

## **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.