports prepared regarding the operation of the processes are evaluated during meetings chaired by the Dean, where new strategies are developed. Additionally, representatives of the Quality and Accreditation Commissions hold regular meetings to ensure the smooth progress of the process and review the ongoing activities. The definitions and responsibilities of the boards and commissions are shared with the public on our Faculty's

website. Our Faculty's boards and commissions hold regular meetings within the scope of quality processes to make decisions regarding the determination of goals.

The committees established within our faculty do not have equivalent structures but operate within a specific hierarchy and coordination relationship. Within this structure, the Faculty Council and Academic Council, which are affiliated with the Dean's Office, serve as the umbrella bodies; all committees operating within the faculty report their work and decisions to these councils. The Unit Quality and Accreditation Committee monitors and evaluates the activities of other committees from a quality assurance and accreditation perspective and submits the results to the higher committees affiliated with the Dean's Office. Commissions are formed based on expertise, experience, and competence appropriate to their areas of responsibility. In this context, the Education and R&D and Measurement and Evaluation commissions are selected primarily from among faculty members with knowledge and experience in educational sciences, measurement and evaluation, research methods, and academic publication processes. The Stakeholder Relations and Social Contribution Committee is composed of academic staff with experience in communication and cooperation with public institutions and local stakeholders, primarily civil society organizations in Gaziantep. The Unit Quality and Accreditation Committee is formed of academic staff with management experience, who have been involved in accreditation processes and have experience in quality coordination, with the aim of ensuring the effective implementation of quality assurance and accreditation processes within the faculty.

The duties of our commissions actively involved in the quality and accreditation process are outlined as follows:

#### **Quality and Accreditation Commission**

In line with the vision-mission, strategic plan, and objectives of our Faculty, and within the framework of the procedures and principles set by the Higher Education Quality Council, as well as in accordance with the principles of the Theology Accreditation Agency (TAA), the commission evaluates the accreditation process and the current status of our Faculty. It plans and implements activities to closely monitor the process and improve its quality. The commission meets at least two times a year.

#### **Duties:**

- Leads the necessary activities to prepare the Unit Self-Evaluation Report for the accreditation process. Establishes the foundation for determining the commissions and boards required for the accreditation process and makes suggestions to the relevant boards and commissions.

- Ensures the coordination of the commissions and boards involved in the accreditation process.
- Periodically reviews the reports of the accreditation commissions and boards, evaluates them within the context of processes and continuous improvement, and archives them.
- Monitors, evaluates, and improves quality and accreditation activities.
- Contributes to the update of the institution's mission, vision, and policies.
- Ensures the monitoring, archiving, and updating of activities on the website.

#### **Education and R&D Commission**

The faculty aims to enhance the quality of education, teaching, research, and development activities in accordance with its vision, mission, strategic plan, and objectives, following the procedures and principles established by the Higher Education Quality Council and in line with the principles of the IAA. The Commission conducts monitoring, evaluation, and improvement activities aimed at developing the quality of education programs and learning-teaching processes, strengthening student-centered education, and increasing the effectiveness of R&D activities at the faculty. In this context, it develops quality-enhancing recommendations by taking into account the data obtained by the measurement and evaluation commission and the opinions and suggestions of internal and external stakeholders. The Commission conducts the necessary evaluations to ensure the continuous improvement of education and R&D processes, shares improvement recommendations with the relevant units, and monitors their implementation. The Commission meets twice (2) a year. them to contribute to the process when necessary. It convenes twice a year.

#### **Duties:**

- Identifies the need for curriculum updates and improvements and develops recommendations.
- Conducts monitoring and evaluation studies aimed at improving the quality of education and teaching processes.
- Presents recommendations for improving educational quality, taking into account feedback from students and academic stakeholders.
- Collaborates with relevant units to continuously improve education and R&D activities.
- Monitors the effectiveness of R&D activities at the faculty and develops improvement recommendations for their enhancement.
- Conducts evaluations aimed at improving the quality of research projects, scientific publications, and academic outputs.

- Contributes to the development of R&D processes, ensuring their alignment with the faculty's strategic goals.

### **Stakeholder Relations and Social Contribution Commission**

In line with the vision and mission, strategic plan, and objectives of our Faculty, and within the framework of the procedures and principles determined by the Higher Education Quality Council and the principles of the Theology Accreditation Agency (TAA), this commission strengthens the ties between the institution and its internal and external stakeholders and contributes to quality improvement within the framework of stakeholder satisfaction. It convenes with stakeholders twice a year.

#### **Duties:**

- Provides suggestions for improving the academic advising system based on student–advisor communication.
- Organizes meetings with selected student stakeholders at the end of the academic year to gather feedback and improvement suggestions.
- Prepares reports containing suggestions for infrastructure improvements in line with the criteria of the Theology Accreditation Agency (TAA).
- Develops practices to identify the expectations and suggestions of internal and external stakeholders.
- Contributes to the necessary activities for preparing the Self-Evaluation Report during the accreditation process.
- Organizes and ensures the sustainability of social contribution activities to be carried out within the Faculty, in line with strategic planning.
- Monitors and evaluates the effectiveness and efficiency of social contribution activities and conducts continuous improvement processes.

### **Strategic Planning Commission**

In line with the faculty’s mission, vision, and strategic objectives, and within the framework of the procedures and principles determined by the Higher Education Quality Council and the principles of the Theology Accreditation Agency (TAA), this commission prepares the strategic plan and contributes to enhancing institutional quality. It convenes every five years or as needed

#### **Duties:**

- Prepares and develops the Faculty’s strategic plan in accordance with the “Regulation on the Procedures and Principles Regarding the Plans, Performance Programs, and Activity

Reports to be Prepared by Public Administrations” and within the framework of our University’s Strategic Plan.

- Ensures the identification of the Faculty’s strategic goals and objectives.
- Prepares the Strategic Plan every five years or whenever a revision is needed.
- Reports the Faculty’s strategic planning regulations to the University Rectorate.
- Carries out other relevant tasks assigned by the Dean’s Office.

**Measurement and Assessment Commission**

In line with the faculty’s mission, vision, strategic plan, and objectives, and within the framework of the procedures and principles determined by the Higher Education Quality Council and the principles of the Theology Accreditation Agency (TAA), this commission prepares the necessary surveys, conducts analyses, and contributes to improving institutional quality. It convenes twice a year.

**Duties:**

- Plans, conducts, and evaluates survey activities related to its field within the framework of the Faculty’s strategic plan.
- Determines the necessary strategies and measures to ensure that survey activities are carried out in accordance with quality standards and to enhance their quality, and submits these to the Faculty Executive Board.
- Prepares an evaluation report for the Dean’s Office based on the analyses and results of the survey activities.
- Archives information and documents related to survey activities.
- Organizes term-based meetings with commission members within the scope of quality work, makes the necessary preparations for meetings, participates, and cooperates with other commissions during these processes.
- Contributes to the preparation of the Strategic Plan, Quality Manual, and Unit Self-Evaluation Report.
- Carries out other related tasks assigned by the Dean’s Office.

Subject	Quality Commission
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission
Initial Planning Date	December 2024

Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial and District Mufti Offices Graduated Students
International Stakeholders	International Advisory Board
Application Areas	All Faculty
Monitoring Mechanisms	Meetings, Surveys, Focus Group Discussions
Performance Indicators	The number of meetings held by the commissions as determined annually, the number of meetings held with stakeholders, the number of surveys and data collection activities carried out, Coordination between commissions and the effectiveness of processes.
Evaluation and Improvement Date	December-June
Place on the Information System	GAU Faculty of Theology Website, Electronic Document Management System (EBYS), GAU Cloud System

#### A.2.2. Internal Quality Assurance Mechanisms (PDCA Cycles, Timeline, Structure of Academic and Administrative Units)

Internal quality assurance in our faculty is provided through the Quality and Accreditation Committees established by the Dean's Office, and processes are carried out in accordance with the Quality Manual and Strategic Plan. Within the framework of total quality management, processes are continuously improved by applying PDCA cycles (Plan, Do, Check, Act); the Self-Assessment Report and Quality Manual are regularly updated. Five main commissions have been established for the effective management of quality and accreditation processes. The Unit Quality and Accreditation Commission supervises the activities of other commissions, coordinates the implementation of quality standards, and submits the necessary reports to the Dean's Office.

The faculty's academic structure consists of the departments of Basic Islamic Sciences, Philosophy and Religious Sciences, and Islamic History and Arts, organized into main fields and subfields of study. while the administrative structure consists of the Faculty Secretary, Personnel Affairs, Incoming and Outgoing Documents, Student Affairs, Salary and Accruals, Movable Property Records, Department Secretariats, and Support Services units. The Dean's Office involves academic and administrative units as internal stakeholders in quality processes; in this context, face-to-face meetings, department meetings and general meetings, satisfaction surveys, e-mail and Gaziantep University Electronic Document and Document Management System (EBYS) are used as information and feedback mechanisms. At the end of each academic year, department meetings are held to create target action plans, monitor performance indicators, and prepare Internal Evaluation Reports. In collaboration with our University's Quality Development Coordination, data analysis, archiving, and follow-up studies are carried out through management information systems. This system ensures that quality assurance processes, education and training, research and development, and social contribution activities in our faculty are managed in an integrated, sustainable manner and in accordance with IAA standards.

<b>Subject</b>	Internal Quality Assurance Mechanisms (PDCA Cycles, Timeline, Structure of Academic and Administrative Units)
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education (MEM), Gaziantep Provincial and District Mufti's Offices, Graduate Students
International Stakeholders	International Advisory Board
Application Areas	Entire Faculty
Monitoring Mechanisms	Commission Meetings, Activity Reports, Surveys
Performance Indicators	Focus Group Discussion Data, Meeting Reports, Activity Report Results, Survey Results
Evolution and Improvement Date	December-June
Place on the Information System	GAUN THEOLOGY WEBSITE, EBYS (Electronic Document Management System), GAUN CLOUD SYSTEM

### A.2.3. Leadership and Quality Assurance Culture

The faculty management provides leadership to ensure that the quality policy determined in line with the institution's vision, mission, and strategic objectives is embraced by all employees and becomes an integral part of the institutional culture. Quality objectives are defined in alignment with strategic goals, and the processes of planning, implementation, monitoring, and improvement are assured within the framework of the PDCA (Plan-Do-Check-Act) cycle.

Adopting a management approach that prioritizes the satisfaction of internal and external stakeholders, the faculty carries out activities aimed at strengthening and sustaining its

institutional reputation, while promoting a governance approach based on ethical values, social responsibility, and transparency. All employees are informed of the necessity to meet the expectations of service recipients in compliance with relevant legislation, and this understanding is embedded as part of the institutional culture.

The adequacy of human resources, physical infrastructure, and working environment conditions is reviewed on a regular basis. Efforts to enhance staff competencies are supported. Faculty management promotes activities that are sensitive to society and the environment and implements practices that reinforce a culture of collaboration within the institution.

Personnel performance is monitored periodically, and necessary improvement actions are taken in line with the results obtained. Through this approach, a quality assurance culture based on continuous improvement is established within the faculty and its sustainability is ensured.

Activities related to the establishment and sustainability of leadership and quality assurance culture are monitored and evaluated by the Unit Quality and Accreditation Commission. The Commission reviews data related to quality assurance processes during meetings held in June and December and reports the findings within a comprehensive evaluation framework. The resulting evaluation outputs are submitted to the Dean's Office. Taking these reports and stakeholder feedback into consideration, the Dean's Office plans and implements improvement actions aimed at enhancing the quality assurance system.

<b>Subject</b>	<b>Leadership and Quality Assurance Culture</b>
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial and District Mufti Offices Graduated Students
International Stakeholders	International Advisory Board
Application Areas	All Faculty

Monitoring Mechanisms	Meetings, Surveys, Focus Group Discussions
Performance Indicators	Administrative staff satisfaction survey results Academic staff satisfaction survey results Student satisfaction survey results Academic Board Meeting Minutes.
Evaluation and Improvement Date	At the end of each year
Place on the Information System	GAU Faculty of Theology Website, Electronic Document Management System (EBYS), GAU Cloud System

### A.3. Stakeholder Participation

#### A.3.1. Participation of Internal and External Stakeholders in Quality Assurance, Education and Teaching, Research and Development, Community Contribution, Management, and Internationalization Processes

Our faculty has a Stakeholder Relations and Community Contribution Committee. This committee strengthens communication with external stakeholders, fosters collaboration with non-governmental organizations, increases the faculty's visibility, ensures more effective use of social media accounts, and manages community contribution processes.

Our faculty determines its long-term goals within the framework of total quality management, prioritizing stakeholder participation and conducting quality assurance processes accordingly. This capability involves systematically considering and comprehensively presenting the views and suggestions of stakeholders, the results of meetings, and focused group analyses. Stakeholder participation in the commissions established to implement quality policies for education and training programs and to develop new strategies is not limited to the areas of Education and R&D, Stakeholder Relations, and Social Contribution; internal and external stakeholders are actively involved in the work of all commissions within the faculty. In this context, the contributions of academic and administrative staff working at different universities abroad are sought in the International Advisory Board, which was established to support internationalization processes. In addition, representatives of the Provincial Directorate of National Education and the Provincial Mufti's Office, as well as graduate students, play an active role in the relevant committees and contribute to the education and training, research and

development, and social contribution processes with their opinions and suggestions. The work carried out and decisions taken by the committees are regularly monitored and presented to the Faculty Academic Council, ensuring that the quality assurance cycle is maintained with a continuous improvement approach.

In alignment with the total quality approach, our faculty considers stakeholder participation as a fundamental element when setting long-term goals and manages the process accordingly. In this context, a Stakeholder Analysis List has been created. The Education and R&D Committee and the Stakeholder Relations and Community Contribution Committee have been established to implement quality policies related to educational programs and develop new strategies. The decisions taken through these processes are presented to the Faculty Administrative Board.

Student representation is ensured in the relevant committees and boards, and their opinions are included in the processes. Furthermore, to support the Quality Commission and enhance the sustainability of the quality assurance system, all academic and administrative staff are involved in the process.

Our faculty aims to contribute to improvement processes by gathering the opinions of academic and administrative staff and students through university-wide surveys. Satisfaction surveys are conducted in administrative units and surveys are conducted for internal and external stakeholders to ensure effective monitoring of process management. In academic units, student evaluation surveys are conducted regarding teaching and learning processes, and the data obtained is shared with academic unit managers and relevant academic staff.

The participation of external stakeholders in decision-making processes is facilitated through informational meetings and mutual correspondences. Additionally, our faculty regularly conducts external stakeholder satisfaction surveys to gather their opinions. The [suggestion and complaint form](#) available on our faculty's website is actively used to collect feedback from stakeholders.

Our faculty works to strengthen infrastructure opportunities through collaboration with public and private sector organizations in areas such as education and teaching processes, scientific research projects, and social and cultural activities.

Various efforts are made to strengthen communication with alumni. Alumni day events, organized within this framework, aim to share feedback received from alumni with current students and to create success stories. In addition, regular annual meetings are held with alumni to gather their opinions and contribute to the processes. Furthermore, a WhatsApp group

exclusively for alumni exists. Managed by an academic staff member, this platform is used to share announcements regarding job and career opportunities, while regularly collecting and incorporating feedback and opinions from alumni into relevant processes.

<b>Subject</b>	Participation of Internal and External Stakeholders in Quality Assurance, Training and Education, Research and Development, Social Contribution, Management and Internationalization Processes
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, Stakeholder Relations and Community Contribution Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education, Gaziantep Provincial and District Mufti Offices Graduated Students
International Stakeholders	International Advisory Board
Application Areas	All Faculty
Monitoring Mechanisms	Meetings, Surveys, Focus Group Discussions
Performance Indicators	Number of Annual Meetings with Internal and External Stakeholders Focus Group Interview Data, Meeting Reports, Academic Staff Satisfaction Rate Administrative Staff Satisfaction Rate Student Satisfaction Rate
Evaluation and Improvement Date	December-June

Place on the Information System	GAU Faculty of Theology Website, Electronic Document Management System (EBYS), GAU Cloud System, Social Media Accounts
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## A.4. Internationalization

### A.4.1. Internationalization Policy

Our faculty continues its internationalization efforts in accordance with the Gaziantep University Internationalization Policy Document and its own internationalization policies. Student and academic staff exchanges are carried out within the scope of programs such as the Bologna Process, Erasmus-Erasmus+, Mevlana, Farabi, and Turkish Scholarships; our academics participate in international academic activities and cooperation protocols are signed (Goal 6, Target 3 – Goal 6, Target 4 – Goal 4, Target 1). Each year, our faculty accepts a certain number of foreign students, contributing to the promotion of Turkish and regional values, and organizes orientation programs for the adaptation process of incoming students (Goal 5, Target 1 – Goal 2, Target 1). To increase publications and scientific activities at the international level, our faculty journal is indexed in international databases, and the publication of our academics' works in foreign languages is supported (Goal 4, Target 3 – Goal 6, Target 1).

Furthermore, our faculty expanded its international cooperation network in 2019 by establishing the Faculty of Islamic Sciences in Azaz, Syria, as the first university to open a program abroad (Goal 6, Target 2 – Goal 5, Target 3). Additionally, an International Student Coordination Office has been established within our faculty, headed by a foreign faculty member; students participate as stakeholders in this commission to share their experiences and knowledge from their home countries and actively contribute to the process. Thus, our faculty strengthens its education, research, and community contribution processes in line with strategic goals, while increasing international academic interaction and institutional recognition (Goal 6, Target 3 – Goal 4, Target 2 – Goal 5, Target 4 – Goal 7, Target 1). Monitoring and measuring the performance of these processes is carried out through the Unit Quality and Accreditation Commission and related sub-commissions established by the faculty administration. These commissions conduct planning, implementation, monitoring, and improvement activities within the framework of the PDCA cycle, determine the level of achievement of the goals, and implement improvement decisions through the Dean's Office when necessary. International cooperation agreements, student exchanges, and academic activities are regularly reviewed, data is analyzed through management information systems, and reflected in internal quality

reports. This structure ensures that internationalization activities are carried out in alignment with the faculty's strategic aims and objectives, and are developed in a sustainable manner.

<b>Subject</b>	<b>Internationalization Policy</b>
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, Stakeholder Relations and Community Contribution Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students
External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial and District Mufti Offices Graduated Students
International Stakeholders	International Advisory Board
Application Areas	All Faculty
Monitoring Mechanisms	Meetings, Focus Group Discussions, International Cooperation Agreements
Performance Indicators	Focus Group Interview Data, Meeting Reports, Number of International Collaborations, Number of Students Incoming and Outgoing through Student Exchange Programs, Number of International Activities
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Electronic Document Management System (EBYS), GAUN Cloud System, Social Media Accounts, GAUN Jarablus Vocational School, Afrin and al-Bab Faculty Websites

#### A.4.2. Management of Internationalization Processes and Organizational Structure

Our faculty carries out its internationalization processes in accordance with the Gaziantep University Internationalization Policy Document and our faculty's own internationalization policies (Objective 6, Target 4). These processes are coordinated by the Dean's Office and supported by the Unit Quality and Accreditation Commission and the Education and R&D Commission; furthermore, the Stakeholder Relations and Social Contribution Commission ensures the active participation of students and academic stakeholders in the process (Objective 7, Target 4).

In our faculty, the International Student Coordinator, as a unit headed by a foreign faculty member, monitors the adaptation processes of international students, enables them to share their academic and social experiences, and involves students as stakeholders in the process (Objective 5, Target 1). This coordinator evaluates and reports the opinions, suggestions, and requests of international students regarding the curriculum and education processes and submits them to the Faculty Administration (Objective 3, Target 2). Our faculty also has an International Relations Coordinator who serves as administrative staff in faculties in Syria and organizes community service, education, and R&D projects carried out in these faculties (Objective 6, Target 2). Academic staff abroad report their activities to the faculty; these activities are shared instantly on social media accounts through the Faculty Promotion and Information Working Group representative, and the participation information of the relevant academic staff is recorded (Objective 6, Target 4).

Our faculty conducts international academic relations in coordination with the university's International Relations Office and International Student Office within the framework of Erasmus, Farabi, Mevlana, and YÖS programs, Community Responsibility Projects, bilateral projects, and agreements (Objective 6, Target 3). These processes include student and academic staff exchanges, international collaborations, and the planning and implementation of projects; committees that meet twice a year evaluate the effectiveness of the programs, monitor performance indicators, and submit necessary improvement suggestions to the Dean's Office (Objective 1, Target 1). Thus, our faculty strengthens its education, research, and community contribution processes in line with the strategic plan, while increasing international academic interaction and institutional recognition (Objective 6, related goals).

<b>Subject</b>	Management and Organizational Structure of Internationalization Processes
Responsible Unit(s)	Dean's Office
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students, Faculty International Student Coordinator, Faculty Foreign Relations Coordinator, Gaziantep University International Relations Office
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students Engaged in Scientific Activities in the International Arena
Monitoring Mechanisms	Reporting of education, social contribution, and R&D activities carried out in faculties abroad
Performance Indicators	The number of education, social contribution, and R&D activities carried out in faculties abroad.
Evaluation and Improvement Date	December - June
Place on the Information System	GAUN Theology Website, GAUN EBYS, GAUN Cloud System, Social Media Accounts, Websites of GAUN Jarabulus Vocation School, Afrin and al-Bab Faculties

#### A.4.3. Internationalization Resources

The resources utilized by our Faculty in coordination with the university for internationalization are defined as: funding sources, scientific partnerships, project collaborations, exchange programs, and contributions to education and training.

Within this framework, activities such as grants, strategic partnerships, direct aid programs, and project collaborations are utilized for resource procurement. Students of our Faculty have the opportunity to benefit from [YTB \(Presidency for Turks Abroad and Related](#)

[Communities\) scholarships.](#) To sustain the institution's internationalization activities, physical, technical, and financial resources of appropriate quality and quantity are provided

Subject	Sources of Internationalization
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, Stakeholder Relations and Community Contribution Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic and Administrative Staff, Students Our Faculty's External Relations Coordinator Our Faculty's International Student Coordinator Gaziantep University International Relations Office Gaziantep University Erasmus Coordination Office
External Stakeholders	TÜBİTAK Presidency of Turks Abroad and Related Communities (YTB) Directorate of Religious Affairs (DİB)
International Stakeholders	International Advisory Board
Application Areas	All Faculty
Monitoring Mechanisms	Meetings, Focus Group Discussions
Performance Indicators	Expense Items of Academic Staff Going Abroad Number of students benefiting from YTB scholarships,
Evaluation and Improvement Date	December, June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Electronic Document Management System (EBYS), GAUN Cloud System

#### A.4.4. Monitoring and Improving Internationalization Performance

Within the framework of our faculty's internationalization policy, internationalization performance indicators are closely monitored. As a result of these assessments, meetings involving senior managers and stakeholders are held to make decisions regarding performance enhancement, improvement, and the establishment of new strategic goals. The Plan-Do-Check-Act (PDCA) cycle, based on total quality management, is followed in monitoring these processes. Within this scope, there is an academic staff member responsible for monitoring and recording information related to the faculty's international academic staff activities. This academic staff member also performs administrative duties at a different faculty abroad and is part of our faculty's staff. Within the scope of this role, information regarding the activities carried out or contributed to by academic staff members affiliated with the faculty who are working at different faculties abroad (particularly in Syria) in the areas of education and training, research and development, and social contribution is regularly collected and reported to the Dean's Office. In addition, the official websites of the faculties where our academic staff performing administrative duties abroad are affiliated are regularly monitored; the activities carried out by our academic staff at these faculties are tracked by our faculty. Based on this collected information, the relevant activities are shared simultaneously by the faculty via social media platforms to increase the faculty's international and social visibility.

The monitoring and performance evaluation of the faculty's internationalization processes are coordinated by the Unit Quality and Accreditation Commission. The recommendations and opinions of the International Advisory Board are also included in the process through the Stakeholder Relations and Social Contribution Commission; the activities of academic staff both domestically and internationally are monitored and used by the Dean's Office for strategic decisions and visibility-enhancing initiatives.

Subject	Monitoring and Improving Internationalization Performance
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, Stakeholder Relations and Community Contribution Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic and Administrative Staff, Students,

	Our Faculty's External Relations Coordinator Our Faculty's International Student Coordinator, Gaziantep University International Relations Office, Gaziantep University Erasmus Coordination Office
External Stakeholders	Yurtdışı Türkler ve Akraba Topluluklar Başkanlığı (YTB) Diyanet İşleri Başkanlığı (DİB)
International Stakeholders	International Advisory Board
Application Areas	All Faculty
Monitoring Mechanisms	Meetings, Focus Group Discussions
Performance Indicators	Number of Academic Staff Engaged in Scientific Activities Abroad Number of students benefiting from YTB scholarships Number of academic staff working in faculties abroad
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Electronic Document Management System (EBYS), GAUN Cloud System, GAUN Jarablus Vocational School, Afrin and al-Bab Faculty Websites

## B. EDUCATION AND TEACHING

### B.1. Program Design and Approval

#### B.1.1. Program Design and Approval

At our faculty, education and teaching programs are reviewed and updated annually through meetings with department heads and relevant faculty members, in alignment with the [mission, vision](#) and [strategic goals](#). Program designs are shaped through established committees and presented to the university's Education Commission. When creating education policies, objectives, and targets, both the feedback from external stakeholders and the needs of

internal stakeholders are considered. The program design is outlined in the Gaziantep University Faculty of Theology Quality Manual.

As part of quality and accreditation efforts, student feedback is gathered through surveys to update and implement course catalogs and content. Additionally, course programs are organized in compliance with the ECTS regulations and synchronized with the Bologna Information System. Program proposals approved by the Education Commission are submitted to the university senate, and once approved, they are forwarded to the Council of Higher Education.

In line with its mission, vision, and strategic goals, our faculty implements and evaluates the program's criteria and course outcomes based on the results obtained from real-world applications, following the PDCA (Plan-Do-Check-Act) cycle. By continuously collaborating with internal and external stakeholders, the faculty contributes to the development of students and academic/administrative staff.

Our faculty reviews its educational programs annually at meetings with department chairs and faculty members, updating them as needed. Program designs are evaluated by relevant committees, presented to the Education Commission, and submitted for senate approval. In the context of quality and accreditation efforts, [course catalogs and content](#) are improved based on student surveys and feedback from external stakeholders. The program objectives align with the faculty's mission and vision, and distinctions are made with other programs in the field to ensure consistency with learning outcomes. Course plans are structured with consideration for student workload balance, assessment processes, and 21st-century competencies, while continuous improvement efforts are carried out. Additionally, program updates are made periodically according to the needs of national and international stakeholders, and alumni are involved in the process.

Subject	Program Design and Approval
Responsible Unit(s)	Dean's Office, Education and Research and Development Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students

External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial and District Mufti Offices Graduated Students
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Meetings, Surveys, Focus Group Discussions
Performance Indicators	Number of newly opened and closed elective courses, Meetings held with alumni, Data on elective courses included in the student satisfaction survey, Number of courses defined in the information package in the Bologna Information System
Evaluation and Improvement Date	At the end of each year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Electronic Document Management System (EBYS), GAUN Cloud System, Bologna Information System

### B.1.2. Program Objectives, Outcomes (Program Outcomes and Discipline-Specific Outcomes), and Alignment with TAA Criteria

The objectives and outcomes of the programs carried out at our faculty are determined according to the processes outlined in the Quality Manual. These processes are designed in compliance with the standards set by the Turkish Higher Education Qualifications Framework (THQF). The program objectives and outcomes are structured to meet the THQF standards.

Our faculty bases the determination of program objectives and outcomes on the TYYÇ framework established by the Higher Education Council and the Plan-Do-Check-Act (PDCA) model. Furthermore, these objectives and outcomes are regularly monitored and updated as necessary. All processes are carried out in accordance with the plan outlined in our Faculty Quality Manual. The alignment of program outcomes with the TYYÇ is shown in the relevant matrices. Our Faculty's program is prepared in accordance with the TYYÇ-based education and training process, with defined objectives and criteria. This program aims to provide students

with the knowledge, skills, and competencies they need to begin their undergraduate education and graduate.

Our faculty program objectives are defined in general terms according to the career goals and professional expectations of graduates, while program outcomes cover the knowledge, skills, and competencies that students must acquire by graduation. Program control and monitoring are provided through graduate satisfaction surveys, stakeholder meetings, and data in the OBS system, and the results are uploaded to the GAÜN cloud system.

**Table 1.** The program outcomes of the Faculty of Theology at Gaziantep University, developed with consideration of IAA's criteria, are as follows:

<i>The program outcomes of the Faculty of Theology at Gaziantep University</i>	
1.	Open to innovation, utilizes technological tools for accessing information, stays informed about current developments in the field, and continuously improves knowledge and skills in tracking innovations.
2.	Aware of responsibilities in the field, takes an active role in the educational process, and demonstrates the ability to plan and organize activities both individually and in groups.
3.	Mastery of the literature, controversial topics, concepts, and interrelationships in the field, with the ability to interpret them, conduct research on specific issues, and respond to societal needs.
4.	Actively follows local and global developments, maintaining an active attitude towards scientific, political, economic, and social changes.
5.	Capable of expressing oneself in a foreign language in addition to the mother tongue.
6.	Aware of the social conditions, expectations, and universal values while enlightening society on religious matters.
7.	Effectively uses methods and approaches in religious education, technological tools, and visuals related to the subject while conveying religious knowledge.
8.	Evaluates the relationship between acquired knowledge in theology and other fields such as health, sociology, economics, and education, conducting research and making scholarly contributions when necessary.
9.	Knowledgeable about both classical and contemporary topics in the field, with the competence to define, interpret, and classify them, and the ability to publish scientific articles and evaluate their reflections in modern times.

10.	Aware of responsibilities in the field and strives for consistency between words and actions, setting a good example within society.
11.	Not adhering to any particular religious group or sectarianism, maintains an equal distance from all such groups, and conveys religious knowledge based on scientific standards.
12.	Maintains continuous contact with instructors during the educational process and scientific activities.

<b>Subject</b>	Program's Objectives, Outcomes (Program Outcomes and Discipline-specific Outcomes) and Compliance with IAA Criteria
Responsible Unit(s)	Dean's Office, Education and R&D Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Gaziantep Provincial Directorate of National Education, Gaziantep Provincial Mufti's Office, Graduate Students
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Meetings, Focus Group Interviews
Performance Indicators	Matrices showing the alignment of program outcomes with program objectives, Matrices showing the alignment of discipline-specific outcomes with program objectives, Program Qualifications/Outcomes, NQF/IAA Criteria Mapping Table
Evaluation and Improvement Date	When deemed necessary
Place on the Information System	GAUN Theology Faculty Website, EBYS, GAUN Cloud System, Bologna Information System

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

Our faculty uses various assessment tools to determine the level of achievement of program goals and outcomes, and evaluations are conducted in alignment with the Plan-Do-Check-Act (PDCA) cycle. For each course in the curriculum, course syllabi specify the content, objectives, outcomes, assessment and evaluation methods, instructional methods, and resources used.

Regular accreditation evaluation meetings are held, and comprehensive academic review meetings are conducted at the end of each semester. Our faculty identifies any gaps in the alignment between program goals, discipline-specific outcomes, and the criteria defined by IAA. If any gaps are found, committees continue working on addressing them.

In accordance with the Faculty's 2025-2029 Strategic Plan, course programs are regularly updated and developed based on the Turkey Higher Education Qualifications Framework (THQF). Our faculty updates course content and catalogs based on assessments and needs. The course information packages for these updates are prepared in accordance with the Bologna Information System.

The faculty continuously monitors the development of the programs to ensure they align with educational goals and learning outcomes through the Education and Research Committee. The achievement level of program goals and outcomes is assessed using various measurement tools and course syllabi, with academic evaluation meetings held at the end of each semester. The level of achievement of program objectives and outcomes is evaluated using various assessment tools and course syllabi, and academic evaluation meetings are held at the end of each term. The process of implementing, measuring, and improving course outcomes is carried out in line with a student-centered education approach, and the necessary adjustments are made by the Dean's Office.

Under the coordination of the Quality and Accreditation Commission, and with the contributions of the Education and R&D Commission and the Measurement and Evaluation Commission, the alignment of program objectives and outcomes is reviewed when necessary, and the Dean's Office is requested to make the necessary adjustments. Monitoring and evaluation of program objectives and outcomes are carried out with the support of the relevant commissions, using satisfaction surveys, stakeholder meetings, and data obtained from the Bologna module.

<b>Subject</b>	Matching Course Outcomes with Program Outcomes and Discipline-Specific Outcomes
Responsible Unit(s)	Dean's Office, Education and Research and Development Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial Mufti's Office Graduated Students
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Meetings, Focus Group Discussions, Student Satisfaction Surveys
Performance Indicators	Learning Outcomes with Program Outcomes and Discipline-Specific Outcomes Number of Courses Matched, Graphs of Course Outcome Achievement Levels Matrixes Linking Course Outcomes to Program Outcomes, Matrixes Linking Course Outcomes to Discipline-Specific Outcomes Improvements Made Based on Responses to Questions Regarding Elective Courses in Student Satisfaction Surveys
Evaluation and Improvement Date	September-February

Place on the Information System

GAUN Faculty of Theology Website, GAUN Electronic Document Management System (EBYS), GAUN Cloud System, Bologna Information System

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

The program structure in our faculty is designed to support the academic, professional, and cultural development of students in a balanced way. These processes, which are based on the [Gaziantep University Associate and Undergraduate Education and Training Regulations](#) and the [Common Elective Courses Education and Training and Operation Directive](#), are continuously monitored and updated by the Dean's Office and the Education R&D Commission. In addition to compulsory courses, elective courses play an important role in the curriculum. Elective courses allow students to explore different disciplines according to their interests, develop their professional skills, and gain cultural depth. The distribution of these courses is planned to constitute at least 10% of the curriculum, taking into account compatibility with compulsory courses. Field, professional, and general culture courses are offered to students in a balanced manner. The objectives, content, learning outcomes, teaching methods, and student workload of each course are meticulously determined and made accessible to students. Course plans are prepared in a way that enables students to acquire the skills expected from the program outcomes, and a balanced distribution is ensured within the framework of the academic calendar. During the implementation of the program, course content, teaching methods, and student performance are reviewed at departmental meetings held in December and June of each year. These meetings are used to increase the effectiveness of courses, consider student interests and needs, and make necessary improvements. Courses that are not in demand or have low impact are deactivated, and the elective course pool is updated. The selection of elective courses is carried out in line with the faculty's educational policies and program objectives. Faculty members submit proposals for new courses to the department heads; after evaluation, these proposals are approved by the Faculty Board, and the deemed appropriate courses are added to the elective course pool. This arrangement ensures that the program remains balanced between compulsory and elective courses, that students are introduced to different disciplines, that their

personal and professional development is supported, and that the quality of the courses is continuously improved.

<b>Subject</b>	Structure of the Program and Balance in the Distribution of Courses
Responsible Unit(s)	Dean's Office, Education and R&D Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Gaziantep Provincial Directorate of National Education, Gaziantep Provincial and District Mufti's Offices, Graduate Students
International Stakeholders	International Advisory Board
Application Areas	Academic Units and Students of the Faculty
Monitoring Mechanisms	Meetings, Surveys
Performance Indicators	Data on elective courses in the student satisfaction survey, Lists of elective courses opened on a semester basis, Department Meeting Decisions
Evaluation and Improvement Date	December - June
Place on the Information System	GAÜN Theology Web Site, GAÜN EBYS, GAÜN Cloud System, Bologna Information System

#### B.1.5. Student Workload-Based Design

In our faculty, the education and training curriculum is implemented based on the workload-based credit system under the Bologna process. The credit values based on student workload are determined in accordance with the [Associate and Bachelor's Degree Regulations \(See articles 18, 19\)](#) and are presented on the university's [website](#) under the Bologna Information Package within the scope of the Bologna Process. The ECTS value of each course

is calculated by considering the student's in-class and extracurricular activities; 1 ECTS corresponds to 30 hours of workload. A total of 30 ECTS credits are applied per semester each year. Course plans are prepared to ensure that students acquire the knowledge, skills, and competencies expected from the program outcomes. Students prioritize taking courses for their current semester and are required to complete them by fulfilling the attendance requirements. The ECTS values and workloads of the courses are regularly reviewed to ensure a balanced and efficient learning process for students. This system helps students plan their course load, ensures the effective achievement of program outcomes, and allows for continuous improvement of the curriculum.

<b>Subject</b>	<b>Student Workload-Based Design</b>
Responsible Unit(s)	Dean's Office, Education and Research and Development Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial and District Mufti Offices Graduated Students
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Meetings, Surveys, Focus Group Discussions
Performance Indicators	Our faculty curriculum and the list of courses offered per semester.
Evaluation and Improvemenet Date	End of Each Term
Place on the Information System	GAUN Faculty of Theology Website, GAUN Electronic Document Management System (EBYS), GAUN Cloud System, Bologna Information System

### B.1.6. Measurement and Assessment

Within the framework of our faculty's total quality management approach, course syllabi clearly state the subject headings and the assessment process. These syllabi are entered into the Bologna Information System and communicated to students. The contribution of assessment tools to course learning outcomes and program results is regularly monitored by the Assessment and Evaluation Committee. As a result of these monitoring, the committee prepares a detailed evaluation report. The report examines the compatibility of the assessment tools used with the course objectives and content as outlined in the Bologna Information Package. Furthermore, the academic staff responsible for the relevant course are requested to prepare a report (Exam Specification Table) regarding the course's examination and assessment processes. All these reports are comprehensively evaluated by the Assessment and Evaluation Committee. As a result of these reviews, courses where discrepancies are found between the assessment tools and the course learning outcomes and content are identified, and a final report is prepared accordingly. This final report is forwarded to the Education and Research and Development Unit and the Unit Quality and Accreditation Committee. All these reports are kept in a file by the relevant administrative staff at the dean's office. The relevant academic staff responsible for the courses where discrepancies are identified are verbally informed about the identified issues. Course grades are calculated as absolute success scores out of 100, taking into account students' midterm and end-of-term performance, and are converted into letter grades. The contribution rates of midterm and final exams, as well as other assessment tools, to the success grade are determined by the course coordinator; a contribution rate of at least 40% is required for midterm and end-of-term evaluations. Students' attendance requirements are meticulously monitored. Students who fail to meet the specified attendance requirement are graded with an NA grade, while students who do not take the exam are graded with a GR grade. Students' exam and assignment performances are regularly observed throughout the semester, and feedback is provided. During this process, students have the opportunity to monitor both their course achievements and their overall academic development. Make-up exams are provided for students with legally valid excuses, and grade appeals are evaluated according to established procedures. In distance or online education applications, students' login problems, live class participation, and requests for additional time are taken into consideration; exams are administered with additional time or by offering new make-up exams when necessary. A proctor is assigned for students with disabilities, and exams are conducted through this proctor. Seminars are organized for faculty members to continuously improve the measurement and

evaluation process. Assessment tools are updated taking into account course outcomes, student feedback, and expert suggestions. Exam schedules are determined by the academic calendar and announced on the faculty website. This comprehensive approach ensures that courses are measured in accordance with learning outcomes, that students' performance is monitored reliably and transparently, and that the quality of the program is continuously improved. The measurement and evaluation process is carried out within the framework of the Gaziantep University Associate and Undergraduate Education and Training Regulations and the Gaziantep University Faculty of Theology Examination Rules and Implementation Principles.

Subject	Assessment and Evaluation
Responsible Unit(s)	Dean's Office, Measurement and Evaluation Commission, Education and R&D Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Alumni (Graduate Students)
International Stakeholders	International Advisory Board
Application Areas	Academic Units and Students of the Faculty
Monitoring Mechanisms	Meetings, Surveys, Focus Group Discussions, Exam Specification Tables
Performance Indicators	Meeting Reports, Exam Specification Table Analyses, Information in the Bologna Information System
Evaluation and Improvement Date	June - December
Place on the Information System	GAUN Theology Website, GAUN Cloud System, Bologna Information System

## B.2. Student Admission and Development

### B.2.1. Student Admission and Recognition and Credit Transfer of Prior Learning (Knowledge and Skills Acquired through Formal Education, Non-formal Education, and Informal Learning)

Student admission to our faculty is carried out based on the regulations set by the Higher Education Council (CoHE). The student quotas proposed by our faculty are submitted to CoHE, and the final decision is made by CoHE. Students are accepted based on their verbal (SÖZ) scores and preference rankings in the exam conducted by ÖSYM, and they complete their registration according to the principles set by CoHE. Additionally, our faculty has student exchange programs such as Farabi, Mevlana, and Erasmus.

**Orientation:** Orientation training is provided to newly enrolled students by the faculty administration. During this training, the faculty's departments, program structure, academic and administrative processes are introduced. Students are informed about the resources they may need during their studies, such as the library, prayer room, study halls, cafeteria, and canteen. Furthermore, the general operations of the university, the campus layout, and the outcomes of the education process are explained. This information is regularly provided at the beginning of each academic year.

**Course Adjustment:** After student admission, course adjustment and exemption procedures are carried out according to the [“Gaziantep University Course Adjustment and Exemption Procedures Regulation”](#). Students are offered developmental educational programs and foundational courses based on their previous education. The aim is to ensure that students receive equal opportunities and a high-quality education during their degree programs. For students admitted through centralized exams, courses supporting their previous studies are assigned, helping them adapt to their new learning process.

**Arabic Language Proficiency:** Before the start of each academic year, a proficiency exam in Arabic is conducted for students who will study in our faculty. Students who score 70 or higher in this exam are exempted from the preparatory program. The preparatory program lasts for one academic year, consisting of 4 quizzes, 4 midterm exams, and 1 final exam. The scores from the quizzes and midterms (60%) and the final exam (40%) are taken into account, and students in programs with 30% of their courses taught in Arabic are considered successful with a score of “65 points.

**TÖMER:** Our faculty is an internationally recognized higher education institution. For foreign students applying to our programs with 30% of the curriculum in Arabic, a valid TÖMER Language Proficiency Certificate issued by the University or another recognized

institution is required. TÖMER education is provided for one academic year, and students who successfully complete the program are awarded the TÖMER certificate. This certificate is valid in other official institutions outside our university as well.

**Horizontal Transfer:** Transfers to our faculty are carried out in accordance with the “[Regulation on the Principles of Transfer between Associate Degree and Undergraduate Programs in Higher Education Institutions, Double Major, Minor, and Inter-Institutional Credit Transfer](#)” and [Gaziantep University Horizontal Transfer Directive](#)”. The required documents and application criteria for horizontal transfer are announced on the website of the Student Affairs Office. Applications are reviewed by the Faculty Horizontal Transfer Commission, and accepted students are submitted to the Student Affairs Office for registration upon the decision of the Faculty Board. Orientation support is provided to students admitted through horizontal transfer

**Vertical Transfer:** Graduates of Theology Associate Degree programs are admitted to our faculty based on the results of the Vertical Transfer Exam. The orientation process and academic adaptation procedures of placed students are carried out by our faculty.

**Course Exemptions:** Students admitted to our faculty may apply for course exemptions for the courses they successfully completed during their previous education by submitting a written request. An Arabic Preparatory Exemption Exam is held before the beginning of each academic year. This exam is optional, and students who pass are exempt from the preparatory program. Students admitted through YKS, DGS, or horizontal transfer undergo course exemption procedures before course registration. Course exemption and adaptation procedures are carried out by the “Course Exemption Commission” based on course content and credit equivalence. Exemptions are officially recorded on student transcripts following the decision of the Faculty Board.

**Special Student Status:** Students enrolled in another higher education institution or those wishing to take courses from an equivalent institution may be admitted to our faculty as special students, provided they meet the conditions defined under the [Gaziantep University Special Student Directive](#)” The documents of eligible students are evaluated by the Faculty Board, and the necessary admission procedures are carried out accordingly.

**YÖS (International Student Admission):** As a faculty that offers international education, foreign students are accepted through the Foreign Student Exam (YÖS). Students who are successful in the YÖS and choose our faculty are registered by the Student Affairs Office, and their academic programs are initiated.

<b>Subject</b>	Student Admission and Recognition and Crediting of Prior Learning (Knowledge and Skills Acquired Through Formal Education, Non-Formal Education and Independent Learning)
Responsible Unit(s)	Deanery
Initial Planning Date	December 2016
Internal Stakeholders	Academic Staff, Administrative Staff, and Students
External Stakeholders	Graduating Students
International Stakeholders	International Advisory Board
Application Areas	All Departments in the Faculty, Students
Monitoring Mechanisms	Meetings Faculty Board Decisions Education Committee Decisions Exemption Committee Decisions
Performance Indicators	Student lists for adaptation processes Students coming through exchange programs Number of students transferring horizontally Vertical Transfer Exam results, Diplomas/Transcripts, Certificates, etc. List of students coming as special students List of students studying at TÖMER List of students accepted through YÖS Preparatory exemption results
Evaluation and Improvement Date	September-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, YÖK Atlas Data

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

At our faculty, students who fulfill all graduation requirements are awarded a Bachelor's Degree Diploma. In order to graduate, a student must complete 240 ECTS credits and achieve a minimum GPA of 2.00. In addition, the student must receive at least a "DD" letter grade in all courses taken. During the final semester, the student's course completion status is reviewed by their academic advisor. The Graduation Candidate List is signed by the advisor, the student affairs officer, and the relevant vice dean, and then submitted to the Student Affairs Office. After the necessary verification, the Student Affairs Office issues the Bachelor's Degree Diploma to eligible students.

The diploma consists of a front and back side. The front includes the student's Turkish Republic ID number, full name, name of the institution, graduation date, diploma number, QR code, document date and number, and the name, title, and signature of the officials approving the diploma. On the back side, information about Pedagogical Formation Training is provided for students who have completed it. The diplomas do not include a photo or graduation GPA. Additionally, the diploma is also made available to students in digital format.

### **Diploma Supplement and Outcomes:**

The diploma supplement is a document issued to students who have successfully completed their academic program, formatted in accordance with the standards established by the European Commission, the Council of Europe, and UNESCO/CEPES. It contains essential information such as the Gaziantep University logo, graduation date, diploma number, the level of the obtained degree, grade details, and an overview of the national education system. The diploma supplement plays a vital role in promoting transparency in higher education, facilitating the efficient assessment of academic credentials, easing student and graduate mobility, and supporting access to lifelong learning opportunities. Although the diploma supplement is designed to help recognize and validate academic qualifications, it does not replace the diploma itself and does not guarantee international recognition. This document is prepared and officially signed by the Student Affairs Office.

### **Graduate Tracking and Employment:**

A Graduate Information System has been established at our university to monitor the status and progress of alumni. In efforts to support the employability of graduates, interviews are conducted with human resources professionals and academicians, and these are made available to students and the public. The career development and employment processes of our faculty's graduates are actively followed. Furthermore, through the Career Counseling Module

on the Talent Gate platform, developed by the Presidency of the Republic of Türkiye Human Resources Office, students can book appointments with career advisors and engage in either online or face-to-face counseling sessions. This system is used effectively to provide support in career planning for both current students and alumni.

<b>Subject</b>	Recognition and Certification of Diplomas, Degrees and Other Qualifications
Responsible Unit(s)	Deanery
Initial Planning Date	December 2016
Internal Stakeholders	Academic Staff, Administrative Staff, and Students
External Stakeholders	Graduating Students
International Stakeholders	International Advisory Board
Application Areas	All Departments and Students of the Faculty
Monitoring Mechanisms	Faculty Graduation Committee Meetings
Performance Indicators	Graduate Candidate Lists Diploma Samples
Evolution and Improvement Date	At the end of each academic year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, YÖK Atlas Data

### B.3. Student-Centered Learning, Teaching, and Assessment

#### B.3.1. Teaching Methods and Techniques (Active, interdisciplinary, interactive, research/learning-focused approaches)

Our faculty follows a well-defined process regarding teaching methods and techniques, as outlined in the [2025–2029 Strategic Plan of Gaziantep University Faculty of Theology](#) and

in the Faculty's Quality Manual. In order to achieve educational goals, collaboration is established with various institutions. The faculty adopts a student-centered education model. Active learning methods and techniques are applied in all courses, particularly in Arabic language and pedagogical formation classes. Teaching and learning methods are selected to enhance students' abilities in independent study, observation, project presentation, critical thinking, teamwork, and effective use of information technologies. Instead of relying solely on lecture-based teaching, an interactive model that supports traditional education is adopted. The methods and techniques used in the teaching process are designed to support students in developing individual study habits, making observations, developing projects, giving presentations, acquiring critical thinking skills, collaborating in teams, and using technology effectively. The learning environment is arranged to enable students to actively participate in the learning process.

With the aim of educating individuals who can respond to the religious, social, and ethical needs of contemporary society, interdisciplinary and research-oriented methods are employed. In this context, the Community Service Project course is compulsory starting from the first year, encouraging student participation in social and cultural activities. Conferences, charity events, and other activities organized by student clubs contribute to the development of organizational skills and are considered indicators of the achievement of educational outcomes. In addition, tools such as assignments and presentations designed to encourage students' active participation in class are used effectively.

Additionally, various learning methods are applied to improve students' foreign language skills, and informational presentations are provided to support language education. Through the Public Speaking and Professional Practice course included in the curriculum, students are also expected to develop their professional competencies.

Processes related to Teaching Methods and Techniques are carried out by the relevant units, and the monitoring and evaluation of these processes are conducted by the Education and R&D Commission. The Commission meets twice a year to review reports and feedback from coordinators and students and forwards its evaluations to the Unit Quality and Accreditation Commission. Unit management then implements the necessary improvements, taking into account the commission's evaluations and stakeholder opinions.

<b>Subject</b>	Teaching Methods and Techniques(Active, interdisciplinary work, interactive, research/learning-focused)
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Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, Education and R&D Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students, and Gaziantep University TDP Center
External Stakeholders	Gaziantep Provincial Mufti's Office, Gaziantep Provincial Directorate of National Education, Alumni Students
International Stakeholders	International Advisory Board
Application Areas	Academic Units of the Faculty and Students
Monitoring Mechanisms	Student satisfaction surveys, Education and R&D commission meetings, Measurement and evaluation commission meetings, Unit Quality and Accreditation commission meetings
Performance Indicators	Education and R&D commission meeting minutes, Measurement and evaluation commission meeting minutes, Unit Quality and Accreditation commission meeting minutes, Implemented TDP Projects, Events organized in the Faculty
Evolution and Improvement Date	December-June
Place on the Information System	GAUN Theology Web Site, GAUN Cloud System, GAUN Theology Social Media Accounts, GAUN TDP Center Web Site, Bologna Information System

### B.3.2. Measurement and Assessment

Our faculty prepares examination schedules in accordance with Article 26 of the [Associate and Undergraduate Education and Training Regulations of Gaziantep University](#). In the measurement and assessment processes aimed at assessing program outcomes, reliable, valid, and objective methods are employed. While multiple-choice tests are primarily used in the assessment process, various assessment methods are also employed to measure different

dimensions of learning, including traditional, mixed, true-false, and short-answer question types. For visually impaired students, proctors who serve as readers are assigned.

In theoretical courses, student performance is measured through reliable tests, while in courses that require verbal or practical skills, evaluation criteria appropriate to the nature of the course are used. Depending on the type of exam, assessments are conducted either electronically or through standard criteria set by instructors, ensuring consistency and fairness. To enhance the reliability of measurement and assessment processes and ensure that exams are conducted under appropriate conditions, a set of rules for both instructors and students is published on the [faculty's website](#). In addition, seminars are organized to strengthen instructors' knowledge on measurement and assessment and to improve the overall quality of education and teaching.

Assessment and evaluation processes are carried out by the Assessment and Evaluation Committee. The Committee regularly monitors students' feedback and complaints regarding assessment and evaluation practices and addresses them in the relevant committees. It also monitors the alignment of exam questions with the subject flow and course learning outcomes in the information package prepared within the scope of the Bologna Process; it communicates findings regarding courses where problems are identified in this regard to the Education and R&D Commission and the Unit Quality and Accreditation Commission. Feedback is provided to academic staff regarding the identified problems, and training and seminars are organized to support improvements where necessary.

Subject	Measurement and Evaluation
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, Education and R&D Commission, Measurement and Evaluation Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students and Gaziantep University TDP Center
External Stakeholders	Gaziantep Provincial Mufti's Office Gaziantep Provincial Directorate of National Education Graduating Students

International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Faculty's Academic Units and Students
Performance Indicators	<p>Student satisfaction surveys</p> <p>Education and R&amp;D commission meetings</p> <p>Measurement and evaluation commission meetings</p> <p>Unit Quality and Accreditation commission meetings</p> <p>Minutes of the Education and R&amp;D commission meetings</p> <p>Minutes of the Measurement and evaluation commission meetings</p> <p>Minutes of the Unit Quality and Accreditation commission meetings</p> <p>Completed TDP Projects</p>
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN TDP Center Website, Bologna Information System

### B.3.3. Student Feedback Mechanisms (Course-instructor-program satisfaction surveys, request and suggestion systems)

Our faculty has established various mechanisms to obtain student feedback regarding educational processes. In this context, surveys are conducted, and the data collected is analyzed and reported using scientific methods by academic staff specialized in measurement and assessment. These reports are prepared with attention to the reliability and validity of the data and are submitted to the relevant committees for assessment.

In addition to surveys, students can also provide feedback through their academic advisors. Each advisor's designated office hours are posted on their office doors and published on the [faculty's website](#). During these hours, students can meet with their advisors to express

their academic and administrative requests or complaints. These types of feedback are discussed during academic board meetings.

Moreover, the GIMER system, available on the [faculty's website](#), allows students to submit their wishes, suggestions, complaints, and satisfaction feedback. The submitted requests are addressed within a specified timeframe, ensuring responsiveness and access to information. In addition, students may use the [suggestion-complaint form](#) available on the faculty website to express their opinions and requests related to education, research and development, examination services, and administrative processes. These submissions are directly forwarded to the faculty, and the responsibility to respond lies with the Dean's Office and the Faculty Secretary.

Furthermore, students can submit applications through CIMER (Presidency's Communication Center). These applications are forwarded to the faculty via the Rectorate. The Dean's Office and Faculty Secretary are responsible for responding to such applications within two weeks and reporting back to the Rectorate.

Assessment and evaluation processes are conducted by the Assessment and Evaluation Committee. The Committee regularly monitors student feedback and complaints regarding assessment and evaluation practices, ensuring that these are evaluated by the relevant committees. Surveys are administered to students to better understand their views at the faculty level. The Commission analyzes the survey results and prepares a systematic report on the areas where suggestions, requests, and complaints are concentrated, which is submitted to the Dean's Office and the relevant commissions. The necessary improvement steps are taken by the Commissions and the Dean's Office to address the issues identified.

<b>Subject</b>	Student Feedback (Course-instructor-program-general satisfaction surveys, request and suggestion systems)
Responsible Unit(s)	Dean's Office, Unit Quality and Accreditation Commission, Measurement and Evaluation Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Administrative Staff, and Students
External Stakeholders	Graduating Students

International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Student satisfaction surveys Academic Board Meetings Education and R&D Commission meetings Measurement and evaluation commission meetings Unit Quality and Accreditation commission meetings CIMER applications Feedback and suggestions received from social media accounts and WhatsApp group
Performance Indicators	Student satisfaction survey results Academic Board Meeting Minutes Measurement and evaluation committee meeting minutes Unit Quality and Accreditation committee meeting minutes Answers to CIMER (Presidential Communication Center) applications
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts

#### B.3.4. Academic Advising System

Academic advising practices in our faculty are carried out in accordance with the [Gaziantep University Academic Advising Directive](#) which was approved at the University Senate meeting No. 05 on February 20, 2018. In this context, each student is assigned an academic advisor by the dean's office. The list of advisor assignments is published on the [faculty's website](#).

At the beginning of each academic term, the dean's office organizes evaluation meetings with academic advisors. During these meetings, necessary arrangements are discussed to ensure that key academic processes such as the course registration period, exam weeks, and graduation procedures progress smoothly. Experiences from previous semesters are reviewed and

strategies for improvement are identified, with the goal of making the academic advising process more effective and efficient. Academic advisors guide students on academic matters and monitor their course selection processes. Each advisor’s designated office hours are posted on their office doors within the faculty building, and this information is also made available on the [faculty’s website](#). During the period of distance education and the earthquake response, advising services were conducted through online platforms and internal messaging systems.

International students can receive counseling services by applying to the International Student Coordination Office, which is located within the faculty and headed by an international faculty member, in order to receive support on academic, administrative, and social matters. The Coordination Office provides guidance on issues that students may encounter, from registration and official procedures to adapting to the education process. In addition, the office facilitates students' adaptation to campus life by providing guidance on social integration, cultural activities, and psychosocial support opportunities. Students can directly communicate any problems they encounter; where necessary, communication with the relevant units is established, and the resolution process is closely monitored. This supports international students' adaptation to university life and aims to enable them to continue their education in a healthy manner.

Subject	Academic Advising System
Responsible Unit(s)	Dean's Office
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Graduating Students
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Student satisfaction surveys Academic Board Meetings

	<p>Education and R&amp;D Commission meetings</p> <p>Measurement and evaluation commission meetings</p> <p>Unit Quality and Accreditation commission meetings</p> <p>CİMER applications</p> <p>Feedback and suggestions received from social media accounts and WhatsApp group</p>
Performance Indicators	<p>Student satisfaction survey results</p> <p>Academic Board Meeting Minutes</p> <p>Measurement and evaluation committee meeting minutes</p> <p>Unit Quality and Accreditation committee meeting minutes</p> <p>Answers to CİMER (Presidential Communication Center) applications</p>
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts

## B.4. Faculty Members

### B.4.1. Appointment, Promotion, and Assignment Criteria

In our faculty, the processes for appointment, promotion, and assignment are carried out according to specific rules. The promotion and appointment processes for faculty positions are conducted in accordance with [Gaziantep University "Regulation on Faculty Appointment, Promotion, and Assignment"](#). This process proceeds in line with the criteria specified within the relevant official regulations.

According to the ["Regulation on the Determination and Utilization of Faculty Member Norm Positions in State Higher Education Institutions"](#), the department head, with the approval of the department council, submits a request for faculty positions to the dean's office. Once deemed appropriate, the positions are announced by the Rectorate. After the announcement, applications for faculty positions are submitted with the necessary documents as outlined in the Higher Education Law No. 2547 and the [Regulation on Faculty Member Appointment and](#)

Promotion. Applicants submit the required documents to the relevant department within the scope of Gaziantep University Faculty Member Promotion and Appointment Criteria

During the appointment process, candidates' academic performance is evaluated based on various criteria. The evaluation includes research publications, scientific activities, project work, educational and teaching activities, and other academic contributions. Publications indexed in recognized databases, conference presentations, citations, projects, journal editorial roles, and peer-review activities are all considered during the evaluation. For education and teaching, managing PhD and Master's theses, as well as teaching undergraduate and graduate courses, are important criteria.

In accordance with [Articles 31 and 40 of the Higher Education Law No. 2547](#) the assignment of external faculty members to teach is carried out based on the requests of relevant units. In this process, individuals who are experts in their fields are appointed with the approval of their institutions. The assignment of foreign faculty members on a contractual basis is made by the Rectorate according to, [Article 34 of Law No. 2547](#) based on the proposal of the relevant faculty, institute, or higher education school management and the approval of the university's executive board.

Subject	Appointment, Promotion and Assignment Criteria
Responsible Unit(s)	Dean's Office, Department Heads
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff GAUN Faculty of Education
External Stakeholders	Gaziantep Provincial and District Mufti Offices Gaziantep Provincial Directorate of National Education
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units
Monitoring Mechanisms	Academic Board Meetings Department Head Meetings

Performance Indicators	Academic Board Meeting Minutes Number of Faculty Members Appointed by Year
Evaluation and Improvement Date	At the end of each year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System

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

Effective evaluation of the educational staff is fundamental. To help faculty members improve their knowledge and skills, scientific activities (artistic events, seminars, conferences, workshops, panels, symposia, field studies, and R&D activities, etc.) are encouraged and supported with various resources. Faculty members at our university have graduated from graduate and doctoral programs at universities in Turkey and abroad and have significant experience in their fields. Moreover, faculty members from different countries (Egypt, Syria, Kyrgyzstan, Bangladesh) contribute to the diversity of the academic staff.

Our faculty members also play an active role in providing consultancy services to external stakeholders. With their academic knowledge and experience, they take important roles in the execution, evaluation, and development of the program. Our institution offers opportunities to support the professional development of faculty members, such as Erasmus+ Faculty Mobility, library services improvement, and access to the Continuing Education Center. Regular updates are provided to ensure that all academics have equal access to these resources. Additionally, participation in training seminars on student-centered education, teaching methods, and examination practices is encouraged. Faculty members have opportunities to improve themselves through training programs organized annually by the Quality Development Coordinator's Office.

To enhance Arabic proficiency, which is one of the fundamental elements of Islamic studies education, emphasis is placed on employing academic personnel whose native language is Arabic in preparatory classes. Satisfaction surveys are conducted for both faculty and students to evaluate the professional qualifications of the academic staff. The results of these surveys are analyzed, and the competence of the teaching staff is assessed. Necessary measures are taken to address any identified deficiencies.

Three distinct educational programs are implemented within the institution: the Theology Bachelor Program, the Full Arabic Program, and the Foreign Arabic Program. Although education is primarily face-to-face, in exceptional cases (such as earthquakes or pandemics), distance education opportunities are provided through the ALMS system established by the Gaziantep University Distance Education Center (GAUZEM).

In education and teaching, quality and efficiency are prioritized. To this end, academic processes are monitored by the Quality Committee and the Quality Development and Control Committee and are evaluated with reports prepared at the end of each academic year. The Education and Teaching Development Committee, based on these reports, communicates improvement suggestions to the Dean's Office during meetings with stakeholders at the end of the term and academic year.

<b>Subject</b>	Teaching Competency (Active Learning, Distance Education, Assessment and Evaluation, Innovative Approaches, Material Development, Competency Development and Quality Assurance System)
Responsible Unit(s)	Dean's Office, Education and Research and Development Commission, Measurement and Evaluation Commission
Initial Planning Date	December 2011
Internal Stakeholders	Academic Staff, Students, GAUZEM
External Stakeholders	Gaziantep Provincial Mufti's Office Gaziantep Provincial Directorate of National Education
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Academic Board Meetings Student Satisfaction Surveys Department Head Meetings Education and R&D Commission Meetings Measurement and Evaluation Commission Meetings

	Unit Quality and Accreditation Commission Meetings
Performance Indicators	Academic Board Meeting Minutes Student Satisfaction Survey Results Education and R&D Commission Meeting Minutes Measurement and Evaluation Commission Meeting Minutes Unit Quality Accreditation Commission Meeting Minutes
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUZEM

### B.4.3 Incentives and Rewards for Educational Activities

Gaziantep University implements various mechanisms to support the development of academic staff and encourage their achievements. Under the Academic Incentive Program, awards are given, and the Scientific Research Projects (BAP) unit provides financial support for research activities.

Each year, the average number of publications of the faculty is determined based on the Web of Science database. Academics who publish above the average are supported by the rector and dean, and all academics are encouraged to increase their scientific output.

To support the professional development of faculty members, conferences, symposia, workshops, and panels are organized, along with religious and cultural events and courses. Faculty newsletters, promotional brochures, and social media platforms are actively used to enhance the visibility of academic achievements. Our faculty meticulously implements these processes to increase the scientific productivity and motivation of academics; it honors successful academics with plaques and similar awards to encourage them.

In addition, various congratulatory and celebratory messages are shared to strengthen communication within the institution and reinforce the sense of belonging. Congratulatory messages are sent via email and WhatsApp groups to staff and students who have published books; had their work published in internationally renowned publishing houses and journals; had their projects accepted or successfully completed; taken on new positions and responsibilities; completed their studies with outstanding success; or successfully defended their graduate theses. In addition, students who have achieved success are encouraged; for

example, students whose TÜBİTAK projects have been accepted are welcomed and congratulated by the dean's office, and students who have graduated with outstanding success are presented with gifts and plaques.

The Education and R&D Committee and the Unit Quality and Accreditation Committee prepare their findings and recommendations regarding quality twice a year and submit them to the Dean's Office. The relevant committees evaluate reports on matters within their areas of responsibility and identify issues requiring improvement; the Dean's Office then implements the necessary regulatory and development work in line with these evaluations, taking stakeholder opinions into account.

Subject	Incentives and Rewards for Educational Activities
Responsible Unit(s)	Deanery
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students, GAUN Faculty of Theology Association
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Academic Board Meetings Education and R&D Commission Meetings Unit Quality and Accreditation Commission Meetings Academic Staff Satisfaction Survey
Performance Indicators	Academic Board Meeting Minutes Education and R&D Commission Meeting Minutes Unit Quality Accreditation Commission Meeting Minutes Academic Staff Satisfaction Survey Results

	Plaques awarded to academic staff as part of incentives. Number of Faculty Members Benefiting from Academic Incentive Allowance
Evaluation and Improvement Date	At the end of each year and as deemed necessary during the year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Website, GAUN Faculty of Theology Social Media Accounts

## B.5. Learning Resources

### B.5.1. Learning Resources

Our faculty is equipped with the necessary resources and infrastructure to carry out its educational activities effectively. In addition to classrooms that match the current student enrollment, our faculty has a library, study rooms, and meeting halls. The use of classrooms is managed through a defined process. The weekly class schedules are prepared by the relevant Assistant Dean before the start of the term and shared with all academic staff for review. After receiving feedback, the final version is shared with faculty and students.

For remote learning, the university has the infrastructure needed for such courses. Additionally, the university's Continuous Education Center (GÜSEM) is available for academic and administrative staff, as well as students. Scholarships are provided by both the faculty association and the university for students in need, and part-time student employment opportunities are also available.

Furthermore, to provide students with a better learning environment, the physical infrastructure is continuously monitored and improved as needed. Significant progress has been made in this regard, especially in the last five years. Given the number of undergraduate students, it is clear that our school has adequate classroom equipment for high-quality education and teaching:

- Classrooms are equipped with sufficient desks, chairs, and space based on the number of students.
- Each classroom is furnished with a projector and whiteboard to facilitate interactive lessons.

- The physical layout of the classrooms is suitable for teaching, and student desks and chairs are ergonomically designed.
- The faculty library supports students in enhancing their knowledge and skills.
- There are three study rooms where students can work individually.
- A conference hall is available for all types of academic presentations and conferences.
- Offices with appropriate furniture and computers are provided for faculty members.

Additionally, the central campus library is available for students' use. The library also features a cinema hall. Requests can be made to supply resources to the library or to open access to additional databases. Regular updates are provided regarding newly available databases.

Within this scope, the Education and R&D Committee and the Unit Quality and Accreditation Committee report their findings and recommendations regarding quality processes to the Dean's Office twice a year. The commissions examine issues within their areas of responsibility and identify areas for improvement; the Dean's Office then considers these assessments alongside stakeholder feedback, as well as requests and suggestions from students, and implements the necessary regulatory and development activities.

Subject	Learning Resources
Responsible Unit(s)	Deanery
Initial Planning Date	December 2011
Internal Stakeholders	Academic Staff, Students, Administrative Staff, GÜSEM
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Faculty's Academic Units and Students
Monitoring Mechanisms	Academic Board Meetings Education and R&D Commission Meetings Unit Quality and Accreditation Commission Meetings Student Satisfaction Surveys

Performance Indicators	Number of students per classroom, Number of classrooms with projectors, Number of student study offices, Number of annual physical improvements and maintenance, Number of areas accessible to people with disabilities, Number of library uses, Overall student satisfaction rate with resources.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts

### B.5.2. Social, Cultural, and Sports Activities

Our faculty supports cultural, social, and sports activities aimed at student development. These activities are carried out in accordance with the [Directive on Extracurricular Student Activities and Student Clubs](#). Various student clubs operate within the faculty, and promotional activities are organized to introduce these clubs. In addition to academic education, the faculty aims to provide students with opportunities to learn while enjoying social activities and competitions. All events held throughout the year are included in the Faculty Activity Report.

The planning, implementation, and evaluation of social, cultural, and sports activities are carried out within a systematic framework. Activity proposals are evaluated by the relevant commissions, the annual activity schedule is prepared, and events are reviewed at the end of each term. The results are used to plan improvements for the following term. The Faculty's Academic and R&D Commission, together with the Commission on Stakeholder Relations and Social Contribution, play an active role in the planning and evaluation of social and cultural activities. Feedback and suggestions from internal and external stakeholders are considered in commission meetings, and necessary planning and improvement measures are implemented accordingly.

Scheduled events are announced through the faculty's social media accounts and student WhatsApp groups. After each event, visual and informational updates are shared to inform students and increase the visibility of the activities. The effectiveness of organized events is monitored through student feedback collected both within the faculty and via University-wide

Student Satisfaction Surveys. The results are evaluated, deficiencies are identified, and improvement actions are planned, aiming to enhance the quality of social and cultural activities. As part of the compulsory course “Social Responsibility Projects” included in the curriculum across the university, students organize various activities. In collaboration with internal and external stakeholders, our faculty continuously organizes events to support the development of students as well as academic and administrative staff. Conferences and seminars on various topics are held within the faculty to promote academic presentation and consultation culture.

The faculty organizes activities in various centers where students can participate in cultural and artistic events. These events, both within the faculty and at the university level, contribute to the social and cultural development of students. Scholarship activities conducted within the faculty are carefully monitored according to predefined criteria, and applications are evaluated based on assessed needs. The process is conducted with transparency and fairness to ensure that students in need receive support.

Every year, the faculty organizes events that bring together active students and alumni. These events aim to strengthen institutional belonging and enhance interaction between graduates and current students.

<b>Subject</b>	Social, Cultural, and Sporting Activities
Responsible Unit(s)	Deanery
Initial Planning Date	December 2011
Internal Stakeholders	Academic Staff, Students, Administrative Staff, GAUN Health, Culture and Sports Department
External Stakeholders	Provincial and District Municipalities
International Stakeholders	International Advisory Board
Application Areas	Academic Staff, Administrative Staff, and Students
Monitoring Mechanisms	Student satisfaction surveys Focus group interviews with alumni

Performance Indicators	Total number of student clubs in operation Number of students actively involved in student clubs Results indicating satisfaction rates regarding social, cultural, and sporting events Number of activities carried out by student clubs Students' utilization rates of the university's social, cultural, and sporting activities Minutes of focus group interviews with alumni Number of students receiving scholarships from the faculty association
Evaluation and Improvement Date	At the end of each academic year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts

### B.5.3. Facilities and Infrastructure (Cafeteria, Dormitory, Technology-equipped Study Areas, Medical, etc.)

The planning of facilities and infrastructure at our institution is managed by the Health, Culture, and Sports Department, and the Construction and Technical Affairs Department, which operate under the Rectorate. Technological infrastructure processes are handled by the Information Technology Department according to defined procedures.

On the ground floor of our faculty building, there is a cafeteria open to students. The cafeteria is seen as an important area for socialization and is equipped to meet the needs of students.

In addition to the classrooms and library, there are 64 student study rooms available on the floors of the faculty building. Furthermore, there is an 80-student capacity study room equipped with necessary technical infrastructure, advanced ventilation systems, and soundproofing.

Our faculty provides adequate classroom facilities and modern laboratories with advanced equipment for the work of undergraduate and graduate students. These facilities support teaching and research activities. Students can benefit from the campus amenities, including sports facilities, the cafeteria, guest accommodations, dormitories, shopping services, and health services.

<b>Subject</b>	Facilities and Infrastructure (Canteen, Dormitory, Technologically Equipped Workspaces, Medical Center, etc.)
Responsible Unit(s)	Deanery
Initial Planning Date	December 2011
Internal Stakeholders	Academic Staff, Students, Administrative Staff, GAUN Health, Culture and Sports Department, Construction and Technical Affairs Department
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Academic Staff, Administrative Staff and Students
Monitoring Mechanisms	Academic Staff Satisfaction Survey Administrative Staff Satisfaction Survey Student Satisfaction Surveys Student Focus Group Interviews
Performance Indicators	Regular technical checks of ventilation, sound insulation, lighting and security systems, Satisfaction rates according to survey results for students and staff, Feedback regarding the canteen, study halls and common areas.
Evaluation and Improvement Date	At the end of each year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts

#### B.5.4. Barrier-Free University

Our faculty is equipped with accessible infrastructure to ensure that students with disabilities can easily access classrooms. There is a wheelchair ramp at the faculty entrance, allowing easy access to the classrooms. Additionally, our building has an audio-enabled floor lift, with Braille on the elevator buttons. The student restroom on the ground floor is specially designed to accommodate the needs of students with disabilities, with all necessary facilities provided. Direction signs, classroom names, and other door labels within the faculty feature Braille script for guidance.

A designated parking area for individuals with disabilities is available in front of our faculty building.

The university library offers Braille-printed materials for students with visual impairments. There is also a movable platform in the library to help disabled students access the upper floor. Throughout the campus, signs are equipped with Braille and guide paths are designed for ease of movement. There are also designated parking spaces for disabled individuals and accessible restrooms. Some building entrances are equipped with phones to contact assistants for help. Disabled students, along with their companions, can also eat at the staff cafeteria.

The entire university campus is part of the Accessible University program and has earned a Blue Flag under the socio-cultural accessibility category.

The processes related to students with disabilities in our faculty are managed by the "Disabled Student Unit," established under the Rectorate. This unit provides support to students with various needs, including those with attention deficit hyperactivity disorder (ADHD), hearing impairments (including severe hearing loss), visual impairments, mobility issues (physical disabilities), psychological challenges, learning difficulties, chronic health conditions, Asperger syndrome, high-functioning autism, and temporary disabilities.

To access the services outlined in the guidelines, students must submit a report detailing their disability after registering for their department or school. Each unit assigns an academic advisor to assist students with disabilities. These advisors, in coordination with the Disabled Student Unit, provide the necessary support based on the student's special requirements. They work together to ensure that the student receives the requested services, and that teaching and exam practices are adapted to meet the student's specific needs. Facilities such as elevators, wheelchair ramps, and tactile paths are made accessible. During exam periods, faculty staff members are assigned as readers for students with disabilities. Additionally, in the context of

the Civic Involvement Projects course, students create projects by reading and recording textbooks for their disabled peers.

<b>Subject</b>	Barrier-Free University
Responsible Unit(s)	Deanery
Initial Planning Date	December 2011
Internal Stakeholders	Academic Staff, Students, Disability Student Unit, Disability Student Advisor
External Stakeholders	Relatives of Students with Disabilities
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	Student satisfaction surveys Student focus group interviews Ramps, elevators, Braille signage, Regular inspection and maintenance records of accessible toilets and guide paths, Recording and evaluating applications made to the Disabled Student Unit, support services provided, exam adaptations and reader support
Performance Indicators	Feedback collected through academic advisors, Periodic checks of wheelchair ramps and elevators, Braille signage and accessible restrooms, Individual feedback and needs assessment interviews through the Disabled Student Unit, Number of reader support services provided during exams
Evaluation and Improvement Date	As needed throughout the year

Place on the Information System

GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts

#### B.5.5. Guidance, Psychological Counseling, and Career Services

In our faculty, all students receive orientation programs and are introduced to academic advisors who provide guidance and counseling services. Additionally, the Health, Culture, and Sports Department provides health and psychological counseling services to our students. If further assistance is needed, students can receive the necessary services from the relevant departments of our affiliated Şahinbey Research and Practice Hospital. Within the Health, Culture, and Sports Department, two psychologists are assigned to offer psychological counseling and guidance services to students. At the same time, mental and physical health services are provided at Şahinbey Research Hospital, along with support services related to these health issues.

The Gaziantep University Psychological Counseling and Guidance Center aims to assist students in their individual, social, and academic development, facilitate their adaptation to university and dormitory life, and equip them with the necessary skills to cope with any challenges they may encounter in these areas.

Our faculty offers training courses as part of the curriculum, and in cooperation with the Ministry of National Education (MEB), senior students complete Teaching Practice at schools designated by MEB. These courses, along with the Teaching Practice course, prepare students for their professional lives. Additionally, each year, students organize an exhibition on Teaching Technologies and Material Design, where they develop materials to enhance their teaching effectiveness in the field of Religious Culture and Moral Knowledge, in line with modern educational principles and needs.

Career development activities for students are coordinated by the Career Planning and Entrepreneurship Application and Research Center under the Rectorate. This center offers career counseling services. Our faculty works in collaboration with this center to provide career-related services. The curriculum also includes a Career Planning course.

As part of the Presidential National Internship Program, our students can participate in internships. Moreover, there is an İŞKUR office on campus, offering consulting support to students.

In extraordinary situations (such as pandemics, natural disasters, etc.), our faculty contacts students to gather information about their status, assess their needs, and ensure those needs are met. Additionally, a committee is established in our faculty to provide spiritual and psychological support during such times.

<b>Subject</b>	<b>Guidance, Psychological Counseling and Career Services</b>
Responsible Unit(s)	Deanery
Initial Planning Date	December 2011
Internal Stakeholders	Academic Staff, Students, Gaziantep University Psychological Counseling and Guidance Center, Career Planning and Entrepreneurship Application and Research Center
External Stakeholders	Gaziantep İl Milli Eğitim Müdürlüğü, İŞKUR
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	Regular monitoring of feedback received from practice schools regarding teaching practice and teacher training courses, data on participation in career events, seminars and internship programs, Recording and evaluating student support processes in extraordinary situations, Regularly collecting student feedback regarding orientation programs and academic counseling services.
Performance Indicators	The percentage of students participating in orientation programs, Number of students benefiting from academic counseling services,

	Percentage of students completing the Teaching Practice course, Participation rate in career events, Number of students benefiting from spiritual and psychological support services.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts

## B.6. Monitoring and Updating Programs

### B.6.1. Monitoring and Updating Program Outcomes

Our faculty designs and monitors curricula based on needs. In line with our faculty's vision and mission, specific Program Objectives, Program Outcomes, and Discipline-Specific Criteria are determined for the Theology Faculty programs, and updates are made considering the criteria of the Turkish Higher Education Qualifications Framework (THQF). The updated curriculum is reviewed and discussed in the Faculty Board with the proposal of the Department Board and then submitted to the Education Commission. After examination and necessary revisions by the commission, the curriculum is forwarded to the University Senate for approval and is implemented once approved.

Throughout the academic year, the performance of the programs is assessed during advisory board, department board, and academic board meetings. Necessary updates are made and implemented as a result of these meetings.

To ensure active student participation in the process, satisfaction surveys are conducted at the end of the academic term. The collected data is evaluated during Academic Board Meetings and in Education and R&D Commission meetings, leading to decisions aimed at improvement.

As part of the quality process, catalog revisions are periodically reviewed, and updates are made based on feedback from internal and external stakeholders, as well as suggestions from advisory boards. This process aims to ensure that the catalogs remain up-to-date, comprehensive, and functional.

Measures and improvement efforts are being implemented to ensure alignment between program outcomes and course learning outcomes, and to evaluate the relationships between these outcomes and their connections with IAA outcomes. Within this scope, the Assessment and Evaluation Committee reviews examination documents twice a year to complete the evaluation process, compiles the findings into a report, and submits it to the Education Committee and the Unit Quality and Accreditation Committee. Based on the prepared reports, the Dean's Office brings the necessary issues to the agenda of the Academic Council to determine the decisions to be taken and ensures that regulations are made to improve the quality of the education and training processes.

<b>Subject</b>	Monitoring and Updating Program Outcomes
Responsible Unit(s)	Dean's Office, Education and R&D Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Gaziantep Provincial Directorate of National Education
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	<p>Periodic review of the alignment between program outcomes and learning outcomes through course information packages and learning outcome matching tables,</p> <p>Review of exam papers twice a year by the Measurement and Evaluation Commission and analysis of the alignment of measurement methods with learning outcomes,</p> <p>Evaluation of commission reports by the Education Commission and the Unit Quality and Accreditation Commission.</p>

Performance Indicators	The matching rate between learning outcomes and program outcomes, Number of exam papers reviewed and coverage rate.
Evaluation and Improvement Date	In cases deemed necessary during the year and at the beginning of semesters
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, Bologna Information System

### B.6.2. Graduate Monitoring System

The status of graduates is regularly monitored across the university through the Graduate Information System, and necessary improvement steps are taken based on the feedback received. In addition, meetings are held once a year within the dean's office to assess graduate satisfaction levels and analyze their views on their university experience in a more comprehensive manner; at these meetings, graduates' suggestions, requests, and complaints are taken into consideration.

Seminars on career planning are organized to provide guidance to both current students and graduates. These events and meetings are promoted through various platforms. Furthermore, all activities and events are shared via social media accounts and online graduate groups to strengthen the connection with alumni.

<b>Subject</b>	Graduate Tracking System
Responsible Unit(s)	Deanery
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Graduating Students
International Stakeholders	International Advisory Board
Application Areas	Graduating Students

Monitoring Mechanisms	Alumni WhatsApp groups Social media accounts, Meetings with alumni. GAUN Alumni Information System
Performance Indicators	Reports from meetings with alumni, Feedback from alumni WhatsApp groups, Number of students registered in the GAUN Alumni Information System.
Evaluation and Improvement Date	At the times deemed necessary each year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Alumni Information System

## C. RESEARCH AND DEVELOPMENT

### C.1. Research Strategy

Gaziantep University has a [research strategy](#) covering the years 2024-2028. In line with its [quality policy](#), our faculty sets [goals and objectives](#) that align with the university's strategic plan. Accordingly, activities are planned and implemented to respond to both national and international expectations.

To conduct educational and research-development processes in a healthy and systematic manner, a [commission](#) has been established, and the process is regularly evaluated during the academic council meetings held at the end of each term.

#### C.1.1. Research Policy, Goals, and Strategy of the Institution

Our faculty adopts a policy that aligns with Gaziantep University's Strategic Plan, focusing on academic priorities and generating value that can be transformed into societal benefit. In this regard, we embrace a vision of producing knowledge that meets international standards and sharing it with both academic and societal sectors. Our faculty consistently publishes scientific works and hosts numerous scientific events to support its research policies. The activities carried out to achieve these goals are monitored by the [Education and R&D Commission](#) and the academic council. The attainment of these goals is regularly assessed through annual activity reports. Our faculty's research policy is aligned with [Gaziantep](#)

[University's strategic plan](#) and [internationalization policy](#) and it includes the following principles:

1. **Ethical Principles:** Strict adherence to scientific ethical principles (honesty, impartiality, objectivity, confidentiality, and respect for intellectual property rights) in all research and development activities. Ensuring transparency and accountability throughout the research processes
2. **International Collaboration and Participation:** Strengthening international academic collaborations, encouraging participation in global research networks, and supporting involvement in research projects abroad.
3. **Inclusive Education and Research Opportunities:** Offering qualified research opportunities to our faculty's students, supporting their participation in research processes, and helping them develop scientific thinking skills.
4. **Encouraging Interdisciplinary Studies:** Conducting interactive research projects with different areas of Islamic Studies and other disciplines, such as social sciences and natural sciences, and supporting interdisciplinary projects.
5. **Organizing Continuous Education and Research Programs:** Organizing continuous education and seminars for researchers to ensure that they keep up with scientific developments and use innovative research methods.
6. **Conducting Innovative and Pioneering Studies for the Future:** Carrying out innovative and pioneering studies in line with changing global conditions and the needs of society in the field of Islamic studies, focusing on future-oriented research.

Our faculty has defined its [strategic goals for the 2025-2029 period](#) and completed the necessary preparations to achieve them. These strategic goals are set with the contributions of the Dean, Vice Deans, University Quality Board, and Faculty Accreditation Committee, and have been shared with the public. In line with these goals, our faculty continues its work and aims to increase its academic success. The process of determining and updating our faculty's research policy, objectives, and strategies is carried out by the Strategic Planning Commission. The Commission reviews the research policy every five years and makes necessary updates as needed, taking into account the views of internal and external stakeholders.

<b>Subject</b>	Research Policy, Goals, and Strategy of the Institution
Responsible Unit(s)	Dean's Office, Strategic Plan Preparation Commission

Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students and GAUN Quality Development Coordination Office Alumni
External Stakeholders	Gaziantep Provincial Directorate of National Education Gaziantep Provincial Mufti's Office
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	Strategic Plan Preparation Commission Meetings, Annual activity reports prepared by academic units, Education and R&D Commission Meetings and Academic Board Meetings, Meetings with internal and external stakeholders
Performance Indicators	Number of articles published in national and international peer-reviewed journals, Number of books, book chapters and editorships, Number of nationally and internationally supported projects, Number of international joint publications and projects, Number of symposia, congresses, workshops and panels organized, Research and application activities focused on social benefit, Number of student-participated research projects and publications.
Evaluation and Improvement Date	At the times deemed necessary each year

Place on the Information System

GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Quality Improvement Coordination Website, GAUN EBYS

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

Our faculty plans and executes research and development (R&D) processes through its administrative staff, relevant boards, and commissions. It ensures that these processes progress in coordination with the university and stakeholders.

[The Education and R&D Commission](#), which operates within our faculty, carries out activities in line with the faculty's [mission, vision](#), s strategic plan, and goals. In accordance with the procedures and principles set by the Higher Education Quality Council, the commission develops and implements surveys and similar methods to evaluate educational activities. It also organizes meetings with commission members for consultations to contribute to the process.

The Education and R&D Commission undertakes various responsibilities to ensure the effective management of R&D processes, including:

- Identifies the need for curriculum updates and improvements and develops recommendations.
- Conducts monitoring and evaluation studies aimed at improving the quality of education and teaching processes.
- Presents recommendations for improving educational quality, taking into account feedback from students and academic stakeholders.
- Collaborates with relevant units to continuously improve education and R&D activities.
- Monitors the effectiveness of R&D activities at the faculty and develops improvement recommendations for their enhancement.
- Conducts evaluations to improve the quality of research projects, scientific publications, and academic outputs.
- Contributes to the development of R&D processes, ensuring their alignment with the faculty's strategic goals.

The commission collaborates with assistant members to continuously improve educational processes and assigns tasks when necessary.

In addition, there are other units within the faculty responsible for carrying out R&D activities. The Scientific Research Projects Unit (BAPYB) of Gaziantep University supports academic projects and provides funding. Applications for projects can be easily made through

the online system, and the processes are tracked digitally. Participation of academic staff in congresses and symposiums is encouraged and financially supported. Upon completion, projects are evaluated in detail, and the process is carried out transparently.

Furthermore, the Theology Academy Journal, published by our faculty and indexed in TR Index and various international databases, makes significant contributions to R&D activities. The editorial board works diligently to enhance the academic impact of the journal and ensure the publication of high-quality studies.

Our faculty also has a Project Coordinator. The Project Coordinator guides students in their TÜBİTAK 2209 Student Projects applications, monitors the application processes, and provides guidance and advisory support to students during the project preparation stages. There is also an Erasmus Coordinator with international assignment experience. This coordinator provides advisory services to academic staff and students wishing to conduct research abroad; they offer guidance on application processes, inter-institutional collaborations, and mobility opportunities.

<b>Subject</b>	Management and Organizational Structure of Research and Development Processes
Responsible Unit(s)	Dean's Office, Education and Research and Development Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students and GAUN BAPYB
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	Education and R&D Commission Meetings, Regular monitoring of scientific publications, journal activities and academic events, Academic Staff Satisfaction Surveys, Academic Board Meetings

Performance Indicators	Number of supported research projects and amount of funding provided, Indexing status and publication quality of the Journal of Theology Academy, Student-participated research activities (TÜBİTAK 2209), Number of national and international scientific publications.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN BAPYB Website, GAUN EBYS

### C.1.3. Relationship of Research Activities to Local, Regional, and National Needs and Demands

Our faculty conducts research and development activities addressing local, regional, and national needs and demands. In this context, we lead the organization of scientific and societal events, contributing to both national and global knowledge while specifically supporting the religious, social, and cultural development of our region (Goal 5, Targets 3-4-5; Goal 6, Targets 1-2).

All research and activity initiatives are planned through consultations with external stakeholders and, when appropriate, supported by sponsors. The faculty incorporates Gaziantep's religious, national, historical, and cultural heritage into local research priorities. At the national level, focus areas include prominent religious and societal issues and their underlying causes, such as belief-related debates (e.g., atheism, deism), mental health challenges, radical religious tendencies, family and youth issues, divorce, violence against women, contemporary jurisprudential problems, access to authentic religious knowledge, and religious exploitation (Goal 5, Strategic Targets 3 & 4).

At the international level, global challenges facing Islam, including Islamophobia, the role of circumcision, and youth-related topics, constitute important aspects of the research agenda (Goal 6, Strategic Targets 1). Graduate theses, scholarly articles, book projects, as well as congresses, symposia, and seminars conducted within the faculty are shaped according to these local, national, and international research priorities to contribute effectively to the

identified research areas (Goal 4, Strategic Targets 1-3; Goal 5, Strategic Target 4; Goal 6, Strategic Targets 1-2).

All these research and development activities are planned and conducted in alignment with the faculty's defined strategic goals and targets, thereby fostering a research culture focused on both academic quality and societal impact.

<b>Subject</b>	Relationship of Research Activities to Local, Regional, and National Needs and Demands
Responsible Unit(s)	Dean's Office
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students, GAUN BAPBY
External Stakeholders	Gaziantep Provincial and District Mufti Offices Gaziantep Provincial Directorate of National Education Gaziantep Provincial and District Municipalities
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	Reflection of priority research areas on theses, publications and scientific activities, Postgraduate thesis topics and scientific event themes, Academic Board Meetings.
Performance Indicators	Minutes of the Education and R&D Commission Meetings  Minutes of the Academic Board Meetings Number of articles, books, and scientific publications focusing on the determined topics, Number of congresses, symposiums, and seminars organized within the scope of priority themes, Number of research and projects aimed at producing solutions to local and social problems,

	Number of joint activities and collaborations carried out with stakeholder institutions,
Evaluation and Improvement Date	At the times deemed necessary each year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN BAPYB Website, GAUN Academic Information System, GAUN EBYS, YOK National Thesis Center

## C.2 Research Resources

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

Our faculty building has been constructed with a modern infrastructure to support both education and research. In this context, it offers extensive facilities for academic and administrative staff, students, and external participants.

The faculty covers a total indoor area of 8,400 square meters and includes a library, separate prayer rooms for men and women with a capacity of 280 people, a 250-seat conference hall, a cafeteria, 27 classrooms with a total capacity of 1,380 students, a 50-person meeting room, 3 study halls, and 61 academic and administrative offices. On the ground floor of the building, an 80-seat study room provides students with well-equipped desks for using phones and computers, along with wireless internet access. Combined with other reading and study areas, these facilities ensure a productive and comfortable working environment for students.

The Faculty of Theology Fuat Sezgin Library has been serving as a research library since April 1, 2016. Its collection includes 16,000 books, reference materials, and over 40 periodicals. Thanks to the integrated automation system shared with the central university library, users can borrow materials and access the Interlibrary Loan (ILL) service to obtain publications from other institutions. Additionally, resources not available in the university library are acquired upon request by academic staff and added to the collection.

The 250-seat conference hall is equipped with air conditioning, ventilation, projection, and sound systems. Additionally, there is a 50-person meeting room used for academic board meetings and various events. A dedicated boardroom has also been established for editorial meetings and to display the journals published by our faculty.

Research projects are conducted in coordination with the university, and financial support for scientific work is often provided by external stakeholders.

Research projects are conducted in coordination with the university, and financial support for scientific studies is provided through various institutional resources and external stakeholders. The Gaziantep University Scientific Research Projects Unit, operating within Gaziantep University, supports academic staff in their participation in books, articles, conferences, and symposiums. Within this scope, allowances are allocated to the accounts of teaching staff for use in research and scientific activities; these allowances can be used for participation in scientific meetings, accommodation expenses, and the procurement of computers and similar equipment needed in the research process. The university enters into agreements with various fee-based web-based databases and academic platforms to facilitate academic staff's access to scientific resources and provides institutional access. In addition, various licensed digital software programs, primarily statistical and data analysis programs (e.g., IBM SPSS Statistics) required for research processes, are made available to academic staff. These opportunities aim to enhance the quality of research activities and support scientific productivity.

<b>Subject</b>	Research Resources: Physical, Technical, Financial
Responsible Unit(s)	Deanery
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students, GAUN BAPBY, GAUN Faculty of Theology Association
External Stakeholders	Gaziantep Provincial Mufti's Office Gaziantep Provincial and District Municipalities, TÜBİTAK
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	Regular monitoring of the usage rates of physical spaces (classrooms, study halls, conference hall and library),

	<p>Measuring the satisfaction level of academic staff regarding physical and technical infrastructure through surveys,</p> <p>Student satisfaction survey, Reviewing the needs of physical and technical infrastructure in line with feedback received from academic staff and students, Academic Board Meetings.</p>
Performance Indicators	<p>Library collection usage rate and annual number of loans,</p> <p>Number of publications, projects and scientific event participations supported by BAP (Research Projects and Research Center),</p> <p>Rate of academic staff benefiting from financial support,</p> <p>Utilization intensity of study areas and user satisfaction level,</p> <p>Results of satisfaction surveys regarding physical and technical infrastructure.</p>
Evaluation and Improvement Date	As deemed necessary during the year.
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN BAPYB Website, GAUN EBYS

### C.2.2. Intra-University Resources (Scientific Research Projects Unit, etc.)

Within the scope of the Council of Higher Education's Academic Incentive Program, academic staff are rewarded for their scholarly efforts, while also being supported in their professional development and teaching skills. Participation in national and international congresses, seminars, and similar academic events is encouraged by the Scientific Research Projects Unit (BAP). Additionally, financial support for such events is provided from the faculty's own budget. Financial support for such events is also provided from our faculty association's budget.

All Research and Development Projects (BAP) completed or ongoing by academic staff within the faculty are regularly monitored annually by the Education and R&D Commission and the Dean's Office. In this context, the number and status of projects are systematically tracked through the "BAP Supported Projects" page; evaluations are made based on the data obtained, and improvement and development plans aimed at increasing the number of projects are prepared and submitted to the Dean's Office. In addition, efforts are made to increase the project-producing capacity of academic staff. In this regard, studies are conducted to plan informative training and seminars on the types of projects needed, taking into account the survey results. Furthermore, our faculty's academic staff also participate in seminars organized by the University's BAP Coordination Unit throughout the year on project preparation processes and project types.

Academic staff and students apply for funding for academic work such as articles, papers, book chapters, and projects through the Scientific Research Projects (BAP) automation system. Following the evaluation of applications, a predetermined amount of support based on the type of academic product is allocated to the faculty member's account as a grant. This defined grant can be used for expenses directly related to academic activities, such as participation in scientific meetings, registration fees, transportation, and accommodation expenses. Faculty members can cover their expenses for symposium and conference participation within the scope of this grant; the process is carried out in accordance with the documentation and reporting principles within the framework of the relevant legislation. In addition, allowances defined in the account can also be used for the procurement of technical equipment such as computers, keyboards, HD cameras, and similar items. Applications for thesis work prepared by graduate students can be made through the supervising faculty member. Any unused portion of the defined allowances can be carried over to the following year in accordance with the relevant legislation.

<b>Subject</b>	Intra-University Resources (Scientific Research Projects Unit, etc.)
Responsible Unit(s)	Dean's Office, Education and R&D Commission
Initial Planning Date	December 2024

Internal Stakeholders	Academic Staff, Students, GAUN BAPBY, GAUN Faculty of Theology Association
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	Applications made through the BAP automation system, Data on the use of provided support, Academic Board Meetings.
Performance Indicators	Number of BAP-supported publications, projects and scientific event participations, The rate at which academic staff benefit from financial support.
Evaluation and Improvement Date	As deemed necessary during the year.
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN BAPYB Website, GAUN EBYS

### C.2.3. Orientation toward External Resources (Methods and Contributions)

External sources refer to financial contributions obtained from projects carried out in coordination with our university and supported by external funding. In this context, project applications are submitted to various national and international funding organizations, particularly TÜBİTAK. External funds are managed within the framework of contracts signed with partner institutions in accordance with relevant legislation; expenditures are made according to established rules, and the process is monitored through periodic technical and financial reports. Information and incentive mechanisms are operated through the BAP unit to increase the academic staff's orientation towards external sources. Additionally, academic staff involved in externally funded projects are evaluated based on these activities in academic promotion and appointment processes.

Regarding participation in international conferences and scientific meetings, academic staff are notified via EBYS and WhatsApp groups when the host institution covers all expenses for certain events. This ensures that faculty members are aware of such opportunities and encourages their participation in the application process. The financial burden of international conferences and scientific events organized within the faculty is shared in cooperation with various institutions. In this context, support is received from local administrations, primarily district municipalities and metropolitan municipalities. Furthermore, within the framework of collaborations with provincial and district muftiships, they contribute to organization, promotion, and logistics. This multi-stakeholder structure aims to strengthen the faculty's scientific event capacity and increase its international visibility. Such activities are regularly monitored and evaluated by the Dean's Office and the Education and R&D Commission.

<b>Subject</b>	<b>Turning to External Resources (Methods and support)</b>
Responsible Unit(s)	Dean's Office, Education and Research and Development Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students
External Stakeholders	TÜBİTAK, Gaziantep Provincial and District Mufti Offices, Gaziantep Provincial and District Municipalities
International Stakeholders	International Advisory Board
Application Areas	Academic Staff and Students
Monitoring Mechanisms	External project applications, Academic Board Meetings Education and R&D Commission meetings.
Performance Indicators	Number of project applications and acceptances from TÜBİTAK and other external funding organizations, Percentage of external stakeholder support provided for events organized by the faculty.

Evolution and Improvement Date	At the end of each year.
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN BAPYB Website, GAUN EBYS

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

Under the Gaziantep University Graduate School of Social Sciences, graduate programs such as the thesis-based master's and doctoral programs in Basic Islamic Sciences, the master's program in Philosophy and Religious Studies, and the master's program in Islamic History and Arts are conducted. These programs within our faculty are regularly reviewed based on current data, and the results of these evaluations are used to improve program effectiveness and contribute to societal benefit. The qualifications of the programs are shaped in accordance with the expectations of external stakeholders. In this context, collaboration is established with both internal and external stakeholders to ensure the achievement of educational objectives and to meet the needs of students and society.

Department and division chairs are responsible for running graduate programs that align with the institution's research policy, objectives, and strategic direction. Department chairs monitor the process for quality and evaluate the findings and recommendations from their meetings in February and June, forwarding any emerging needs and requests to the Dean's Office for discussion. The Dean's Office then implements the necessary improvements, taking into account the evaluations of the department and division chairs and the opinions of stakeholders.

<b>Subject</b>	Graduate Programs Aligned with the Institution’s Research Policy, Goals, and Strategy
Responsible Unit(s)	Dean's Office, Department Heads
Initial Planning Date	December 2024
Internal Stakeholders	Department Heads
External Stakeholders	Advisory Board
International Stakeholders	International Advisory Board

Application Areas	Academic Staff and Students
Monitoring Mechanisms	Department Heads
Performance Indicators	Number of Relevant Graduate Programs
Evaluation and Improvement Date	February-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN EBYS

### C.3. Research Competence

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

Our university offers various project support mechanisms to strengthen the scientific infrastructure of its faculty members. All these applications are carried out in line with the fundamental strategic goals and objectives adopted by our faculty. In this context, academic activities such as participation in TÜBİTAK and European Union projects, patent applications, participation in national and international congresses/symposiums, editorship and authorship of articles in internationally indexed journals are supported by the BAP unit. In addition, TÜBİTAK and BAP units contribute to strengthening project development capacity across the university by conducting project writing training, information meetings, and consultancy activities to increase the competence of academic staff in preparing projects. Furthermore, scientific, social, and cultural events are organized in collaboration with internal and external stakeholders to develop the competencies of teaching staff.

Our faculty considers increasing research competence to be one of its top priorities and pursues this process with a holistic approach. In this regard, initial appointment and academic promotion criteria are determined in a way that encourages research quality; every update aims to increase scientific productivity and strengthen research capacity.

The individual academic development of teaching staff is also supported at the institutional level. Continuous learning environments are created through training programs, seminars, workshops, and courses organized with the contributions of internal and external stakeholders. The aim is to familiarize academic staff with current research methods, develop interdisciplinary collaborations, and increase participation in national and international scientific activities. All these practices are carried out in line with the fundamental strategic aims and objectives adopted by our faculty (Aim 4, Targets 1, 2; Aim 6, Targets 1, 2).

This development process is systematically monitored by the Education and R&D Commission. Each year, the Commission collects the individual goals of academic staff; at the Academic Council meeting held in June, these goals are compared with the academic publication performance produced during the year and submitted to the dean's office for evaluation. The dean's office regularly reviews the academic staff's level of achievement of these goals and identifies areas for improvement based on the results obtained. In addition, the commission continues to provide guidance to support continuous development by making recommendations on the planning of courses, seminars, and similar activities aimed at improving the academic quality of teaching staff.

<b>Subject</b>	Research Competence of Academic Staff and Its Development
Responsible Unit(s)	Dean's Office, Education and R&D Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, GAUN BAPYB,
External Stakeholders	Advisory Board, TÜBİTAK
International Stakeholders	International Advisory Board
Application Areas	Academic Staff
Monitoring Mechanisms	Determination of academic staff's annual publication, project, and academic development targets, Education and R&D Commission meetings, Academic Board meetings, Unit Quality and Accreditation Commission meetings
Performance Indicators	Number of TÜBİTAK, EU, and other externally funded project applications, Table of targeted publication numbers, table of actual publication targets, Number of organized courses, seminars, and workshops, etc.

	Minutes of the Education and R&D Commission Meetings, Minutes of the Academic Board Meetings, Minutes of the Unit Quality and Accreditation Commission Meetings.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN EBYS

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

At our faculty, researchers are encouraged to participate in research and development activities by strengthening collaborations with external stakeholders, taking into account national and international needs and priorities. For this purpose, cooperation is developed by signing protocols with various institutions and units. The faculty regularly organizes scientific, social, and cultural events (such as seminars, symposiums, exhibitions, workshops, etc.) in collaboration with internal and external stakeholders. In addition, interdisciplinary and inter-institutional scientific cooperation is strengthened by participating in joint research projects involving academic staff working at universities in different regions. (Objective 6; Target 4-2)

In the course of this process, the Education and R&D Committee, along with the Stakeholder Relations and Social Contribution Committee, within the faculty, convey their opinions and suggestions on relevant matters to the Unit Quality and Accreditation Committee. Based on the evaluations made, the Dean's Office takes the necessary steps to carry out the required activities, develop collaborations, and implement protocols. In addition, the opinions and suggestions received at meetings held with national and international advisory boards also guide these processes and contribute to the development of the faculty's collaboration strategies.

<b>Subject</b>	National and International Joint Programs and Joint Research Units
Responsible Unit(s)	Dean's Office, Education and R&D Commission, Unit Quality and Accreditation Commission
Initial Planning Date	December 2024

Internal Stakeholders	Academic Staff, GAUN BAPYB
External Stakeholders	Advisory Board, TÜBİTAK
International Stakeholders	International Advisory Board
Application Areas	Academic Staff
Monitoring Mechanisms	National and international advisory board meetings, Minutes of Education and R&D Commission Meetings Unit Quality and Accreditation Commission Meetings Academic Board Meetings Stakeholder Relations and Social Contribution Commission Meetings
Performance Indicators	The number of joint national and international research projects carried out, The number of scientific events organized (seminars, symposia, workshops, etc.) and the profile of the participants, The amount of funding and support obtained as a result of national and international collaborations.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts, GAUN BAPYB

#### C.4. Research Performance

Our faculty regularly measures its R&D activities based on data and shares the results with the public. The collected data is used to periodically assess the R&D capacity and to ensure its continuous improvement. Current processes are developed in line with the strategic plan and quality standards under the guidance of the Faculty Board and the Education and R&D Commission, in accordance with the PDCA (Plan-Do-Check-Act) cycle.

### C.4.1. Academic Staff Performance Evaluation

In line with its strategic plan, our faculty continuously evaluates the performance of its teaching staff and develops methods to support their development. To track the research and development achievements of academic staff, the annual work of each academic unit is analyzed, and data on academic activities such as publication numbers, conference papers, books, and projects are collected. This information is organized and submitted to the dean's office as an activity report. (Objective 1, Target 1; Objective 4, Target 1, 2; Objective 6, Target 1, 2)

Our institution has a defined and systematic structure for monitoring the research and development performance of academic staff. Through the AKBIS system used within the university, the academic activities of teaching staff are regularly recorded and monitored. The "Academic Activities and Performance" module in AKBIS, integrated with YÖK Academic, allows for the holistic tracking of academic outputs such as publications, projects, papers, and citations. Furthermore, access to academic staff's ORCID, Web of Science, and YÖK Academic profiles through the system allows for monitoring researchers' national and international academic visibility from a single platform. An academic incentive program is implemented to improve the performance of faculty members, and the progress of this process is regularly monitored. Evaluation meetings are held to ensure the continuity of research and development activities, and the results and recommendations from these meetings are submitted to the Dean's Office as development strategies. The Education and R&D Commission monitors the process from a quality perspective and submits its findings and recommendations for improvement to the Dean's Office in December and June for consideration by the Unit Quality and Accreditation Commission. The Unit Quality and Accreditation Commission meets immediately after these meetings to review the reports from the commissions and submits its evaluations to the Dean's Office. Based on these evaluations, and taking stakeholder opinions into account, the Dean's Office carries out the necessary improvement and development activities.

Subject	Academic Staff Performance Evaluation
Responsible Unit(s)	Dean's Office, Education and R&D Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff

External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Academic Staff
Monitoring Mechanisms	Annual activity reports of academic units, AKBIS records,  Academic Board meetings, Education and R&D Commission meetings.
Performance Indicators	Number of articles published in internationally indexed journals, Number of citations to academic studies, Number of faculty members involved in nationally and internationally supported projects, Number of published books, editorial works and book chapters, Number of presentations made at national and international scientific events, Number of faculty members commended by the Faculty for scientific achievement.
Evaluation and Improvement Date	At the End of Each Academic Year
Place on the Information System	GAUN Theology Website, GAUN Cloud System, GAUN AKBIS, GAUN EBYS

#### C.4.2. Evaluation of Research Performance and Improvements Based on Results

Research performance at our faculty is regularly evaluated in line with the institutional strategic plan and quality assurance system (Objective 4; Target 1). The publication, project, citation, and scientific activity of faculty members are analyzed based on the annual activity reports of academic units, AKBIS data, and academic performance indicators. The data obtained is evaluated at Academic Council meetings to identify strengths and areas for improvement. In this context, support mechanisms are implemented to develop research

collaborations, increase the number of project applications, encourage the production of high-quality publications, and strengthen academic visibility.

During the research performance monitoring process, the Education and R&D Commission conducts reviews from a quality perspective and submits its findings and recommendations to the Unit Quality and Accreditation Commission. Based on the Commission's evaluations, the Dean's Office plans and implements improvement activities aimed at increasing research capacity, taking stakeholder opinions into account.

<b>Subject</b>	Evaluating Research Performance and Improving It Based on Results
Responsible Unit(s)	Dean's Office, Education and Research and Development Commission
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Academic Staff
Monitoring Mechanisms	GAUN AKBIS Databases Academic Incentive Applications
Performance Indicators	Changes in the number of publications per academic staff member, increase in participation in national and international research projects and project funding, Rate of benefiting from academic incentives.
Evaluation and Improvement Date	At the end of each academic year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN AKBIS, GAUN EBYS

### C.4.3. Research Budget Performance

Since research budget-related processes are managed by the relevant units within the Rectorate, our faculty does not have an independent research budget. Support for research resources is obtained through the Scientific Research Projects Unit (BAP) under the Rectorate. The monitoring, evaluation, and oversight of the strategy, resource utilization, institutional competence, and performance processes related to research and development are carried out under the responsibility of the Dean's Office.

<b>Subject</b>	<b>Research Budget Performance</b>
Responsible Unit(s)	Dean's Office
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, GAUN BAPYB
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	Academic Staff
Monitoring Mechanisms	BAP Applications
Performance Indicators	Number of Applications Made to the BAP Unit, Ratio of budget allocation types, Rate of increase in research budget by year, Rate of increase from the central budget, Rate of increase in the budget provided by external stakeholders.
Evaluation and Improvement Date	End of Each Academic Year

Place on the Information System

GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Electronic Document Management System (EBYS), GAUN BAPYB Website

## D. SOCIETAL CONTRIBUTION

### D.1. Policy, Objectives, and Strategy for Societal Contribution

Our faculty aims to be effective and efficient in social service areas in line with its strategic plan and objectives, to gain international recognition and prestige, and to develop in continuous cooperation with stakeholders. In this context, it maintains constant communication with internal and external stakeholders.

Our faculty's social contribution strategy, goals, and policies are determined by taking into account the views of internal and external stakeholders, with special emphasis on the “social contribution” dimension within the faculty's mission and strategic objectives. In line with this approach, our faculty adopts an understanding that strengthens interaction with society, considers the public interest, and prioritizes social responsibility.

Our social contribution policy, developed with the contributions of internal and external stakeholders, is outlined below:

To carry out work aimed at solving problems faced by society.

To shape community service policies with the participation of stakeholders.

To encourage and support academic staff and students to participate in community service activities.

To convey the results of scientific studies to society and organize academic and social events open to the public.

To effectively use mass communication tools to increase the community's level of knowledge on religious issues.

Our faculty's strategy and objectives for social contribution are defined as follows:

Objective 5: Improving Services Provided to the Community

**Strategic Goal 1:** To strengthen collaboration, partnerships, and coordination with internal and external stakeholders of our faculty.

**Strategic Goal 2:** To increase students' practical experience in religious service institutions.

**Strategic Goal 3:** To contribute to the identification and solution of regional problems in cooperation with relevant institutions, primarily the Gaziantep Provincial Mufti's Office, the Gaziantep Provincial Directorate of National Education, and NGOs.

**Strategic Goal 4:** To ensure that research activities are transformed into outputs addressing social problems and contributing to public benefit.

**Strategic Goal 5:** To increase the number of academic activities responding to social problems, and to increase the number of activities in which academic staff participate as part of their contribution to society to at least 35 in 2025, at least 36 in 2026 and 2027, at least 39 in 2028, and at least 40 in 2029.

**Strategic Goal 6:** To increase the number of social responsibility projects carried out within the scope of protocols with the Governorship and other public institutions, and to increase the number of social responsibility projects carried out by the faculty to at least 23 in 2025 and 2026, and at least 40 in 2027 and 2028. To reach at least 32 projects in 2028 and 2029. In this context, our faculty considers it one of its fundamental responsibilities to contribute its academic expertise for the benefit of society, strengthen stakeholder collaborations, and produce sustainable contributions that are sensitive to social needs.

**Social Awareness Projects (SAP):** The Social Awareness Projects course and its applications, conducted at the faculty, develop students' sense of social responsibility. In the process led by the SAP coordinator, students take an active role in social responsibility projects under the guidance of their academic advisors. Collaborations established with public institutions and non-governmental organizations ensure that different segments of society are reached.

**Faculty Journal:** Published twice a year by our faculty, the Theology Academy Journal aims to share Turkey's scientific knowledge on fundamental issues related to the Islamic world at an international level. Published in Turkish, Arabic, and English, the journal contributes to academic knowledge production with its thematic and general issues; the topics covered are supported by scientific meetings.

**Cultural and Artistic Activities:** Our faculty supports social and cultural interaction by organizing national and international cultural and artistic events on the university campus.

**Social Assistance and Solidarity Activities:** Support is provided to those in need and social solidarity awareness is strengthened through social solidarity events and fairs organized by students.

All social contribution activities carried out are announced on the faculty website and official social media accounts to ensure visibility and accessibility. Our faculty continues to

guide the community on religious and cultural issues, contribute to the resolution of social problems, and carry out work that considers social benefit in the face of national and international developments.

<b>Subject</b>	<b>Social Contribution Policy, Objectives and Strategy</b>
Responsible Unit(s)	Dean's Office, Stakeholder Relations and Community Contribution Committee
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff and Students
External Stakeholders	Alumni, Provincial Directorate of National Education, Provincial and District Mufti Offices, Provincial and District Municipalities, Civil Society Organizations
International Stakeholders	International Advisory Board
Application Areas	All Faculty, National and International Fields
Monitoring Mechanisms	Strategic Goals and Objectives for Social Contribution Social Contribution Policies
Performance Indicators	Achievement Rate of Strategic Goals Regarding Social Contribution
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts, GAUN Electronic Document Management System (EBYS)

#### D.1.2. Management of Societal Contribution Processes and Organizational Structure

Social contribution processes are carried out within a systematic structure consisting of planning, implementation, and evaluation stages. During the planning phase, activities to be

carried out are determined based on discussions with internal and external stakeholders; the implementation process is carried out under the coordination of the Dean's Office and in collaboration with stakeholders. The Faculty Administration and the Stakeholder Relations and Social Contribution Commission regularly monitor, evaluate, and carry out activities aimed at improving social contribution activities. Our faculty takes the necessary measures by conducting systematic evaluations to ensure the effective management of processes and to continuously improve the organizational structure. In this context, the Commission meets in December and June to communicate its findings, suggestions, and requests regarding social contribution activities to the Unit Quality and Accreditation Commission. The Unit Quality and Accreditation Commission submits its evaluations to the Dean's Office in the form of a report. The Dean's Office then implements the necessary measures regarding the improvements and activities deemed appropriate, taking into account the opinions of relevant stakeholders, primarily civil society organizations, the Gaziantep Provincial Directorate of National Education, and the Gaziantep Provincial Mufti's Office, whose participation is deemed necessary. In addition, the Dean's Office directly organizes the events and activities it deems necessary within the framework of its strategic goals and objectives and its Stakeholder Relations and Social Contribution Policy.

The social contribution activities carried out are shared through the faculty's official social media accounts, thereby increasing the visibility and social reach of the work. In addition, students are encouraged to take an active role in these activities; various events and social responsibility activities are organized through student clubs to support student participation in social contribution processes.

The planning, implementation, and evaluation of activities carried out within the scope of the Social Responsibility Projects (SRP) course are organized by the Social Responsibility Projects Coordination Office established within the faculty. The Office ensures that project processes are carried out in an orderly and effective manner, directs students to social responsibility activities with the guidance of their academic advisors, and coordinates the development of partnerships with public institutions and non-governmental organizations. This structure systematically supports students in gaining awareness of social issues, interacting with different segments of society, and developing a sense of social responsibility.

**Subject**

Management and Organizational Structure of Social Contribution Processes

Responsible Unit(s)	Dean's Office, Stakeholder Relations and Community Contribution Committee
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students, GAUN Community Policing Center, GAUN Faculty of Theology Community Policing Coordinator, Stakeholder Relations and Social Contribution Commission
External Stakeholders	Alumni, Provincial Directorate of National Education, Provincial and District Mufti Offices, Provincial and District Municipalities, NGOs, National Advisory Board
International Stakeholders	International Advisory Board
Application Areas	Tüm Fakülte, Ulusal ve Uluslararası Alanlar
Monitoring Mechanisms	Stakeholder Relations and Social Contribution Commission Meetings, Unit Quality and Accreditation Commission Meetings, Internal and External Stakeholder Feedback, TDP Projects.
Performance Indicators	Minutes of the Stakeholder Relations and Social Contribution Commission meetings, Minutes of the Unit Quality and Accreditation Commission meetings, Collection of internal and external stakeholder feedback, Number of social contribution activities and projects carried out annually, Number of projects conducted within the scope of the Social Contribution course, Number of students involved in Social Contribution projects, Number of times activities are shared on the faculty website and social media accounts.

Evolution and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts, GAUN Electronic Document Management System (EBYS)

## D.2. Societal Contribution Resources

### D.2.1. Resources

Our faculty possesses a range of physical, technical, and human resources to support its societal contribution activities. These resources facilitate the implementation of community-oriented projects. A summary of the resources available and their use is provided below:

#### 1. Physical and Technical Resources

Our faculty is equipped with a modern 350-person conference hall, a mosque for practical training, and an extensive library. These spaces are used for events such as symposiums, conferences, panels, and workshops. Additionally, computer labs and projection equipment provide technical support for societal contribution projects.

#### 2. Academic and Administrative Staff Resources

The academic and administrative staff at our faculty contribute to the planning and execution of societal contribution activities. While academic staff provide guidance in their areas of expertise, administrative staff play an active role in the organizational processes.

#### 3. Financial Resources

Our faculty secures financial support for societal contribution activities from the university budget and collaborations with external stakeholders. Partnerships with public institutions and non-governmental organizations support the sustainability of the projects.

#### 4. Student Contribution

Students actively participate in societal contribution activities through various clubs and societies. Necessary financial support is provided through donation campaigns organized by the clubs and individual efforts.

#### 5. Foundation and Association Support

The Gaziantep Faculty of Theology Association, established within the faculty, financially supports societal contribution projects and accepts donations for this purpose.

#### 6. Collaborations and Protocols

Our faculty carries out various societal contribution activities under protocols made with public institutions. These collaborations provide financial and logistical support for joint projects and events.

### **7. Scientific and Societal Events**

The faculty aims to strengthen the university-city collaboration and provide solutions to societal issues through symposiums, panels, and workshops held every year.

### **8. Institutional Collaborations Providing Spatial and Organizational Opportunities**

Our faculty collaborates with various public institutions and civil society organizations in order to reach wider audiences through its social contribution activities. In this context, through protocols and collaborations carried out particularly with the provincial and district units affiliated with the Presidency of Religious Affairs and the Ministry of National Education, the physical spaces and organizational facilities of these institutions are utilized.

In particular, mosques, conference halls, and training centers affiliated with provincial and district mufti offices, as well as meeting and activity areas belonging to schools, constitute important venues for conducting seminars, conferences, training programs, and social responsibility activities. Furthermore, through joint activities carried out with various civil society organizations, both the spatial opportunities of social contribution activities are expanded and the capacity to reach different target groups is increased. These collaborations support the effective use of the faculty's existing resources and make a significant contribution to the sustainability of social contribution activities.

### **Monitoring and Evaluation Mechanisms**

The impact of societal contribution activities is regularly evaluated by the Faculty Societal Contribution Commission. The effectiveness of activities is analyzed through satisfaction surveys and focus group discussions, and areas for improvement are identified. End-of-term evaluation meetings and measures taken enhance the sustainability of these efforts.

### **Performance Indicators and Outcome Monitoring**

Our faculty uses specific performance indicators to measure the efficiency of societal contribution activities and ensure continuous improvement. Satisfaction surveys, evaluation meetings, and stakeholder feedback are key elements of this process. The evaluations show that the activities are being carried out effectively and that areas for development are being addressed.

In line with the IAA approach, our faculty's organizational structure for managing social contribution resources operates in a systematic and coordinated manner. Within this scope, the

Stakeholder Relations and Social Contribution Commission holds regular meetings in December and June each year to evaluate the effective use of the faculty's physical, technical, human, and financial resources in social contribution activities. The findings and suggestions for improvement obtained as a result of these meetings are reported and submitted to the Unit Quality and Accreditation Commission. The Unit Quality and Accreditation Commission then reviews these assessments from a holistic quality perspective, compiles them into a report, and submits it to the Dean's Office. In addition, the Dean's Office independently contacts relevant institutions and organizations to develop and ensure the sustainability of social contribution resources. It implements the necessary collaborations based on discussions with public institutions, local governments, non-governmental organizations, and other stakeholders. Thanks to this multi-faceted coordination structure, the faculty's existing resources are used more effectively, the scope of social contribution activities is expanded, and their sustainability is strengthened.

Subject	Resources
Responsible Unit(s)	Dean's Office, Stakeholder Relations and Social Contribution Commission
Initial Planning Date	Before Each Activity
Internal Stakeholders	Academic Staff, Students, Stakeholder Relations and Social Contribution Commission
External Stakeholders	Alumni, Provincial Directorate of National Education, Provincial and District Mufti Offices, Provincial and District Municipalities, National Advisory Board, NGOs.
International Stakeholders	International Advisory Board
Application Areas	All Faculties, National and International Fields
Monitoring Mechanisms	Stakeholder Relations and Social Contribution Commission meetings, Satisfaction surveys and stakeholder feedback regarding activities.

Performance Indicators	Collaborations with public institutions, local governments and civil society organizations, Number of activities within the scope of student clubs and Social Responsibility Projects, Stakeholder satisfaction level and feedback results.
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts, GAUN EBYS

### D.3. Societal Contribution Performance

#### D.3.1. Monitoring and Improving Societal Contribution Performance

The effectiveness, sustainability, and alignment of social contribution activities with institutional goals at our faculty are systematically monitored and continuously improved in line with the IAA quality assurance approach. Activities carried out within this scope are analyzed through defined performance indicators, stakeholder feedback, and regular evaluation processes, with the data obtained forming the basis for improvement efforts.

Social contribution performance is monitored based on criteria such as the number of activities, stakeholder collaborations, the breadth of the beneficiary audience, student participation level, social impact, satisfaction level, and visibility. Data obtained after the activities are recorded through satisfaction surveys, feedback forms, meeting minutes, and evaluation reports.

Findings and recommendations obtained as a result of regular evaluations conducted by the Stakeholder Relations and Social Contribution Commission are communicated to the Unit Quality and Accreditation Commission; necessary improvement steps are planned and implemented by the Dean's Office in line with this commission's evaluations. Furthermore, arrangements are made to improve processes based on feedback received from internal and external stakeholders.

<b>Subject</b>	<b>Monitoring and Improving Social Contribution Performance</b>
Responsible Unit(s)	Dean's Office, Stakeholder Relations and Community Contribution Committee
Initial Planning Date	December 2024
Internal Stakeholders	Academic Staff, Students, Stakeholder Relations and Community Contribution Committee
External Stakeholders	Alumni, Provincial Directorate of National Education, Provincial and District Mufti Offices, Provincial and District Municipalities, National Advisory Board, NGOs.
International Stakeholders	International Advisory Board
Application Areas	All Faculty, National and International Fields
Monitoring Mechanisms	Meetings with Internal and External Stakeholders, Stakeholder Relations and Social Contribution Commission Meetings, Academic Board Meetings,
Performance Indicators	Number of community contribution activities carried out annually, Number of projects conducted within the scope of Community Development Programme (CDP), Number of symposiums, panels, conferences and social responsibility events organized, Student participation rate, Reach and interaction rates of faculty website and social media posts, Minutes of Stakeholder Relations and Community Contribution Commission Meetings, Minutes of Academic Board Meetings.
Evaluation and Improvement Date	December-June

Place on the Information System

GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Faculty of Theology Social Media Accounts, GAUN Electronic Document Management System (EBYS)

## E. MANAGEMENT SYSTEM

### E.1 Structure of Management and Administrative Units

#### E.1.1 Management Model and Administrative Structure

Our faculty adopts and implements the “*Strategic Management Model*” in accordance with the

[Provisions of Law No. 5018](#). This model applies to our faculty, just as it does to all units of the university. Administrative and managerial processes are carried out within the framework of legal regulations of [Higher Education Law No. 2547](#), [Civil Servants Law No. 657](#) and Public Financial Management and Control Law No. 5018. 5018 restructures the public financial management system and facilitates the transition to a performance-based budget. In this context, our faculty is considered a separate expenditure unit. Thus, the faculty conducts all its activities and services within the scope of the allocated budget.

Our faculty, in line with a management approach focused on achieving its mission and vision objectives, establishes committees and working groups that serve strategic goals alongside the administrative structure defined by legislation; it regulates the duties, authorities, and operations of these structures in accordance with institutional needs and quality assurance principles. The responsibilities and terms of office of the members of the committees and working groups within the faculty are regularly monitored and evaluated by the Dean's Office. In this context, the Unit Quality and Accreditation Commission serves as the fundamental structure coordinating the establishment, implementation, and continuous development of the quality assurance system in line with the faculty's vision, mission, and strategic plan objectives. The Commission regularly evaluates the faculty's accreditation process, monitors the current situation, and plans and implements quality improvement initiatives based on the procedures and principles determined by the Higher Education Quality Council and the criteria of the Theology Accreditation Agency (IAA).

The Education and R&D Commission, the Stakeholder Relations and Social Engagement Commission, the Strategic Planning Commission, the Measurement and Evaluation Commission, the Faculty of Theology Advisory Board, the National and International Advisory Board, the External Relations Coordination Office, the Faculty Promotion and Information Working Group, and the Unit Self-Assessment Report Preparation Team; carry out work in different areas of quality assurance processes, increase stakeholder participation, contribute to the monitoring of strategic goals, and support the establishment of a continuous improvement approach in the faculty. The views and recommendations developed by these commissions, boards, and coordinators are taken into consideration by the Dean's Office, reflected in administrative decision-making processes, and guide necessary improvement practices.

The Dean's Office regularly analyzes internal and external stakeholder satisfaction surveys, leadership assessments, employee satisfaction measurements, and internal control evaluation results to assess the effectiveness of administrative processes; it reviews management practices annually based on the data obtained. Feedback from stakeholders is taken into consideration, and necessary adjustments are made, thereby ensuring that the process of continuous improvement and quality enhancement at the faculty is sustained.

Subject	Management Model and Administrative Structure
Responsible Unit(s)	Dean's Office
Initial Planning Date	2011
Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	Alumni, Provincial Directorate of National Education, Provincial and District Mufti Offices, Provincial and District Municipalities, National Advisory Board, NGOs.
International Stakeholders	International Advisory Board
Application Areas	All Faculties
Monitoring Mechanisms	Academic staff surveys Administrative staff surveys

	Student Satisfaction surveys Unit Quality and Accreditation Commission meetings Academic Board Meetings
Performance Indicators	Level of compliance with the criteria of the Higher Education Quality Board and Theology Accreditation Agency Level of implementation of the opinions and suggestions of the commissions Survey results Academic Board Meeting Minutes Unit Quality and Accreditation Commission Meeting Minutes
Evolution and Improvement Date	December-June
Place on the Information System	GAUN Theology Website, GAUN Cloud System, GAUN EBYS

### E.1.2. Process Management

Process management is addressed under the following headings in terms of the faculty's legal structure, operations, and functions:

#### **Execution of Institutional Activities**

At our faculty, academic and administrative processes are carried out in accordance with the ["Regulation on Procedures and Principles for Official Correspondence"](#). All correspondence is electronically monitored and conducted through the Electronic Document Management System (EBYS). The approval processes for tasks and operations in academic and administrative units are tracked according to the hierarchical structure and are recorded and completed. Operations related to internal and external stakeholders are carried out within the framework of relevant laws, regulations, and legislation. Our faculty adopts an electronic and hierarchical process management approach that complies with official regulations.

#### **Academic Activities:**

At our faculty, academic activities are carried out in accordance with the Higher Education Law No. 2547 and relevant regulations, in line with university guidelines. The

processes are managed by organs such as the Senate, the Board of Directors, the Faculty Administrative Board, and the Faculty Council.

- Issues such as course schedules, exam schedules, and exemption requests are decided by academic boards.
- Requests for horizontal and vertical transfers, make-up exams, and investigations are carried out within the framework of relevant regulations.
- Decisions on appointments to academic positions are made in accordance with established procedures.

Our faculty manages academic activities regularly and hierarchically, in accordance with legal regulations and university policies.

#### **Administrative Activities:**

At our faculty, administrative activities are carried out within the framework of the Higher Education Law No. 2547 and other relevant laws, regulations, and legislation. Administrative services and offices working within the Faculty Secretariat under the Dean's Office perform these activities.

#### **Student-Oriented Activities:**

- Student-related activities are carried out by our Student Affairs service in accordance with the guidelines, regulations, and application principles set by the University Senate.
- The Student Affairs service organizes and follows up on students' administrative procedures.
- Social, cultural, artistic, sports, and scientific activities fall under the Health, Culture, and Sports Department

#### **Activities for External Stakeholders:**

Our faculty carries out various activities aimed at external stakeholders. These activities include scientific meetings, social and cultural events, consultancy services, and training services.

- The unit organizes scientific meetings to promote knowledge sharing and collaboration.
- It organizes social and cultural activities to increase societal interaction.
- It provides consultancy services to offer support in specialized areas.
- It delivers educational services to share knowledge with external stakeholders.

#### **Personnel Recruitment**

Our university recruits both academic and administrative staff. Strategies are developed for these recruitments in accordance with relevant laws, regulations, and policies, and the processes are managed as follows:

### **1. Academic Staff Recruitment:**

Our faculty carries out the recruitment, appointment, and promotion processes for the education and teaching staff in accordance with the Higher Education Law No. 2547, the Regulation on Promotion and Appointment to Faculty Positions, the university's criteria guidelines, and other relevant regulations.

#### **➤ Recruitment Process:**

- After obtaining permission from CoHE (Council of Higher Education), the positions are advertised in national publications.
- Applications are evaluated by the Academic Application Review Commission (ABİK).
- Files that meet the appointment criteria are sent to the Board of Directors to determine the jury.
- Applicants for associate professorship or faculty positions are required to present a lesson in the language of instruction of the department they are applying to, in front of the jury.
- For associate professorship appointments, candidates are required to pass an oral exam after receiving the associate professorship certificate from the Inter-University Council.

#### **➤ Appointment and Promotion Process:**

- Candidate files are sent to the Personnel Department, and reports are collected from the juries.
- Files of candidates with completed reports are forwarded to the University Board of Directors for appointment.
- Appointments are made by the Board of Directors to the relevant department.
- Our faculty conducts the academic staff recruitment and appointment processes transparently and meticulously, in compliance with legal regulations and university policies.

### **2. Administrative Staff Recruitment:**

Our institution recruits administrative staff within the framework of the assigned appointment quotas and in accordance with relevant legal regulations.

#### **➤ Various Employment Ways:**

- Under Article 4/A of the Civil Servants Law No. 657, recruitment is carried out through the KPSS (Public Personnel Selection Examination).

- Under Article 4/B of Law No. 657, recruitment is carried out through inter-institutional transfer.
- Recruitment is also carried out through the Terrorism Prevention Law No. 3713, the Social Services Law No. 2828, and EKPS (Disabled Public Personnel Selection Exam).
- Temporary staff are hired through the Inter-Institutional Temporary Assignment Regulation.
- Permanent staff are recruited under the framework of Decree Law No. 696 for permanent worker positions.

➤ **Needs Identification and Approval Process:**

- Administrative staff needs from departments are submitted as requests to the Rectorate.
- Upon approval by the Rectorate, the administrative staff needs are met.

Our institution fulfills administrative staff needs through various legal channels and with the approval of the Rectorate.

### **3. Student Registration:**

Student registration processes at the university are carried out by different units.

➤ **Undergraduate and Horizontal Transfer Registrations:**

- Undergraduate and horizontal transfer registrations through ÖSYM (Student Selection and Placement Center) are carried out by the Student Affairs Department.
- The Student Affairs Department organizes and tracks students' registration processes.

➤ **International Student Registrations:**

- The registration of international students is carried out by the International Student Office.
- The International Student Office manages the registration and adaptation processes for international students.

➤ **Graduate Student Registration Processes:**

- Graduate student registration processes are managed by the relevant graduate schools.
- Graduate schools organize and coordinate student admissions for graduate programs.

◆ **Registration for Undergraduate Programs via ÖSYM (Student Selection and Placement Center);**

Student registrations and course registrations at our faculty are carried out through different processes.

➤ **Student Registrations:**

- Registrations are carried out by the Student Affairs Department within the specified dates.
- Registration processes are also conducted through E-Government (E-Devlet) for students.
- The Student Affairs Department organizes and tracks the registration processes.
- The use of E-Government for registrations provides convenience for students.

- **Course Registrations:**

- Course registrations are carried out by the relevant department.
- Departments manage the course selection and registration processes for students..

In this context, our faculty organizes student registrations centrally and through E-Government, while course registrations are managed through departments.

- **Horizontal Transfer Registrations:**

Students who wish to apply for inter-university horizontal transfer must apply to the relevant department heads within the specified dates.

**Application and Evaluation:**

- Department heads review and evaluate the applications according to the criteria specified in the relevant guidelines.
- Suitable candidates are identified, and decisions are made by the related department heads in the Faculty Board.

**Registration Process:**

- Faculty Board decisions are sent to the Student Affairs Department.
- The Student Affairs Department carries out the horizontal transfer registrations for accepted students within the registration dates.
- In short, the inter-university horizontal transfer process is completed with the evaluation by department heads and registration by the Student Affairs Department.

- **Vertical Transfer Registrations:**

At our institution, student registrations are conducted through various processes based on different educational levels.

**Vertical Transfer Registrations:**

- Associate degree graduates transition to undergraduate programs through the Vertical Transfer Exam (DGS).
- Registrations for students who pass the exam are carried out by the Student Affairs Department on the specified dates.

- **Graduate Registrations:**

- Graduate Schools initiate the application processes through the Student Affairs Information System in line with the Graduate Education and Training Regulation.
- Department Heads evaluate the applications, and the registrations of accepted students are carried out by the graduate school's student affairs office.

- **International Students' Graduate Registrations:**

International students apply and register for graduate programs according to the criteria specified in the institution's Foreign National Graduate Student Admission Guidelines.

In our faculty, student registrations for undergraduate, horizontal transfer, vertical transfer, graduate school and foreign students' registrations are carried out in accordance with relevant regulations and guidelines through the authorized units.

### **Procurement of Goods, Services, and Construction Works**

The procurement of goods and services for our department is covered by the allocated budget. The expenses for construction works are covered by the budget allocated to the Directorate of Construction and Technical Works.

**Procurement through Tender for Goods, Services, and Construction Works:** Due to the limited budget available to our department, procurement of goods and services is carried out through a tender process. Goods and services that can be procured through tenders are handled by the relevant directorates of our university.

**Directorate of Administrative and Financial Affairs:** This directorate manages the processes related to the electricity, water, natural gas bills, and lease contracts of the institution, and ensures the procurement of educational tools and equipment.

**Directorate of Construction and Technical Works:** This directorate handles the needs related to new construction projects, repairs of existing buildings, creation of sports areas, infrastructure, landscaping works, as well as fuel purchases.

**Directorate of Health, Culture, and Sports:** This directorate carries out the procurement of goods and services related to student accommodation, nutrition, health, cultural, sports, and artistic activities.

**Directorate of Library and Documentation:** This directorate meets the needs for printed and electronic publications and database subscriptions required by academic staff and students.

**Scientific Research Projects Unit:** This unit covers the procurement of goods and services for projects deemed eligible for support, in accordance with the Public Procurement Law.

**Direct Procurement and Procurement Based on Direct Purchase for Goods and Services:**

Our faculty meets its budgetary needs through various channels.

- **Exceeding Needs:** Goods, services, and construction needs that exceed the budget are addressed through the relevant Directorates.

- **Scientific Research Projects:** The Scientific Research Projects Unit covers the procurement of goods and services for supported projects.

- **Direct Purchases:** As an expenditure unit, our faculty carries out the procurement of goods and services either through direct procurement or direct purchase, within the scope of its own budget.

**Institutional Financial Activities:** Our unit operates based on the budget allocations from the rectorate's central budget and the revenues generated from the institution's income-generating activities.

- **University Revenues:** These include treasury assistance, own revenues (tuition fees, social facility operating income, rental income, donations and aids, deposit interest, research project income shares), and revolving fund revenues.

- **Faculty Budget:** Our faculty meets its needs through the allocations provided by the rectorate and shares from the income generated by evening programs.

**Central Budget Preparation and Implementation Activities:** The faculty's budget is prepared and implemented through a process managed by the Strategy Development Directorate.

- **Budget Preparation:** In line with the guidelines of the Strategy and Budget Directorate, the institution's budget is prepared. Our faculty, in collaboration with the Strategy Development Directorate, identifies its needs within the limits allocated by the rectorate and assigns amounts to budget categories.

- **Budget Implementation:** The budget implementation process is followed within the framework of the budget law, relevant circulars, and procedures. During the year, budget transfers, supplementary budget, and contingency budget requests are processed. At the end of the year, reports on budget implementation results are prepared and sent to the relevant institutions and made public.

**R&D and Consultancy Activities:** Our faculty manages scientific research projects and consultancy activities through defined processes.

- **Scientific Research Projects:** The tracking of projects supported within the scope of budgetary resources is carried out by the Scientific Research Projects Unit. The tracking of funds received from domestic and international sources in return for projects is also managed by the same unit. All project funds are monitored in special accounts opened by the Strategy Development Directorate, and expenses are paid from these accounts.

- **Consultancy Activities:** Consultancy activities at the institution are provided by the Target TTO, established under TEKNOPARK. Projects and R&D activities carried out by the

academic staff of the Faculty of Theology are also considered within this scope, and their expenses are covered.

**Educational Activities:** Our faculty places great importance on quality and accreditation efforts to improve the quality of educational activities.

- **Quality and Accreditation:** In addition to quality improvement efforts, the unit also conducts accreditation activities to enhance the quality of educational services.
- **University Education Commission:** The University Education Commission works actively and regularly to improve the quality of education and ensure consistency in its implementation.
- **Faculty Education Commission:** The Faculty Education Commission conducts curriculum studies to update the variety and content of courses. It creates reports on programs that will be opened or closed. It evaluates requests related to education, teaching, and exams. The commission works in harmony with the University Education Commission. Our faculty continuously engages in improvement activities through central and local commissions to enhance the quality of education.

**Inter-Institutional Collaborations:** Our faculty signs national and international protocols with public institutions, organizations, and the private sector/civil society organizations in various fields as being a unit under Rectorate.

- **Collaboration Protocols:** Our faculty forms protocols to enhance cooperation with external stakeholders. These protocols cover various fields such as education, research, and consultancy.
- **Faculty of Theology and Provincial Mufti's Office Collaboration:** Our faculty signs an Academic Cooperation Protocol with the Gaziantep Provincial Mufti's Office to improve the professional formation of religious officials and enhance the quality of religious services offered to the community. The protocol aims to improve the quality of religious services and support the development of religious officials. Within this framework, our faculty enhances both its institutional development and the quality of services it provides to the community by forming cooperation protocols with various stakeholders.

**Social Responsibility Activities:** Our faculty organizes social responsibility projects in collaboration with the University's Civic Involvement Projects Unit (CIP).

- **Project Organization:** Faculty members are assigned to organize projects through CIP. These projects focus on community awareness topics.

- **Student Participation:** Students actively participate in projects and develop a sense of social responsibility. Various social awareness projects are carried out with the contributions of students.

The Dean is ultimately responsible for ensuring that process management in our faculty is carried out effectively, regularly, and in accordance with regulations. Within the scope of their administrative authority and responsibilities, the Dean coordinates the planning, implementation, monitoring, and improvement of processes. While the administrative aspects of processes are carried out and coordinated by the Faculty Secretary, academic processes are carried out through department chairs and relevant committees. Financial transactions, budget implementation, and resource utilization processes are carried out under the supervision of the Dean's Office as the spending authority and in cooperation with the Office of Strategic Development. Student affairs are handled by the Student Affairs units, personnel processes are coordinated with the Office of Personnel, and procurement and financial processes are carried out in cooperation with the relevant department heads. The coordination of quality assurance, monitoring, and continuous improvement processes is provided by the Unit Quality and Accreditation Commission; the Dean's Office takes the commission's evaluations and recommendations into consideration and reflects them in administrative decision-making processes. Thanks to this holistic structure, process management at our faculty is carried out in a sustainable manner in line with the principles of transparency, accountability, participation, and continuous improvement. This process management structure is defined in our Faculty Quality Manual, and all applications are carried out in accordance with this framework.

Subject	Süreç Yönetimi
Responsible Unit(s)	Dean's Office
Initial Planning Date	2011
Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	Alumni, Provincial Directorate of National Education, Provincial and District Mufti Offices, Provincial and District Municipalities, National Advisory Board, NGOs.
International Stakeholders	International Advisory Board

Application Areas	All Faculty
Monitoring Mechanisms	Academic staff surveys Administrative staff surveys Student satisfaction surveys Unit quality and accreditation committee meetings (agenda items related to process management) Academic Board Meetings
Performance Indicators	Level of implementation of the commissions' opinions and recommendations Survey results Academic Board Meeting Minutes Unit Quality and Accreditation Commission Meeting Minutes
Evaluation and Improvement Date	December-June
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Electronic Document Management System (EBYS)

## E.2. Resource Management

### E.2.1. Human Resources Management

The processes related to human resources management at our faculty are clearly and transparently defined in the Quality Manual. In line with this, practices are carried out based on the Gaziantep University Human Resources Guidelines; personnel planning, assignment, and development activities are carried out within the framework of the established procedures. All work carried out at the faculty is planned and implemented in line with the principles and objectives set out in our Faculty Strategic Plan.

Our faculty's academic and administrative staff continuously develops. In 2021, the number of administrative staff was 13, while the academic staff included 6 professors, 4 associate professors, 14 assistant professors, 6 lecturers, and 10 research assistants. By 2024,

the number of administrative staff increased to 16, and the academic staff expanded to include 8 professors, 5 associate professors, 14 assistant professors, 5 lecturers, and 13 research assistants. Transparency and stakeholder satisfaction are among the priorities in human resources management.

Personnel employment, appointments, and rights processes are conducted in compliance with legal regulations. Academic appointments and promotions are carried out in accordance with the criteria set by CoHE (Council of Higher Education) and the "Regulations for Promotion and Appointment to Academic Staff" accepted by the Senate.

Our faculty adopts an integrated management approach, prioritizing efficiency and productivity. In human resources management, practices such as promotion, title changes, and in-service training are implemented in line with the In-Service Training Directive.

At the beginning of each academic year, the Dean's Office holds meetings with academic and administrative staff to evaluate requests and suggestions. In cases where necessary, additional meetings are held to increase institutional loyalty and encourage success. Human resources activities are carefully tracked, documented, and activity reports are prepared.

The academic structure of our faculty is shaped according to the provisions of the 2809 Law on Higher Education Institutions and the 2547 Law on Higher Education. The duties and responsibilities of academic and administrative staff are determined transparently.

The administrative organization of the university is regulated in accordance with Article 51 of the 2547 Higher Education Law and Decree Law No. 124. The Faculty Secretariat and administrative units operate within the framework of the established principles.

Human resources planning is carried out by the Personnel Affairs Department based on the demands and needs of the departments. This process is conducted in accordance with the relevant regulations to ensure the efficient use of human resources. The planning takes into account changes in institutional duties, technological innovations, and qualitative developments.

The recruitment, appointment, and promotion of the teaching staff are carried out based on the requests from the departments and main academic divisions. In this regard, staff requests are submitted to the Rectorate through the Personnel Affairs Department.

The employment of foreign academic staff is carried out after the approval of the University Senate and the evaluation of the relevant commission. Academic staff recruitment is divided into three categories: full-time faculty members, teaching staff, and part-time teaching staff. The process is conducted in accordance with the relevant regulations.

The employment of administrative staff in the faculty is regulated under Law No. 657 (Civil Servants Law) and Decree Law No. 696. The recruitment process for administrative staff is carried out using methods such as the Public Personnel Selection Exam (KPSS), inter-institutional transfers, and the Additional Public Personnel Selection Exam (EKPS). Appointments are made within the allocated quotas.

Human resources processes at the faculty are carried out under the coordination of the Dean's Office. Departments report their personnel needs; requests deemed appropriate are forwarded to the Rectorate of Gaziantep University and the Personnel Directorate. Academic appointments are made in accordance with relevant legislation and YÖK criteria, while administrative personnel recruitment is carried out within the scope of legal regulations. The processes are monitored and evaluated by the Dean's Office.

Subject	Human Resources Management
Responsible Unit(s)	Deanery
Initial Planning Date	2011
Internal Stakeholders	Academic and Administrative Staff, Personnel Department, Department Heads
External Stakeholders	-
International Stakeholders	-
Application Areas	Academic and Administrative Staff
Monitoring Mechanisms	Department heads' staffing requests, Academic Board Meetings

Performance Indicators	The level of fulfillment of staffing requests from department heads, Minutes of Academic Council Meetings, The level of compliance of appointments and promotions with legislation, Data from Gaziantep University Personnel Department.
Evaluation and Improvement Date	Twice at different times of the year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Electronic Document Management System (EBYS)

### E.2.2. Management of Financial Resources

The internal audit of financial resources at our faculty is conducted in accordance with the [Public Financial Management and Control Law No. 5018](#) and the relevant regulations. Pre-expenditure control procedures in spending units and the activities of the [Internal Control and Pre-Financial Control Directorate](#) which is part of the Strategy Development Department, are evaluated and implemented with respect to compliance with legislation, effectiveness, and efficiency principles. [The laws and regulations](#) related to the management of financial resources are clearly outlined on the Strategy Development Department's website.

The management of movable and immovable assets at our faculty is carried out in compliance with Law No. 5018 and related legal provisions. In this context, the necessary procedures are followed using the Movable Property Registration and Management System (TKYS) module in the [Public Expenditure and Accounting Information System \(KBS\)](#) of the Ministry of Treasury and Finance. Regular information is provided to the Rectorate regarding the movable property inventories, and inventory practices are monitored with the accounting system. At the end of the year, the Account Statement and the Administrative Movable Property Management Statement prepared through KBS are submitted to the Rectorate.

At our faculty, the management of financial resources is carried out in accordance with established procedures, and budget control is conducted at the end of each year. Upon reviewing the expenditure tables of the last three years, there are increases and improvements in budget

allocations for items such as salaries, travel expenses, service purchases, consumables, material purchases, and maintenance and repair. The expenditures at our faculty are covered by additional budget resources. These resources are created by the Ministry of Finance, taking into account the proposals received from universities the previous year, and allocated to universities at the beginning of the year. The distribution of resources is made by the Rectorate and transferred to the faculties in this manner. At our faculty, the financial affairs officer makes an estimated distribution of the budget according to the categories, considering factors such as data from previous years and inflation expectations. At the end of each year, the budget planning for the following year is prepared and submitted to the university. During this process, the evaluation of the current year's performance is made, necessary improvements are taken into account, and the budget request is created. Procurement procedures, pre-expenditure control guidelines, and supplier evaluation instructions are carefully followed. The processes related to the management of financial resources are regularly monitored and recorded.

The Faculty Dean's Office is responsible for the execution of these processes. Financial transactions are carried out by the spending authority and implementing officers; the processes are monitored and audited for compliance with regulations by the Rectorate of Gaziantep University and the Directorate of Strategic Development.

<b>Subject</b>	<b>Management of Financial Resources</b>
Responsible Unit(s)	Dean's Office
Initial Planning Date	2011
Internal Stakeholders	Academic and Administrative Staff, Strategy Development Department
External Stakeholders	-
International Stakeholders	-
Application Areas	All Faculties
Monitoring Mechanisms	Faculty Secretariat

Performance Indicators	Percentage of the faculty's share from the central budget by year. Faculty of Theology Budget Expenditures by Year Data from Gaziantep University Strategy Development Department
Evaluation and Improvement Date	In Cases Deemed Necessary Throughout the Year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN EBYS, Public Expenditure and Accounting Information System (KBS), Movable Asset Registration Management System (TKYS)

### E.3. Information Management System

#### E.3.1. Integrated Information Management System

The automation systems used at our faculty include the Student Affairs Information System, Electronic Document Management System, BAP Management System, Graduate Information System, Distance Education Portal, Academic Information System, Administrative Staff Information Portal, GABIS Academic Staff Information Portal, Quality Management Information System, Corporate Governance Information System, etc. The security and confidentiality of the data collected through these systems are ensured by the university's software programs.

Data can be accessed through the software used by the Student Affairs Department. The student automation module allows for the definition of the organization, the identification of activities in the academic calendar, the opening of courses, the creation of class schedules, and the issuance of documents such as student certificates, military certificates, and transcripts according to student applications. Additionally, tasks such as statistics, YÖKSİS transactions, preparatory class operations, and tuition fee transactions are also managed through this system. In the Student Information System, students can access their weekly class schedule, grades, transcripts, course registration, fee information, double major/minor application, and preparatory student information through the student web module.

Faculty members can view course rosters, enter grades, access exam attendance sheets, and input learning outcomes related to courses through the Faculty Member Module. Each academic advisor for a class can access demographic information, academic development, and success rate data for students.

The GAÜN Graduate Information System, which shows data related to our alumni, has been made available by our university. The system is intended for the use of Gaziantep University graduates to input and track their contact information and work experience.

The information management system for our faculty's R&D activities is registered and tracked through the website of our university's "BAP Coordination Unit."

All internal and external correspondences of our faculty are handled through the Electronic Document Management System, which is part of the Document Archive Affairs Directorate under the General Secretariat.

All software and network systems used by the university's units are periodically reviewed by the university's Information Technology Department. Additionally, all academic and administrative staff are aware of the importance and responsibility of their tasks and ensure the necessary attention and care for information security.

Access to information management systems within the institution is provided via a wide network infrastructure, both wired and wireless. With a main output speed of 2,000 Mbps, our institution is one of the first universities in Turkey to provide infrastructure for the European Roaming Network (eduroam) among Turkish universities and has an integrated information management system.

In our faculty, internet access for all students and staff is seamlessly provided through wireless switches located on every floor. All the integrated information management systems currently in use record all types of data related to information management through the infrastructure and automation provided by the Information Technology Department, and reports that are generated or requested can be accessed through this information management system. As part of its social responsibility, our faculty publishes up-to-date data and data analyses related to all activities, including education, research, and development activities, in the form of activity reports, which are shared with stakeholders through Unit Activity Reports/Administrative Activity Reports. These reports are made available to the public via our website.

At the end of each semester, the results of faculty evaluations filled out by students through the student automation system are reviewed by the department, the faculty dean's office, and the rectorate.

The Academic Information System, which tracks and analyzes the work of academic staff, is integrated with YÖKSİS and publishes general statistics regarding our academic staff's publications, peer reviews, projects, and other related information. The infrastructure enabling

access to the university's library's online databases, with support from the proxy server allowing research outside the campus, is available for access by both academics and students. Within this scope, the Directorate of Information Processing at Gaziantep University is primarily responsible for establishing, operating, and ensuring the security of integrated information management systems. The correct and effective use of the systems for academic, administrative, and student operations is carried out in coordination with the Student Affairs Directorate, relevant units under the General Secretariat, the BAP Coordination Unit, and faculty management. At the faculty level, data accuracy, regular updates, and reporting processes are monitored by the Dean's Office to ensure the sustainability of information management in accordance with quality assurance principles.

<b>Subject</b>	<b>Integrated Information Management System</b>
Responsible Unit(s)	Dean's Office, Department of Information Technology
Initial Planning Date	2011
Internal Stakeholders	Academic and Administrative Staff, Information Technology Department
External Stakeholders	-
International Stakeholders	-
Application Areas	All Faculty
Monitoring Mechanisms	Monitoring of system performance and accessibility by Gaziantep University Information Technology Department.
Performance Indicators	Student and staff feedback regarding system usage, Active use of systems by students, academic and administrative staff.
Evaluation and Improvement Date	As deemed necessary throughout the year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN EBYS, GAUN OBS, GAUN AKBIS, YÖKSİS

### E 3.2. Information Security and Reliability

Our faculty adopts a meticulous management approach regarding information security and reliability. Special attention is given to protecting information and personal data at both the institutional and individual levels. In this context, while ensuring that our staff is informed in accordance with relevant legislation, critical areas of our service building (such as the archive room and the student affairs office), as well as all entrances, floors, and corridors, are monitored and recorded by a total of 47 cameras. Recordings from live areas are stored for 15 days.

The security of the automation systems and the data generated is primarily ensured at the institutional level. [Gaziantep University Information Technology Department](#), manages information security processes university-wide and establishes the necessary policies and procedures. Our faculty also follows these processes in accordance with the workflow schemes of the IT Department.

Our university closely follows innovations in information technologies and provides students, as well as academic and administrative staff, with services using the most up-to-date technologies. Possessing one of the most advanced data centers in Turkey and the region, our university operates in compliance with the [TIER 3](#) standards set by the Telecommunications Industry Association, accredited by the American National Standards Institute (ANSI).

The data center is supported by redundant power and cooling systems and is monitored 24/7 via 822 sensors that track fire, smoke, water leakage, temperature, humidity, and voltage fluctuations. Possible faults are instantly reported to the relevant personnel through specialized software and devices, and interventions are made promptly to prevent escalation. In addition, critical data is backed up and protected against potential disruptions through the Disaster Recovery Center (DRC) established by the IT Department.

In accordance with the TS ISO/IEC 27001 Information Security Management System, [Information Security Procedure](#) and [Stakeholder Security Policy](#) are implemented by institutional personnel. Standards for access to networks and network services have been defined in line with the procedures developed to control access to information. The confidentiality and security of collected data are meticulously ensured, and personal data is shared only with authorized personnel. Necessary infrastructure efforts are being carried out to ensure the security and confidentiality of information recorded in compliance with the Personal Data Protection Law.

Information security and data reliability processes are carried out at the institutional level by the Gaziantep University Information Processing Department; at the faculty level, the

Dean's Office and relevant administrative units ensure that applications are maintained in accordance with established policies and procedures. These processes are monitored in line with relevant legislation and institutional information security standards, and necessary improvements are made.

<b>Subject</b>	<b>Information Security and Reliability</b>
Responsible Unit(s)	Dean's Office, Information Technology Department
Initial Planning Date	2011
Internal Stakeholders	Academic and Administrative Staff, Information Technology Department
External Stakeholders	-
International Stakeholders	-
Application Areas	All Faculty
Monitoring Mechanisms	Regular audits conducted by the Information Technology Department regarding information security and reliability.
Performance Indicators	The IT Department assessed the compliance rate with security practices and the level of mitigation of identified risks.
Evaluation and Improvement Date	As deemed necessary throughout the year
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN Electronic Document Management System (EBYS)

## E.4. Support Services

### E. 4.1. Appropriateness, Quality, and Continuity of Services and Goods

Our faculty primarily meets the needs for goods and services through its own resources. When this is not possible, external procurement is carried out. The quality of all externally

procured goods and services is inspected by the Inspection and Acceptance Commissions. The faculty operates in accordance with Public Procurement Laws No. 4734 and 4735. External services are procured within the framework of these laws and relevant regulations. The appropriateness, quality, and continuity of services are ensured through review and approval by the acceptance commissions.

Technical specifications are prepared by expert personnel within the university. Units at Gaziantep University that are allocated budgets determine the compliance of their direct procurements using the Purchase Request Form. This process aims to guarantee the quality levels of goods and services in line with the objectives of the faculty and institution.

<b>Subject</b>	Suitability, quality and continuity of services and goods Çeviriyi kaydet
Responsible Unit(s)	Deanery
Initial Planning Date	2011
Internal Stakeholders	Academic and Administrative Staff
External Stakeholders	-
International Stakeholders	-
Application Areas	All Faculty
Monitoring Mechanisms	Regular review of purchasing and supply processes for compliance with regulations,
Performance Indicators	-
Evaluation and Improvement Date	Throughout the Year, as Deemed Necessary
Place on the Information System	GAUN Faculty of Theology Website, GAUN Cloud System, GAUN EBYS

## E.5. Public Information and Accountability

### E.5.1. Public Information

Our faculty embraces the regular and accurate provision of information to the public as a fundamental element of its corporate responsibility, in line with the principles of transparency, accountability, and stakeholder focus. Up-to-date information on education and training, research and development, social contribution activities, and administrative processes is made available on the faculty's official website and social media accounts (X, Instagram, and YouTube).

To support quality assurance and accreditation processes, the Unit Quality and Accreditation Commission, the Education and R&D Commission, and the Stakeholder Relations and Social Contribution Commission are active. The work and improvement activities carried out by these commissions are shared with stakeholders in line with the principle of transparency and are open to feedback.

To ensure that students have timely access to up-to-date information regarding academic and social activities, events, announcements, and developments are published simultaneously on the website and social media platforms. Announcements regarding conferences, seminars, workshops, scientific meetings, and social events are made regularly; after the event, summary information and visual content are published to support institutional visibility and stakeholder engagement.

Information about scientific, cultural, and social activities carried out by academic staff within the scope of social contribution, both domestically and internationally, is compiled in line with corporate communication principles and made available to the public.

Public information processes are carried out under the coordination of the Dean's Office; the preparation and publication of content is carried out by the Faculty Promotion and Information working group leader, relevant commissions, and administrative units. Processes are regularly monitored, evaluated, and developed within the framework of quality assurance.

Subject	Public Information
Responsible Unit(s)	Dean's Office
Initial Planning Date	2019

Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	All Faculties
Monitoring Mechanisms	Social Media Accounts Activity Reports Student Satisfaction Surveys
Performance Indicators	Number of Posts on Social Media Accounts Contents of Activity Reports Student Satisfaction Survey Results
Evaluation and Improvement Date	Throughout the Year, as Deemed Necessary
Place on the Information System	GAUN Theology Website, GAUN Cloud System, Social Media Accounts, GAUN EBYS

### E.5.2. Procedures of Accountability

Our faculty places great importance on the principle of accountability in accordance with

[Law No. 5018](#). Updated and reliable information approved by the authorized units is shared on the Faculty and University websites. Questions sent via the official email address (ilahiyat@gantep.edu.tr) are answered by the Dean's Office or the Faculty Secretariat. In addition, requests, suggestions, and complaints submitted through the "Request" section of the Quality Management Information System are evaluated and resolved by the relevant units.

Our faculty conducts student surveys regarding academic staff and other stakeholders, performs internal and external audits, publishes activity reports, and organizes informative meetings. The data obtained are shared with the public through newsletters.

Through the Quality Management Information System (GİMER), any suggestions or opinions related to education and training, research and development, examination services, and administrative processes can be submitted. Necessary evaluations and improvements are made in line with received requests and complaints, aiming to achieve maximum satisfaction.

The coordination of these accountability processes is carried out at the faculty level by the Dean's Office; the evaluation of incoming applications, requests, and feedback is provided by the Faculty Secretariat and relevant administrative units. Suggestions and complaints submitted through the Quality Management Information System are reviewed by the relevant committees and units, the results are reported to the Dean's Office, and improvements are made in response to the necessary suggestions, requests, and complaints.

<b>Subject</b>	<b>Procedures of Accountability</b>
Responsible Unit(s)	Dean's Office
Initial Planning Date	2024
Internal Stakeholders	Academic and Administrative Staff, Students
External Stakeholders	-
International Stakeholders	International Advisory Board
Application Areas	All Faculties
Monitoring Mechanisms	CIMER Applications GIMER Applications Suggestions and Complaints Received at GAUN Faculty of Theology Official Email Address
Performance Indicators	CIMER Applications and Response Rates GIMER Applications and Response Rates Response Rates of Suggestions and Complaints Received at GAUN Faculty of Theology Official Email Address GIMER, GAUN Faculty of Theology Official Email Account
Evolution and Improvement Date	Throughout the Year, When Deemed Necessary

Place on the Information System

GAUN Faculty of Theology Website, GAUN Cloud System, GAUN EBYS,

