

HORIZONTAL TRANSFER, DOUBLE MAJOR, MINOR, EXEMPTION, AND ADAPTATION COMMISSION

SECTION	MINISTER	MEMBER	MEMBER
Department of Electronics and Automation	Assoc. Prof. Dr. Yeliz DURGUN	Lecturer Tuğçe YIRTMAZ	Lecturer Sadık ÖNAL
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Department of Computer Technologies	Lecturer Volkan KARACA	Lecturer Zübeyir Şükrü ÖZKORUCU	Lecturer Şaban YILMAZ
Accounting and Tax Department	Lecturer Ahmet KOÇ	Lecturer Dr. Erdem KANIŞLI	Lecturer Emin Ergun SELCUK
Department of Management and Organization	Assoc. Prof. Dr. Özgür KOÇBULUT	Lecturer Dr. Anıl MÜTEVELLİOĞLU	Lecturer Ahmet ALPAT

The Horizontal Transfer, Double Major, Minor, Exemption, and Adaptation Committee :

1. Evaluating applications

- Examines horizontal transfer, double primary, minor, exemption, and adaptation applications within relevant legislation and rules.
- Checking the application by receiving it altogether and on time.
- To make decisions regarding applications and forward them to the relevant units.

2. Course Exemption and Adaptation Procedures

- To make exemption and adaptation decisions by examining the content and credits of the courses before the product is allocated.
- To determine the equivalence of courses and record appropriate student adaptation programs.

3. Compliance with Regulations and Legislation

- All activities are carried out per the Higher Education Council (YÖK) and university regulations.
- To implement current practices by following the relevant legislative regime.

4. Consulting and Information

- Informing students about application details, required documents, and application information.
- Responding to process-related information and making cuts.

5. Data and Documentation

- To regularly archive application-related documents, decisions, and adaptation processes.
- To ensure that the Commission's decisions are recorded in the record.

6. Collaboration and Coordination

- To ensure coordination between department heads, student affairs, and other academic/administrative units.
- To participate in other commission or board meetings and share information when necessary.

7. Reporting

- Reporting the transactions and decisions taken to the management units regarding specific parts.