

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-22
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Unit:		Dean's Office of the Faculty of Veterinary Medicine		
Position Title:		Additional Course Following Commission		
Supervisor:		Dean		
Associated Unit:		Dean's Office of the Faculty of Veterinary Medicine		
BRIEF DESCRIPTION OF THE ROLE:				
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Additional Course Monitoring Committee and its members are established by the Dean and operate following the approval of the Faculty Board. - It monitors and supervises the additional courses assigned for the academic year. - It oversees the verification of the payments related to the conducted additional courses. - Committee members continue their duties until a new appointment is made. - In case a committee member leaves for any reason, a new member is appointed by the Dean. - Committee members are required to attend meetings unless they have an officially documented excuse. - The situation of members who fail to attend meetings without providing valid documentation is evaluated by the Dean's Office. 				
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ