

Associate/Undergraduate Education and ECTS 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.