REPUBLIC OF TÜRKİYE
KTO KARATAY ÜNİVERSİTESİ
FACULTY OF HEALTH SCİENCES DEPARTMENT OF NURSİNG

STUDENT MONİTORİNG COMMISSION DIRECTIVE ON THE 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 define the operational framework regarding the authorities and responsibilities of the Student Monitoring Commission of the Department of Nursing, Faculty of Health Sciences at KTO Karatay Üniversitesi; to regulate the proposals and feedback received from other commissions and students; to plan and implement the necessary corrective and improvement activities; and to ensure the regular and effective functioning of the Commission.

Scope

Article 2 – These principles and procedures cover the operational principles and procedures regarding the functioning of the Student Monitoring Commission of the Department of Nursing. This directive encompasses the procedures and principles related to receiving, reviewing, evaluating, and analyzing the feedback of the students of the Department of Nursing, Faculty of Health Sciences at KTO Karatay Üniversitesi, as well as the improvements to be implemented based on the results of such analyses.

Legal Basis

Article 3 – These principles and procedures have been prepared in accordance with the provisions of the Associate and Undergraduate Education and Examination Regulation of KTO Karatay Üniversitesi, published in the Official Gazette dated 29.08.2022 and numbered 30171; the "National Core Curriculum for Nursing (HUÇEP)"; and the "Regulation on Determining the Minimum Education Requirements for the Education Programs in Medicine, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy, and Architecture" (2 February 2008).

Definitions

Article 4 – Definition In these principles and procedures;

1. Department: The Department of Nursing at KTO Karatay Üniversitesi,
2. Head of Department: The Head of the Department of Nursing,
3. Department Board: The Board of the Department of Nursing,
4. Faculty: The Faculty of Health Sciences at KTO Karatay Üniversitesi,
5. Commission: The Student Monitoring Commission of the Department of Nursing, Faculty of Health Sciences at KTO Karatay Üniversitesi,
6. Chair of the Commission: The Chair of the Student Monitoring Commission of the Department of Nursing, Faculty of Health Sciences at KTO Karatay Üniversitesi,
7. Commission Members: The members of the Student Monitoring Commission of the Department of Nursing, Faculty of Health Sciences at KTO Karatay Üniversitesi,

8. Student: The students of the Department of Nursing,

9. Rector: The Rector of KTO Karatay Üniversitesi,

10. University: KTO Karatay Üniversitesi.

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

Establishment of the Commission, Appointment and Term of Office
Article 5 – Establishment of the Commission The Commission shall be established in accordance with the following principles;

1. The Commission shall be established upon the proposal of the Head of the Department and the decision of the Department Board.
2. The term of office of the Commission members shall be three years.
3. Upon the expiration of its term of activity, the membership of the Commission shall be renewed by a decision of the Department Board.
4. The Commission members shall elect a Chair from among themselves.
5. A Commission member whose term has expired may be reappointed.
6. Commission members whose duties terminate for any reason before the end of their term may be reappointed in accordance with the same procedure.
7. The term of student membership in the Commission shall not exceed three years. Upon the expiration of a student member's term, a new member representing the students shall be elected.

Chair of the Commission
Article 6 – Duties of the Chair of the Commission;

1. Represents the Commission, chairs its meetings, and oversees the Commission's activities.
2. Submits matters related to assignments, communication, correspondence, etc., concerning the Commission to the Department upon a Commission decision.
3. Issues calls for Commission meetings and, when necessary, convenes the Commission for extraordinary meetings with a specific agenda.
4. Submits the activity report prepared by the Commission each academic semester to the Head of the Department.
5. Ensures the filing and archiving of the Commission's meeting minutes.

Commission Members
Article 7 – Duties of the Commission Members;

1. The Commission's activities are conducted under the leadership of 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.

Working Principles of the Commission
Article 8 – Working Principles of the Commission The Student Monitoring Commission shall conduct its meetings and activities in accordance with the principles set forth below;

1. The Commission shall convene at least twice a year and shall submit its end-of-term activity reports to the Head of the Department.

2. The Commission shall meet with an absolute majority of its members and decisions shall be taken by an absolute majority of the members present. When necessary, the opinions of members who are unable to attend the meeting shall be sought.
3. The time and agenda of the Commission meetings shall be determined by the Chair. In urgent cases, a meeting may be convened upon the proposal of the Chair.
4. The matters discussed and the decisions taken in line with the Commission's agenda shall be shared with the Department Board, academic staff members, and, when necessary, other relevant stakeholders.

Duties, Authorities, and Responsibilities of the Commission

Article 9 – Duties, Authorities, and Responsibilities of the Commission;

1. Collaborates with academic advisors, class representatives, department representatives, and commissions to ensure regular communication between students and the Department.
2. At the beginning of each academic term, the Commission is responsible for ensuring that academic staff determine their advising hours and that these are announced on the Department's website.
3. Ensures that student meetings conducted during academic advising are reported using the "Academic Advising Student Monitoring Form." The Commission is responsible for collecting these reports at the end of each academic term and submitting a written report on the results to the Head of the Department.
4. The Commission is responsible for monitoring and reporting, on an annual basis, the admission score types and rankings of students enrolled in the program, the total number of students in the program (including horizontal and vertical transfers and international students), the number of students who leave the program, and the year-by-year changes in these figures, and for sharing these reports with the Head of the Department.
5. It is responsible for planning and implementing the student orientation program for newly enrolled students at the beginning of each fall semester. In a manner that includes face-to-face education, the Commission reports and shares with the Head of the Department the content of the orientation program, the date on which it was conducted, and documents indicating the number of participating students.
6. The Commission is obliged to obtain the opinions of internal and external stakeholders once a year. For this purpose, it uses the "Program Outcomes Evaluation Forms" (for stakeholders and students). It is responsible for the revision, implementation, evaluation, and reporting of these surveys.
7. Uses the "Student Satisfaction Survey" at the end of each academic year to assess students' satisfaction levels, analyzes the data obtained, and prepares reports accordingly.
8. Directs students to benefit from the University's psychological counseling and guidance services and determines and reports the number of students requesting counseling.
9. Evaluates the data obtained regarding student monitoring and assessment, prepares a report, and submits it to the Head of the Department.

SECTION THREE

Entry into Force and Enforcement

Entry into Force

Article 10 – Entry into Force These Principles and Procedures shall enter into force as of the date of approval by the Senate.

Enforcement

Article 11 – Enforcement The provisions of these Principles and Procedures shall be executed by the Rector.

Article 12- Commission decisions shall be adopted by a majority vote of the members present; in the event of a tie, the Chair's vote shall count as two votes.