



PRINCIPLES AND PROCEDURES FOR THE INCLUSION OF QUALIFICATIONS INTO THE TURKISH QUALIFICATIONS FRAMEWORK

SECTION ONE

Objective, Scope, Basis and Definitions

Objective and scope

ARTICLE 1- (1) The aim of these Principles and Procedures is to define criteria related to the qualifications to be included in the Turkish Qualifications Framework, to determine the duties, authorities and responsibilities of related institutions and councils, and to regulate the principles and procedures to be implemented in the process of inclusion of qualifications into the Turkish Qualifications Framework and removal of qualifications from the Turkish Qualifications Framework.

(2) These Principles and Procedures involve provisions for; the inclusion of all qualifications which are awarded after the completion of formal and non-formal education and training programs as well as through validation of non-formal and informal learning, determination of the responsible bodies, definition of the inclusion criteria and determination of the duties and responsibilities related to work in the scope of these Principles and Procedures.

Basis

ARTICLE 2 - (1) These Principles and Procedures have been prepared in regard to Article 255 of Presidential Decree No.4 and Article 12 of the Regulation on the Principles and Procedures for the Implementation of the Turkish Qualifications Framework came into force after being published in the Official Journal No. 29537 on 19/11/2015.

Definitions

ARTICLE 3 - (1) In the implementation of these Principles and Procedures, the terms states as;

- a) Framework: The Turkish Qualifications Framework,
- b) Department: Turkish Qualifications Framework Department,
- c) Quality assurance: The activities of planning, implementation, evaluation, reporting and quality improvement that enable the qualifications to meet the pre-defined quality standards and criteria,
- d) Quality Assurance Regulation: The Regulation on the Quality Assurance of Qualifications to be Included in the Turkish Qualifications Framework which came into force after being published in the Official Journal No. 30371 on 25/3/2018,
- e) Coordination Council: Turkish Qualifications Framework Coordination Council,
- f) Council: Turkish Qualifications Framework Council,
- g) Authority: Vocational Qualifications Authority,
- h) Learning outcome: The knowledge, skills and competences acquired by an individual after the completion of any learning process,
- i) Level: Each of eight levels defined by knowledge, skill and competences in the Turkish Qualifications Framework,



j) Responsible body: Bodies and institutions conducting the legal arrangements, operations and coordination on determining, identifying and providing the qualifications throughout the education and training system,

k) Turkish Qualifications Framework: The national qualifications framework which has been designed in line with the European Qualifications Framework and indicates all qualification principles acquired through general, academic and vocational education and training programs including primary, secondary and higher education as well as other ways of learning,

l) Turkish Qualifications Database: Database in compliance with the Turkish Qualifications Framework in which all qualifications are defined and classified in terms of learning outcomes approach,

m) Qualification: Official documents such as diploma, certificate or vocational qualification certificate obtained when a responsible body, at the end of a process of assessment and validation, recognizes that an individual has accomplished the learning outcomes according to certain criteria,

n) Qualification form: Document in which the general information related to the qualification as the objective, learning outcomes, level, assessment and evaluation methods, entry and achievement requirements, and progression routes are defined,

o) Qualification type: Groups of qualifications in which qualifications are classified at the same level of Turkish Qualifications Framework that are similar in terms of their functions, learning outcomes, credit values or orientations,,

p) Qualification type specifications: Documents that describe the common features specific to qualifications under each qualification type.

SECTION TWO

Duties, Authorities and Responsibilities regarding the Inclusion of Qualification into the Turkish Qualifications Framework

Duties, authorities and responsibilities

ARTICLE 4- (1) The responsible bodies are responsible for taking necessary measures to ensure that the qualifications fulfil and maintain the criteria in the Article 6 of these Principles and Procedures, applying for inclusion of the qualifications into the Framework and providing the required information and forms. The responsible body informs the Council in case of update of a qualification or any qualification no longer meets the inclusion criteria.

(2) Authority is responsible for receiving, reviewing and carrying out required procedures for submitting the applications of responsible bodies to the Council and the Coordination Council.

(3) Council is responsible for evaluating the application of the responsible body and providing recommendation regarding the application.

(4) Coordination Council is responsible for resolving the application of responsible bodies considering the recommendation of the Council.



Responsible bodies

ARTICLE 5- (1) The responsible bodies within the scope of these Principles and Procedures are:

- a) Ministry of National Education for education and training qualifications under the responsibility of Ministry of National Education,
- b) Higher education institutions for education and training qualifications under the responsibility of higher education institutions within the approval of Council of Higher Education,
- c) The Authority for vocational qualifications under the responsibility of Vocational Qualifications Authority,
- d) Institutions and bodies defined in related legislation or international agreements for other qualifications.

(2) The Authority defines the responsible bodies within the scope of Paragraph 1 subparagraph (d).

SECTION THREE

Criteria for the Inclusion of Qualifications into the Turkish Qualifications Framework

Inclusion criteria

ARTICLE 6 - (1) The criteria required to be fulfilled for the inclusion of the qualification into the Framework are:

- a) The qualification exist in the Turkish Qualifications Database.
- b) The qualification form is compatible with the related qualification type specification.
- c) The quality assurance of the qualification has been maintained.

Existence of the qualification in the Turkish Qualifications Database

ARTICLE 7 - (1) The Turkish Qualifications Database, established with the aim of providing the inventory of the qualifications in Turkey, is updated by the Authority regularly.

(2) Only the qualifications exist in the Turkish Qualifications Database shall be requested to be included in the Framework.

(3)The procedures regarding the publication of qualifications in the Turkish Qualifications Database shall be conducted within the scope of “Principles and Procedures on the development, functioning and updating of the Turkish Qualifications Database”.

The compliance of the qualification form with the qualification type specification

ARTICLE 8 - (1) The information related to each qualification requested to be included in the Framework shall be defined by the responsible body using the qualification form in Annex-1.

(2) The qualification forms shall be prepared and updated based on the related qualification type specification approved by the Council.



(3) The qualification type descriptors shall be prepared by the responsible body according to “the Principles and Procedures on determination of current qualification types, identification of new qualification types, update and cancellation of qualification types” and approved by the Council.

(4) The compliance of the qualification forms with related qualification type specification shall be evaluated based on the qualification type specification approved by the Council.

Quality Assurance

ARTICLE 9 - (1) The quality assurance of the qualifications requested to be included in the Framework shall be maintained in accordance with the Quality Assurance Regulation.

(2) The quality assurance of the qualifications shall be evaluated based on the quality assurance paper submitted by the responsible body to the Council.

SECTION FOUR

The Process Related to the Inclusion of the Qualification into the Turkish Qualifications Framework

Application

ARTICLE 10 - (1) The applications for inclusion of the qualifications into the Turkish Qualifications Framework shall be made by the responsible body to the Authority. The application shall be made only for the qualifications which are currently awarded.

(2) The application shall be made with the application form in Annex 2 for one or more qualifications.

(3) The qualification forms related to each qualification requested to be included in the Framework shall be submitted in the application file. The qualification whose qualification form is not submitted shall be excluded from the scope of the application.

Review and evaluation of the application

ARTICLE 11- (1) The procedures related to the review of the applications for the inclusion of qualifications into the Framework and submission of those to the Council and the Coordination Council shall be carried out by the Department. Guidance to responsible bodies regarding the preparation of the required forms and the functioning of the process shall be provided by the Department.

(2) The Department shall complete the review related to the application within 30 days after the date of application and prepare a review report to be submitted to the Council. The review report shall include evaluations about the status and level for fulfilling the inclusion criteria of qualifications which are in the scope of application.

(3) In case deficiencies are determined, it shall be requested from the responsible body to make up them. The make up of the deficiencies shall be awaited for preparing the examination report. The time taken for the make up of the deficiencies shall not be included in the 30-day review duration.



Evaluation of the application in the Council

ARTICLE 12 - (1) The application and review report shall be submitted to the Council at the first meeting after the completion of the review. The participation of the representatives of applicant responsible body is essential. In case of their absence, the evaluation of the application shall be postponed to the next meeting.

(2) The Council shall evaluate the application based on the review report and provide recommendation related to the fulfilment status of the inclusion criteria by each qualification within the scope of application. In case the Council decides the improvement related to the qualification, the responsible body shall complete these improvements within 6 months and inform the Authority.

(3) In case the Council makes decision on the fulfilment of inclusion criteria of the qualification, the application shall be transmitted to the Coordination Council for the final decision.

Concluding the application in Coordination Council

ARTICLE 13 - (1) The application shall be transmitted to the Coordination Council at the first meeting following the Council decision for the final decision. In case the Coordination Council decides the inclusion of qualifications within the application into the Framework, the protocol in Annex 3 shall be prepared.

(2) The final decision of the Coordination Council shall be informed to the responsible body within 15 days after the date of decision by the Department and announced on the web site. The procedures related to the inclusion of the qualification into the Framework shall be carried out by the Department.

(3) Each qualification in the protocol shall be included into the Framework level, in which qualification type it belongs to exists. The procedures related to the notification of the level and logo of the Framework on the qualifications included in the Framework shall be carried out by the responsible body according to Principles and Procedures on the Use of Turkish Qualifications Framework Logo.

(4) In case the decision is negative, the application shall be regarded as rejected and the decision shall be informed to the responsible body.

SECTION FIVE

Miscellaneous and Final Provisions

Update of the qualification forms

ARTICLE 14 - (1) In case the qualifications included in the Framework are updated, the up to date forms shall be submitted to the Council for the confirmation of compliance with the qualification type specification.

Removal of the qualifications from Turkish Qualifications Framework

ARTICLE 15 - (1) In case it is determined by the Council that a qualification included in the Framework no longer fulfils the inclusion criteria defined in the Article 6 of these Principles and Procedures, removal of the qualification from the Framework shall be decided. Following



the approval of the Coordination Council, the procedures for removing the qualification from the Framework shall be carried out by the Department.

(2) The re-inclusion of a qualification, which has been removed from the Framework, into the Framework shall be subject to the provisions in the section four of these Principles and Procedures.

Appeals and complaints

ARTICLE 16 - (1) For the appeals and complaints related to the decisions and procedures within the scope of these Principles and Procedures, the provisions of “the Principles and Procedures to be followed for the appeals regarding the decisions related to the implementation of Turkish Qualifications Framework” shall be applied.

Enforcement

ARTICLE 17 - (1) These Principles and Procedures shall enter into force with the approval of the Coordination Council.

Execution

ARTICLE 18 - (1) President of the Authority shall enforce the provisions related to these Principles and Procedures.



ANNEX-1: QUALIFICATION FORM

QUALIFICATION FORM DATA FIELDS					Required/ Optional
Qualification Title					Required
Responsible Body					Required
Objective					Required
Orientation	General <input type="checkbox"/>	Academic <input type="checkbox"/>	Vocational <input type="checkbox"/>		Required
Level	TQF:	EQF:	ISCO:	ISCED (2013):	Required
Category	Principle <input type="checkbox"/>	Supplemental <input type="checkbox"/>	Unit <input type="checkbox"/>	Special-Purpose <input type="checkbox"/>	Required
Learning Outcomes					Required
Key Competences					Required
Assessment and Evaluation Methods					Required
Entry Requirements					Required
Achievement Requirements					Required
Progression Routes					Required
Legal Basis					Required
Credit					Optional
Learning Context					Optional
Quality Assurance					Optional
Expiry Date (If available)					Optional
Other Information					Optional
Web Address for Qualification					Optional



ANNEX-2

Application Form for the Qualifications to be Included in the Turkish Qualifications Framework

TO VOCATIONAL QUALIFICATIONS AUTHORITY

.././....

I kindly request the initiation of the necessary actions for the inclusion of the qualifications into the Turkish Qualifications Framework which are provided by our institution/body operating as Responsible Body and listed in the Annex.

Signature

Official of the Institution/Body

LIST OF SUBMITTED QUALIFICATIONS

No	Qualification Title	Related Unit	Contact Information		
			Name Surname	Telephone	E-mail
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



ANNEX-3 PROTOCOL

Date		Decision No	
-------------	--	--------------------	--

It is decided by unanimous vote that the inclusion criteria are fulfilled by the qualifications prepared by the responsible body(ies) defined below, thereby the inclusion of the qualifications into the Turkish Qualifications Framework and the use of TQF logo and level on the documents issued after the date of decision.

APPROVED

TQF Coordination Council

<i>Signature</i> Ministry of National Education	<i>Signature</i> Council of Higher Education	<i>Signature</i> Vocational Qualifications Authority
---	--	--

Responsible Body	Qualification Title	TQF Level
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
...		