REPUBLIC OF TÜRKİYE
KTO KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES, DEPARTMENT OF NURSING
EXEMPTION AND COURSE EQUIVALENCY COMMITTEE
PROCEDURES AND PRINCIPLES

CHAPTER ONE
Purpose, Scope, Basis, and Definitions

Purpose

Article 1 – The purpose of these procedures and principles is to determine the semester/year that students admitted to the Department of Nursing, Faculty of Health Sciences, KTO Karatay University will continue based on courses they have previously completed and been exempted from at KTO Karatay University or any other higher education institution. It also aims to review the recognition of equivalency for previously completed courses in the curriculum, taking into account ECTS/credit and content compatibility.

Scope

Article 2 – These procedures and principles cover:

1. The establishment and working principles of the Exemption and Course Equivalency Committee of the Department of Nursing,
2. Students applying to continue their education through horizontal or vertical transfer,
3. Students whose enrollment was previously terminated at any higher education institution or who have graduated and gained the right to enroll again at the University.

Basis

Article 3 – The Committee operates in accordance with the KTO Karatay University Directive on Horizontal Transfer and is established based on the Regulation on Transfers, Double Major, Minor, and Inter-Institutional Credit Transfer Between Associate and Undergraduate Programs in Higher Education Institutions**,** published in the Official Gazette dated 24/04/2010 and numbered 27561. The Committee carries out its duties and responsibilities according to this regulation and the principles governing its formation and operations.

Definitions

Article 4 – In these procedures and principles:

1. **Department:** refers to the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
2. **Head of Department:** refers to the Head of the Department of Nursing,
3. **Department Board:** refers to the Department Board of Nursing,
4. **Dean:** refers to the Dean of the Faculty of Health Sciences, KTO Karatay University,
5. **Faculty:** refers to the Faculty of Health Sciences, KTO Karatay University,
6. **Committee:** refers to the Exemption and Course Equivalency Committee of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
7. **Committee Chair:** refers to the Chair of the Exemption and Course Equivalency Committee of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
8. **Committee Members:** refers to the members of the Exemption and Course Equivalency Committee of the Faculty of Health Sciences, KTO Karatay University,

9. **Stakeholder:** refers to the students, alumni, faculty members, administrators of the Department of Nursing, national and international individuals, institutions, and organizations related to nursing, and the administration of KTO Karatay University,
10. **Student:** refers to the students of the Department of Nursing,
11. **University:** refers to KTO Karatay University,
12. **ECTS:** refers to the European Credit Transfer and Accumulation System.

CHAPTER TWO
Establishment, Appointment, and Term of the Committee; Chair, Members, Working Principles; Duties, Authorities, and Responsibilities
Establishment, Appointment, and Term of the Committee

Article 5 – The Committee is established in accordance with the following principles:

1. The Committee is established upon the proposal of the Head of Department and the decision of the Department Board.
2. The Committee consists of faculty members appointed by the Head of Department. The term of office for Committee members is three years.
3. Upon expiration of its term, Committee membership may be renewed by the decision of the Department Board.
4. Committee members elect a Chair from among themselves.
5. Committee members whose term has expired may be reappointed.
6. Committee members whose term ends prematurely for any reason may be reappointed in the same manner.
7. Student membership in the Committee is three years. Upon the expiration of a student member's term, a new student representative is selected to replace them.

Committee Chair

Article 6 – The duties of the Committee Chair are as follows:

1. Represents the Committee, presides over meetings, and manages the Committee's activities.
2. Communicates to the Department any matters regarding appointments, correspondence, or other issues related to the Committee in accordance with the Committee's decisions.
3. Issues meeting calls and, when necessary, convenes the Committee for urgent or special-agenda meetings.
4. At the end of each academic semester, submits the Committee's activity report, prepared by the Committee, to the Head of Department.
5. Ensures that the Committee's meeting minutes are properly filed and archived.

Committee Members

Article 7 – The duties of the Committee members are as follows:

1. Carry out the Committee's activities together with the Chair.
2. Actively participate in Committee meetings and decisions.
3. Assist in the preparation of the Committee's activity report at the end of each academic semester.
4. Perform other duties assigned by the Chair.

Working Principles of the Committee

Article 8 – The working principles of the Committee are as follows:

1. The Committee convenes twice a year, at the end of each academic semester. Extraordinary meetings may be held upon the Chair's call if deemed necessary.
2. The Committee meets upon the Chair's call when an agenda is formed. Meetings are held with a simple majority of the total members, and decisions are made by a simple majority of those attending. Voting is conducted openly. In the event of a tie, the Chair's vote is decisive.
3. When necessary, the Committee organizes meetings in coordination with other relevant committees.
4. Senior faculty administration, faculty members, administrative staff, students, and internal or external stakeholders may attend Committee meetings if invited. Those invited are obliged to maintain the confidentiality of any information obtained during the meeting. Participants attending by invitation do not have voting rights.
5. When necessary, the Committee organizes meetings in coordination with other relevant committees.

Duties, Authorities, and Responsibilities of the Committee

Article 9 – The duties, authorities, and responsibilities of the Committee are as follows:

1. During its first meeting, the Committee establishes its working procedures and principles, defines the duties of its members, and allocates responsibilities. A Chair, a Vice-Chair, and a Rapporteur are elected from among the Committee members.
2. The Committee holds at least two meetings per year.
3. The Committee convenes with a simple majority of its total members, and decisions are taken by a simple majority of those attending. If the Chair is unable to attend, the Vice-Chair presides over the meeting. Members unable to attend must notify the Chair in advance with a valid excuse.
4. The Chair determines the time and agenda of the Committee meetings and notifies the members at least five (5) days in advance. In urgent situations, a meeting may be called upon the Chair's proposal, with at least one (1) day's prior notice to the members.
5. Reviews the ÖSYM result documents and transcripts of students applying for horizontal transfer, examines them according to relevant directives and regulations, and prepares a ranking based on scores.
6. When a sufficient number of candidates meet the criteria, determines as many primary and reserve candidates as the available quota and ensures their announcement on the website.
7. After student registrations are completed, examines the students' transcripts and course contents according to the Faculty's course catalog, prepares a course equivalency table, and submits it to the Faculty Executive Board.
8. Carries out exemption and course equivalency procedures for students admitted through vertical transfer and submits the results to the Faculty Executive Board.
9. Makes decisions regarding the courses to be taken by students under the special student status (incoming or outgoing).

CHAPTER THREE
Cases Not Covered, Enforcement, and Execution
Cases Not Covered

Article 10 – In matters not regulated by these Committee procedures and principles, the decisions of the University Senate, the Faculty Executive Board, and the relevant Department Board shall apply.

Enforcement

Article 11 – These procedures and principles shall enter into force upon their approval by the Faculty Board.

Execution

Article 12 – The provisions of these procedures and principles shall be executed by the Chair of the Committee.