

## E-BULLETIN PROCEDURES AND PRINCIPLES

*(Adopted by the Faculty Quality Board Decision dated 25.06.2025 and numbered 2025-13-3)*

### Purpose

#### Article 1

1) The purpose of these methods and principles is to strengthen the institutional identity of Istanbul Gelisim University Faculty of Health Sciences (FHS), to contribute to the objectives of the University's 2024-2028 Strategic Plan by announcing the academic, scientific, cultural and social activities carried out within the Faculty in an effective, visible and regular manner through e-bulletin.

### Definition and Scope

#### Article 2

1) These methods and principles determine the principles and standards regarding the preparation, approval, SOaring and archiving of news, articles, interviews, visuals and other content to be included in the monthly e-bulletin of FHS.

- a) The e-bulletin covers all departments, academic staff, student communities and administrative units of the Faculty.
- b) All content is prepared in accordance with the principles (SG.1), (SG.2), (SG.3) and (SG.4).

### Preparation Guidelines for e-Bulletin Content

#### Article 3

- 1) The font determined by the e-bulletin team is used in the content. Original typography can be used in headings (SO.1.6).
- 2) The font size is arranged to be at least 11 and at most 13.
- 3) In the first place where the names of the faculty members are mentioned, the AVESIS profile address is given as a link (SO.4.1).
- 4) After the content is entered, the person entering the content specifies his/her name using the 'Comment' button and confirms that he/she has added link controls and page numbers (SO.4.1).
- 5) Images used must be of high quality and free of copyright. Copyright responsibility belongs to the sender (SO.4.3).
- 6) In order to ensure integrity in the page flow, the same font size is used for content that spans more than one page.
- 7) Surnames should be capitalised in all content (SO.4.1).
- 8) E-bulletin cover design is renewed every year in January (SG.4).
- 9) Important days in the calendar are added with the joint decision of the e-bulletin team.
- 10) News entries are categorised within the framework of YÖKAK Quality Assurance System and sorted on the basis of calendar (SO.4.1).
- 11) IGU, FHS, accreditation logos and Atatürk's portrait are placed on the e-bulletin cover (SO.4.3).
- 12) Sustainability, social impact and digitalisation contents that are important in rankings such as UI GreenMetric, THE Impact, QS Europe are prepared (SG.3).

## E-Bulletin Task Distribution

### Article 4

- 1) The e-bulletin preparation process is carried out in accordance with the following task distribution:
  - a) Distribution of news
  - b) Making news designs
  - c) Arrangement of page numbers
  - d) Preparation of the table of contents
  - e) Calendar design
  - f) Preparation of 'Development Readings' and 'This Month's Guest' contents
  - g) Carrying out English controls (SO.1.3)
  - h) Receiving a QR code
  - i) SOaring with management
  - j) Analysing the content of other faculties, reporting good examples (SO.2.3)
  - k) Preparation of original content development proposals (SO.2.3)
  - l) Developing integration proposals with digital platforms (SO.2.3)

## Submission Calendar

### Article 5

- 1) Departments send their academic activities to sbfbulten@gelisim.edu.tr by the end of Thursday each week. Submissions are evaluated at the meeting held on Friday of each week (SO.4.1).
- 2) The deadline for content submission is the 25th of each month at 17.00. Content received after this date will be published in the next e-bulletin.
- 3) All content is sent only to sbfbulten@gelisim.edu.tr. Content sent via other communication channels will not be taken into consideration (SO.4.1).

## Content Format and Style

### Article 6

- 1) Content must be prepared in Word format.
- 2) Content language must be academic, clear and understandable (SG.1).
- 3) Each content must be prepared in Turkish and English and sent simultaneously (SO.1.3).
- 4) Page design belongs to the e-bulletin team. There is no fixed design except font and font size.

## Accepted Content Types

### Article 7

- 1) Examples of accepted content are as follows:
  - a) Education and training activities (seminars, workshops, etc.) (SG.1)
  - b) Academic publications and projects (articles, papers, books, TÜBİTAK/BAP etc.) (SG.2)
  - c) Scientific meetings such as congresses, symposiums, etc. (SG.2)
  - d) Student community activities, student achievements (SG.1)
  - e) Inter-departmental co-operation, stakeholder news (SO.2.3)
  - f) Scientific articles related to the field (SG.2)

- g) Cultural contents (exhibition, theatre, concert, special day) (SG.3, SO.3.1)
- h) Social responsibility projects (SO.3.1)
- i) A maximum of 3 photographs SOould be submitted for each academic publication and the images SOould be exempt from copyright (SO.4.3).
- j) Impartiality, social justice and social sensitivity are essential in soared news (SO.4.1).

## **Unaccepted Content Types**

### **Article 8**

- 1) Advertising, promotional or personal content
- 2) Posts with insufficient content and incomplete narrative
- 3) Texts containing political, commercial, religious propaganda
- 4) Unoriginal content

## **Enforcement and Implementation**

### **Article 9**

- 1) These methods and principles enter into force on the date of approval by the Faculty Quality Committee.
- 2) The e-bulletin team, Department Heads and content managers are responsible for the implementation.
- 3) The rules are implemented in accordance with the objectives of the IGU Strategic Plan 2024-2028 (Appendix-1) and the quality assurance approach.

Appendix-1: Istanbul Gelisim University Strategic Plan 2024-2028

## İSTANBUL GELİŞİM ÜNİVERSİTESİ STRATEJİK PLANI 2024 - 2028

İSTANBUL  
GELİŞİM  
ÜNİVERSİTESİ



### Stratejik Amaç ve Hedeflerimiz

#### SA.1. Bireyleri mesleki ve beşeri bilgilerle donatarak eğitimde niteliği yükseltmek

- SH.1.1. Eğitim programlarını zenginleştirmek.
- SH.1.2. Öğretim elemanlarının yetkinliğini artırmak.
- SH.1.3. Eğitimde uluslararasılaşma düzeyini artırmak.
- SH.1.4. Öğrenci/mezun memnuniyetini ve bağlılığını artırmak.
- SH.1.5. Nitelikli yerli/yabancı uyruklu öğrenci ve mezun sayısını artırmak.
- SH.1.6. Öğrenme ortamı ve eğitim kaynaklarını zenginleştirmek.

#### SA.2. Ulusal ve uluslararası standartlar çerçevesinde bilimsel ve teknolojik araştırma kültürü ve yetkinliğini artırmak

- SH.2.1. Uzmanlaşma öncelikleri doğrultusunda disiplinler arası bilimsel araştırma kapasite ve niteliğini geliştirmek.
- SH.2.2. Yaygın etkisi yüksek bilimsel ve teknolojik araştırma çıktılarının düzeyini yükseltmek.
- SH.2.3. Girişimci ve yenilikçi üniversite ekosisteminde yer almak.
- SH.2.4. Lisansüstü programlarının nicelik ve niteliğini yükseltmek.
- SH.2.5. Üniversite-sanayi iş birliklerini artırmak.

#### SA.3. Sürdürülebilirliği merkeze alarak çok yönlü toplumsal faydayı daha etkin kılmak

- SH.3.1. Sosyal sorumluluk projelerinin nitelik ve niceliğini artırmak.
- SH.3.2. Sürdürülebilir çevre yönetim sisteminin etkinliğini artırmak.
- SH.3.3. Yerel ve bölgesel kurum ve kuruluşlarla iş birliği seviyesini yükseltmek.
- SH.3.4. Topluma hizmete yönelik faaliyetleri artırmak.

#### SA.4. Kurumsal kapasiteyi güçlendirmek

- SH.4.1. Organizasyon yapısını ve stratejik insan kaynağını geliştirmek.
- SH.4.2. Sosyal, teknolojik ve fiziki altyapıyı geliştirmek.
- SH.4.3. Kurum kültürü ve kurumsal itibarı güçlendirmek.

## Strategic Goals and Objectives

### SG.1. Enhancing the quality of education by equipping individuals with professional and social knowledge

- SO.1.1. Enrich educational programs
- SO.1.2. Increase the competence of academic staff
- SO.1.3. Improve the level of internationalization in education
- SO.1.4. Enhance student and alumni SGtisfaction and engagement
- SO.1.5. Increase the number of qualified domestic and international students and graduates

- **SO.1.6.** Enrich learning environments and educational resources

**SG.2. Enhancing scientific and technological research culture and competence within the framework of national and international standards**

- **SO.2.1.** Develop the quality and capacity of interdisciplinary scientific research in line with specialization priorities
- **SO.2.2.** Increase the level of scientific and technological research outputs with high social impact
- **SO.2.3.** Participate in an entrepreneurial and innovative university ecosystem
- **SO.2.4.** Improve the quantity and quality of graduate programs
- **SO.2.5.** Strengthen university-industry collaborations

**SG.3. Promoting multidimensional social benefit with a focus on sustainability**

- **SO.3.1.** Increase the quality and quantity of social responsibility projects
- **SO.3.2.** Enhance the effectiveness of the sustainable environmental management system
- **SO.3.3.** Strengthen collaboration with local and regional institutions and organizations
- **SO.3.4.** Expand community service-oriented activities

**SG.4. Strengthening institutional capacity**

- **SO.4.1.** Improve organizational structure and strategic human resources
- **SO.4.2.** Develop social, technological, and physical infrastructure
- **SO.4.3.** Strengthen institutional culture and reputation