

	ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DESCRIPTIONS	DOCUMENT NUMBER:	Vet_Fr.03-21
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Unit:	Dean's Office of the Faculty of Veterinary Medicine		
Position Title:	Education and Coordination Commission		
Supervisor:	Dean		
Associated Unit:	Dean's Office of the Faculty of Veterinary Medicine		
BRIEF DESCRIPTION OF THE ROLE: The objective is to implement the educational and training processes of the Faculty's students in practice in accordance with international standards, within the framework of the relevant regulations.			
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> - The Education and Training Coordination Committee and its members are established by the Dean and operate following the approval of the Faculty Board. - To carry out the educational and training processes of the Faculty. - To monitor deficiencies and redundancies in course contents and make recommendations for their reduction. - To act as the ECTS/AKTS Coordination Unit for the Faculty's departments and contribute to the updating of education programs and the accreditation process. - To review the cases of students applying for excuse exams and report to the Dean's Office. - To evaluate students applying for horizontal transfer and make decisions to be discussed in the Faculty Board; to conduct the adaptation and exemption procedures for students transferring horizontally or vertically. - To manage all educational and training affairs related to Faculty students. - To approve courses for students attending or returning from summer school. - Committee members continue to serve until a new appointment is made. - If a committee member leaves for any reason, a new member is appointed by the Dean. - Committee members must attend meetings unless they have an officially documented excuse. - The Dean's Office evaluates the situation of members who fail to attend meetings without providing an excuse. 			
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