



## **NEAR EAST UNIVERSITY**

### **CENTER FOR EXCELLENCE IN EDUCATION**

#### **DIRECTIVE ON THE DUTY DESCRIPTION OF THE TRANSFER AND COURSE EXEMPTION (INTIBAK) COMMISSION**

##### **A. Evaluation of Applications**

1. Review applications for horizontal transfer, vertical transfer, double major, minor, and special student status.
2. Evaluate applicants' academic achievement status, eligibility criteria, quotas, and compliance with regulations.
3. Prepare advisory decisions regarding approved applications and submit them to the relevant administrative board.

##### **B. Course Exemption and Adaptation**

1. Examine courses taken by the student at the previous institution in terms of content, ECTS credits, and learning outcomes.
2. Determine equivalent courses and grant exemptions where appropriate.
3. Identify required courses for which exemptions cannot be granted.
4. When necessary, determine the student's class level or propose repetition of the year.

##### **C. Registration and Documentation Procedures**

1. Submit adaptation/exemption results to the student affairs office to be recorded in the student transcript.
2. Conduct technical evaluation regarding foreign language proficiency, preparatory year, compulsory courses, and graduation requirements.

## **D. Feedback Collection and Evaluation Responsibilities**

### **1. Collecting Feedback from Students**

To ensure that transfer and adaptation processes are clear, transparent, and accessible to students, the Commission regularly collects feedback on:

- Application process,
- Compatibility of course contents,
- Course exemptions.

Feedback is gathered through written submissions, interview records, or satisfaction evaluations conducted at the end of the process.

### **2. Collecting Feedback from Faculty Members and Academic Units**

To ensure the accuracy and program alignment of adaptation decisions, the Commission regularly gathers feedback from:

- Course coordinators,
  - Department chairs,
  - Program committees,
- regarding course content, learning outcomes, and student competencies.

### **3. Evaluation of Feedback**

Collected feedback is systematically evaluated by the Commission. In this context:

- The alignment between course contents and exempted courses is analyzed.
- The fulfillment of learning outcomes is reviewed.
- Problems encountered in the transfer and adaptation process are identified.
- Areas needing improvement are determined.

### **4. Developing Recommendations for Process Improvement**

Based on the feedback evaluations, the Commission develops recommendations regarding:

- Improvement of course matching procedures,
- Updates to strengthen alignment with program competencies,
- Informational materials to enhance student understanding of the process,
- Acceleration of application and evaluation procedures.

### **5. Reporting and Information Sharing with Higher Authorities**

The Commission regularly reports findings obtained from feedback evaluations to:

- Dean's Office/Directorate,
  - Academic Council,
  - Quality and Accreditation Office and Center for Excellence in Education.
- These reports contribute to the improvement of education and training processes.

## **6. Providing Feedback to Stakeholders**

The Commission:

- Informs students transparently regarding the rationale behind adaptation decisions,
- Provides feedback to academic units on course mismatches and development needs,
- Shares systemic issues identified through feedback with relevant units.

## **E. Additional Duties**

10. Fulfill other relevant duties assigned by the university administration.
11. Propose recommendations concerning regulatory changes and ensure implementation consistency among units.

*\* The Commission, which is obligated to work in coordination with the Center for Excellence in Education, carries out its activities under the supervision and oversight of the Dean/Director. The Commission fulfills its duties, authorities, and responsibilities in line with relevant legislation, higher policy documents, and instructions of the Dean/Director, and ensures regular information flow and reporting to this authority throughout all related processes.*