**ASSOCIATION FOR EVALUATION AND ACCREDITATION OF UNIVERSITY PROGRAMS IN MATHEMATICAL, NATURAL AND SOCIAL SCIENCES**

FEDEK DIRECTIVE ON THE OPERATIONAL PRINCIPLES AND PROCEDURES

**ARTICLE 1**

**Basis, Purpose and Scope**

This Directive has been prepared in accordance with Article 8 of the FEF Evaluation Board Operational Principles. The purpose of this Directive is to regulate the functioning of FEDEK's meeting and operational principles.

This Directive covers the issues resolved by the **FEFKON** decision regarding the functioning of FEDEK.

**ARTICLE 2 Abbreviations**

1. FEF means Faculties of Mathematical, Natural and Social Sciences
2. FEFKON means FEF Committee of Deans
3. FEDEK means FEF Evaluation Board
4. ABK means Nomination Board established to assist the election of FEDEK members
5. FEFKON Secretariat means the faculty secretariat of the university where the meeting is held
6. DERİK means Evaluation Report Examination Board
7. DABK means Evaluator Nomination Board

**ARTICLE 3 Responsibility**

1. The Chairperson of FEDEK shall be responsible for the management of FEDEK and the Vice Chairperson shall carry out the management of FEDEK on behalf of the Chairperson in the absence of the Chairperson.
2. The FEDEK Secretariat shall organize, record and archive the works.

**ARTICLE 4 Meeting Principles**

1. FEDEK shall hold at least three (3) meetings each year, one in April, to designate new FEDEK member candidates and evaluator pool members. FEDEK shall convene and take decisions only by majority.
2. FEDEK meetings shall be communicated in writing to the FEDEK members by the President of FEDEK, together with the meeting agenda including all relevant documents on matters to be discussed at least two (2) weeks in advance.
3. The membership of the person who does not participate in two consecutive meetings in a calendar year without any reasonable excuse except for withdrawal from the FEDEK membership voluntarily shall be terminated.
4. Approval of the certificate of competence shall be taken by at least five (5) votes and all other decisions shall be taken by the absolute majority of the number of members attending the meeting.

ARTICLE 5 Execution

The provisions of this Directive shall be executed by the President of FEDEK.