STUDENT EVALUATOR REPORT

PRELIMINARY INFORMATION

A Program Evaluator Report must be prepared for each evaluated program.

Individual Work of Team Members:

Team members carry out their individual findings and scoring using this report. The team initially evaluates all criteria individually. Evaluators complete the preliminary report they prepared before the institution visit. The team chair may assign a member to consolidate the reports coming from the evaluators. Extreme care is taken in this consolidation so that the information from the evaluators is not lost.

The Team's Preliminary Consensus Meeting and Visit Preparation:

A meeting is held online at least 5 days before the site visit regarding the strengths, areas open for improvement, and questions to be asked during the site visit, which are consolidated for each criterion. These topics are reviewed and clarified by the team members on the first day of the site visit.

Draft Report Work During the Visit:

Final determinations are made regarding the strengths and areas open to development related to the main criteria, taking into account the findings obtained during the visit (and the report created by reviewing the Self-Evaluation Report before the visit). Scoring for all criteria is done with the common opinion of the team members.

Final Report Work After the Visit:

The final report is written by making final determinations about the strengths and areas for development related to the main criteria with the findings obtained during the visit. If the institution provides a +7 day response, the report is finalized by considering the subsequently submitted information and documents. Scoring for all criteria is carried out with the common opinion of the team members. An online meeting must be held for the writing of the final report (if an institution visit cannot be made due to reasons such as a pandemic, etc.).

In general evaluation visits, all forms in the report must be filled out. In interim evaluation visits, it is sufficient to fill out only the sections of the report related to the areas open to improvement specified in the previous evaluation.

Each program evaluator report forms an important part of the visit report prepared by the team chair and submitted to MEK. It is very important that the PDR forms on the MEDEK portal are filled out completely. Based on these forms, the team chair is responsible for preparing the draft institution report, which includes common strengths and areas for improvement in all evaluated programs. A copy of the Draft Program Evaluation Form is left at the visited institution. Attention must be paid to the explanations in these forms.

The legislation of accreditation agencies allowed by YÖKAK has been taken into account in the preparation of this report.

STUDENT EVALUATOR REPORT

Institution	[University, Higher Education Vocational School Unit]
Program	[Program Name]
Visit Dates	[dd-dd.mm.yyyy]

	Name-Surname	GSM	e-mail	Address
Team Chair				
1st Evaluator				
2nd Evaluator				
Student Evaluator				

The evaluation was conducted according to the MEK General Criteria and the Program-Specific Criteria below.

MEDEK PROGRAM OUTCOMES

KNOWLEDGE	
PO 1	Possesses basic, up-to-date, and applied knowledge related to the profession.
PO 2	Possesses knowledge about occupational health and safety, environmental awareness, and quality processes
SKILL	
PO 3	Follows current developments and applications for the profession and uses them effectively.
PO 4	Effectively uses information technologies (software, program, animation, etc.) related to the profession.
PO 5	Has the ability to independently evaluate professional problems and issues with an analytical and critical approach and offer solution proposals.
COMPETENCE	
PO 6	Can present thoughts effectively at the level of knowledge and skills through written and verbal communication and expresses them understandably.
PO 7	Takes responsibility as a team member to solve complex and unforeseen problems encountered in applications related to the field.
PO 8	Has awareness of career management and lifelong learning topics.
PO 9	Possesses social, scientific, cultural, and ethical values during the collection, application, and announcement of results of data related to the field.
PO 10	Follows information in the field using a foreign language and communicates with colleagues.

STUDENT EVALUATOR REPORT

	PROGRAM-SPECIFIC CRITERIA (List the relevant criteria)
1	
2	
3	
4	

INTERVIEWED PEOPLE	
Name-Surname	**Title**

STUDENT EVALUATOR REPORT

FORM 1. CURRICULUM ANALYSIS

The "Previous Evaluation" and "Preliminary Estimate" columns must be filled out by the program evaluator via the MEDEK Portal prior to the institution visit, and the team chair must be informed at the first team meeting.

Institution	[University, Higher Education .... Vocational School Unit]
Program	[Program Name]

MEK Curriculum Categories & Evaluation Criteria:	**ECTS**		
	Evaluation Criteria	**Self-assessment Table 5-1**	**Evaluator comments required.**
Program/field-specific professional courses:	Minimum 60 ECTS.		
Courses included in the curriculum considering external stakeholder suggestions	Minimum 5 ECTS		
Workplace Vocational Training, Internship and Applied Courses and/or courses including current professional programs/software:	Minimum 15 ECTS		
Other courses			

Program-Specific Criteria requirements should be listed below with Self-Evaluation Report data and Evaluator Opinions.	**Self-Evaluation Report data[1]**	**Evaluator Opinions[2]**

[1] The courses and their ECTS credits presented in the Self-Evaluation Report (SER) to demonstrate compliance with the relevant Program-Specific Criterion shall be entered in this field.

[2] The courses and their ECTS credits verified by the documents presented during the site visit to demonstrate compliance with the relevant Program-Specific Criterion shall be entered in this field.

STUDENT EVALUATOR REPORT

FORM 2. TRANSCRIPT ANALYSIS

Institution	[University, Higher Education Vocational School Name]
Department	[Department Name]
Program	[Program Name]

MEK Curriculum Categories	**ECTS Credit**					
	MEK Training Plan	**Verify credits for students**				
		1	**2**	**3**	**4**	**5**
Program/field-specific professional courses	Min: 60 ECTS					
Courses in curriculum considering external stakeholder suggestions	Min: 5 AKTS					
Workplace Vocational Training, Internship, Applied Courses / software courses	Min: 15 AKTS					
Other courses						
TOTAL						

For Program-Specific Criteria requirements	**For Program-Specific Criteria requirements, mark (√) if the student meets the requirement, or (-) if they do not**[3]				
	1	**2**	**3**	**4**	**5**

[3] In this section, each column represents a student, and the relevant boxes shall be marked to indicate whether the Program-Specific Criteria are met based on the review of the student's transcript. The students' names shall be entered in the fields numbered 1 through 5.

STUDENT EVALUATOR REPORT

FORM 3. PROGRAM EVALUATOR CHART

Institution	[University, Higher Education Vocational School Name]		
Program	[Program Name]	**1st Evaluator**	
		2nd Evaluator	
Team Chair		**Student Evaluator**	
		Visit Dates	[gg-gg.aa.yyyy]

1. ÖĞRENCİLER

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for "Deficient," (2) for "Inadequate," (3) for "Acceptable," (4) for "Good," and (5) for "Very Good."	**Previous Evaluation**	**Preliminary Assessment**	**On-Site Evaluation**
1.1. Placed students must have the academic competence to gain program outcomes within the normal study period.			
1.2. Student admission indicators (exam scores, quota fill rates, base/ceiling scores) must be monitored and their yearly development evaluated.			
1.3. Written procedures for student admission (talent exams, lateral transfers, international admissions, etc.) must exist and be implemented.			
1.4. Crediting of prior learning must be defined and implemented.			
1.5. A student-centered approach considering active participation, different learning styles, and individual needs must exist and operate.			
1.6. Collaborations and/or protocols with other institutions must be operational.			
1.7. Procedures promoting student mobility and exchange programs must exist.			
1.8. Student-centered teaching and assessment methods must be systematically applied.			
1.9. Counseling services for academic development and career planning must operate.			
1.10. Counseling services guiding course planning and monitoring success must operate.			
1.11. Mechanisms for collecting student feedback must exist and be used for continuous improvement.			
1.12. Student success in all courses must be measured via transparent, fair, and pre-announced methods.			
1.13. Systematic control mechanisms verifying all academic requirements must be implemented before deciding on graduation.			

3. PROGRAM OUTCOMES

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for "Deficient," (2) for "Inadequate," (3) for "Acceptable," (4) for "Good," and (5) for "Very Good."	**Previous Evaluation**	**Preliminary Assessment**	**On-Site Evaluation**
3.2.1. A method has been defined for periodically determining and documenting the extent to which the program outcomes have been attained.			
3.2.2. A method is being implemented for periodically determining and documenting the extent to which the program outcomes have been attained. *(This process shall be based primarily on student work, such as examinations, projects, and assignments. Assessment and evaluation methods based solely on surveys and course grades shall be considered inadequate.)*			

4. CONTINUOUS IMPROVEMENT

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for "Deficient," (2) for "Inadequate," (3) for "Acceptable," (4) for "Good," and (5) for "Very Good."	**Previous Evaluation**	**Preliminary Assessment**	**On-Site Evaluation**
4.2. The program must use stakeholder feedback for continuous improvement via a defined process.			

STUDENT EVALUATOR REPORT

5. EDUCATIONAL PLAN

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for "Deficient," (2) for "Inadequate," (3) for "Acceptable," (4) for "Good," and (5) for "Very Good."	**Previous Evaluation**	**Preliminary Assessment**	**On-Site Evaluation**
5.3. At least 15 ECTS must be Workplace Vocational Training, Internship, Applied Courses, and/or software courses.			
5.5. An outcome-centered curriculum based on ECTS workload calculations must be shared publicly and implemented.			

6. TEACHING STAFF

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for "Deficient," (2) for "Inadequate," (3) for "Acceptable," (4) for "Good," and (5) for "Very Good."	**Previous Evaluation**	**Preliminary Assessment**	**On-Site Evaluation**
6.1.1 The teaching staff must have the quantity to meet teaching requirements.			
6.1.2. The teaching staff must have the quality to meet teaching requirements.			

7. INFRASTRUCTURE

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for "Deficient," (2) for "Inadequate," (3) for "Acceptable," (4) for "Good," and (5) for "Very Good."	**Previous Evaluation**	**Preliminary Assessment**	**On-Site Evaluation**
7.1. Adequate learning environments and resources (classrooms, labs, equipment) to support educational activities.			
7.2. Infrastructure allowing students to engage in extracurricular activities.			
7.3. Necessary security, first aid, and OHS precautions are taken in learning and living environments.			
7.4. Information access opportunities are sufficient for students.			
7.5. Infrastructure arrangements are made for students with special needs.			
7.6.1 ICT infrastructure meets the educational needs of students staff.			

9. PROGRAM-SPECIFIC CRITERIA

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for "Deficient," (2) for "Inadequate," (3) for "Acceptable," (4) for "Good," and (5) for "Very Good."	**Previous Evaluation**	**Preliminary Assessment**	**On-Site Evaluation**
9.1. Courses in the curriculum meet program-specific criteria through measurement-evaluation methods.			

STUDENT EVALUATOR REPORT

FORM 4. PROGRAM EVALUATION FORM: SUMMARY OF DEFICIENCIES

Institution	[University, Higher Education Vocational School Name]		
Program	[Program Name]	**1st Evaluator**	
		2nd Evaluator	
Team Chair		**Student Evaluator**	
		Visit Dates	[gg-gg.aa.yyyy]

Complete the table below by taking into account the lowest numerical rating assigned under the relevant criteria. Enter (1) for **"Deficient",** (2) for **"Inadequate",** (3) for **"Acceptable",** (4) for **"Good"** and (5) for **"Very Good."**

PROGRAM ÖLÇÜTLERİ	Previous Evaluation	Exit Statement	+7 Days Result	Consistency Result	MEK Decision
1. Students					
2. Program Educational Objectives					
3. Program Outcomes					
4. Continuous Improvement					
5. Educational Plan					
6. Teaching Staff					
7. Infrastructure					
8. Management and Administrative Units Structure					
9. Program-Specific Criteria					

Definitions:
(1) Missing: Criterion is not met at all; urgent measures required.
(2) Inadequate: Only a very small part is met; measures required for correction.
(3) Acceptable: Partially met; not in full compliance. Measures needed to strengthen the criterion.
(4) Good: Criterion is met and should be maintained.
(5) Very Good: Met very well; practices may be taken as an example by others.

STUDENT EVALUATOR REPORT

FORM 5. PROGRAM EVALUATION FORM: EXPLANATION OF DEFICIENCIES AND OBSERVATIONS

Institution	[University, Higher Education Vocational School Name]		
Program	[Program Name]	**1st Evaluator**	
		2nd Evaluator	
Team Chair		**Student Evaluator**	
		Visit Dates	[gg-gg.aa.yyyy]

Detailed information on the deficiencies and observations concerning the program is provided below.
(If there are no deficiencies or observations concerning a criterion, please indicate accordingly.)

PROGRAM CRITERIA	DEFICIENCIES AND OBSERVATIONS
1. Students	
2. Program Educational Objectives	
3. Program Outcomes	
4. Continuous Improvement	
5. Educational Plan	
6. Teaching Staff	
7. Infrastructure	
8. Management and Administrative Units Structure	
9. Program-Specific Criteria	

Important Notes:

1. These texts should not be used outside your institution at this stage, and internally they should be limited to the relevant department/program.
2. If there are material errors, or urgent improvements applied, the Vocational School directorate can email the team chair within 7 days after the exit interview.

- The primary purpose of the "+7 day response" is to correct "material errors" in the exit statement.
- The institution may also present additional information for the evaluation team's report.
- MEK decisions are generally based on the program's condition during the visit.
- However, deficiencies can be considered corrected if adjustments are started within 7 days and proven with official signed documents.
- If intentions/measures haven't yielded full results yet, they will be considered during the next interim evaluation.
- The "7-day response" must be prepared in a separate file for each program, use the evaluation text as a header, include concrete evidence, remain brief, avoid repeating previous info, and only include items where corrections/improvements are claimed.

STUDENT EVALUATOR REPORT

FORM 6. EXIT STATEMENT FOR THE INSTITUTION

(MUST BE READ AT THE EXIT MEETING - THE ENTIRE PROGRAM EVALUATION REPORT MUST BE DELIVERED TO THE PROGRAM CHAIR ALONG WITH THE EXIT STATEMENT. THIS REPORT CANNOT BE SHARED WITH OTHER INSTITUTIONS AND ORGANIZATIONS)

In the Exit Interview Program Statement, the identified strengths should first be emphasized for each criterion. Then, the areas open for improvement should be read from the conversational text, giving short justifications in order of criterion number. The language in the MEDEK Evaluation Criteria should be used as much as possible.

PROGRAM EXIT NOTIFICATION

STUDENT EVALUATOR REPORT

FORM 7. ACCREDITATION DECISION PROPOSAL FORM

Institution	[University, Higher Education Vocational School Name]			
Program Name	End of Visit Proposal	+7 Days Proposal	Consistency Decision	MEK Decision

Explanations:

Program evaluators will enter their proposal into the "End of Visit Proposal" column. Team Chairs will fill out both proposal columns on a single form for all programs and send it to the MEK Presidency with the "Draft Report". The "MEK Decision" column is for the MEK Presidency.

MEK Accreditation Decisions:

(a) **Full Accreditation**: Given if there are no "1: Missing" or "2: Inadequate" scores, and at least one criterion scores "(4): Good" or "(5): Very Good". Valid for four (4) years. Reapplication must be made one year before expiration.

(b) **Conditional Accreditation:** Given for two (2) years if there is no "1", but one or more criteria score "2: Inadequate". Also given if there are no 1s or 2s, but no criterion scores a "4" or "5". A visit-based interim evaluation is conducted in the second year, focusing on criteria scored "2" and "3". If no improvement is found, accreditation is not extended. If scores are "3" or above, it is extended by 2 more years.

(c) **Short-Term Accreditation**: Given for one (1) year if no criterion scores a "1", no criterion scores a "4" or "5", and deficiencies are foreseen to be completed within one year. If "2" scores turn into "3" or above next year, it is extended by 3 years. If some remain "2", "Conditional Accreditation" is given.

(d) **Reapplication**: Means minimum conditions are not met (at least one "1: Missing" score).

STUDENT EVALUATOR REPORT

SUMMARY OF THE EVALUATION PROCESS

The Program Evaluation Form (PDF) has two parts. The first expresses numerical values for areas of improvement across 9 criteria. The second provides detailed explanations.

The final process stages:

- **Programs' 7-Day Response:** Institutions can respond via email within 7 days strictly to correct material errors in the exit statement (must also CC MEDEK Secretariat). If no corrections are needed, they must state they won't submit a response.
- **Draft Report:** Prepared post-visit containing primary findings and proposals, finalized by the team chair considering any +7 day responses. Must be sent to MEK within 7 days via the MEDEK Portal.
- **Final Report:** Draft reports are checked for consistency and spelling, then submitted for MEK members' approval. Approved reports are the final reports sent to the institutions.