REPUBLIC OF TÜRKİYE
KARAMANOĞLU MEHMETBEY UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
FACULTY STUDENT REPRESENTATION AND PARTICIPATION BOARD IMPLEMENTATION GUIDE AND INTERNAL OPERATING PROCEDURE

PART ONE

Article 1 – Purpose

The purpose of this Implementation Guide and Internal Operating Procedure is to systematize student participation in educational, quality assurance and social processes within the Faculty; to ensure students' effective participation in decision-making processes; and to institutionalize the communication channel between Faculty administration and students.

The Faculty Student Representation and Participation Board (FÖTKK) is an official advisory and participatory body that links student feedback to the Faculty's quality assurance system, provides input for continuous improvement processes under the PDCA (Plan–Do–Check–Act) cycle, and integrates student representation into institutional decision-making mechanisms.

Article 2 – Scope

This Implementation Guide and Internal Operating Procedure covers the composition, selection criteria, working procedures and principles, and duties of the Faculty Student Representation and Participation Board (FÖTKK).

Article 3 – Legal Basis and Relationship

This Implementation Guide and Internal Operating Procedure has been prepared on the basis of:

- Regulation on Quality Assurance in Higher Education;
- STAR Accreditation Criteria;
- KMU Student Council Directive[1];
- Faculty quality assurance policies and processes.

[1] The provisions of the KMU Student Council Directive concerning student representation at university level remain reserved. The Faculty Student Representation and Participation Board (FÖTKK) established by this directive is an advisory/participatory mechanism created independently of the Student Council structure to support internal Faculty quality assurance and student participation processes.

PART TWO

Composition of the Board and Selection Criteria

Article 4 – Composition of the Board

(1) Two student representatives, one female and one male, are selected from each year of study in every department of the Faculty.

(2) From among these representatives, Board members elect a "Board Chairperson," a "Vice Chairperson," and a "Rapporteur."

(3) The duration and continuity of members' representation are governed by Article 5.

Article 5 – Selection and Representation Criteria (Based on Voluntary Participation and Interviews)

(1) Eligibility Requirements: The basic requirements are voluntary participation, active student status, and no disciplinary sanctions. Cumulative grade point average (CGPA) is not a determining criterion.

(2) Selection Method: Department Heads announce the need for representatives on departmental websites or noticeboards. Applicants are assessed through interviews by a panel consisting of at least two academic staff members appointed by the Head of Department.

(3) Assessment Criteria: Interviews are based on the following competencies:

- Representation Ability: Ability to objectively synthesize the views of the class and department.
- Communication Skills: Ability to express views clearly, constructively and with institutional courtesy.
- Responsibility: Motivation to follow up on processes and attend meetings regularly.
- Quality Awareness: Understanding of the relationship between feedback and continuous improvement (PDCA).

(4) Selection results are documented in brief assessment minutes, communicated to the Dean's Office and announced.

Article 6 – Term of Representation, Continuity and Institutional Memory

(1) The term of representation of Board members is one academic year.

(2) Board membership operates on the principle of continuity based on voluntary participation.

(3) Student representatives selected in their first year may continue to serve on the Board until graduation if they so wish and are considered suitable.

(4) The Board is not entirely renewed every academic year; new representatives are selected to replace members who graduate or leave office, thereby preserving institutional memory.

PART THREE

Working Procedures and Meeting Schedule

Article 7 – Meeting Schedule and Procedures

(i) The Faculty Student Representation and Participation Board holds at least four (4) ordinary meetings per year, at the beginning and end of each academic semester. Accordingly, the Board meets at least four times annually:

- In the first week of October, at the beginning of the academic year (Fall Semester Opening – Planning Meeting);
- At the end of the fall semester (Fall Semester Evaluation and Action Meeting);
- At the beginning of the spring semester (Spring Semester Opening – Planning Meeting);
- At the end of the spring semester (Spring Semester Evaluation and Action Meeting).

(ii) One of the standing agenda items of the first ordinary meeting of the academic year (October meeting) is updating Board membership. In this context:

- New first-year student representatives from the relevant departments and years of study are included in the Board, replacing fourth-year representatives who have graduated, on the basis of voluntary participation and interviews.

(iii) At other meetings, the existing Board composition is maintained; new representatives are selected only to replace members who leave office or no longer wish to continue.

(iv) All meetings are conducted according to a structured agenda; discussions and decisions are recorded in minutes and shared in writing with the relevant units.

Article 8 – PDCA Integration and Feedback Cycle

(1) Actions taken or decisions made by Faculty administration regarding proposals submitted by the Board are communicated to the Board in writing or orally no later than the next meeting, within the PDCA cycle.

(2) “Student Opinion Reports” prepared by the Board are attached to the decision minutes of the relevant committees.

Article 9 – Relationship with Committees

In accordance with the Faculty Committees Implementation Guide, the Board Chairperson, representing FÖTKK, is invited to relevant committee meetings as a “non-voting adviser/observer.” The Chairperson presents student-focused views at these meetings.

PART FOUR

Duties

Article 10 – Duties of the Board

The duties of the Board are as follows:

- To collect students’ views on academic and administrative processes in a structured manner;
- To compile these views into written reports and submit them to departmental and Faculty administrations;
- To link feedback to the quality assurance system;
- To monitor the implementation and effectiveness of improvement decisions;
- To provide student-based data for planning in subsequent semesters.

PART FIVE

Final Provisions

Article 11 – Entry into Force

This Implementation Guide and Internal Operating Procedure enters into force on the date of its adoption by the Faculty Board.

Article 12 – Implementation

The Dean is responsible for implementing the provisions of this Implementation Guide and Internal Operating Procedure.