

GRADUATION COMMISSION

Position	Name
Chair	Assoc. Prof. Fatma DİNÇ
Member	Lect. Dr. Simge ÖZTÜRK
Member	Asst. Prof. Aylin KURT
Member	Asst. Prof. Emine ÜSTÜN GÖKÇE
Member	Asst. Prof. Ece PARLAK ÜNLÜ
Member	Lect. Merve KIRŞAN BÜYÜKTARAKÇI
Member	Lect. Eda KES
Member	Student Representative

Job Description

In accordance with the relevant regulations, to examine the transcripts of students who have successfully completed the academic program by comparing them with the curriculum, and to decide on the graduation of students who have fulfilled all graduation requirements.

Duties, Authorities and Responsibilities

- Reviews transcripts of students eligible for graduation by comparing them with the curriculum.
- Evaluates the academic status of prospective graduates.
- Verifies that graduation lists, curricula, and transcripts have been received from the Student Affairs Office before evaluation.
- Checks transcripts for missing credits.
- Evaluates students eligible for a single-course examination or graduation and makes graduation decisions.
- Approves graduation decisions for students who have completed the required ECTS credits.
- Decides on the graduation of students who have successfully completed all compulsory and elective courses.
- Holds additional meetings, when necessary, for exchange-program students (Erasmus, Farabi, Mevlana) after grades are received from the host institutions.
- Makes announcements regarding graduation ceremonies.
- Plans and coordinates graduation ceremonies for final-year students.
- Cooperates with the Alumni Relations Commission to strengthen graduates' ties with the Faculty.
- Prepares and submits a semester activity report to the Department Chair/Dean's Office.