KARADENIZ TECHNICAL UNIVERSITY
OF FACULTY OF TECHNOLOGY ELECTRONICS AND COMMUNICATION ENGINEERING
QUALITY ASSURANCE SYSTEM CALENDAR

MO.	WEEK	CODE	MO.	WEEK	CODE
JAN	1	T2	JUL	1	T2
	2	T6		2	
	3	T9		3	
	4			4	
FEB	1	P1	AUG	1	T2
	2	T2		2	
	3			3	
	4	O2, T12		4	T6
MAR	1	T7	SEP	1	T2, T5
	2	T8, P2		2	O1, P1
	3	T2, T5		3	O2, O3
	4			4	T10, T12
APR	1	O4	OCT	1	O4
	2	T2		2	P2
	3			3	T2
	4			4	T4
MAY	1	T2	NOV	1	T2
	2			2	
	3	T7		3	
	4			4	
JUN	1	T2	DEC	1	T3
	2	B3, T5		2	T2, T5
	3			3	A1,A2,A3
	4			4	B1, B2, B3

CODE	ACTIVITY	RESPONSIBLE PERSON	DESCRIPTION
T1	Education and Teaching Committee Meeting	Assoc. Prof. Dr. Canan AKSOY	All education and teaching activities are reviewed
T2	Quality Committee Meeting	Assoc. Prof. Dr. Ömer KASAR	Quality improvement work continues to raise the unit's education and teaching quality
T3	Strategic Plan and Annual Activity Report Preparation Committee Meeting	Assoc. Prof. Dr. Esma ULUTAŞ	A report is published on the activities carried out in the Department
T4	Risk Assessment Committee Meeting	Asst. Prof. Dr. Erhan SESLİ	All possible risk factors and measures in the Department are assessed and reported
T5	Occupational Health and Safety Committee Mtg.	Assoc. Prof. Dr. Ömer KASAR	Activities under Occupational Health and Safety are carried out effectively.
T6	Adaptation Committee Meeting	Asst. Prof. Dr. Erhan SESLİ	Horizontal Transfer and Minor applications are evaluated
T7	Internship Committee Meeting	Assoc. Prof. Dr. Ömer KASAR	An information meeting is held for all students.
T8	Workplace Training Committee Meeting	Asst. Prof. Dr. Emin TUĞCU	An information meeting is held for all students.
T9	Destruction Determination Committee Meeting	Asst. Prof. Dr. Emin TUĞCU	Old documents are destroyed
T10	Department Promotion, Social and Cultural Activities Committee Meeting	Assoc. Prof. Dr. Canan AKSOY	All promotional and social activities in the Department are carried out
T11	Zero Waste Committee Meeting	Assoc. Prof. Dr. Esma ULUTAŞ	Waste accumulated in the Department is separated
T12	Design Project and Graduation Project Meeting	Assoc. Prof. Dr. Canan AKSOY	Year 3 students are briefed on preparing the design and graduation projects
O1	Orientation Training	Assoc. Prof. Dr. Canan AKSOY	Orientation training is held in the Department for students starting for the first time
O2	Academic Advising Days	Academic Staff	Student-advisor meetings are held between dates in line with the academic calendar.
O3	Determination of Class Representatives	Assoc. Prof. Dr. Canan AKSOY	Students' class representatives are determined.
O4	Meeting with Student Representatives	Department Board	Student reps. are invited to the Dept. Board to voice academic/social/cultural needs.
A2	Year 1 “New student” survey	Assoc. Prof. Dr. Ömer KASAR	Year 1 students are encouraged to take part in the “New student” survey
A3	Years 2, 3 and 4 “Student satisfaction” survey	Assoc. Prof. Dr. Ömer KASAR	Year 2-4 students are encouraged to take part in the “Student satisfaction” survey
A1	Academic staff satisfaction survey	Assoc. Prof. Dr. Ömer KASAR	Academic staff are encouraged to take part in the “Academic staff satisfaction” survey
B1	Unit Advisory Board Meeting	Unit Advisory Board Members	Convenes for the unit's academic, social, cultural and artistic activities.
B2	Annual Unit Internal Evaluation Report	Assoc. Prof. Dr. Ömer KASAR	The annual unit internal evaluation report is prepared and sent to the Dean's Office
B3	Strategic Plan Data Entry	Assoc. Prof. Dr. Esma ULUTAŞ	Data is entered into the KTU Strategic Plan Information Management System.
P1	Course Schedule Announcement	Assoc. Prof. Dr. Canan AKSOY	The course schedule is announced once finalized
P2	Exam Schedule Announcement	Assoc. Prof. Dr. Canan AKSOY	The exam schedule is announced after final course registrations are completed

ASSOC. PROF. DR. CANAN AKSOY
Head of Department

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