

NURSING DEPARTMENT COMMISSIONS

Commission	Duties and Responsibilities
Student Advising Services Committee	Committee members provide academic advising on courses and the curriculum to the students assigned to them by the Head of the Department. They ensure that the students under their supervision select appropriate courses during the fall and spring semesters, on the dates specified in the academic calendar and in accordance with the relevant University regulations and the Department curriculum. They establish advising hours and announce them to students. They also carry out the graduation approval procedures for the students under their supervision.
Course Exemption and Academic Adjustment Committee	The Committee processes the course exemption and semester/year placement procedures of students admitted to Karabük University for courses previously completed successfully during the summer, spring, or fall semesters at any higher education institution, including Karabük University, in accordance with the relevant regulations and directives. The Committee convenes regularly before the course registration week of each academic term to review applications and render decisions.
Horizontal and Vertical Transfer Committee	On the dates specified by the University, the Committee evaluates, through the Student Information System (OBS) transfer application module, the preliminary applications of students applying to the Department under the Central Horizontal Transfer and Grade Point Average Based Horizontal Transfer procedures, in accordance with the relevant official correspondence and regulations. It reviews the ranked list of students generated through the system by the Registrar's Office and forwarded to the academic units within the approved quotas, and submits its opinion to the Head of the Department so that a departmental decision may be taken.
Quality Committee	In accordance with the principles and decisions established by the University's Quality Coordination Office and the Faculty Quality Board, the Committee plans departmental procedures and activities, monitors and reviews their implementation, and takes the necessary measures. It also ensures the preparation of forms and reports and coordinates activities with the relevant units.
Career Committee	In coordination with the career units and committees of the University and the Faculty, the Committee provides students with career guidance. It plans and conducts career activities that support students in planning their careers. It participates in procedures carried out through the Career Gate Platform (Kariyer Kapısı), prepares the relevant forms, makes announcements to students, and facilitates cooperation with the Head of the Department and the relevant departmental committees.
Graduation and Graduate Follow-up Committee	In coordination with the University and the Faculty, the Committee ensures the preparation of the Department's graduation programme and the dissemination of relevant announcements to students. It coordinates departmental students during graduation and oath-taking ceremonies. It also reviews the content of speeches to be delivered by students and of any signs and banners that students plan to display during the ceremony.

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Exchange Programmes and Mobility Committee	The Committee provides the necessary approvals for the mobility of departmental students who are eligible to participate in the Erasmus, Mevlana, and Farabi exchange programmes; completes course matching; approves course additions or withdrawals when necessary; follows up on problems that students may encounter during the process; and completes grade conversions upon their return. For visiting students coming to the University from other educational institutions through the relevant exchange programmes, the Committee follows up on course registration approvals, liaises with the relevant academic staff to coordinate courses that can be offered in English, and monitors problems that may arise before the students arrive at the Department and throughout the course registration process. It also coordinates the necessary orientation, visits, presentations, and similar activities for guests coming to the University through these exchange programmes.
Bologna Coordination Committee	In coordination with the Faculty Bologna Committee, the Committee updates departmental programme information where necessary, informs course coordinators about entering course information into the automation system, and verifies that course content is entered accurately and within the prescribed period. The Committee convenes at the beginning and end of each academic term to ensure that missing data are identified and reported.
Course and Examination Schedule Preparation Committee	For the fall, spring, and summer school terms, the Committee ensures that the compulsory and elective courses approved for opening in line with departmental needs, together with the academic staff responsible for those courses, are defined in the Student Information System (OBS). It prepares the Department's course schedule in the most appropriate manner possible, taking into account departmental policy decisions and physical facilities. In coordination with the Faculty Examination Committee, it also prepares the Department's examination schedule and ensures that the relevant information is entered into OBS.
Unit Promotion and Website Management Committee	The Committee updates the sections of the Department's website that are open to administrative access and publishes new content in line with the recommendations, requests, and approvals of the Head of the Department. It posts announcements received through the Electronic Document Management System (EBYS) and/or from the Head of the Department on the Department's website and, where necessary, shares them with the Faculty. It manages the Department's official social media account and contributes to the organisation of departmental promotional activities. It also ensures that departmental events, including invited guest lectures, and community-oriented activities are reviewed and published on the Department's website and official social media account.

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Academic Incentive Application and Preliminary Review Committee	The Committee is appointed for a two-year term by the Head of the Department from among the academic staff members in the unit who have the highest academic incentive scores, in accordance with the Regulation on Academic Incentives. It evaluates the academic incentive application files submitted electronically by the Department's academic staff within the specified dates in accordance with the Regulation on Academic Incentives. Following the evaluation, the Committee prepares and signs the Preliminary Evaluation Report. The Chair uploads the report, signed by all Committee members, to the system.
Infrastructure and Laboratory Development Committee	The Committee comprises the heads of the relevant divisions that currently have laboratory facilities. It aims to enhance the Department's infrastructure and laboratory resources in support of nursing education and research. The Committee develops plans for establishing and modernising simulation laboratories, clinical skills laboratories, and other educational facilities used in nursing education. It also evaluates the suitability of medical equipment and consumable supplies requested by the Department's academic staff.
Nursing Week Organising Committee	The Nursing Week Organising Committee is responsible for planning and coordinating scientific, cultural, and social activities during Nursing Week, which includes 12 May each year, in order to highlight the significance of the nursing profession. Accordingly, the Committee prepares celebration programmes; conducts activities such as conferences, panels, and festivals in collaboration with relevant institutions and stakeholders; and, at the end of the period, prepares an activity report on the events held and submits it to the Head of the Department.