T.C.
KTO KARATAY UNİVERSİTY
FACULTY OF HEALTH SCİENCES,
DEPARTMENT OF NURSING
BOLOGNA COORDİNATİON COMMISSION
RULES AND PROCEDURES OF OPERATION

SECTION ONE
Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1 – The purpose of these rules and procedures is to regulate and conduct the studies carried out within the scope of the Bologna Process at the Department of Nursing, Faculty of Health Sciences, KTO Karatay University, concerning the European Credit Transfer and Accumulation System (ECTS), Diploma Supplement (DS) and Recognition, Key Competencies, Learning Outcomes, and Student Participation, within the framework of the restructuring of the European Higher Education Area.

Scope
Article 2 – These rules and procedures cover the establishment, operating principles, and duties of the Nursing Department Bologna Coordination Commission (BCC).

Legal Basis
Article 3 – The Commission shall perform the following duties in accordance with Articles 7 and 65 of Higher Education Law No. 2547 and pursuant to Resolution No. 2008.22 adopted at the meeting of the General Assembly of Higher Education dated 20.11.2008 (Session No. 22) concerning the establishment of Bologna Coordination Commissions (BCC) within higher education institutions and the determination of their duties and operating principles.

Definitions
Article 4 – For the purposes of these rules and procedures:

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 Board of the Department 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. **Commission:** Refers to the Bologna Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University;
7. **Chair of the Commission:** Refers to the Chair of the Bologna Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University;
8. **Commission Members:** Refers to the members of the Bologna Commission of the Faculty of Health Sciences, KTO Karatay University;
9. **Stakeholder:** Refers to the students, graduates, academic staff, and administrators of the Department of Nursing; national and international individuals, institutions, and

organizations related to nursing; and the Administration of KTO Karatay University;

10. **Rector:** Refers to the Rector of KTO Karatay University;
11. **University:** Refers to KTO Karatay University.

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

Establishment, Appointment, and Term of Office of the Commission

Article 5 – The Commission shall be established in accordance with the specified principles.

1. The Commission shall be established upon the proposal of the Head of the Department and by 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, Commission memberships shall be renewed by decision of the Department Board.
4. The Chair of the Commission shall be appointed from among the members upon the proposal of the Head of the Department.
5. Commission members whose duties terminate for any reason before the end of their term may be reappointed in accordance with the same procedure.

Chair of the Commission

Article 6 – Duties of the Chair of the Commission,

1. Represents the Commission, presides over its meetings, and oversees the conduct of its activities.
2. Communicates matters related to assignments, correspondence, and other relevant issues concerning the Commission to the Department, in accordance with Commission decisions.
3. When necessary, establishes sub-commissions to conduct studies within the Department concerning departmental/program qualifications, learning outcomes, ECTS, Diploma Supplement (DS), and recognition processes, and supervises the effective functioning of the Quality Assurance System within the Department.
4. Ensures that all information related to undergraduate, master's, and doctoral programs offered within the academic department—including course catalogs and program descriptions—is kept up to date in the University's information package and on its official website.
5. Issues calls for Commission meetings and, when necessary, convenes special agenda or urgent meetings.
6. Submits the Commission activity report prepared at the end of each academic semester to the Head of the Department.
7. Ensures the proper documentation and archiving of the Commission's meeting minutes.
8. Ensures the implementation, monitoring, and supervision of the decisions adopted by the Commission within the Department.

Commission Members

Article 7 – Duties of the Commission Members**;**

1. Conducts Commission activities in coordination with the Chair.
2. Actively participates in Commission meetings and decision-making processes.
3. Assists in the preparation of the Commission's activity report at the end of each academic semester.
4. Performs other duties assigned by the Chair.

Principles of Operation of the Commission

Article 8 – Principles of Operation of the Commission;

1. The Commission shall convene twice a year, at the end of each academic semester.
2. The Commission shall meet upon the call of the Chair when an agenda is formed. It shall convene with an absolute majority of the total number of members and shall adopt decisions by an absolute majority of the members present. Voting shall be conducted by open ballot. In the event of a tie, the decision shall be deemed adopted in accordance with the vote of the Chair.
3. When necessary, the Commission shall communicate and hold meetings with other relevant commissions.
4. Members of the Faculty senior administration, academic staff, administrative personnel, students, and internal and external stakeholders may attend Commission meetings upon invitation. Those invited shall be obliged to maintain the confidentiality of matters learned by virtue of this duty. Individuals attending by invitation, other than Commission members, shall not have voting rights.
5. The Commission shall meet each semester. When deemed necessary, an extraordinary meeting may be convened upon the call of the Chair.
6. When necessary, the Commission shall communicate and organize meetings with other relevant commissions.

Duties, Authorities, and Responsibilities of the Commission

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

1. To review the Bologna course information packages of the courses included in the Education Information System and to ensure their updating when necessary.
2. To ensure that the Bologna Process activities are carried out completely and effectively on behalf of the Faculty.
3. To conduct studies related to Faculty program qualifications, learning outcomes, ECTS, Diploma Supplement (DS), and recognition processes.
4. To request and monitor the activities required to be carried out on the basis of Departments/Divisions and relevant units.
5. To inform departmental coordinators regarding the entry of course information into the automation system and to verify that course contents are accurately and timely entered into the system.
6. To ensure the entry and verification of Faculty-related information in the University Bologna Information System.
7. To cooperate with other commissions of the Faculty and the Department.
8. To prepare the Commission's annual activity report and submit it to the Faculty Administration.

SECTION THREE
Cases Not Provided For, Entry into Force, and Enforcement

Matters Not Provided For

Article 10 – In matters not provided for in these rules and procedures of the Commission, actions shall be taken in accordance with the resolutions of the University Senate, the Faculty Administrative Board, and the relevant Department Board.

Entry into Force

Article 11 – These rules and procedures shall enter into force upon approval by the Senate.

Enforcement

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