HACETTEPE UNIVERSITY
DEPARTMENT OF SPEECH AND LANGUAGE THERAPY

COMMISSION AND COORDINATORSHIP

WORKFLOW CHARTS

01 EDUCATION COMMISSION

WORKFLOW CHART

1 Communicating feedback on course curricula
Responsible: *Graduate Tracking Commission*
Student surveys
Feedback from teaching staff
External stakeholder feedback (Graduates, employers, institutions)

▼

2 Making update proposals in line with the feedback on course curricula
Responsible: *Education Commission*

▼

3 Setting the agenda of the Education Commission
Responsible: *Education Commission*

▼

4 Carrying out the update work
Responsible: *Education Commission*
Responsible teaching staff member

▼

5 Obtaining an Academic Board Decision
Responsible: *Head of Department*

▼

6 Sending the decisions taken to the Dean's Office of the Faculty of Health Sciences (SBF)
Responsible: *Head of Department*

▼

7 Sending the decisions taken to the University Education Commission
Responsible: *Dean's Office*

▼

8 Sending the decisions taken to the Department of Student Affairs
Responsible: *University Education Commission*

▼

9 Sending the decisions taken to the University Senate
Responsible: *Department of Student Affairs*

▼

10 Notifying our department of the decision taken
Responsible: *Senate*

02 UNDERGRADUATE EDUCATION COORDINATORSHIP

WORKFLOW CHART

LATERAL TRANSFER PROCEDURES

1	When lateral transfer quotas are requested, the quotas are determined (undergraduate coordinator-head of department) and sent to the Dean's Office with a cover letter (administrative staff).

NEWLY ENROLLED STUDENTS

2	The student list and the students' contact information are obtained (administrative staff)
3	In accordance with the lateral transfer application calendar, after the applications of students applying through inter-institutional transfer, intra-institutional transfer and Additional Article-1, the applications are checked in the system (BİLSİS-Administrative).
4	In accordance with the announcement of the H.U. Department of Student Affairs, the students' application score ranking is made in the system (Undergraduate coordinator). It is sent to the Dean's Office with a cover letter (administrative staff).
5	After the lateral transfer application results are announced, the course exemptions of the students (both principal and reserve) are carried out by following the relevant regulations and directives
6	The prepared exemption tables are sent to the Dean's Office as a single document with a cover letter (administrative staff).
7	After the students enroll, advisor assignments are made (from the BİLSİS-administrative section-Undergraduate coordinator).
8	An orientation meeting is held with the students (Head of Department- Undergraduate coordinator).

NEWLY ENROLLED DEGREE COMPLETION STUDENTS

9	They submit their transcripts and petitions for exemption to the department's student affairs office.
10	For the exemption procedures, the exemption procedures for common compulsory courses are carried out in accordance with the H.U. Senate decision (Undergraduate coordinator + Year 1 coordinators).
11	The exemption tables are sent to the Dean's Office with a cover letter (administrative staff).
12	Students are informed according to the exemption status information received from student affairs (administrative staff).
13	Appeals submitted to the department's student affairs office are answered (according to the exemption results)

BEFORE COURSE REGISTRATION WEEK

14	After the courses and their instructors are finalized, with the knowledge of the head of department, course instructors are assigned and course quotas are determined through the BİLSİS-administrative system.

15	In case of quota problems in external elective courses, the relevant administrative staff member contacts the relevant person of the department where the external course is given and follows up the process.
16	If changes need to be made to the active-passive status of courses, the necessary changes are made before the course term begins.
17	When a fall term course also needs to be offered in the spring term, or a spring term course also needs to be offered in the fall term, if a senate decision has not previously been taken for the relevant course, the necessary correspondence is carried out (administrative staff-undergraduate coordinator, with the knowledge of the head of department).

UNDERGRADUATE COURSE SCHEDULE

18	The undergraduate course schedule is prepared (administrative staff+ Undergraduate coordinator).
19	The instructors of the external courses in the undergraduate course schedule are contacted, and the suitability of course days and hours is confirmed (administrative staff+coordinator if needed).
20	After the approval of the external course instructors, the schedule is finalized by discussing the suitability of course days and hours with the in-department course instructors.
21	If face-to-face education has resumed, the necessary correspondence is carried out with the Dean's Office to arrange the classrooms (administrative staff).
22	After the course schedule is finalized, the Undergraduate Coordinator checks it and takes the necessary steps to have it posted on the department web page in PDF format.

COURSE REGISTRATION AND ADD-DROP WEEK

23	During course registration week, students first contact their advisors about any problems that may arise; if the advisor cannot solve the problem, they contact the year coordinator. If the problem still cannot be solved, the undergraduate coordinator is informed.
24	During the add-drop week, an advising meeting is held with the students at the earliest possible time. After the meeting, the advising minutes-checklist prepared/filled in by the advisors is submitted to the department's student affairs office. The minutes are checked by the student affairs staff.
25	Throughout the registration weeks, the department's courses and quotas are monitored through the BİLSİS administrative system. In particular, if students have not taken compulsory courses and courses they need to take (especially fourth-year students), the necessary notifications are made.
26	Advisors are informed about carrying out the necessary checks meticulously during the course registration and add-drop weeks and about advising approvals.

DKT 292-DKT 392 PROFESSIONAL PRACTICE COURSES

27	Lists are prepared for the students' insurance registrations and sent to the “Department of Health, Culture and Sports”.

28	In the relevant professional practice courses, the process is followed up by the internship coordinatorship.
29	Professional practice course grades are sent as a list with a cover letter to the Dean's Office to be forwarded to student affairs.

FOURTH-YEAR PROFESSIONAL PRACTICE COURSES

30	After the course schedule of the first three years is finalized, the fourth-year course schedule is prepared by the chief assistant and the coordinator.

EXAM SCHEDULE

31	The exam schedule (midterm-final exam) of all courses in the department course schedule is created according to the information received from the course instructors (administrative staff), and the publication of the schedule on the department web page is ensured.

EXAM RESULTS

32	In-department and external course instructors are informed about entering midterm, final and make-up exam results on time, and follow-up is ensured regarding sending the exam result printouts to the Rectorate student affairs (administrative staff).
33	Reminders are given to course instructors not to announce/post students' grades collectively within the scope of the Personal Data Protection Law (administrative staff).
34	Exam documents are stored appropriately in the archive (administrative staff).

OTHER

35	Announcements received from the Rectorate and the Dean's Office are announced to the students of the relevant year (via e-mail).
36	Students who enroll in the department and later freeze their registration appear in a different year than they should. For example, if a student froze their registration for two years in the 1st year, when they later renew their registration they appear together with the 3rd years, so students may have difficulties with issues such as announcements and course registration. Such students are assigned to the advisor of the relevant year (undergraduate coordinator). The process is carried out more soundly. Likewise, the student in question is registered on the announcement list of the relevant year (administrative staff).
37	Appropriate archiving of student petitions is followed up.
38	The process is followed up so that documents related to student exemptions are appropriately archived by the administrative staff both digitally and, if necessary, as printed material (undergraduate coordinator).
39	The necessary procedures for students in graduating status are followed up by the internship coordinator+year 4 coordinator and carried out in accordance with the conditions (pandemic/face-to-face). When necessary, the graduation commission is included in the process.

03 BOLOGNA COORDINATORSHIP

WORKFLOW CHART

1	The Head of Department authorizes the Bologna officer(s) by notifying the Department of Student Affairs with an official letter.
2	The authorized Bologna officer logs in to the Student Information System (BİLSİS) as an administrator via e-Government and accesses the “Information Package Procedures” menu.
3	Program, faculty and program information package contents are entered/updated in Turkish and English.
4	Program learning outcomes and program officials are defined; the basic TYYÇ (Turkish Qualifications Framework) definitions and the program TYYÇ matrix are filled in.
5	Course information packages (course objective, content, learning outcomes, course outline, resources, contribution to program outcomes and course officials) are entered in Turkish and English.
6	The entered information is saved and published on the Bologna information package web page.

04 NON-FORMAL LEARNING COMMISSION

WORKFLOW CHART

1	Non-formal learning applications made to the Dean's Office are evaluated by the commission.
2	For non-formal learning that cannot be documented, a decision is made to hold an exam (written/ oral/online) when necessary; the exam date is notified to the student and the provisions of the relevant regulation are applied.
3	An evaluation is made with a verification method appropriate to the type of learning, and a report on the acceptance of the application is prepared.
4	Applications given a favorable opinion are sent together with the report to the Faculty Executive Board for a decision, and the result is notified to the applicant; applications that are not accepted are notified directly to the applicant.
5	For accepted applications, an ECTS calculation is made (30 hours of workload = 1 ECTS), a non-formal learning transcript is issued and notified to the Department of Student Affairs.

05 ADVISING PROCESS

WORKFLOW CHART

1. Student registration is completed.
2. An academic advisor is assigned.
3. Advising hours and communication channels are officially announced.
4. Course selection at the beginning of the term (ECTS, compulsory courses, existence of prerequisites, etc.) is made.
5. Course registrations are checked and approved by the advisor
6. Academic progress is monitored throughout the term and, when necessary, referrals are made to the relevant units (Career office, exchange programs, etc.).
7. Meetings and referrals, as well as feedback, are recorded.
8. Advising processes are evaluated at the end of the year.
9. Improvement decisions are taken at commission and department board meetings.

06 DISTANCE EDUCATION COORDINATORSHIP

WORKFLOW CHART

1	Message groups are created by the members of the distance education commission at the Faculty of Health Sciences, and course definitions and general information are provided at the beginning of the term.
2	The codes for the new academic year are forwarded by the commission, and the courses to be given through distance education are determined via the Excel table of courses.
3	The procedures for defining the courses in the system of the appropriate teaching staff are carried out.
4	Necessary announcements regarding the courses are made to the teaching staff during the year.

07 E-ATTENDANCE COORDINATORSHIP

WORKFLOW CHART

1	Forwards the incoming information on e-attendance to the department's teaching staff.
2	When a problem occurs, contacts the university E-Attendance Coordinatorship.

08 PROFESSIONAL PRACTICE/INTERNSHIP COORDINATORSHIP

WORKFLOW CHART

1	Informing students about professional practice processes
2	Determining and announcing professional practice dates
3	Cooperating with the University SKS (Health, Culture and Sports) so that students can obtain an Occupational Safety Certificate
4	Reviewing professional practice applications and evaluating their suitability
5	Helping students who cannot find a professional practice placement
6	Notifying the University SKS for students' insurance procedures
7	Distributing the students applying for professional practice to professional practice placements
8	Taking the necessary measures for the professional practice training to be productive
9	Monitoring the student's attendance during the professional practice, guiding and supervising their work
10	Reviewing, supervising and evaluating professional practice report files together with the student's academic advisor
11	Coordinating and evaluating professional practice exams

09 SCHOLARSHIP COMMISSION

WORKFLOW CHART

1	Scholarship quotas and conditions received from institutions are announced to students. **Responsible:** *Student Affairs Unit*
2	Students submit their scholarship applications with the required documents to the Student Affairs unit within the specified dates. **Responsible:** *Relevant Students*
3	The Scholarship Commission evaluates the applications. As a result of the evaluation, principal and reserve members are determined in a number equal to the scholarship quotas. **Responsible:** *Scholarship Commission*
4	The Student Affairs Unit sends the list of principal and reserve members determined by the commission to the Department of Student Affairs via EBYS with a cover letter to be announced. **Responsible:** *Student Affairs Unit*

10 GRADUATION CEREMONY COMMISSION

WORKFLOW CHART

1	The graduation ceremony day, time and venue determined by the Hacettepe University Department of Student Affairs are notified to the Graduation Ceremony Commission in the Spring Academic Term, and the work is started.
2	The numbers of prospective graduate students of the Department of Speech and Language Therapy are determined and notified to the Dean's Office.
3	The numbers of gowns and caps required according to the number of prospective graduates are determined and received from the Dean's Office.
4	Before the graduation ceremony, the participation of commission members in the meetings determined by the Dean's Office is ensured. Organizes the arrangements required for the graduation ceremony (selection of music, creation of the program, preparation of photographs and pictures, etc.).
5	Ensures student participation in graduation ceremony rehearsals.
6	Ensuring coordination during the entry to and exit from the ceremony area of prospective graduate students during the graduation ceremony
7	After the graduation ceremony, the return of the gowns and caps given to students is followed up and they are delivered to the Dean's Office.

11 CAREER PLANNING AND GRADUATE TRACKING COMMISSION

WORKFLOW CHART

1	Planning and organizing a Career Day for students who will graduate
2	Including graduated students in social media groups
3	Obtaining information from graduated students through the ‘Faculty of Health Sciences Graduate Information Form’
4	Sorting the information obtained from the Graduate Information Form
5	Notifying the Head of Department of recommendations based on the information obtained through the Graduate Information Form

12 ADVISORS FOR STUDENTS WITH DISABILITIES

WORKFLOW CHART

1	Provides advising services to all students with disabilities, and plans in-service training when necessary.
2	Works to meet the needs of students with disabilities while they continue their education, to identify the barriers they may encounter, and to determine and eliminate the measures to be taken against them.
3	Plans the arrangement of the educational environment attended by students with disabilities; the provision of tools and equipment, the preparation of special course materials, and the preparation of suitable education, research and accommodation environments.
4	In measurement and evaluation, makes plans to take the necessary measures according to the nature of the disability on matters such as exam duration, venue and materials.

13 ACADEMIC INCENTIVE REGULATION, AUDIT AND APPEALS COMMISSION

WORKFLOW CHART

1	Reviews the applications made through the Academic Incentive Information System in line with the relevant commission member guide.
2	The commission meticulously evaluates the application files in terms of compliance with the Regulation and prepares a report.
3	The statement “the files have been reviewed and found to be in compliance with the regulation.” is added to the signed commission reports, and they are submitted to the Dean's Office of the Faculty of Health Sciences.

14 QUALITY COMMISSION

WORKFLOW CHART

1	Reviewing the Institutional Self-Evaluation Report Preparation Guide
2	Collecting the data and evidence requested for the relevant year within the framework of the Institutional Self-Evaluation Report Preparation Guide
3	Sending the requested data, together with their evidence, to the Quality Coordinatorship
4	Arranging the Academic Board Decisions according to the Strategic Plan and the Institutional Self-Evaluation Report and forwarding them to the Head of Department

15 STRATEGIC PLANNING AND DEVELOPMENT COMMISSION

WORKFLOW CHART

INSTITUTIONAL STRATEGIC PLAN MONITORING

1	Requesting and reporting activities within the scope of 3-month (January-February-March) performance measurements **Related document:** *Performance Measurements Form*
2	Requesting activities within the scope of 6-month (January-June) performance measurements and preparing the report **Related document:** *Performance Measurements Form*
3	Requesting activities within the scope of 1-year performance measurements and preparing the report **Related document:** *Performance Measurements Form*
4	Requesting the information within the scope of the 1-year fiscal year unit activity report from the relevant administrative and academic staff and preparing the report **Related document:** *Hacettepe University Fiscal Year Speech and Language Therapy Unit Activity Report*

DEPARTMENT STRATEGIC PLAN MONITORING

5	Monitoring performance indicators in line with the department's aims and objectives
6	Preparing the annual strategic monitoring report in line with the department's aims and objectives
7	Preparing action plans for the implementation of the strategic plan

16 SOCIAL CONTRIBUTION COORDINATORSHIP

WORKFLOW CHART

1	Provides information about social contribution activities.

17 INTERNATIONAL RELATIONS AND PROTOCOLS COORDINATORSHIP

WORKFLOW CHART

Includes the Erasmus Coordinatorship, the Mevlana Coordinatorship and the Orhun Coordinatorship.

1	Agreement signing processes are carried out in order to strengthen bilateral relations and cooperation with national and international academic institutions.
2	The arrival and admission processes of guest students and researchers to the university are managed.
3	Cooperation requests from national and international stakeholders are carried out in coordination with the relevant units of the university.

18 ERASMUS COORDINATORSHIP

WORKFLOW CHART

1	Contacts European and other countries of the world to make new bilateral agreements.
2	Holds an information meeting with the Department of Speech and Language Therapy students and staff who are entitled to benefit from study mobility, traineeship mobility and the HUSBİK consortium programs.
3	Receives the application documents of the Speech and Language Therapy students and staff who applied in accordance with the directives and announcements on the EU office web page to benefit from study mobility, traineeship mobility and the HUSBİK consortium, and who were found eligible.
4	After the mobility process is completed, receives the documents related to the process. When necessary, carries out the process of obtaining academic board decisions for grade equivalence and forwards them to the department of student affairs.

19 MEVLANA COORDINATORSHIP

WORKFLOW CHART

1	Evaluating the applications of students and teaching staff who apply to the program
2	Carrying out correspondence with the relevant higher authorities
3	Coordinated follow-up of the correspondence with the applicant students and/or teaching staff
4	Completing the evaluation process
5	Recording the process including the evaluation results

20 ZERO WASTE AND WASTE MANAGEMENT COMMISSION

WORKFLOW CHART

1	Attends meetings held at the university on sustainability.
2	Prepares a waste management action plan for the Department of Speech and Language Therapy.
3	Carries out the process of establishing a recyclable waste collection system in the Department of Speech and Language Therapy, collecting the waste regularly, and delivering the waste to the staff of the Sustainable Campuses Coordinatorship on the specified dates.
4	Reports the type-quantity information on the waste collected in the Department of Speech and Language Therapy through the online system.

21 SUSTAINABLE LEARNING AND TEACHING COORDINATORSHIP

WORKFLOW CHART

1	Forwards the information on the activities communicated by the Sustainable Teaching and Learning Center to the department's teaching staff.
2	Reports the participation status of the department's teaching staff in the activities to the Dean's Office.
3	Records participation in the activities.

22 SPORTS ACTIVITIES COMMISSION

WORKFLOW CHART

1	As determined by the Faculty of Health Sciences (SBF) Sports Activity Commission, determines the students/teaching staff/administrative staff who will represent the SBF as a team or as individual athletes in the sports branches it is responsible for, and informs the Dean's Office.
2	Announces to the Speech and Language Therapy students the branches in which the faculty will participate in the sports festivals and the contact information of the responsible teaching staff member designated for each branch.
3	Determines the needs (jerseys, equipment, etc.) of the branches it is responsible for and informs the Dean's Office about the provision of these needs.
4	Informs the Dean's Office about contacting the Department of Health, Culture and Sports regarding the sports hall/artificial turf pitch, etc. needed so that the athletes of the branches it is responsible for can train regularly.
5	When the sports festival begins, takes part as team manager on behalf of the commission in the sports competitions of the SBF teams.

23 PROMOTION AND SOCIAL ACTIVITIES COMMISSION

WORKFLOW CHART

FACULTY PROMOTION

1. Forwarding promotion requests from the Dean's Office of the Faculty of Health Sciences to the commission
2. Division of labor among the promotion commission members
3. Group work of the promotion commission members among whom the work has been divided
4. Promotion commission members determining the program flow within the framework of cooperation
5. Promotion commission members sharing the program flow with the responsible persons in other departments
6. Checking of the program flow by the other responsible persons in the faculty of health sciences
7. The relevant commission member welcoming the student delegation
8. The relevant commission member giving the faculty promotion presentation to the student delegation
9. The relevant commission member giving a physical tour of the department to the student delegation
10. The relevant commission member directing the student delegation to the next department in the program flow
11. The chair of the promotion commission preparing the relevant permission petition and writing the cover letter to be sent to the Dean's Office

UNIVERSITY PROMOTION DAYS

12. Forwarding the general program for the promotion day from the Dean's Office of the Faculty of Health Sciences to the department commission
13. Creating the program for the department teaching staff's participation in the promotion and forwarding it to the Dean's Office
14. Organizing the process of participation in the promotion in accordance with the program created
15. Implementing and concluding the promotion program created for the promotion days

24 PUBLICATION COMMISSION

WORKFLOW CHART

CURRENT JOURNAL PROCESS

1	Forwarding an article referred for language editing, layout or field editorship in the Hacettepe University Journal of the Faculty of Health Sciences to the relevant commission member
▼	
2	Work follow-up by the relevant commission member
▼	
3	The relevant commission member completing the work

IN CASE OF A REQUEST FOR A NEW JOURNAL

4	It is decided as a result of the commission members reaching a joint decision.

25 FACULTY OF HEALTH SCIENCES RESEARCH ETHICS BOARD

WORKFLOW CHART

1	Among the research applications submitted to the ethics board, members are assigned review duties before the meeting.
2	The assigned faculty members review the application files assigned to them in terms of scientific method, ethical appropriateness, volunteer rights and data security.
3	Evaluation reports are prepared as a result of the review.
4	The board meets regularly at least once every month, and members express their opinions at the meeting.
5	Research proposals are reviewed and ethical evaluation decisions are made regarding the applications.

26 NATIONAL MEETING PARTICIPATION SUPPORT PROJECT EVALUATION COMMISSION

WORKFLOW CHART

1	National Meeting Participation Support requests are submitted to the department's Undergraduate affairs secretariat
2	Upon these requests, the relevant commission officers consult with the Dean's Office unit spending authority
3	Finds out from the Dean's Office unit spending authority whether national meeting participation support can be obtained and, if so, the available budget
4	Informs the applicant(s) whether or not the request can be met for that application period
5	If there is more than one applicant, makes a plan according to the available budget

27 INVENTORY COUNT COMMISSION

(Movable Property Registry Officer)

WORKFLOW CHART

1	Commission members taking part in the relevant count when an item is purchased for the department
2	Recording the count of the incoming item
3	The movable property registry officer entering the necessary documents into the system

28 VALUE ASSESSMENT COMMISSION

WORKFLOW CHART

1	When an item is to be purchased for the department
2	Determining the value of the relevant item to be purchased from the public payment items, if available
3	Determining the value of items not included in the public payment items from price quotations given by private institutions
4	Preparing the assessment report
5	Recording the report

29 SCRAPPING COMMISSION

WORKFLOW CHART

1. Notifying the department commission of a product that has lost its function
2. Obtaining a report from experts on scrapping the relevant product
3. Keeping the obtained report on record
4. Joint decision of the commission members
5. Recording the decision

30 INSPECTION AND ACCEPTANCE COMMISSION

WORKFLOW CHART

1. Evaluating products purchased for and/or donated to the department
2. Checking whether their suitability and soundness match the previously specified requested product
3. Reporting the check
4. Recording the report