

| Midwifery Department Committees October 2, 2024–October 2, 2025 | | |
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| Exemption and Adjustment Commission | Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan Member: Assist. Prof. Dr. Ayşe Çuvadar Member: Assist. Prof. Dr. Sebahat Hüseyinoğlu Member: Assist. Prof. Dr. Merve Afacan Satioğlu Research Assistant Kübra Nur Kılıç (Entering results into the system) Research Assistant Begüm Can (Entering results into the system) | 1. During horizontal and vertical transfer processes, the courses taken by students in the departments they will transfer to will be evaluated within the scope of the curriculum, and opinions will be sought from the relevant department course instructors for course exemptions, and exemptions will be granted. 2. In cooperation with student affairs, the transfer process will be completed and forwarded to the department chair. NOTE: The date of the committee meeting will be followed according to the academic calendar announced each year. |
| Horizontal Vertical Transfer Commission | Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan Member: Assist. Prof. Dr. Merve Afacan Satioğlu Alternates 1. Assoc. Prof. Dr. Zühal Çamur Demir 2. Assist. Prof. Dr. Sebahat Hüseyinoğlu 3. Assist. Prof. Dr. Ayşe Çuvadar 4. Assist. Prof. Dr. Yılmaz Altuner 5. Assist. Prof. Dr. Merve Akıncı | 1. Review of application documents in cooperation with student affairs for horizontal and vertical transfer procedures to the midwifery department NOTE: The date of the commission meeting will be followed from the academic calendar announced each year. |
| Department Quality Commission | Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan Member: Assoc. Prof. Dr. Raziye Özdemir Member: Assoc. Prof. Dr. Zühal Çamur Demir Member: Assist. Prof. Dr. Sebahat Hüseyinoğlu | 1. To carry out all kinds of work to improve the quality of the program and get it approved, in line with the strategic plan and goals of the university and faculty. 2. To work in coordination with the Karabük University Quality Commission, the Karabük University Faculty of Health Sciences Accreditation Commission, and the Health Sciences Education Programs Evaluation and Accreditation Associations, and to carry out work in accordance with the procedures and principles determined by the Commission. |

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| | | 3. The Accreditation Commission is responsible for preparing its report for the previous year and submitting it to the Faculty Commission by the end of January of the following year at the latest. |
| Career Commission | Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan Member: Assoc. Prof. Dr. Zühal Çamur Demir Member: Assist. Prof. Dr. Elnaz Karamelikli Member: Assist. Prof. Dr. Ayşe Çuvadar | <p>1. Planning and implementing career activities related to department students in collaboration with the Career Planning Commission, our Faculty Career Planning and Development Commission, and Karabük University Career Planning and Success Coordination Office.</p> <p>2. Participate in meetings and activities organized by our Faculty Career Planning and Development Commission and Karabük University Career Planning and Success Coordination Office, and establish cooperation with them,</p> <p>3. Announce announcements received from our Faculty Career Planning and Development Commission and Karabük University Career Planning and Success Coordination Office to students and the department,</p> <p>4. Ensuring the participation of midwifery students in events and programs prepared by our Faculty Career Planning and Development Commission and Karabük University Career Planning and Success Coordination Office,</p> <p>5. Providing counseling to midwifery students on career planning and development issues.</p> <p>6. Ensuring that students gain a close understanding of the healthcare sector and the business world, and become informed about internship and job opportunities.</p> |
| Graduation Criteria Committee | Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan Member: Assist. Prof. Dr. Ayşe Çuvadar Member: Assist. Prof. Dr. Sebahat Hüseyinoğlu Member: Assist. Prof. Dr. Merve Afacan Satioğlu Member: Assist. Prof. Dr. Merve Akıncı Final year advisor for the relevant period | 1. Karabük University Associate Degree and Bachelor's Degree Education and Training Regulations, as well as the Pre-Graduation National Core Education Program (EUÇEP, 2016), National Midwifery Education Legislation (YÖK), EU Midwifery Directives (80/154/EEC and 80/155/EEC) and the Regulation on the Determination of Minimum Education Conditions for Doctorate, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy, and Architecture Education Programs (February 2, 2008). |

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| | | <p>2. Hold meetings with faculty members responsible for Internship I, Internship II, and final-year practical training at the end of each semester to assess students' compliance with graduation criteria and report solutions for students who are having difficulty meeting the criteria.</p> <p>3. Determine whether graduation requirements have been met according to the graduation control scheme.</p> <p>4. Provide the necessary arrangements, information, and announcements for applications made in a digital environment.</p> <p>5. Work in collaboration with other committees of the department and ensure that appropriate solutions are developed for relevant needs.</p> <p>6. In accordance with the relevant legislation, to decide on the necessary additional clinical practice period for students who have not completed the “Graduation Criteria” in mandatory cases.</p> <p>7. To ensure the distribution of teaching members/staff who will review the graduation criteria of new students enrolled in each academic year.</p> <p>8. Ensure that the minutes and reports related to the Graduation Criteria Book and Folders are submitted to the Midwifery Department Chair via the EBYS, thereby initiating the graduation procedures for final-year students.</p> |
| Exchange Programs Coordinator | <p>Assist. Prof. Dr. Yılmaz Altuner</p> <p>Assist. Prof. Dr. Merve Afacan Satıoğlu</p> | <p>1. Work in cooperation with the Karabük University Rectorate National/International Relations Coordination Office through the department chairmanship,</p> <p>2. Announce incoming announcements to students and departments,</p> <p>3. Ensure that students are informed about bilateral agreements,</p> <p>4. Monitor the applications and procedures of students applying to the program,</p> <p>5. Increase the number of countries with which the Midwifery Department has bilateral agreements,</p> |

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| | | <p>1. Initiate and maintain communication with midwifery departments abroad,</p> <p>Prepare meeting reports and submit them to the department chair.</p> |
| Bologna update, ECTS information package update, Unit coordinator | <p>Assoc. Prof. Dr. Reyhan Aydın Doğan</p> <p>Assist. Prof. Dr. Sebahat Hüseyinoğlu</p> | <p>1. Ensure that course information packages are checked at the beginning of the academic term.</p> <p>2. Remind each course instructor to update or check course information packages.</p> <p>3. Ensure that course information packages created before the course is approved are checked, and that course information packages are checked through the system after the course is approved, in the event that a new course is added to the curriculum.</p> <p>4. Ensure the implementation of the Bologna Process in collaboration with the Bologna Coordination Office of Karabük University and the Bologna Coordination Commission of the Faculty of Health Sciences at Karabük University.</p> |
| Unit Academic Incentive Application and Review Committee | <p>Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan</p> <p>Member: Assist. Prof. Dr. Elnaz Karamelikli</p> <p>Member: Assist. Prof. Dr. Ayşe Çuvadar</p> <p>Member: Assist. Prof. Dr. Sebahat Hüseyinoğlu</p> | <p>1. The Unit Academic Incentive Application and Review Committee first decides whether the applicant's activities are eligible for review. Applications that are not deemed eligible are forwarded to the committee for evaluation with justification.</p> <p>2. The Unit Academic Incentive Application and Review Committee reviews the applications and sends the decision minutes, the evaluation report on the applications, and the score table attached to it, signed, to the department chair in accordance with the announced schedule.</p> <p>3. The Unit Academic Incentive Application and Review Committee is required to provide an explanation regarding academic activities that have been rejected or whose scores have been changed in the evaluation report it prepares.</p> |

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| | | The committee is responsible for performing the above-mentioned duties in accordance with the Academic Incentive Allowance Regulation. |
| Graduation Committee | Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan Member: Assoc. Prof. Dr. Raziye Özdemir Member: Assoc. Prof. Dr. Zühal Çamur Demir Member: Assist. Prof. Dr. Elnaz Karamelikli Member: Assist. Prof. Dr. Ayşe Çuvadar Member: Assist. Prof. Dr. Sebahat Hüseyinoğlu Member: Assist. Prof. Dr. Yılmaz Altuner Member: Assist. Prof. Dr. Merve Akıncı Member: Assist. Prof. Dr. Merve Afacan Satioğlu Member: Research Assistant Begüm Can Member: Research Assistant Kübra Nur Kılıç | 1. Attend meetings planned by the Karabük University Faculty of Health Sciences Alumni Relations and Graduation Committee and provide opinions on decisions to be made. 2. Perform duties assigned by the Faculty Committee, Inform the Faculty Committee Chair about the duties performed by the Department Committee and submit the necessary reports. 3. Represent the Midwifery Department in the activities and meetings of the Karabük University Faculty of Health Sciences Alumni Relations and Graduation Commission. 4. Prepare the commission's activity report at the end of each academic year and submit it to the department chair. 5. File and archive the commission's meeting minutes. |
| Section e-roll call supervisor | Research Assistant Begüm Can | Viewing course schedules, reviewing past attendance reports, checking course student lists, initiating e-attendance via computer, and making necessary adjustments to past attendance records. |
| Department skill laboratory responsibility | Commission Chair: Assoc. Prof. Dr. Reyhan Aydın Doğan Member: Assoc. Prof. Dr. Zühal Çamur Demir Member: Assist. Prof. Dr. Sebahat Hüseyinoğlu Member: Assist. Prof. Dr. Ayşe Çuvadar Member: Assist. Prof. Dr. Elnaz Karamelikli Member: Assist. Prof. Dr. Merve Akıncı Member: Research Assistant Begüm Can Member: Research Assistant Kübra Nur Kılıç | Simulated Birth Laboratory: Assoc. Prof. Dr. Reyhan Aydın Doğan, Assist. Prof. Dr. Sebahat Hüseyinoğlu, Research Assistant Kübra Nur Kılıç Basic Principles and Skills Laboratory: Assist. Prof. Dr. Elnaz Karamelikli, Research Assistant Begüm Can Reproductive Health and Family Planning Laboratory: Assist. Prof. Dr. Merve Akıncı, Assist. Prof. Dr. Ayşe Çuvadar Childbirth Preparation Laboratory: Assist. Prof. Dr. Sebahat Hüseyinoğlu Childbirth and Neonatal Care Laboratory: Assoc. Prof. Dr. Zühal Çamur Demir, Research Assistant Kübra Nur Kılıç |

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| Termly course schedule, OBS supervisor | Research Assistant Begüm Can Research Assistant Kübra Nur Kılıç | Coordinate the creation of the course schedule in accordance with the academic calendar before each semester, publish the prepared course schedule in a complete and accessible manner via the Student Information System (OBS), and make updates throughout the process. |
| Course exemptions | Assist. Prof. Dr. Merve Akıncı | |
| Department exam coordinator Department distance learning coordinator Department website design coordinator | Research Assistant Begüm Can Research Assistant Kübra Nur Kılıç | <ol style="list-style-type: none"> 1. Edit the department's web page and ensure that the content is kept up to date. 2. Ensure that necessary announcements are made on the department's web page. 3. Update the information of the department's academic and administrative staff. 4. Ensure that news and events related to the department are added to the web page. 5. Publishing information and document messages sent by academic and administrative staff to the department's WEB DESIGN and SOCIAL MEDIA commission email address on the web page and relevant sections of other social media accounts. 6. Ensuring that all data, documents, and information related to the web page are stored securely. 7. To communicate and coordinate with the Faculty Web Commission. 8. To hold meetings with the commission members at specified times to discuss relevant issues based on the meeting agenda. 9. To report on its work, suggestions, requests, and needs to the Department Chair. |