



Republic of Türkiye
Karabük University
Duties and Responsibilities Form

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DEPARTMENT OF CHILD DEVELOPMENT COMMITTEES AND DUTIES

KOMİSYONLAR	
ÇOCUK GELİŞİMİ BÖLÜMÜ	
Komisyon Adı	Görevi
Student Advisory Services Committee	Committee members provide guidance to assigned students, as designated by the Department Chair, regarding courses and the program. They ensure that students under their advisement select appropriate courses for the Fall and Spring semesters in accordance with the University's relevant regulations and departmental curriculum, within the dates specified in the academic calendar. They set and announce consultation hours for students and carry out the graduation approval procedures for their advisees.
Exchange Programs and Mobility Committee	Oversees the mobility processes of students from our department who have been accepted to participate in Erasmus, Mevlâna, and Farabi exchange programs. This includes granting necessary approvals, conducting course equivalency processes, approving course additions/drops when needed, monitoring possible issues during the process, and handling grade conversions upon students' return. For incoming exchange students from other institutions to our University, the committee tracks their course approval processes, liaises with relevant instructors to coordinate courses offered in English, and monitors potential issues before and during their course enrollment period. The committee also coordinates related activities such as information sessions, tours, and presentations for these guests.
Exemption and Adaptation Committee	Handles the exemption and semester/year adaptation procedures for students admitted to Karabük University who have previously completed and passed courses during Summer, Fall, or Spring semesters at Karabük University or other higher education institutions. These processes are carried out in accordance with relevant regulations and guidelines. The committee holds regular meetings prior to each course registration week to make decisions regarding applications.
Bologna Coordination Committee	Works in coordination with the Faculty Bologna Committee to update program information when necessary and inform course coordinators about entering course information into the automation system. Ensures that course content is entered accurately and within the required timeframe. The committee meets at the beginning and end of each academic term to report missing data.
Course and Examination Scheduling Committee	In coordination with the Faculty Bologna Committee, update the departmental program information when necessary, inform course coordinators about entering course information into the automation system, and ensure that course content is entered accurately and within the specified timeframe. The committee meets at the beginning and end of each academic term to report any missing data.



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Internship Committee	Provides students with necessary preliminary information about internships and practicum activities, organizes meetings, collaborates with relevant units to arrange internship placements, and coordinates the distribution of students to internship sites.
Public Relations and Web Management Committee	Updates the Department's website within the administrative access areas, adds new content in line with the Department Chair's suggestions, requests, and approvals, and publishes announcements received from EBYS and/or the Department Chair. Coordinates with the Faculty when necessary, manages the Department's official social media accounts, and takes part in the organization of activities promoting the Department.
Infrastructure and Laboratory Development Committee	Works on upgrading, renewing, and addressing deficiencies in laboratory equipment, ensuring that all necessary tools are available and maintained for efficient use. This includes updating building infrastructure, modernizing computer laboratories, and enhancing safety measures. The committee aims to improve the efficiency and effectiveness of education, training, and research activities within the Department.
Graduation Committee	Coordinates the Department's graduation program with the University and Faculty, makes related announcements to students, and organizes Department students' participation in graduation and oath ceremonies. Oversees the selection of student speakers and reviews the content of banners and placards planned to be displayed by students during the ceremony.
Quality Committee	Plans, monitors, and evaluates departmental operations in line with the principles and decisions set by the University's Quality Coordination Office and the Faculty Quality Board. Ensures the preparation of necessary forms, preparation of reports, and coordination with relevant units.



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Academic Incentive Application and Preliminary Review Committee	Formed for a two-year term from among faculty members with high academic incentive scores, as appointed by the Department Chair, in accordance with the Academic Incentive Regulation. Reviews academic incentive applications submitted by faculty members via the system within the specified dates, prepares a Preliminary Evaluation Report, signs it, and uploads it to the system with the signatures of all members.
Horizontal and Vertical Transfer Committee	Evaluates the preliminary applications of students applying to the department through "Central Placement-Based Horizontal Transfer" and "GPA-Based Horizontal Transfer" within the dates specified by the University, in accordance with the relevant directives and regulations, via the OBS horizontal transfer application system. Reviews the ranked list of applicants prepared by the Student Affairs Department within the allocated quotas and submits recommendations to the Department Chair for a departmental decision.
Career Committee	Provides career counseling to students in coordination with the University's and Faculty's career units and committees. Plans and implements career events to guide students in planning their careers. Participates in activities carried out within the scope of the Career Gate platform, manages the preparation of relevant forms and the announcement of information to students, and collaborates with the Department Chair and relevant departmental committees.