ANKARA MEDIPOL UNIVERSITY FACULTY OF PHARMACY COMMISSIONS

Commission	Duty Definitions
Internship Commission Assoc. Prof. Dr. Alptuğ E. KARAKÜÇÜK – Vice Dean Asst. Prof. Dr. Nuriye Hilal TAŞTEKİN – Chair Asst. Prof. Dr. Gökçe ÇALIŞKAN – Vice Chair Res. Asst. Dilan ÖZTÜRK Student Representative – Internal Member **Internship I Coordinators:** Asst. Prof. Dr. Sevda AKAY SAZAKLIOĞLU Res. Asst. Beyza Selen BARAN– Turkish Program Res. Asst. Rumeysa Nur CENGİZ – English Program **Internship II Coordinators:** Asst. Prof. Dr. Gökşen DURBİLMEZ ÜSTÜN Res. Asst. Hacer Esra AYDIN– Turkish Program Res. Asst. Merve Hilal ALTINLI – English Program **Internship III Coordinators:** Asst. Prof. Dr. Fatma TAEB DİŞLİ Res. Asst. Yaren KAHVECİ – Turkish Program Res. Asst. İrfan BİLİNMİŞ – English Program **Vocational Education in Business Coordinators :** Asst. Prof. Dr. Gökçe ÇALIŞKAN Res. Asst. Gülbeyaz ÖZKAN – Turkish Program Res. Asst. Yaren KAHVECİ – English Program	"Faculty of Pharmacy Internship Directive" Article 3 (2): • Determining the principles regarding internship, • Determining and announcing internship start periods, • Monitoring the internship application process, • Assisting in providing internship places to students from institutions/organizations, • Examining and evaluating the compliance of internship documents with this directive, • To monitor and supervise the execution of the internship in accordance with its purpose and rules, and to obtain information about the student from the institution/organization where the internship is carried out when necessary, • Examining internship reports, performing the internship exam and deciding whether the internship was successful or not, • Carrying out other work and procedures related to the internship, • To meet as often as necessary throughout the academic year and to report the decisions taken by the commission to the Quality and Accreditation Commission and the Dean's Office.
Education Commission Assoc. Prof. Dr. Alptuğ E. KARAKÜÇÜK – Vice Dean / Chair Asst. Prof. Dr. Süveyda TEZGELEN – Graduation Projects Coordinator Prof. Dr. Eylem TURAN – Head of the Department of Analytical Chemistry	• To ensure education and training in accordance with the "Education, Training and Examination Directive", • Advising the Dean and the Faculty Board on matters related to education and training, • To carry out studies on education regulation and updates according to the Core Education Program (CEP) and Enhanced Education Program (EEP),

Assoc. Prof. Dr. Pınar MURSALOĞLU KAYNAR – Head of the Department of Pharmaceutical Microbiology Asst. Prof. Dr. Mehmet CAN – Head of the Department of Biochemistry Asst. Prof. Dr. Fatma TAEB DİŞLİ – Head of the Department of Pharmaceutical Botany Asst. Prof. Dr. Nuriye Hilal TAŞTEKİN – Head of the Department of Pharmacognosy Assoc. Prof. Dr. Zübeyir ELMAZOĞLU – Head of the Department of Pharmacology Asst. Prof. Dr. Heba ASKER – Head of the Department of Pharmaceutical Toxicology Lect. Zeynep KOCAİZMİRLİ AKTAŞ Lect. Ertuğrul YILDIRIM Res. Asst. Bade İZGİ Student Representative – Internal Member	• Conducting studies on curriculum, course contents/learning objectives of courses, how courses are taught/implemented, the use of effective educational techniques and related issues, • To make evaluations regarding the opening of postgraduate programs recommended by the departments, • To discuss proposals for opening a new Science Branch/Department, • Evaluating exam application methods and exam results with the Measurement and Evaluation Subcommittee, • To study and plan for the objectives and relevant outcomes of program education and training, • Ensuring that Bachelor's Dissertation and Bachelor's Dissertation Application courses are implemented in accordance with the "Bachelor's Dissertation Application Principles", • To hold meetings at least twice a year and when necessary and to report the decisions taken by the commission to the Quality and Accreditation Commission and the Dean's Office.
Exam and Course Schedule Preparation Commission Asst. Prof. Dr. Ece ÖZKAN – Chair Lect. Elif Ayça ALTINKAYA SAMİM – Rapporteur – University Resource Planning Coordinator Res. Asst. Abdurrahman Mete TURGUT Rapporteur – University Resource Planning Coordinator Asst. Prof. Dr. Fatma TAEB DİŞLİ Res. Asst. Rumeysa YONAR Res. Asst. Batuhan ÖZTÜRK Res. Asst. Abdullah ÇANKAYA Res. Asst. Beyza AKTAY Student Representative – Internal Member	• Prepare the Faculty Education lesson plan, course distribution files and course schedules within the scope of the fall and spring semesters, taking into account the Academic Calendar, and submit them to the Dean's Office, • In order to prepare the course schedule, contact the Department Heads before the semester begins and arrange the lists of the courses to be taught and the faculty members/staff who will conduct the courses and the course schedule according to the assignments and administrative responsibilities of the faculty members and staff, • To prepare exam schedules for each semester in line with the Academic Calendar, to determine invigilator assignments and to submit their lists to the Dean's Office, • While preparing the course schedule and exam programs, the number of students, classroom capacities, technical equipment in the classrooms, selection of classrooms suitable for the course, etc. are taken into account. take into account the criteria, • Announce course and exam schedules to students in accordance with the academic calendar, • To determine the courses to be given by in-house and inter-institutional assignment according to the academic period,

	to organize the course programs of these courses by making the necessary negotiations and arrangements, • To hold meetings at least twice a year and when necessary, to make decisions, to report the meeting decisions to the Quality and Accreditation Commission and the Dean's Office and to monitor their implementation.
Horizontal Transfer and Adaptation Commission Assoc. Prof. Dr. Alptuğ E. KARAKÜÇÜK – Vice Dean Assoc. Prof. Dr. Zübeyir ELMAZOĞLU – Chair Asst. Prof. Dr. Süveyda TEZGELEN Lect. Nisa Nur KARAASLAN Res. Asst. Sümeyye ÇELİK Gürkan SEYMEN – Faculty Secretary	• To take decisions regarding horizontal transfer and central placement conditions to be presented to the Faculty Board at the end of each semester, taking into account the relevant Regulations and Directives and the decisions taken by the University Senate, • To examine horizontal transfer application files, taking into account the relevant Regulations and Directives, the decisions taken by the University Senate and the Faculty Board. To notify the Dean's Office in the form of a commission decision of the students who come with success/scholarship status, explaining the classes in which they will start teaching, • To make course adjustments of students coming through horizontal transfer and to report their exemption plans and submit them to the Dean's Office, • Assisting the Erasmus Coordinator with course equivalence for students who plan to go to other universities with Erasmus+ and other programs, • To carry out studies on the necessary principles for adaptation and exemption procedures and to report / present suggestions / decisions to the Dean's Office and the Quality and Accreditation Commission.
IT Commission Assoc. Prof. Dr. Alptuğ E. KARAKÜÇÜK – Vice Dean Lect. Nisa Nur KARAASLAN – Chair Lect. Ertuğrul YILDIRIM – Website Coordinator Res. Asst. Merve Hilal ALTINLI – Social Media Coordinator Student Representative – Internal Member Gürkan SEYMEN – Faculty Secretary	• Ensuring that the Faculty Website remains up to date (academic and administrative staff information, administrative and academic forms, commissions, information and contents, etc.), • Preparing the content of the web page in Turkish and English, • Ensuring that requests such as website announcements, content, and event notifications coming from the Departments/Dean's Office are appropriately published on the website, • Carrying out and organizing social media (Instagram etc.) activities and reporting incoming comments, requests and complaints to the Dean's Office,

	• To work to enrich and improve the content of the Faculty Website and to coordinate with relevant units to make arrangements on the Website, • To prepare a report regarding website and social media activities at the end of the academic year and to report the report to the Quality and Accreditation Commission and the Dean's Office, • To meet at least twice a year, to carry out improvement studies, to make decisions, and to report the decisions taken to the Quality and Accreditation Commission and the Dean's Office.
Inspection and Acceptance Commission Asst. Prof. Dr. Erva ÖZKAN – Chair Assoc. Prof. Dr. Pınar MURSALOĞLU KAYNAR Res. Asst. İrfan BİLİNMİŞ Res. Asst. Abdullah ÇANKAYA Hüseyin KARACAN – University Laboratory Supervisor **Members of the Inspection and Acceptance Sub-Commission** Designated Academic Staff of the Relevant Departments	• To coordinate the final acceptance of kits/media/chemical substances, consumables, and devices/equipment purchased for the faculty's departmental laboratories, ensuring their compliance with the STF (Purchase Request Form) and technical specifications • To initiate the inspection and acceptance process within 5 (five) working days following notification by the Coordination Office—after the University's Procurement Unit informs the Coordination Office of Health Sciences Education, Research, and Application Laboratories upon delivery of the purchased items, • To establish, on an annual basis, an inspection sub-commission consisting of representatives from the relevant departments for the inspection and acceptance of items • To coordinate the participation of inspection sub-commission members in the inspection and acceptance procedures of the relevant items, • To ensure coordination among inspection sub-commission members in order to complete the inspection and acceptance process as quickly as possible, • To coordinate the documentation of rejected items with justified reports and to ensure their submission in writing/email to the Procurement Unit, the Coordination Office of Health Sciences Education, Research, and Application Laboratories, and the Dean's Office Secretariat, as well as to inform commission members via WhatsApp/email, • To organize the delivery of purchased items, together with the Coordination Office of Health Sciences Education, Research, and Application Laboratories, to the relevant departmental heads, • To monitor the processes carried out by the relevant departmental heads regarding the installation and/or

	training of purchased devices/equipment in coordination with the Coordination Office of Health Sciences Education, Research, and Application Laboratories, • To coordinate the submission of inventory assignment (custody) documents for items requiring assignment by the university's administrative units to the relevant departmental heads, • To hold meetings at least twice a year and, in collaboration with the Coordination Office of Health Sciences Education, Research, and Application Laboratories, to carry out improvement activities related to procurement processes, and to report these activities to the Quality and Accreditation Commission and the Dean's Office. **Duties and Responsibilities of the Sub-Commission for Inspection and Acceptance** • To examine whether the items delivered by the contractor to the Coordination Office of Health Sciences Education, Research, and Application Laboratories comply with the specifications stated in the STF and their technical specifications • To carry out inspection and acceptance/rejection procedures in accordance with the provisions set forth in the Material Inspection and Acceptance Report • To record the accepted items in the Material Inspection and Acceptance Report and submit them to the Inspection and Acceptance Commission • To state the detailed reasons for rejected items in the Material Inspection and Acceptance Report and submit them to the Inspection and Acceptance Commission within a maximum of 5 (five) working days • To perform inspection and acceptance by prioritizing items according to their expiration dates and/or storage conditions, • To be present during the inspection and acceptance of the relevant items
Social Event Commission Asst. Prof. Dr. Sevda AKAY SAZAKLIOĞLU – Chair Res. Asst. Abdurrahman Mete TURGUT Res. Asst. Ecem BAĞ	• Organizing scientific and social events to contribute to the individual and professional development of faculty members, • To inform faculty members and staff on social and scientific issues related to faculty members, • To follow and record the operation of the plan and program for the organized events, • Planning invitations for seminars and presentations outside the institution within the scope of the faculty and preparing plaques, certificates of appreciation, etc. to ensure,

	• Organizing events for faculty students (white coat ceremony, patient information contest, Pharmacy Day, etc.) and coordinating with other faculty members and staff assigned to relevant events, • To hold meetings at least twice a year and when necessary, to make decisions, to prepare annual social event plans and to monitor their implementation. Reporting the decisions taken to the Quality and Accreditation Commission and the Dean's Office.
Quality and Accreditation Commission Prof. Dr. Hakan BOYUNAĞA – Dean / Chair Asst. Prof. Dr. Erva ÖZKAN – Member of the University Quality Commission Assoc. Prof. Dr. Zübeyir ELMAZOĞLU – Alternate Member of the University Quality Commission Lect. Eda AVCI – Reporter Res. Asst. Abdullah ÇANKAYA – Reporter Gürkan SEYMEN – Faculty Secretary Student Representative – Internal Member ***Quality and Accreditation Subcommissions*** ***Social Contribution*** Asst. Prof. Dr. Gizem ARIK Res. Asst. Beyza AKTAY Res. Asst. Rumeysa Nur CENGİZ ***Research, Development and Newfangleness*** Asst. Prof. Dr. Mehmet CAN Res. Asst. Gülbeyaz ÖZKAN Res. Asst. Hacer Esra AYDIN ***Education and Instruction*** Asst. Prof. Dr. Erva ÖZKAN Assoc. Prof. Dr. Zübeyir ELMAZOĞLU Res. Asst. Sümeyye ÇELİK	• To organize and carry out quality and accreditation studies in accordance with the Higher Education Quality Assurance and Higher Education Quality Board Regulations, • Prepare an Intra-Unit Evaluation Report (BIDR) every year and submit it to the quality unit of the university, • To obtain all documents that need to be included within the scope of BIDR from the relevant academic and administrative units in a timely manner through existing sub-commissions, • To evaluate and report the compliance of all administrative and academic operations within the faculty with the quality regulations and to submit them to the Dean's Office, • Evaluating the compliance of commission and board activities within the faculty with the quality regulations, reporting them and presenting them to the Dean's Office, • To inform the academic and administrative staff at the faculty about the provisions of the quality and accreditation regulations, • Planning internal evaluation studies, evaluating/concluding subcommittee decisions and organizing improvement studies. ***Social Contribution Subcommission*** • To determine a social contribution policy in accordance with the quality policy of the faculty, • Monitoring, carrying out and reporting the social contribution activities of the faculty, • Working in coordination with relevant units (Dean's Office, student clubs, etc.) within the scope of social contribution activities, • Attending quality commission meetings, preparing documents requested by the higher commission and performing other duties, • To gather and organize the documents requested by the Quality High Commission in a timely manner to be added to BIDR by meeting at least twice a year as necessary.

Leadership, Governance ve Quality Asst. Prof. Dr. Erva ÖZKAN Res. Asst. Mislina DANIŞTI Res. Asst. Sümeyye ÇELİK	***Research, Development and Newfangleness Subcommission*** • To make evaluations regarding the faculty's research and development infrastructure and its compliance with quality standards, to report and present them to the quality superior commission, • Reporting the research activities of the academic staff of the faculty and presenting them to the superior commission, • To report the scientific activities in which the academic staff of the faculty participate and all kinds of scientific products and works they create within the scope of academic performance, and to make suggestions to increase efficiency, • Attending quality commission meetings, preparing documents requested by the higher commission and performing other duties, • To gather and organize the documents requested by the Quality High Commission in a timely manner to be added to BIDR by meeting at least twice a year as necessary. ***Education and Instruction Subcommission*** • Following the education and training practices of the faculty and evaluating their compliance with the Higher Education Quality Board Regulation, reporting them and presenting them to the upper commission, • To monitor and improve the education and training activities and functioning under the guidance of the quality superior commission, • Working in coordination with the faculty education and training commission, informing the relevant commission members about the compliance of all kinds of activities with quality standards, • To encourage the participation of internal and external members in education and training improvement activities, • Attending quality commission meetings, preparing documents requested by the higher commission and performing other duties, • To gather and organize the documents requested by the Quality High Commission in a timely manner to be added to BIDR by meeting at least twice a year as necessary. ***Leadership, Governance ve QualitySubcommission*** • To evaluate and report the compliance of the administrative and academic structuring and functioning of

	the faculty with the Higher Education Law and the Higher Education Quality Board Regulation, • Creating internal quality assurance mechanisms and presenting them to the higher commission, • Carrying out improvement studies in line with the needs included in internal and external evaluation reports, • To make evaluations regarding the effectiveness of faculty management within the scope of quality and accreditation studies, to report and present them to the upper commission. • Attending quality commission meetings, preparing documents requested by the higher commission and performing other duties, • To gather and organize the documents requested by the Quality High Commission in a timely manner to be added to BIDR by meeting at least twice a year as necessary. ***Assessment and Evaluation Subcommission*** • To monitor the functioning of objective, valid and reliable measurement and evaluation practices in cooperation with Departments and Commissions/Coordinatorships and to identify emerging/identified needs and problems; Developing solutions regarding these issues, • Planning the use of methods, tools and equipment related to the measurement and evaluation process, • Defining goals for improving the student assessment process, • To prepare and distribute all kinds of publications that can benefit all parties involved in the student evaluation process (student, faculty member, internal/external stakeholder, etc.), facilitating the execution of evaluation practices and the understandability of the interpretation and use of evaluation results, • Evaluating exam questions before the exam, coordinating post-exam analysis studies and providing feedback, • To ensure that measurement and evaluation activities are carried out in line with the program and learning outcomes, • Coordinating evaluations of training programs implemented during training and internship periods. To report the reports prepared regarding these evaluations to the Departments and the Dean's Office, • Monitoring student success at class/course level, preparing reports of surveys and other activities, conveying meeting reports and decisions taken to the upper commission,

	• To gather and organize the documents requested by the Quality High Commission in a timely manner to be added to BIDR by meeting at least twice a year as necessary.
Self Assessment Commission (FÖDEK) Assoc. Prof. Dr. Alptuğ E. KARAKÜÇÜK – Vice Dean Asst. Prof. Dr. Gizem ARIK – Chair Lect. Eda AVCI – Reporter Asst. Prof. Dr. Heba ASKER Asst. Prof. Dr. Mehmet CAN Asst. Prof. Dr. Gökşen D. DURBİLMEZ ÜSTÜN Lect. Zeynep KOCAİZMİRLİ AKTAŞ Res. Asst. Rumeysa Nur CENGİZ Res. Asst. Beyza Selen BARAN Res. Asst. Gülbeyaz ÖZKAN Res. Asst. Mislina DANIŞTI Res. Asst. Bade İZGİ Gürkan SEYMEN – Faculty Secretary Student Representative – Internal Member	• To prepare a Self-Assessment Report (SAR) for the previous year in January every year, • To make decisions to complete and improve the deficiencies in the SAR and to ensure its implementation, • Creating plans and programs for self-evaluation studies, • Communicating the steps to be taken within the scope of self-assessment studies to the relevant units, • To ensure that possible similarities and inconsistencies are eliminated by discussing the reports prepared by the sub-committees that will be assigned to prepare the SAR at the meeting, • To ensure that the SAR is prepared by taking into account objective and ethical values, • To hold meetings at least twice a year and to report the decisions taken, work reports and improvement works to the Quality and Accreditation Commission and the Dean's Office.
Assessment and Evaluation Commission Asst. Prof. Dr. Heba ASKER – Chair Asst. Prof. Dr. Sevda AKAY SAZAKLIOĞLU Res. Asst. Beyza Selen BARAN Res. Asst. Batuhan ÖZTÜRK Res. Asst. Yaren KAHVECİ Student Representative – Internal Member	• To monitor the implementation of objective, valid, and reliable assessment and evaluation practices in collaboration with Departments and Commissions/Coordinators, to identify emerging/identified needs and problems, and to develop solutions, • To plan the use of methods, tools, and instruments related to the assessment and evaluation process, • To define objectives for improving and enhancing the student assessment process, • To prepare and disseminate all types of publications that facilitate the implementation of assessment practices and the interpretation and use of evaluation results, accessible to all stakeholders involved in the student assessment process (students, faculty members, internal/external stakeholders, etc.), • To review exam questions prior to examinations and to coordinate post-exam analysis studies in order to generate feedback, • To ensure that assessment and evaluation activities are carried out in line with program and learning outcomes,

	• To coordinate evaluations related to educational programs implemented during education and internship periods. • To report the findings of these evaluations to the Departments and the Dean's Office, • To monitor student achievement at the class/course level, prepare reports of surveys and other activities, and submit meeting reports and decisions to the upper commission, • To hold meetings at least twice a year and to submit the Commission Activity Report to the Dean's Office at the end of each academic year, and to contribute to the preparation of the Faculty Self-Assessment Report (ÖDR) and Institutional Self-Evaluation Report (BİDR).
Strategic Plan Preperation Commission Assoc. Prof. Dr. Alptuğ E. KARAKÜÇÜK – Vice Dean Assoc. Prof. Dr. Pınar MURSALOĞLU KAYNAR – Chair Asst. Prof. Dr. Gökçe ÇALIŞKAN Res. Asst. Mislina DANIŞTI Res. Asst. Merve Hilal ALTINLI Res. Asst. Ecem BAĞ Res. Asst. Hacer Esra AYDIN Gürkan SEYMEN – Faculty Secretary Student Representative – Internal Member	• Preparing the short, medium and long term strategic plan of the faculty, • To prepare the performance program (data regarding performance indicators of targets, activities and projects) that constitutes the annual implementation slices of the strategic plan, • Monitoring the implementation of the strategic plan and making updates if necessary, • Determining the priority goals and objectives, performance targets and indicators, and activities of the next year according to the strategic plan, • Coordinating the preparation of activity reports giving the implementation results of performance programs, • To carry out studies on collecting data on the performance criteria determined by the university, to develop faculty-specific performance and quality criteria, to evaluate the compliance of faculty units with these criteria and to prepare a report, • Working with other commissions regarding commission tasks, • To hold meetings at least twice a year and to submit the Commission Activity Report to the Dean at the end of each academic year.
Graduate Monitoring Commission Asst. Prof. Gökşen D. DURBİLMEZ ÜSTÜN – Chair Res. Asst. İrfan BİLİNMİŞ Res. Asst. Ecem BAĞ	• To monitor and report on graduates' achievement of career goals and their levels of employment, • To maintain records of graduates, including their contact information, and to track changes in their social status and career development,

Res. Asst. Beyza AKTAY Graduate Representative – External Member	• To support graduation ceremonies organized within the university, • To develop relationships with non-governmental organizations, professional bodies, and employment sectors related to the profession, • To develop and implement strategies to enhance graduates' awareness of university activities and to encourage their contributions to the university, • To record statistics on the number of graduates and alumni registrations, and to take initiatives to reach unregistered graduates, • To conduct feedback surveys with graduates on various educational matters and report the results to support the updating of the curriculum, • To organize an "Alumni Reunion Day" within the faculty to foster interaction between graduates and students. • To hold meetings at least twice a year and report decisions, activity reports, and improvement efforts to the Quality and Accreditation Commission and the Dean's Office.
Erasmus Coordinator Asst. Prof. Dr. Gizem ARIK	• Working in coordination and harmony with the University Erasmus Coordination Office, • Providing information and consultancy to students regarding the Erasmus process, • Working to establish new connections with relevant departments of universities abroad, • To inform the Quality and Accreditation Commission and the Dean's Office about the improvement studies of the Erasmus process, the return evaluations of Erasmus students, the adaptations of the courses to be taken within the scope of Erasmus and the decisions taken on related issues.
Bologna Coordinator Asst. Prof. Dr. Süveyda TEZGELEN Res. Asst. Rumeysa YONAR	• Ensuring that Bologna process studies are carried out completely on behalf of the Faculty, • To request and follow up the necessary activities in the Bologna process on the basis of departments and relevant units, • To develop principles and recommendations that will comply with the Bologna process, to provide correct inputs in accordance with quality standards in order to achieve

	the objectives of the process, to determine, prepare and have prepared the necessary documents and guides, • To inform the Faculty at least once a year on issues related to the Bologna Process and to hold seminars if necessary, • To control the Bologna information entries of all faculty academic units in cooperation with the Faculty Secretariat, Student Affairs and Information Technology Office, • To assign faculty academic and administrative staff to activities related to the Bologna process regarding the preparation of Bologna forms, elimination of deficiencies and improvement, • Planning tasks and determining priorities in accordance with the determined work schedule, • To carry out studies on compliance with the Bologna process, to report and to inform the Quality and Accreditation Commission and the Dean's Office at least once a year about the Bologna process / studies carried out.
Unit Advisory Board	**Ankara Medipol University Faculty of Pharmacy Faculty Members** • Prof. Dr. Hakan BOYUNAĞA • Assoc. Prof. Dr. Alptuğ KARAKÜÇÜK • Asst. Prof. Dr. Mehmet CAN • Asst. Prof. Dr. Fatma TAEB DİŞLİ • Asst. Prof. Dr. Gökçe ÇALIŞKAN **Sector Representatives** • Ecz. Şükriye Yağmur AŞIKOĞLU YAKAR - Hospital Pharmacist (Başkent Hospital) • Ecz. Zeynep ALTUÇ - Endüstri Eczacısı (Farmisa Pharmaceuticals Consultancy) • Ecz. Gizem Elif ZENCİR - Pharmacy Pharmacist (Gizem Elif Eczanesi - Ankara) • Ecz. Gökçen TOK - Public Pharmacist (Social Security Institution)