



## WORKING REGULATION

### CHAPTER ONE

#### Purpose, Scope, Basis, and Definitions

##### Purpose

**ARTICLE 1- (1)** The purpose of this regulation is to establish the principles and procedures regarding the formation, duties, authorities, and responsibilities of İLEDAK (Communication Education Evaluation and Accreditation Board) and other boards, commissions, and working groups operating as organs of İLAD.

##### Scope

**ARTICLE 2- (1)** This regulation covers the accreditation activities defined in the bylaw of the "Association for Communication Research (İLAD)" and the operational procedures of İLEDAK.

##### Basis

**ARTICLE 3- (1)** This regulation has been prepared in accordance with Articles 3, 10, and 12 of the bylaw of the "Association for Communication Research (İLAD)."

##### Definitions and Abbreviations

**ARTICLE 4- (1)** The terms used in this regulation shall be understood as follows:

- a) **İLAD:** Refers to the Association for Communication Research.
- b) **General Assembly:** Refers to the General Assembly of İLAD.
- c) **Executive Board:** Refers to the Executive Board of İLAD.
- d) **İLEDAK:** Refers to the Communication Education Evaluation and Accreditation Board, which is responsible for evaluating and accrediting higher education programs in the field of communication on behalf of İLAD.
- e) **Evaluation Criteria:** Refers to the İLEDAK Field and Program Evaluation Criteria, which are used in the accreditation of communication education programs.

## **CHAPTER TWO**

### **Communication Education Evaluation and Accreditation Board**

#### **Establishment**

**ARTICLE 5- (1)** The Communication Education Evaluation and Accreditation Board has been established by İLAD to carry out the necessary evaluations and accreditation of communication-related programs in higher education institutions. In all official documents and correspondence, this board is referred to as "İLEDAK."

**(2)** İLEDAK consists of ten (10) members, including six (6) academic members representing universities, three (3) representatives from non-governmental organizations operating in the communication, arts, and design sectors, and one (1) student representative.

**(3)** İLEDAK members are selected by the Executive Board of İLAD from among the candidates proposed by the Candidate Selection Commission (ABK) in accordance with the membership criteria. The Executive Board may request modifications to the ABK's candidate proposals.

**(4)** The term of office for İLEDAK members is three (3) years. Members cannot serve more than two consecutive terms. This restriction does not apply to the Chair and Vice-Chair.

#### **Membership Criteria**

**ARTICLE 6- (1)** İLEDAK members must have at least 10 years of experience in communication education and/or their professional field.

**(2) Academic Members:** Academic members must be faculty members or retired faculty members, excluding rectors and vice-rectors.

**(3) Industry Representatives:** Industry representatives, other than academic members, must have experience in at least one of the following areas: management, communication education, or quality processes within communication sector institutions.

**(4)** Members of the İLAD Executive Board cannot be İLEDAK members.

**(5)** Members of the İLAD Audit Board cannot be İLEDAK members.

#### **Chair and Vice-Chair**

**ARTICLE 7- (1)** İLEDAK members elect a Chair and a Vice-Chair, who will assume the role of the next Chair, from among themselves.

**(2)** The term of office for the Chair and Vice-Chair is three (3) years and cannot be extended.

**(3)** At the end of the term, the Chair hands over the position to the Vice-Chair and continues to serve as a member of İLEDAK for one additional term as the former Chair.

#### **Resignation from Membership**

**ARTICLE 8- (1)** In case of resignation from İLEDAK membership before the end of the term, the following procedures shall apply:

- a) If the Chair resigns, the Vice-Chair assumes the role of Chair. A new Vice-Chair is elected from among the İLEDAK members.
- b) If any other İLEDAK member resigns, İLEDAK notifies İLAD, and the

Candidate Selection Commission (ABK) initiates the selection process for a new member.

### **Duties, Authorities, and Responsibilities**

**ARTICLE 9- (1)** To design, evaluate, and make accreditation decisions on behalf of İLAD regarding the accreditation of associate, undergraduate, and graduate programs in communication offered by higher education institutions recognized by the Council of Higher Education (YÖK).

**(2)** To appoint program evaluation teams and assign program evaluators, co-evaluators, student evaluators, team leaders, and co-leaders for program evaluations.

**(3)** To determine program evaluator and student evaluator candidates.

**(4)** To propose necessary amendments to existing accreditation processes and evaluation criteria to the Executive Board.

**(5)** In fulfilling its function, İLEDAK aims to achieve the following specific objectives:

a) To identify communication programs that meet minimum evaluation criteria, inform key stakeholders—including students, prospective students, academic advisors, parents, educational institutions, professional organizations, potential employers, government institutions, and other interested parties—about accredited programs, and provide guidance on improving existing programs, ensuring continuous development, and designing new programs in communication education.

b) To encourage the development of communication education programs in Turkey to align with international standards.

**(6)** To maintain coordination between İLEDAK and the Executive Board, the İLEDAK Chair or Vice-Chair attends Executive Board meetings in an advisory capacity without voting rights.

## **CHAPTER THREE**

### **Working Principles and Procedures of the Communication Education Evaluation and Accreditation Board**

#### **Working Principles**

**ARTICLE 10- (1)** İLEDAK is independent of the İLAD administration in its operations and accreditation decisions.

**(2)** The İLEDAK Chair is responsible for the functioning of İLEDAK. The Vice Chair assumes the responsibilities of the Chair in their absence.

**(3)** İLEDAK holds at least four (4) meetings annually. The Chair notifies İLEDAK members, the Management Board representative, and the President of the Management Board in writing and/or via email at least two (2) days before the meeting, along with the agenda.

**(4)** İLEDAK members must attend the meetings in person and cannot send representatives in their place. The membership of those who fail to attend three consecutive meetings without an excuse is automatically terminated.

(5) İLEDK meetings are open to the participation of İLAD Management Board members without voting rights. A Management Board member responsible for liaison between İLEDK and the Board attends each İLEDK meeting without voting rights.

#### **Meeting and Decision Quorum**

**ARTICLE 11-** (1) İLEDK meetings are held with the participation of an absolute majority of members.

(2) Proposals regarding regulations, directives, and criteria, as well as accreditation decisions, require a two-thirds (2/3) majority vote, while other decisions are made by a simple majority of the members present at the meeting.

(3) In cases requiring urgent discussion and decision-making outside of regular İLEDK meetings and accreditation decisions, virtual meetings can be held using communication and voting tools such as mail, fax, email, or the website. Decisions made in such meetings must also comply with the conditions stated above.

### **CHAPTER FOUR Program Evaluators**

#### **Program Evaluation Teams**

**ARTICLE 12-** (1) Accreditation evaluations are conducted by program evaluation teams selected from a pool of evaluators established by İLEDK. A separate evaluation team is formed for each institution undergoing evaluation.

(2) Program evaluation teams consist of a chairperson and program evaluators. If necessary, co-chairs, co-evaluators, student evaluators, and observers may also be included. Each evaluation team should include at least one student evaluator.

(3) Team chairs and co-chairs are selected from current or former İLEDK members or experienced program evaluators.

(4) İLAD Management Board members and İLEDK members participating in evaluation teams cannot vote on the program they evaluated.

#### **Program Evaluators**

**ARTICLE 13-** (1) A pool of program evaluators is created, consisting of experienced professionals in communication education. While forming this pool, factors such as academic/industry balance, gender balance, and institutional diversity are considered. Program evaluators are selected based on their expertise in the program being assessed.

(2) Each program evaluator must complete a training program conducted by İLAD before participating in evaluation visits. Additionally, serving as a co-evaluator or observer in an evaluation visit is recommended.

(3) Program evaluators should have experience in at least one of the following areas: communication education and training, management in the communication sector, or quality processes.

#### **Student Evaluators**

**ARTICLE 14-** (1) Student evaluators are selected from undergraduate and graduate

students nominated through consultations with university administrators and/or student council representatives. Selected student evaluators must complete İLAD's student evaluator training program.

### **Observers**

**ARTICLE 15-** (1) İLAD members, evaluator candidates, and representatives from national and international accreditation organizations may participate as observers in evaluation teams with the approval of the team chair and the relevant institution, as well as an İLEDAK decision.

(2) As part of İLAD's cooperation with international accreditation organizations, at least one representative from these organizations may join an evaluation team as an external observer annually. The selection of such organizations and related arrangements are managed by the Management Board.

(3) Observers submit their reports to the Management Board at the end of the evaluation visit. The Management Board is responsible for assessing and utilizing these reports in improvement processes.

## **CHAPTER FIVE**

### **Committees and Councils**

#### **Candidate Selection Committee (CSC)**

**ARTICLE 16-** (1) The Candidate Selection Committee (CSC) is formed to assist in the selection of İLEDAK members.

(2) The duties, authorities, and responsibilities of CSC are regulated by the Candidate Selection Committee Directive.

#### **Criteria Committee**

**ARTICLE 17-** (1) The Criteria Committee is established to periodically review and update accreditation criteria, determine special criteria for new programs, and conduct similar studies.

(2) The structure, selection of members, terms of office, working principles, and processes for revising the criteria are regulated by the Directive on the Determination of Evaluation Criteria.

#### **Training Committee**

**ARTICLE 18-** (1) The Training Committee organizes accreditation training and informational workshops for new members of the İLAD Management Board, İLEDAK, and program evaluators, as well as for representatives of institutions considering accreditation applications.

(2) The training sessions provided by the Training Committee and its working principles are regulated by the Training Committee Directive.

#### **Consistency Control Committee**

**ARTICLE 19-** (1) The Consistency Control Committee is formed by İLEDAK to ensure consistency in both evaluations and formal aspects (format, writing errors, and language style) of accreditation notifications to institutions.

(2) The structure, selection of members, terms of office, and working principles of the Consistency Control Committee are regulated by its respective directive.

### **Legislation Development and Update Committee**

**ARTICLE 20-** (1) The Legislation Development and Update Committee is established to develop and update İLAD's legal framework and regulations.

(2) The committee consists of three members appointed by the Management Board.  
Continuous Improvement and Quality Committee

**ARTICLE 21-** (1) The Continuous Improvement and Quality Committee is formed to define and implement a systematic process for the continuous improvement of İLAD Communication Research Association's activities within the framework of total quality management.

(2) The roles, authorities, and responsibilities of the committee are determined by the Management Board and published in the Continuous Improvement and Quality Committee Directive.

### **Appeals Committee**

**ARTICLE 22-** (1) The Appeals Committee is established to review objections and complaints regarding accreditation decisions made by the İLAD Management Board.

(2) The working principles and procedures of the Appeals Committee are regulated by a directive.

### **Advisory Councils**

**ARTICLE 23-** (1) İLAD establishes Advisory Councils to ensure the quality assurance of communication education in higher education.

(2) Advisory Councils consist of stakeholders such as academics, industry representatives, and students.

(3) The working principles and procedures of the Advisory Councils are regulated by a directive.

## **CHAPTER FIVE Various Provisions**

### **İLAD Trainings**

**ARTICLE 24-** (1) It is mandatory for evaluators included in the program evaluator pool and student evaluator candidates to undergo training before serving in İLEDAK evaluation teams.

(2) It is essential for newly appointed İLAD Board members and İLEDAK members to attend the informational workshops organized by the Training Commission. Before taking office, İLAD Board members and İLEDAK members are informed about accreditation policies, the structure and functioning of İLEDAK, and the accreditation process.

### **Program Evaluation Criteria**

**ARTICLE 25-** (1) The İLAD evaluation criteria used in program evaluations conducted by İLEDAK determine the minimum requirements for the accreditation of programs in the field of communication.

(2) In the determination and modification of İLAD evaluation criteria, the opinions of faculties of communication and relevant departments of universities recognized by the Council of Higher Education (YÖK), relevant professional organizations, and graduate student representatives are taken into account.

(3) Changes to the criteria are implemented with the decision of the Board of Directors and take effect from the next evaluation period.

### **Conflict of Interest and/or Overlap**

**ARTICLE 26-** (1) Members of the İLAD Board of Directors, Supervisory Board, İLEDAK members, and evaluation teams are expected to avoid situations that may compromise the impartiality and credibility of the evaluation process.

(2) To ensure the credibility of the evaluation process and the reliability of decisions made by members of the İLAD Board of Directors, Supervisory Board, İLEDAK, and evaluation team members, as well as to guarantee a fair and impartial decision-making process, the following situations are considered:

- a) İLEDAK members or individuals representing İLAD and İLEDAK having a close and active relationship with a program or institution under review by İLAD or İLEDAK.
- b) Having an ongoing position as an academic staff member, employee, or consultant at the institution or program under review, or having worked there within the last five (5) years.
- c) Having an official but unpaid affiliation with the institution, such as serving on the institution's board of trustees or advisory board.

(3) Members of the evaluation teams must submit a written declaration to the institution's administration stating that they have no actual or apparent conflicts of interest with the program they are assigned to evaluate.

### **Confidentiality**

**ARTICLE 27-** (1) Information provided by institutions is handled confidentially by members of İLAD/İLEDAK boards, İLAD/İLEDAK employees, and program evaluation team members and cannot be disclosed without the written consent of the relevant institution.

(2) Documents and materials distributed for discussion and evaluation at İLAD Board and İLEDAK meetings are considered confidential.

(3) The content of such documents and accreditation decisions can only be disclosed by authorized persons under defined conditions.

(4) Members of İLAD Boards, İLAD/İLEDAK employees, and program evaluators sign a "Confidentiality and Ethics Declaration" stating their commitment to these confidentiality principles.

### **Appeals**

**ARTICLE 28-** (1) Institutions may appeal accreditation decisions made by İLEDAK and İLAD. Appeals against İLAD's accreditation decisions may be made in response to a "denial of accreditation" decision, a "two-year accreditation" decision, or a "show cause" decision.

(2) Appeals may be based on factual errors by İLEDAK or on the grounds that a decision contradicts İLAD's published criteria, regulations, or guidelines.

(3) In appeal and reconsideration requests, the conditions evaluated by İLEDAK at the time of the decision will be taken into account.

(4) The process for evaluating and resolving institutional appeals is regulated by the İLAD "Appeals Directive."

### **Internal Audit and Quality Assurance**

**ARTICLE 29-** (1) İLAD's quality policies are defined by the İLAD Board of Directors, which publishes an İLAD Quality Policies document summarizing these policies.

(2) The Continuous Improvement and Quality Commission is responsible for ensuring the proper functioning of all İLAD activities, particularly evaluation and accreditation activities, as well as for ensuring continuous quality improvement and coordination in these efforts.

### **Transparency and Accountability**

**ARTICLE 30-** (1) İLAD is responsible for informing all stakeholders and the public about its program evaluation and accreditation activities and for ensuring accountability.

(2) As part of transparency and accountability, the following information and documents are published on the İLAD website ([www.ilad.org.tr](http://www.ilad.org.tr)) and the İLEDAK websites ([iledak.ilad.org.tr](http://iledak.ilad.org.tr); [www.iledak.org](http://www.iledak.org)):

- a) The bylaw, regulations, and directives defining İLAD's objectives and operations.
- b) The İLAD Evaluation Criteria used for program evaluation and accreditation.
- c) The self-evaluation report format, which clearly defines the İLEDAK evaluation and accreditation process and scope for higher education institutions applying to İLAD.
- d) The Annual Report summarizing İLAD's evaluation and accreditation activities and other yearly work.
- e) The list of communication programs accredited by İLEDAK, including accreditation duration and conditions.

### **Document Retention**

**ARTICLE 31-** (1) Documents and reports related to İLAD/İLEDAK activities are archived and stored according to the procedures and principles specified in the İLAD Archiving Directive. The İLAD General Secretary ensures the secure archiving and storage of İLEDAK's official documents and reports.

(2) İLAD keeps records of the list of programs accredited by İLEDAK, the types of accreditation granted, and their validity periods.

### **İLAD Office**

**ARTICLE 32-** (1) The representation and coordination activities determined by the İLAD Board of Directors are carried out by the İLAD General Secretary, who is accountable to the Board.

### **İLAD Economic Enterprise**

**ARTICLE 33-** (1) The Economic Enterprise carries out activities determined by the İLAD Board of Directors in compliance with the İLAD Bylaw, as well as all financial transactions related to these activities. It is managed by an administrator appointed by



the Board of Directors, who is accountable to the Board.

### **Amendments to the Regulation**

**ARTICLE 34-** (1) Proposed amendments to this regulation are submitted to the General Assembly by the Board of Directors.

### **Enforcement**

**ARTICLE 35-** (1) This regulation enters into force upon approval by the Board of Directors and acceptance by the General Assembly.

### **Execution**

**ARTICLE 36-** (1) The provisions of this regulation are executed by the Chairperson of the Board of Directors.

This Working Regulation was adopted at the 16th Ordinary İLAD General Assembly on March 24, 2024, and entered into force. It is the 4th version of the Working Regulation dated June 11, 2016.