

	<b>ANKARA YILDIRIM BEYAZIT UNIVERSITY MANAGEMENT REVIEW PROCEDURE</b>	<b>Document No</b>	003.FRM.001
		<b>Release Date</b>	12/09/2024
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## 1. PURPOSE

The purpose of this procedure is to determine the principles and procedures regarding the review and evaluation of activities by the Administration to ensure the implementation, continuous suitability, adequacy, and effectiveness of the AYBÜ Quality Management System by the AYBÜ Quality Coordinatorship and to ensure continuous improvement of activities.

## 2. SCOPE

This procedure covers the review meetings where all activity outputs, especially audits, surveys, other measurements, corrective and preventive actions performed or to be performed at AYBÜ, are evaluated.

## 3. DEFINITIONS

- 3.1. MR (YGG): Management Review.
- 3.2. Audit: Periodic examination of the compliance of the Quality Management System implemented at AYBÜ with the TS EN ISO 9001:2015 standard and/or YÖKAK Institutional Accreditation Standards.
- 3.3. External Audit: Auditing of the compliance of the Quality Management System implemented at AYBÜ with the TS EN ISO 9001:2015 standard by an independent organization auditor.
- 3.4. External Evaluation: Auditing of the compliance of the Quality Management System implemented at AYBÜ with YÖKAK Institutional Accreditation standards by external evaluators accredited by YÖKAK.
- 3.5. Internal Audit: Auditing of the compliance of the Quality Management System implemented at AYBÜ with the TS EN ISO 9001:2015 standard by an internal auditor at planned intervals.

## 4. RESPONSIBILITIES

- The Quality Coordinatorship is responsible for the preparation, updating, cancellation, controlled distribution, archiving, and implementation of this procedure.
- The General Secretariat is responsible for creating the MR agenda, informing the participants, and the coordination and execution of the meeting.
- The Quality Coordinatorship is responsible for recording MR activities in the MR Decision Tracking Form and following up on MR decisions.

<b>Prepared By</b>	<b>Approved By</b>
Member of the Unit Quality Commission	<b>Rector</b>

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## 5. RELATED DOCUMENTS

- MR Decision Tracking Form (003.FRM.001)

## 6. APPLICATION

### Planning the MR

- **6.1.** The MR Meeting is held at least once a year (if applicable, before the external audit).
- If deemed appropriate by the Rectorate, a second MR meeting may be held after the external audit.
- The meeting date is determined by the Rectorate upon the recommendation of the Quality Coordinatorship.

### Determination of Meeting Agenda and Participants, Meeting Announcement

- **6.2.** The MR meeting is coordinated by the General Secretariat. The Senate meets with the MR agenda.
- In addition to the Senate members, administrative unit heads and other academic and administrative staff approved by the Rectorate may also attend the MR meeting.
- **6.3. MR agenda items include the following topics:**
  - Status of actions from previous management reviews.
  - Changes in internal and external issues relevant to the quality management system.
  - Information on the performance and effectiveness of the quality management system, including training.
  - Stakeholder satisfaction and feedback from relevant parties.
  - The extent to which quality objectives have been met.
  - Process performance and conformity of products and services.
  - Nonconformities and corrective actions.
  - Monitoring and measurement results.
  - Audit results.

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- The performance of external providers.
- The adequacy of resources.
- The effectiveness of actions taken to address risks and opportunities.
- Opportunities for improvement.

### Execution of the Meeting

- **6.4.** Prior to the MR meeting, data analysis preparations regarding the topics mentioned above are made by the Quality Coordinatorship.
- **6.5.** One week before the MR meeting, the location, time, and agenda of the meeting, along with the report prepared by the Quality Coordinatorship, are sent to the participants by the General Secretariat.
- **6.6.** The meeting is held under the chairmanship of the Rector and the coordination of the General Secretariat.
- **6.7. The flow of the meeting is as follows:**
  - Opening speech by the Rector.
  - Report presentation by the Quality Coordinatorship.
  - Discussion of the agenda.
  - Making decisions.
  - Reporting the decisions taken.

### Reporting the Meeting

- **6.8.** The report of the Senate meeting held with the MR agenda is recorded in the Senate Decision Book by the General Secretariat.
- Activities that need to be followed are recorded in the MR Decision Tracking Form (XXXX) by the Quality Coordinatorship.
- Decisions taken at the MR meeting are announced to the relevant parties and responsible persons electronically by the General Secretariat.
- The Quality Coordinatorship monitors the decisions in the MR Decision Tracking Form.

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### 7. İŞ AKIŞ ŞEMASI



Responsible	Document
Management Review (MR) agenda items are determined by the General Secretariat by taking the opinions of the Quality Coordinatorship.	
The data analysis report for the MR meeting is prepared by the Quality Coordinatorship.	Data analysis report
The information regarding the Senate meeting held with the MR agenda is shared by the General Secretariat with the participants determined by the Rectorate.	<b>Official Correspondence</b>
The meeting is conducted in accordance with the agenda.	
MR decisions are recorded in the MR Decision Tracking Form by the Quality Coordinatorship.	MR Decision Tracking Form
Activities deemed necessary at the MR meeting are monitored by the Quality Coordinatorship via the MR tracking form.	MR Decision Tracking Form

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Member of the Unit Quality Commission	Rector