

DEDAK Self-Study Report Digital Delivery Guidelines

Preparation of the Self-Study Report

The "Writing of the DEDAK Self-Study Report Handbook" is a guide for institutions that are in the process of preparing their self-study report. In order to ensure that your report is complete, please carefully review the points below before submitting your report:

- The DEDAK Self-Study Report Template must be used. The Template is available as a Word document; it can be completed by completing the information in the indicated areas. The headings, content and questions present in the Template must not be deleted and the answers and support must be presented in the indicated places in the report.
- The report must be written using the "Calibri font, 11 font size (excluding headings) and with a spacing of 1.15".
- All required sections in the template related to the report must be completed, and answers must be provided to all questions related to the standards that are requested to be answered.
- The support submitted along with the report should be listed under the title "Attachments to the Self-study Report," and each piece of support should be linked to either the support file or the relevant web address which constitutes the support, by providing a document and hyperlink.
- Supporting documents can be in Word, Excel, PowerPoint, or PDF formats; web pages, images, or screenshots can be presented as evidence. However, supporting documents should not be provided as links to Google Docs, Dropbox, or any cloud-based document storage service, as this would cause accessibility issues and affect the document's retention during the accreditation period.
- If web pages are included as support, it is important to provide a link to the specific web page where the supporting information is located. For example, if a program or language institution's web page is used, the link should direct not only to the main page but also to the relevant page containing the supporting information.
- Similarly, if a document is presented as support and reference is made to a specific page or page range within the document rather than the entire document, the page number should be included next to the document name; for example, "see student handbook p.13."
- All hyperlinks must be functional.
- The final language and formatting editing of the report should be completed.
- The requested final version of the report is a Word document containing links to the documents; the report should not be a read-only or PDF document.

Preparation of the Support Folder

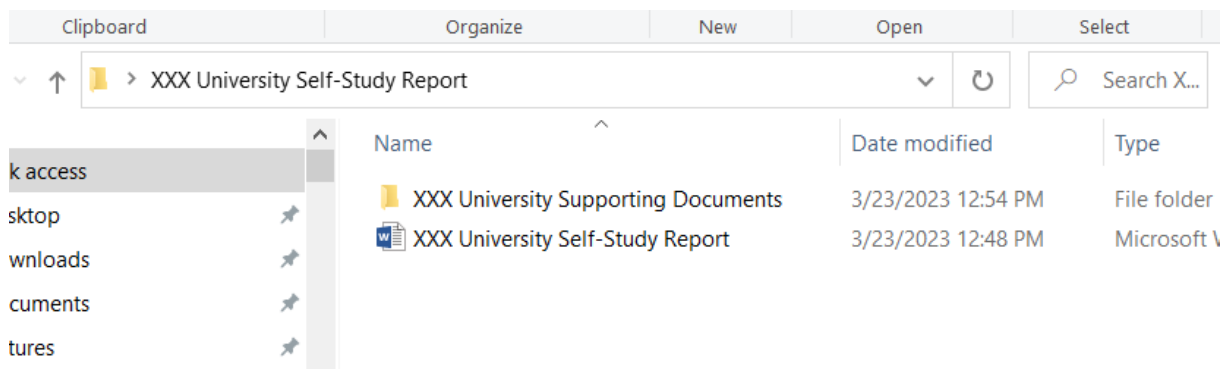
All documents, excluding web pages, added to the self-study report should be placed in the support folder. Providing a link to the web pages used as support within the report is sufficient.

When preparing the folder, the following points should be considered:

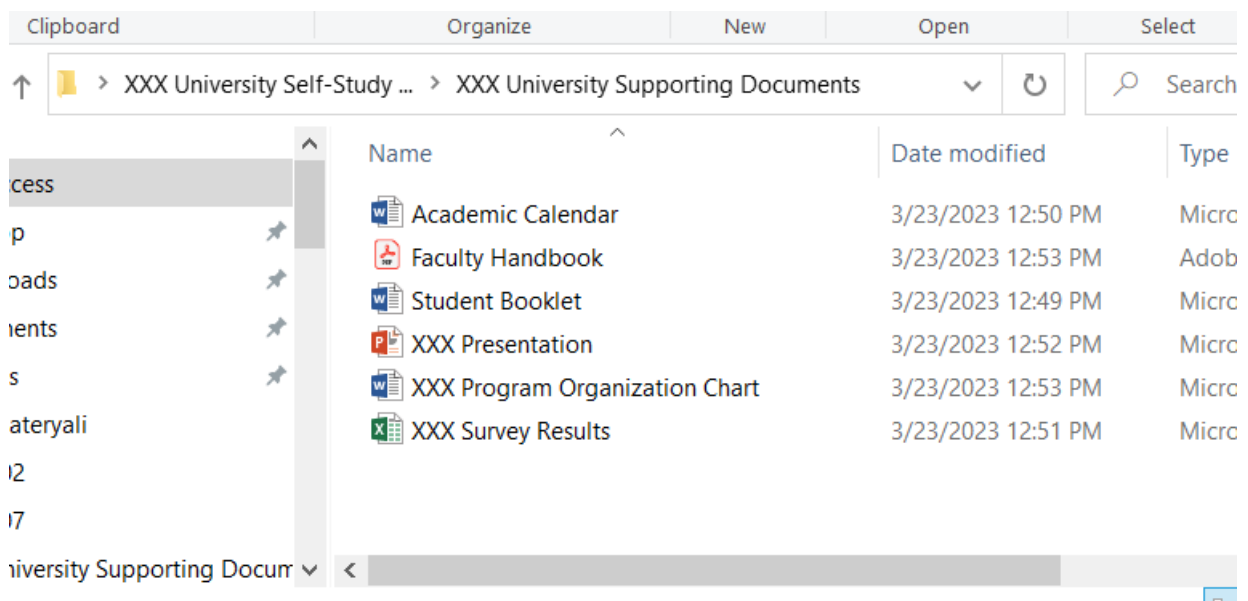
- It is not preferred to create subfolders within the folder; having all supporting documents visible and accessible in a single folder will provide convenience for the review team.
- The name of each supporting document must exactly match the document name in the self-study report.
- To avoid problems during file transfer, document names should not be too long, and the following symbols should not be used when naming: "# % & * : < > ? \ / { } ; ,

Sending of the Digital Report

- To ensure the proper functioning of the hyperlinks in the report, first create a folder on your desktop and upload the self-study report. Then, create a subfolder within the main folder for the supporting documents. E.g.:



- Upload all the supporting documents submitted along with the report to the subfolder. E.g.:



- After uploading the self-study report and supporting documents to their respective folders, create a hyperlink between each mentioned document name in the self-study report and the corresponding document in the folder. To ensure the links work properly, do not start creating connections before the report and supporting documents are uploaded to the same folder; the folder content must be completed first and then the connections must be created.
- Before submitting your self-study report, make sure all hyperlinks are completed and working. The best way to do this is to ask someone unrelated to the program to open the folder on their computer and confirm that all connections are working.
- After the final checks are completed, you can send the folder in **.zip** format to info@dedak.org and ilkay.bulbul@dedak.org. The relevant staff may request corrections for missing sections, unavailable documents, or non-working links after conducting necessary checks.
- Once the error-free and complete submission of the report is confirmed, DEDAK will get back to the institution's Accreditation Coordinator for planning the site visit.