

**ANNEX 3: INTERNAL EXAMINATION FORM**  
**MALTEPE UNIVERSITY COORDINATION COMMITTEE OF STUDIES IN QUALITY IN EDUCATION**

**THE REPORT OF AUDITOR'S VISIT, April 18-29, 2011**  
(prepared on April 4, 2011)

The department visited:

Date and time of visits:

Visitors :

Attendees:

ACTIVITIES	At what phase <sup>1</sup>
<b>UPDATING QUALITY FILES</b>	
<b>QUALITY FILES OF PROGRAMMES/ DEPARTMENTS (FIRST QUALITY FILE)</b>	
General information about the department	
Mission of the department	
Vision of the department	
Objectives of the programmes	
The table of goals and implementation methods	
Programme outcomes	
Programme outcomes, Programme objectives and table of measurement methods	
Programme outcomes / Course matrix chart	
Department/Programme/ Teaching staff of the programme	
4-year Department/Programme/Teaching programme	
Course Description	
Course syllabus	
English version of the whole file	
<b>ECTS FILES OF DEPARTMENT/PROGRAMME (SECOND QUALITY FILE)</b>	
4-year Teaching Plan of the Department/Programme	
ECTS Computing Guide	
Form I, Table 1, 2, 3	
Form II	
Form III	

<sup>1</sup> Information will be taken about whether the aforementioned activities are completed on time , if completed the files that are related, if not completed when and how they will be completed.

<b>DEPARTMENT/PROGRAMME/ FILES OF OTHER ACTIVITIES</b> <b>(THIRD QUALITY FILE)</b>	
<b>Meetings held with internal and external shareholders</b> (Alumni, Employers, Trade associations, etc..) (Updating the education objectives and competencies and the related documents)	
<b>QUALITY ASSURANCE STUDIES</b>	
<b>Internal evaluation</b> (Satisfaction studies with –staff, students, graduates, external stakeholders etc.)	
<b>Self- evaluation (The preparation of continuous quality improvement strategy- improvement action plans)</b>	
<b>THE CONDUCT OF SCIENTIFIC RESEARCH AND DEVELOPMENT PROJECTS</b>	
<b>LIFELONG LEARNING</b> (In-service training, social responsibility projects, courses, etc)	
<b>STUDENT PARTICIPATION</b> (When taking decisions that effect students, the student representatives should attend the board of administration of the Faculty/ School)	
<b>INTERNATIONALIZATION</b> (Participation in Exchange programmes, Joint-degree programmes, etc)	

**The result:** 1. All documents are completed. 2. Gaps completed until the date.....  
3. Other (to be filled in detail).....

Dean's/Director's Name and Surname:

Dean's/Director's Signature:

The name and surname of the Director of the Department/Programme

Director's Signature: