

REPUBLIC OF TURKEY
ISTANBUL GEDIK UNIVERSITY
FACULTY OF HEALTH SCIENCES
DEPARTMENT OF PHYSIOTHERAPY AND REHABILITATION
COMMISSION AND COORDINATION LIST

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
Department of Physiotherapy and Rehabilitation Horizontal/Vertical Transfer / Exemption Commission	<ol style="list-style-type: none">1. Reviews Applications: Evaluates horizontal, vertical transfer, and exemption requests in accordance with regulations.2. Determines Course Equivalency: Examines the compatibility of courses taken at previous educational institutions with the department.3. Makes Decisions and Communicates: Delivers the results of transfers and exemptions to the relevant students and academic units.4. Ensures Coordination: Collaborates with relevant academic and administrative units of the university.5. Reports Decisions: Communicates the decisions made in the commission to the department chair.

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
Department of Physiotherapy and Rehabilitation Orientation, Diploma, and Graduation Commission	<ol style="list-style-type: none">1. Organizes Orientation Program: Informs new students about the department, courses, and academic processes.2. Evaluates Graduation Requirements: Assesses whether students meet the necessary conditions for graduation.3. Follows Up on Diploma Processes: Checks the documents of graduating students and coordinates diploma procedures.4. Provides Graduation Information: Guides students regarding post-graduation processes.5. Reports Decisions: Communicates the decisions made in the commission to the department chair.

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
Department of Physiotherapy and Rehabilitation Internship Commission	<ol style="list-style-type: none">1. Determines Internship Guidelines: Establishes the internship duration, content, and evaluation criteria.2. Evaluates Applications: Reviews students' internship applications and approves their eligibility.3. Inspects Internship Locations: Assesses the suitability of internship institutions and monitors their operations.4. Reviews Reports: Evaluates students' internship reports and contributes to the grading process.5. Ensures Coordination: Manages communication between intern students, academic advisors, and workplaces.

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
<p>Department of Physiotherapy and Rehabilitation Quality and Accreditation Commission</p>	<ol style="list-style-type: none">1. Ensures Quality Assurance: Monitors the continuous improvement of educational, teaching, and administrative processes.2. Manages Accreditation Processes: Ensures compliance with national and international accreditation requirements.3. Evaluates Student and Alumni Feedback: Prepares surveys and reports to enhance educational quality.4. Prepares Internal Evaluation Reports for the Department: Documents quality improvement efforts and presents them to higher units.5. Collaborates with Internal and External Stakeholders: Strengthens quality processes through academic and industry partnerships.

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
<p style="text-align: center;">Department of Physiotherapy and Rehabilitation Curriculum Development Commission</p>	<ol style="list-style-type: none"> 1. Reviews Curricula: Evaluates the content of educational programs and the alignment of courses with current needs. 2. Develops New Course and Program Proposals: Suggests new courses and programs based on innovations in education. 3. Determines Learning Outcomes: Defines the learning objectives for each course in alignment with program competencies. 4. Evaluates Internal and External Feedback: Updates the curriculum based on feedback from students, faculty, and the industry. 5. Monitors Curriculum Quality: Tracks educational quality, evaluates the effectiveness of educational processes, and suggests improvements.

NAME OF THE COORDINATION	DUTIES AND RESPONSIBILITIES OF THE COORDINATION
<p>Department of Physiotherapy and Rehabilitation Erasmus Coordination</p>	<ol style="list-style-type: none"> 1. Directs Applications: Collects and evaluates the applications of students and faculty members participating in the Erasmus+ program. 2. Organizes International Mobility: Facilitates the participation of students and faculty in international education, internships, or teaching activities. 3. Manages Course Recognition Processes: Ensures that courses taken under the Erasmus program align with the department and manages credit transfer. 4. Ensures Communication and Coordination: Establishes communication with host institutions to ensure smooth mobility for students and faculty members. 5. Provides Information and Organizes Training: Informs students and academic staff about the Erasmus program and offers orientation and guidance services.

NAME OF THE COORDINATION	DUTIES AND RESPONSIBILITIES OF THE COORDINATION
Department of Physiotherapy and Rehabilitation Website Management	<ol style="list-style-type: none">1. Updates Content: Regularly updates content such as department announcements, events, news, and academic information.2. Improves Design and User Experience: Updates the website's design and ensures it is user-friendly.3. Uploads Documents: Uploads program curricula, announcements, application forms, and other important documents to the website.4. Publishes Contact Information: Shares contact details for the department, student support services, and academic guidance.

NAME OF THE COORDINATION	DUTIES AND RESPONSIBILITIES OF THE COORDINATION
<p>Department of Physiotherapy and Rehabilitation Bologna Coordination</p>	<ol style="list-style-type: none"> 1. Determines and Updates Learning Outcomes: Identifies and updates the learning outcomes of undergraduate and graduate programs in the department. 2. Regulates Course Credit Loads: Adjusts the credit load of courses within the framework of the European Credit Transfer System (ECTS). 3. Aligns Program Competencies: Ensures the program competencies are in accordance with the Turkish Higher Education Qualifications Framework.

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
<p>Department of Physiotherapy and Rehabilitation Alumni Communication Commission</p>	<ol style="list-style-type: none"> 1. Creates and Updates Alumni Database: Establishes and regularly updates a database to maintain communication with alumni. 2. Collects and Updates Alumni Information: Gathers and updates alumni contact details, graduation year, and the institutions they work at. 3. Informs Alumni: Provides newsletters, announcements, and information about events to alumni. 4. Shares Department and University Developments: Creates social media groups, email lists, and websites to share department and university updates with alumni. 5. Monitors Alumni Employment and Career Development: Tracks alumni's job search processes and career development. 6. Invites Alumni for Career Guidance: Invites alumni to share their experiences through events for career guidance for current students. 7. Organizes Interviews, Career Days, and Mentorship Programs: Brings alumni and students together by organizing interviews, career days, and mentorship programs.

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
<p style="text-align: center;">Department of Physiotherapy and Rehabilitation Students with Disabilities Commission</p>	<ol style="list-style-type: none"> 1. Ensures Accessibility: Provides course materials in appropriate formats and creates special solutions for disabled students in exam and classroom arrangements. 2. Raises Awareness: Conducts awareness campaigns for academic staff and students. 3. Supports Social Participation: Encourages the participation of disabled students in clubs and events. 4. Provides Counseling and Support: Strengthens academic, psychological, and administrative support mechanisms. 5. Ensures Coordination: Works with relevant university departments to propose appropriate arrangements for the department.

NAME OF THE COMMISSION	DUTIES AND RESPONSIBILITIES OF THE COMMISSION
<p style="text-align: center;">Department of Physiotherapy and Rehabilitation Social Activities Commission</p>	<ol style="list-style-type: none"> 1. Organizes Events: Organizes conferences, seminars, cultural, and sports events. 2. Increases Student Participation: Encourages active student participation in social activities. 3. Establishes Collaborations: Plans joint events with clubs, academic units, and external stakeholders. 4. Collects Feedback: Measures student satisfaction to improve future events. 5. Ensures Celebrations for Faculty Members: Facilitates the celebration of special days for faculty members in the department.