



**ASSOCIATION FOR THE EVALUATION AND ACCREDITATION
OF PHARMACEUTICAL EDUCATION PROGRAMS**

**TURKEY NATIONAL PHARMACY
UNDERGRADUATE PROGRAM
ASSESSMENT AND ACCREDITATION
PRACTICE PRINCIPLES DIRECTIVE**

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www.eczakder.org.tr

Basis, Purpose And Scope

ARTICLE 1- (1) In accordance with the Association for Evaluation and Accreditation of Pharmacy Education Programs (ECZAKDER) Regulation and ECZAKDER Working Regulation, this directive has been issued to determine the program evaluation and accreditation application principles of ECZAKDER.

Definitions and Abbreviations

ARTICLE 2- (1) The terms below refers to the means as given below;

- a) ADİZE: Interim Evaluation and Monitoring Visit Team,
- b) DEK: Counseling and Education Commission,
- c) DİZE: Evaluation and Monitoring Visit Team,
- d) ECZAK: National Pharmacy Education Accreditation Board,
- e) ECZAKDER: Association for Evaluation and Accreditation of Pharmacy Education Programs,
- f) ECZAKDER YK: Board of Directors of the Association for Evaluation and Accreditation of Pharmacy Education Programs,
- g) ÖDAR: Self-Assessment Interim Report
- h) ÖDR: Self-Assessment Report
- i) ÖDRE: Self-Assessment Report Evaluation Team.
- j) TK: Consistency Committee,
- k) YÖK: Refers to the Turkish Higher Education Council.

Purposes of Accreditation

ARTICLE 3- (1) Accreditation of pharmacy programs by ECZAKDER is a voluntary process. ECZAKDER evaluates the undergraduate education programs of the pharmacy faculties that apply for accreditation. ECZAKDER aims to achieve the following goals in order to contribute to the continuous improvement of the quality of pharmacy education:

- a) To determine whether the pharmacy faculties applying to ECZAKDER meet the evaluation standards for undergraduate education programs.
- b) To inform the society, student candidates, professional organizations, government institutions and other stakeholders by announcing the accredited faculty undergraduate programs.
- c) To ensure the sustainability of education in pharmacy faculties in international education quality, to help and guide faculties to reach their foreseen goals.

Accreditation Application

ARTICLE 4- The accreditation process begins with the application of pharmacy faculties to ECZAKDER.

- (1) Pharmacy faculties in higher education institutions recognized by YÖK can apply for evaluation for accreditation of undergraduate education programs.
- (2) Pharmacy faculties that implement more than one educational program (for example, in different languages) make separate applications for each program.
- (3) In order to apply for accreditation, a faculty must have graduated at least two semesters with its own education program.
- (4) The pharmacy faculty who wants to be accredited applies to ECZAKDER between **1-15 January of each year** with a printed application form with wet signature.

- (5) ECZAKDER evaluates whether the faculty application complies with the application conditions at the ECZAKDER Board of Directors between **16-31 January**. If the application is found appropriate, ECZAK is informed to initiate the accreditation process.
- (6) Faculties whose accreditation period has expired can re-apply in **January of the fifth** year in accordance with the rules of the application period, in order to ensure continuity.

Information Training

ARTICLE 5- (1) Upon the request of the approved faculties, a preliminary visit is held between **February 1 and March 15** for informational training. It is obligatory to receive information training at the first application.

(2) One ECZAK member and two WEC members who will carry out the information training are selected and assigned by ECZAK.

(3) All expenses (such as travel, accommodation and stationery) in the information education process are covered by the requesting faculty.

Self Evaluation

ARTICLE 6- (1) ÖDRE is formed at the first PHARMACEUTICAL meeting after the acceptance of the faculty application.

(2) ECZAK member is appointed as rapporteur.

(3) ÖDRE members declare to ECZAK that there is no conflict or overlap of interest.

(4) ÖDRE member cannot take part in the evaluation of his/her faculty's ÖDR.

(5) The faculty makes the payment in accordance with the payment terms announced on the ECZAKDER website.

(6) Faculty, "Self-Assessment Report Preparation Guide" and "Turkey National Pharmacy Undergraduate Education Programs Accreditation Standards" prepared in accordance with the ÖDR file [ÖDR and its annexes in electronic form; as well as one (1) printed ÖDR and one (1) ÖDR in a portable memory and its annexes] to the ECZAKDER General Secretariat by **30 June** of the application year at the latest.

(7) The documents in the ÖDR file must contain the information for the five (5) years before the application year.

(8) In cases where the SDRs are not delivered until **30 June** of the application year and are not prepared as specified in the guide, the application process of the faculty is frozen by the ECZAKDER YK until the next application period. The situation is reported to the faculty with a detailed report.

(9) ECZAKDER YK transmits ÖDR and its annexes to ECZAK electronically.

(10) ECZAK transmits the sent ÖDR and its annexes to ÖDRE electronically.

(11) ECZAK requests the ÖDRE to evaluate and prepare a report in July and August. ÖDRE submits the evaluation report to ECZAK by the end of August at the latest.

(12) At its meeting in September, ECZAK examines the faculty ÖDR in line with the ÖDRE reports, taking into account the "Self-Assessment Report Guide" and "Turkey National Pharmacy Undergraduate Education Programs Accreditation Standards". It decides whether the faculty visit is appropriate, depending on whether the critical standards (Standard 2,3,7,8,10,15) are met and 65% or more of the total score is obtained.

(13) ECZAK notifies the faculty of the ÖDR evaluation result on **October 1-15**.

(14) In case of eligibility for the visit, DİZE is created by ECZAK and notified to the faculty.

(15) The ÖDR rapporteur is also among the members of DİZE, but the faculty member with a conflict of interest cannot take part in DİZE.

(16) The applicant faculty has the right to object to DİZE members within one week. This objection is evaluated and finalized by ECZAK.

(17) The final version of the ÖDR file of the faculty to be visited (ÖDR and its annexes) will be submitted electronically to all DİZE members and ECZAK, except for the student assessors, until **31 October**; It also sends one (1) printed ODR to ECZAKDER together with ODR and its attachments in the portable memory. ECZAK sends the ÖDR file electronically to the student assessors two (2) weeks before the visit date. The visiting process begins.

(18) In case of not being found suitable for the visit, the decision containing the report and the reasons prepared in line with the ÖDRE's report is notified to the faculty.

(19) As a result of the evaluation, ECZAK may also decide to complete the deficiencies of the faculty and submit the ÖDR again. In this case, the ÖDRE re-examines and decides whether the faculty is suitable for visit based on the new report. If available, String is selected.

Evaluation Visit

ARTICLE 7- (1) All expenses of DİZE (such as travel, accommodation and stationery) are covered by ECZAKDER.

(2) DİZE prepares the "Evaluation Visit Report" within a week by carrying out the visits determined in line with the "Evaluation Visit Guide" between **1-31 December** of each year.

(3) The head of DİZE sends the report to the Dean of the faculty visited and asks him to convey his opinion within one (1) week.

(4) In line with the received opinion, the head of DİZE prepares his report and forwards it to ECZAK at the beginning of January.

(5) Each DİZE member fills out the "Team Members Evaluation Form for Each Other" and submits it to ECZAKDER as a confidential document, by hand or by mail.

(6) At the end of this process, the Dean of the visited faculty fills out the "DIZE Members Evaluation Form" and sends it to ECZAKDER as a confidential document, by hand or by mail.

(7) In cases where faculty visits cannot be made due to any compelling reason (such as epidemic, natural disaster); ECZAKDER decides on how the program evaluation will be carried out (such as distance evaluation/mixed evaluation) by taking the opinion of ECZAK.

Consistency

ARTICLE 8- (1) ECZAK, DİZE başkan raporlarını TK'ya gönderir.

The committee is responsible for ensuring the consistency in the chairman's reports at three levels, as intra-team, inter-team and inter-year consistency, as specified in the "Consistency Committee Directive".

(2) TA submits the report prepared after the DİZE chairman reports and controls to ECZAK within fifteen (15) days.

Accreditation Decisions

ARTICLE 9- (1) The ECZAK President distributes the SDRs electronically to the ECZAK members fifteen (15) days before the ECZAK meeting.

(2) At the first meeting of the year, ECZAK evaluates the Faculty ODR and the "Evaluation Visit Report" and sends the report it has prepared to the faculty that applied for correction of material errors within one (1) week.

(3) Upon the reply from the faculty, ECZAK holds its second meeting with the participation of at least ten (10) members and makes its decision on the accreditation of the program as "full accreditation", "conditional accreditation" or "re-application".

Full Accreditation: It is given when the education program meets all the standards at the least acceptable level and a score of 80% or more of the total score is obtained. Full Accreditation is valid for six years, provided that an interim evaluation is made in the third year following the decision. For the uninterrupted continuation of full accreditation, a new Accreditation Application must be made at the end of the fifth year of accreditation.

Conditional Accreditation: The training program provides the critical standards (Standard 2,3,7,8,10,15) at the least acceptable level; It is given when at most two of the other standards are insufficient and 70% or more of the total score is obtained. Its duration is two (2) years. After 18 months, the faculty can apply for accreditation by giving ÖDR again in June. This period cannot be extended. Conditional accreditation cannot be granted to a faculty for more than two (2) consecutive terms.

Re-Application: It is given when the training program is critical and inadequate in terms of other standards.

(4) ECZAK presents its decision on accreditation to ECZAKDER YK.

(5) ECZAKDER YK conveys the decision to the relevant faculty together with the “Accreditation Evaluation Report”.

Announcement of Accreditation Decisions to the Community

ARTICLE 10- (1) Pharmacy faculties whose programs have received full accreditation and their accreditation periods are announced on the ECZAKDER website.

(2) Faculties that do not apply to ECZAKDER until the **15th of January**, one (1) year prior to the expiry of their accreditation period, are removed from the list of accredited faculties when their accreditation period expires.

Objections

- ARTICLE 11-** (1) Within thirty (30) days following the notification of the decision on accreditation, the faculty may request a re-evaluation or visit by making a written objection to ECZAKDER with its justifications.
- (2) ECZAKDER forwards the objection petition to ECZAK.
- (3) The appeal petition is discussed at ECZAK, and a three (3) person objection committee is formed.
- (4) Within sixty (60) days after the appeals committee receives the documents, the committee conveys its decision to ECZAK.
- (5) ECZAK forwards its decision to the ECZAKDER Board of Directors with its justification.
- (6) ECZAKDER Board of Directors notifies this decision in writing to the faculty.

Interim Evaluation

- ARTICLE 12-** (1) ECZAKDER asks the faculty to submit the ÖDAR, which is obliged to give a reminder letter in September of the third year from the date of accreditation, to ECZAKDER electronically by **15th September**.
- (2) ECZAKDER examines the ÖDAR, which is prepared in accordance with the "Self-Assessment Interim Report Preparation Guide", from a formal point of view, and informs the faculty if it is missing.
- (3) ECZAKDER notifies ECZAK of the faculty that has applied for the interim evaluation.
- (4) ECZAK forms the ADİZE team, preferably from the members of the DİZE who made the first visit, or from the newly elected members and notifies the faculty.
- (5) The applicant faculty has the right to object to ADİCE members within one (1) week. This objection is evaluated by ECZAK, finalized and the result is reported to the faculty.
- (6) The final version of the ÖDAR file of the faculty to be visited (ÖDAR and its annexes) will be submitted electronically to all ADİZE members and ECZAK, except for the student assessors, until **30 September**; It also sends one (1) printed ÖDAR to ECZAKDER together with ÖDAR and its attachments in the portable memory. ECZAK sends the ÖDAR electronically to the student assessors two (2) weeks before the visit date. The visiting process begins.
- (7) ADİZE makes a 2-3 day Interim Evaluation Visit between **November 1st and December 31st**.
- (8) All expenses of ADİZE (such as travel, accommodation and stationery) are covered by ECZAKDER.
- (9) ADİZE prepares the Interim Evaluation Visit Report within a week and forwards it to ECZAK.
- (10) Each ADİZE member fills out the "Team Members Evaluation Form for Each Other" and submits it to ECZAKDER as a confidential document, by hand or by mail.
- (11) At the end of this process, the Dean of the visited faculty fills out the "ADİZE Members Evaluation Form" and sends it to ECZAKDER as a confidential document, by hand or by mail.
- (12) ADİZE chairperson reports are sent to the Consistency Committee before being discussed by ECZAK. After the Consistency Committee examines whether the consistency in the evaluations has been achieved at the intra-team, inter-team and inter-year levels, it submits the report it prepared together with the ADİZE chairman reports to ECZAK within fifteen (15) days.
- (13) The reports are discussed at ECZAK and the Interim Evaluation Report is submitted to the ECZAKDER YK.
- (14) The ECZAKDER Board of Directors prepares the "Monitoring and Evaluation Report" and submits it to the faculty in **February** of the following year at the latest.
- (15) In cases where faculty visits cannot be made due to any compelling reason (such as epidemic, natural disaster); ECZAKDER decides on how the program evaluation will be carried out (such as distance evaluation/mixed evaluation) by taking the opinion of

Confidentiality

ARTICLE 12- (1) The information given in the ODR of the faculty is used by ECZAKDER YK for evaluation purposes. This information cannot be disclosed or transferred to third parties without the written permission of the relevant institution; however, it can be used by ECZAKDER without specifying the name of the institution and without giving a clue about the faculty.

Amendment to the Directive

ARTICLE 13- (1) Amendments to this directive will be prepared by a working group to be appointed by ECZAKDER YK. The proposal of the working group is included in the agenda of the first meeting of the ECZAKDER Board of Directors and is decided.

Enforcement and Execution

ARTICLE 14- (1) This directive comes into effect from the date it is approved by ECZAKDER YK.

(2) The provisions of this directive are executed by the Chairman of the Board of ECZAKDER.

(3) ECZAKDER YK is responsible for making regulations and making decisions on all matters other than the provisions of this directive.