MANİSA CELAL BAYAR UNIVERSITY
FACULTY OF ENGINEERING
BIOENGINEERING DEPARTMENT
MISSION AND RESPONSIBILITIES OF COMMISSIONS

General Principles

1. Departmental Commissions; They serve as auxiliary bodies to the Head of the Department, the Department Board and the Academic Board of the Department in executing, supervising and organizing the administrative affairs of the department. Decisions taken are preliminary and advisory to authorized bodies.
2. The commissions carry out the works determined in the Department's Strategic Plan regarding their field of duty. For this purpose, each commission works in coordination with the “Strategic Plan and Accreditation Commission”.
3. The chairman and members of the commissions are appointed for a period of one year.
4. Each commission consists of a chairman, a vice-chairman and a sufficient number of members. The chairmen of the commissions are determined by the Department Chair, taking into account the title and performance criteria.
5. The chairman of the commission is primarily responsible for the efficient and regular functioning of the commission, the distribution of duties and the supervision of the members. The overall performance of the commissions is evaluated annually by the Department Head.
6. Each commission archives all its activities and creates the annual commission file.
7. The Department Head may make changes in the duties of the commissions, as well as the chairman and members, during the year when necessary.
8. At the end of the year, the chairmen of the commissions present their annual work reports to the Department Chair.
9. The commission file is delivered/received with a report showing the contents of the file in the change of the commission chairman. Section commissions and their duties are as follows. If the Department Head deems it necessary, temporary commissions may be formed to coordinate some of the following or other works.

Postgraduate Education and Research Commission

- To discuss issues related to scientific research.
- To direct, coordinate and encourage scientific research.
- To coordinate interdisciplinary studies of different departments.
- To publish the scientific publication data of the department until 31 December each year.
- Coordinating domestic and international scientific projects.
- To determine the graduate examination commissions (entrance examination, thesis monitoring committee, thesis defense).
- To determine the graduate curriculum.
- To determine the graduate exam programs.
- Preparing and announcing the seminar program.
- Evaluating new postgraduate course offers.
- To ensure that postgraduate courses are held efficiently and regularly.
- To establish evaluation criteria for graduate education.
- To determine the ALES and Foreign Language scores of our senior and graduate students. In addition, to determine the status of our graduates starting postgraduate education. (shared with the Alumni Committee)
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works related to the Graduate School of Natural and Applied Sciences.
- To carry out other works given by the Department Head related to the subject.

Education Commission

- To prepare undergraduate course programs.
- Preparing exam schedules and assignments.
- Coordinating and supervising the regular and efficient conduct of exams.
- Coordinating and supervising the regular and efficient conduct of the lessons.
- To encourage successful teaching staff in education.
- Coordinating the Double Major and Minor Programs.
- To evaluate the applications received for the Double Major Program and the Minor Program in accordance with the regulations.
- To determine the courses of the Double Major and Minor Programs and to assist students in planning the semesters they will be taken. To ensure that these programs are carried out in accordance with their purpose. Moreover; to be in contact with the advisors of these students.
- Attending the meetings organized by the Faculty of Engineering, Education and Student Affairs Committee during the year, together with the 'Student Affairs and Adaptation Commission', representing the Department.
- To represent the Department in the Bologna Process, to attend all relevant meetings together with the 'International Relations Commission'.
- To act as the ECTS/ECTS coordinator of the department.
- Evaluating new course offers from faculty and staff, presenting them to the Department Board as a report and coding them.
- To evaluate the work of the Bologna Process together with the 'International Relations Commission'.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.

Student Affairs and Adaptation Commission

- To make adjustments of horizontal and vertical transfer students.
- To make student adjustments in case of program change.
- To carry out studies and inspections of student affairs.
- Organizing course registrations and consultancy work.
- To evaluate the disciplinary offenses of the students, to inform the Department Instructors and Department Head when necessary.
- To coordinate the project distribution and jury formation for Graduation I and II courses.
- To make the necessary checks for the students who are at the graduation stage and to determine whether they are entitled to graduate.
- Organizing Department Student Representatives Board meetings.
- Developing proposals on the gratuitous scholarship system and policy, considering the needs and success criteria of undergraduate students, and evaluating and finalizing the scholarship applications made at the beginning of the academic year, within the framework of budgetary possibilities.
- Attending the meetings organized by the Faculty of Engineering, Education and Student Affairs Committee during the year, together with the 'Education Commission', representing the Department.
- To carry out works related to Farabi Exchange Program.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.

IT Commission

- Editing and updating the department web page.
- To make necessary announcements on the department website.
- Update department staff contact information.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.

Internship Commission

- Coordinating, supervising and accepting internships.
- Receiving an internship quota from the industry.
- To carry out the bureaucratic procedures related to the internship.
- To decide on the suitability of the internship places of the students who apply for the internship place and to inform the Department Secretariat for the preparation of the internship place eligibility lists.
- Coordinating the submission of SSI documents by the Department Secretariat to the places where the students whose internship applications are accepted will do their internship.
- Archiving all the documents related to the internships of the students.
- Establishing the commissions where the students who do internship will make their oral defense in the second or third week of November every year, and making a preliminary examination of the internship books and submitting them to these commissions.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.

Laboratory Commission

- Coordinating technicians, research assistants and students working in laboratories.
- To ensure the regular and efficient operation of laboratories.
- Preparing new device/equipment proposals.
- Carrying out works from industry.
- To take necessary safety precautions in the laboratory.
- Checking the calibration status of the devices in the laboratory and having these devices calibrated when necessary.
- Preparing and updating the fixture list of all devices and equipment in the laboratory.
- Labeling the name and instructions for use on all devices.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.

Industry Relations and Seminar Commission

- Organizing departmental seminars. To organize at least three seminars each semester.
- To carry out studies related to university-industry cooperation.
- Organizing technical trips.
- To organize “Industry Advisory Board” meetings on behalf of the Department at least once a year.
- Organizing career days and participating companies.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.

Department Promotion and Social Activities Commission

- To promote the Bioengineering Department of Manisa Celal Bayar University and the Bioengineering profession in promotional organizations held inside and outside the university.
- To organize a meeting for first year students to introduce the department in the first week of the Fall Semester each year.
- To present to the Academic Board of the Department what needs to be done in order to increase the base score of the students who come to our Department every year after student placements.
- Organizing social activities for department staff.
- Organizing social gatherings such as meals and picnics.
- To ensure that the members of the department are remembered on their important days.
- Taking part in organizations related to student clubs and meeting with club presidents every year.
- Organizing a meeting in October.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.

Alumni Commission

- To organize an Alumni Meeting once a year.
- Following alumni and getting feedback from alumni.
- To determine the ALES and Foreign Language scores of our senior and graduate students. In addition, to determine the status of our graduates starting postgraduate education. (shared with the Graduate Education and Research Commission)
- Organizing surveys for graduates and presenting improvement suggestions to the Academic Board of the Department.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To increase the information exchange and cooperation between the graduates and the Department.

International Relations Commission

- Establishing new connections in line with the department's requirements.
- Dealing with international scholarships, student exchanges and agreements on behalf of the department.
- Renewing expired bilateral agreements.
- For the student going to exchange; Within the scope of the promotional days, in accordance with the characteristics of the current bilateral agreements of the department, to inform the students about the course selection, the language in which they should take the foreign language proficiency exam (English, German, French), the living conditions and the opportunities offered by the university (to benefit from the knowledge and experience of the students who have gone to exchange before).
- To notify the names and e-mails of the students (who are named in the main list) selected to go to education within the scope of Erasmus to the institution they will go to exchange.
- Signing the learning agreements of the students who will go to exchange.
- Helping and following up the student's preparation for change.
- Ensuring that the courses of the students returning from the exchange are recognized and grade conversions are made, and receiving feedback from the students returning from the exchange.
- Signing a learning agreement with exchange students and informing students about course content, education system, grading and evaluation, helping them adapt when necessary, and assigning a volunteer student as a guide.
- To represent the Department in the Bologna Process, to attend all relevant meetings together with the 'Education Commission'.
- To monitor and evaluate the program development and assessment and evaluation practices within the scope of the Bologna Process.
- To guide the program development studies carried out.
- Checking the compliance of the prepared program qualifications with international norms and reporting the results of the study to the Department Head.
- To check the compliance of the course learning outcomes prepared by the Instructors with international norms.
- Checking the Bioengineering Section of the catalog prepared by our University during the Bologna Process, making up for the deficiencies and keeping it up to date.
- To provide opinions and suggestions regarding the Bologna Process institutional action plan.
- To evaluate the Bologna Process studies together with the 'Education Commission'.
- To carry out the works related to Mevlana Exchange Program.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Quality and Accreditation Commission at the end of each term.
- To carry out other works given by the Department Head related to the subject.

Quality and Accreditation Commission

- To present proposals to the Department Board for the establishment of commissions on the development of the Quality Assurance System and to supervise the use of the commissions' work results in the quality cycles.
- Establishing the coordination between the MÜDEK commissions and the activities carried out.
- To examine the reports of the commissions, to ensure that these reports are discussed in the Academic Committee of the Department, matured and used in feedback.
- To present the study reports on the Quality Assurance System of the department to the Faculty, University and Professional Public, and to introduce the studies.
- Keeps the department ready for the Department's International and National Accreditation applications.
- To keep the Department's Self-Assessment Report up-to-date.
- To give information about the works based on written documents at the meeting held jointly with the department board every 6 (six) months.
- Organizing advisory board meetings and setting the agenda.