

NURSING DEPARTMENT COMMISSIONS

Commission *	Commission members and their roles
Student Advisory Commission Coordinator Deputy Head of Department: Assistant Professor Sakine FIRINCIK	Chair: Assoc. Prof. Dr. Nevin ONAN Member: Asst. Prof. Dr. Durdane YILMAZ GÜVEN (1st year) Member: Asst. Prof. Dr. Pınar AKBAŞ (1st year) Member: Asst. Prof. Dr. Gülcan KAR ŞEN (2nd year) Member: Assoc. Prof. Dr. Duygu KES (2nd year) Member: Assoc. Prof. Dr. Tuğba AYDIN YILDIRIM (2nd year) Member: Asst. Prof. Dr. Nesibe KÜTAHYALIOĞLU (3rd year) Member: Asst. Prof. Dr. Sevgi DİNÇ (3rd year) Member: Asst. Prof. Dr. Ayşegül OKSAY ŞAHİN (3rd year) Member: Asst. Prof. Dr. Tuğba GÜNGÖR (4th year) Member: Asst. Prof. Dr. Nesrin ARSLAN (4th year)
	The Commission members advise students assigned to them by the department head on courses and the program. They ensure that the students they advise select the appropriate courses according to the University's relevant regulations and department curriculum during the fall and spring terms as specified in the academic calendar. They set advising hours and announce these hours to students. They conduct graduation approval processes for their advisees.
Exemption and Adaptation Commission** Coordinator Deputy Head of Department: Asst. Prof. Sakine FIRINCIK	Chair: Assoc. Prof. Dr. Nevin ONAN Member: Assoc. Prof. Dr. Duygu KES Member: Asst. Prof. Dr. Gülcan KAR ŞEN Member: Assoc. Prof. Dr. Tuğba AYDIN YILDIRIM
	The Commission organizes the exemption and semester/year adaptation processes for courses successfully completed during Summer, Spring, and Fall education terms at any Higher Education Institution, including Karabük University, by students who have gained the right to register at Karabük University, according to the relevant regulations and guidelines. The commission makes application decisions by conducting regular meetings before the course selection week of each education term.
Internal and External Transfer Commission**	Chair: Doç. Dr. Nevin ONAN Member: Asst. Prof. Dr. Pınar AKBAŞ Member: Research Assistant Yeliz TAŞDELEN Member: Asst. Prof. Dr. Nesrin ARSLAN

Coordinator Deputy Head of Department: Assoc. Prof. Dr. Özlem ÖZTÜRK ŞAHİN	<p>The Commission evaluates the preliminary applications of students applying to the department through 'Central Internal Transfer' and 'Grade Point Average Based Internal Transfer' within the framework of relevant documents and regulations via the OBS horizontal transfer application system on dates determined by the University.</p> <p>Checks the ranked list of students within the quota sent to the units through the system by the Student Affairs Directorate and expresses opinions to the department head for a department decision.</p>
Quality Commission	<p>President: Assoc. Prof. Dr. Nevin ONAN</p> <p>Member: Assistant Professor Aysegul OKSAY SAHIN</p> <p>Member: Assistant Professor Sevgi DINC</p> <p>Member: Assistant Professor Tugba GUNGOR</p>
Coordinator Department Vice Chair: Assistant Professor Sakine FIRINCIK	<p>According to the principles and decisions set by our university's Quality Coordination and Faculty Quality Board, it plans, controls applying, and takes necessary measures regarding the tasks and processes within the Department. It ensures the creation of forms, completion of reports, and coordination with relevant units.</p>
Career Commission	<p>President: Prof. Dr. Isil ISIK ANDSOY</p> <p>Member: Assistant Professor Tugba GUNGOR</p> <p>Member: Assistant Professor Durdane YILMAZ GUVEN</p>
Coordinator Department Vice Chair: Assoc. Prof. Dr. Ozlem OZTURK SAHIN	<p>It provides career counseling to students about their careers in coordination with the university and faculty career units and commissions. It plans and implements career events to guide students in planning their careers. It participates in the processes carried out within the scope of Career Gate, manages the preparation of relevant forms, and announcements to students, and collaborates with the department chairmanship and relevant Commissions within the department.</p>
Graduation and Oath Ceremony Commission	<p>President: Assoc. Prof. Dr. Ozlem OZTURK SAHIN</p> <p>Member: Assistant Professor Nesibe Sumeyye KUTAHYALIOGLU</p> <p>Member: Research Assistant Dilara Nur KAPLAN</p>
Coordinator Department Vice Chair: Assoc. Prof. Dr. Ozlem OZTURK SAHIN	<p>It ensures the preparation of the department's graduation program in coordination with the university and faculty and facilitates the relevant announcements to the students.</p> <p>It organizes the participation of department students in graduation and oath ceremonies.</p> <p>It checks the content of speeches to be delivered by students in the ceremony and any banners or posters planned to be displayed by students in terms of their content.</p>
Exchange Programs and Mobility Commission	<p>President: Assistant Professor Sakine FIRINCIK (Erasmus Unit Coordinator)</p> <p>Member: Assoc. Prof. Dr. Özlem OZTURK SAHIN</p> <p>Member: Research Assistant Yeliz TASDELEN</p>

Coordinator Department Vice Chair: Assistant Professor Sakine FIRINCIK	<p>It ensures the approval of mobility for our department's students who are awarded the Erasmus, Mevlana, and Farabi exchange programs, and course equivalences, course additions/removals as necessary, monitors potential issues students may encounter during the process and ensures the conversion of grades upon their return.</p> <p>It monitors the take-lesson approval process for guest students from other educational institutions who come to our university through relevant exchange programs, coordinates with the relevant faculty members to organize courses that can be taught in English, and ensures the tracking of any issues that may arise before the students arrive at our department and during their course enrollment process.</p> <p>Additionally, it ensures following the necessary information dissemination, tours, presentations, and other related arrangements for guest students coming to our university through these exchange programs.</p>
Bologna Coordination Commission Coordinator Department Vice Chairperson: Assoc. Prof. Dr. Özlem ÖZTÜRK ŞAHİN	<p>Head: Assoc. Prof. Dr. Nevin ONAN</p> <p>Assist. Prof. Tuğba GÜNGÖR (Undergraduate program coordinator)</p> <p>Assist. Prof. Pınar AKBAŞ (Postgraduate program coordinator)</p> <p>In coordination with the Faculty Bologna Commission, this role is responsible for updating department program information, informing course instructors about entering course information into the automation system, and ensuring that course contents are correctly entered into the automation system by the deadline. The Commission meets at the beginning and end of each academic semester to report any missing data.</p>
Lecture and Examination Programs Preparation Commission Coordinator Department Vice Chairperson: Assoc. Prof. Dr. Özlem ÖZTÜRK ŞAHİN	<p>Head: Özlem ÖZTÜRK ŞAHİN</p> <p>Res. Assist. Yeliz TAŞDELEN</p> <p>Res. Assist. Dilara Nur KAPLAN</p> <p>It ensures that the compulsory and elective courses, decided to be offered based on the Department's needs, are scheduled for the fall, spring, and summer semesters. It also ensures that responsible lecturers for the relevant courses are defined in the Student Information System (OBS), and that the Department's course schedule is prepared in the most appropriate manner according to the Department's policy decisions and physical conditions. In coordination with the faculty exam commission, it ensures that the department exam program is prepared and defined in the OBS system.</p>
Department Promotion and Web Management	<p>Head: Sakine FIRINCIK</p> <p>Res. Assist. Dilara Nur KAPLAN</p> <p>Res. Assist. Yeliz TAŞDELEN</p>

Procedures Commission Coordinator Department Vice Chairperson: Assist. Prof. Sakine FIRINCIK	To update the department website tabs accessible to management in the system, and to add new content based on the suggestions, requests, and approvals of the Head of the Department. To publish announcements from EBYS and/or the Department Head on the department website, share them with the faculty as needed, manage the department's official social media account, and participate in organizing activities related to promoting the department.
Academic Incentive Unit Preliminary Review Commission Coordinator Department Vice Chairperson: Assoc. Prof. Dr. Özlem ÖZTÜRK ŞAHİN	Head: Prof. Dr. Işıl IŞIK ANDSOY Member: Assoc. Prof. Dr. Özlem ÖZTÜRK ŞAHİN Member: Assoc. Prof. Dr. Duygu KES Alternate Member: Assoc. Prof. Dr. Nevin ONAN The Commission is formed by the Head of the department for a two-year term among the faculty members with high academic incentive scores in the unit, following the Academic Incentive Regulation. The Commission evaluates the academic incentive application files submitted by the faculty and staff of the department according to the relevant dates specified in the Academic Incentive Regulation. Following the evaluation, the Commission prepares and signs the Preliminary Evaluation Report, which is then uploaded to the system by the Commission Head, signed by all members.

*Commission assignments will be updated annually.

**In case one or more members are absent from the Commission meetings, other department lecturers will be assigned as substitute members.

***Discussed at the department meeting on 10.05.2023, updated on 01.06.2023 and 04.08.2023 due to changes in department duties. On 25.10.2023, the commissions were renewed, and their duties were established at the department quality commission meeting. Department Head assistants were assigned as coordinators for the relevant commissions.