REPUBLIC OF TÜRKİYE

KTO KARATAY UNIVERSITY

FACULTY OF HEALTH SCIENCES

DEPARTMENT OF NURSING

ERASMUS COMMISSION

PRINCIPLES AND PROCEDURES OF OPERATION

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1 – The purpose of these principles and procedures is to determine the principles and procedures governing the Erasmus Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University.

Scope

Article 2 – These principles and procedures cover the provisions related to the establishment, duties, authorities, and responsibilities of the Erasmus Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University.

Legal Basis

Article 3 – These principles and procedures have been prepared in accordance with the provisions of Article 4, paragraph (c) of the Higher Education Law No. 2547, the Regulation on the Establishment of Joint Education and Training Programs with Higher Education Institutions Abroad within the Scope of Higher Education Institutions, and the "KTO Karatay University Erasmus+ Program Directive."

Definitions

1. **Article 4 –** In these principles and procedures;
2. **Head of Department:** refers to the Head of the Department of Nursing,
3. **Department Board:** refers to the Department Board of Nursing,

4. **Department:** refers to the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
5. **Faculty:** refers to the Faculty of Health Sciences, KTO Karatay University,
6. **Chair of the Commission:** refers to the Chair of the Erasmus Commission of the Department of Nursing, KTO Karatay University,
7. **Commission Members:** refers to the members of the Erasmus Commission of the Department of Nursing, KTO Karatay University,
8. **Commission:** refers to the Erasmus Commission of the Department of Nursing, KTO Karatay University,
9. **Student:** refers to students of the Department of Nursing,
10. **Rector:** refers to the Rector of KTO Karatay University.

SECTION TWO

Establishment, Appointment and Term of Office of the Commission; Chair, Members, Working Principles, Duties, Authorities and Responsibilities

Establishment, Appointment and Term of Office of the Commission

Article 5 – The Commission shall be established in accordance with the following principles:

1. The Commission shall be established upon the proposal of the Head of Department and the decision of the Nursing Department Board.
2. The term of office of the Commission shall be three years.
3. Upon the expiration of the term of office, the membership of the Commission shall be renewed by a decision of the Department Board.
4. A Commission member whose term of office has expired may be reappointed.
5. Commission members whose duties terminate before the end of their term for any reason may be reappointed through the same procedure.
6. The term of office of student members shall be one year. Upon the expiration of the term, a new member shall be selected to replace the outgoing student member.

Chair of the Commission

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

1. To represent the Commission and conduct the activities of the Commission.
2. To convene Commission meetings and, when necessary, to call the Commission to special-agenda or urgent meetings.

3. To ensure communication between the unit and the International Relations Directorate of KTO Karatay University and to carry out activities aimed at increasing and developing the unit's international activities.
4. To provide consultancy to students and academic staff regarding the Erasmus process.
5. To notify the Head of Department and the International Relations Coordinator of institutions with which bilateral agreements may be established within the scope of the program.
6. To approve the relevant sections of the forms and documents to be submitted by students who are entitled to participate in the Erasmus Program.
7. To sign the Learning Agreement indicating the courses taken during the mobility period and the course equivalency table showing the equivalence of the courses taken at the partner university with those at KTO Karatay University.
8. To ensure the proper filing and archiving of the minutes of Commission meetings.
9. Through a commission composed of at least two academic staff members, to carry out student course adaptation procedures and submit them to the Head of Department.
10. To prepare the Commission's activity report at the end of each academic semester and submit it to the Head of Department.

Commission Members

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

1. To carry out Commission activities together with the Chair.
2. To actively participate in Commission meetings and decision-making processes.
3. To assist in the preparation of the Commission's activity report at the end of each academic semester.
4. To perform other duties assigned by the Chair.

Working Principles of the Commission

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

1. The Commission shall convene twice a year, at the end of each academic semester. When deemed necessary, extraordinary meetings may be held upon the call of the Chair.
2. The Commission shall convene upon the call of the Chair when an agenda is formed. The Commission shall meet with the absolute majority of the total number of members and shall take decisions by the absolute majority of the members present. Voting shall

be conducted by open ballot. In the event of a tie, the decision shall be deemed to have been taken in accordance with the vote of the Chair of the Commission.

3. When necessary, the Commission may communicate with other relevant commissions and organize joint meetings.

Duties, Authorities and Responsibilities of the Commission

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

1. To ensure communication and coordination between the International Relations Coordination Office and students.
2. To work in coordination and harmony with the International Relations Coordination Office.
3. To research institutions with which bilateral agreements may be established within the scope of the program.
4. To promote the Erasmus+ exchange program within the relevant department and to support the participation of a greater number of students in the program.
5. To develop proposals to increase the number of students applying to and benefiting from the Erasmus+ Program and to submit these proposals to the Chair of the Commission.
6. To provide consultancy to students who wish to benefit from the program regarding university and course selection.
7. To provide consultancy on course selection and other academic matters to incoming students from abroad within the scope of Erasmus+ and other international exchange programs.
8. To provide consultancy in carrying out procedures related to the determination of course equivalencies for courses taken during the mobility period by students who have completed the program and returned from abroad.
9. To make relevant announcements to students regarding the application process for the Erasmus+ student exchange program.
10. To carry out activities aimed at increasing and developing the international activities of the Department.
11. To submit the Commission's activity report to the Head of Department at the end of each academic semester.

SECTION THREE

Matters Not Provided For, Entry into Force, and Execution

Matters Not Provided For

Article 10 – In the implementation of these principles and procedures of the Commission, the provisions set forth in the current KTO Karatay University Associate and Undergraduate Education, Training and Examination Regulation, the current KTO Karatay University Graduate Education and Training Regulation, and the directives related to exchange programs under the International Relations Directorate of KTO Karatay University shall apply. In matters not provided for therein, actions shall be taken in accordance with the decisions of the Faculty Administrative Board and the Nursing Department Board.

Entry into Force

Article 11 – These principles and procedures shall enter into force as of the date of approval by the Senate.

Execution

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