

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION LATERAL-VERTICAL TRANSFER AND DOUBLE MAJOR, MINOR COMMISSION	Document No	ISL-GT-007
		First Publication Date	18.11.2025
		Rev. No / Date	01/21.04.2026
		Page Number	1/2

Duty
To operate according to the provisions of the relevant regulations and directives to carry out course exemptions in cases involving relocations such as lateral transfer, vertical transfer, double major, and special student.
Superior
Department Head
Proxy
Commission Head, Commission Members
Qualifications
- Knowing the relevant legislation required by the duty, - Knowing how to use necessary computer programs.
Relevant Legislation
- Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions - Bandırma Onyedi Eylül University Exemption and Adaptation Procedures Directive
Duties and Responsibilities
- To plan and carry out the class adaptations and course exemptions of students who make inter-institutional and intra-institutional transfers/double majors/minors within the framework of relevant legislation and in cooperation with student affairs, - To compare the equivalent courses of students in other higher education institutions with the courses in the department/program and to make the grade conversions of the courses deemed appropriate for adaptation within the framework of relevant legislation, - To make the necessary examinations regarding the courses for which the student requests exemption, and to make the exemption decision within the framework of the relevant legislation for the courses previously taken and successfully completed by the student and whose content is found appropriate, - To forward the exemption and adaptation files of the students enrolled through lateral transfer and vertical transfer to the Archiving and Documentation Commission, - To examine the documents of students who request documents due to diploma equivalency procedures or applications to higher education programs abroad and to express an opinion, - To work in cooperation with other commissions of the department and ensure the creation of appropriate solution methods for relevant needs, - To hold meetings at least twice a year and when necessary, to take decisions and monitor their implementation, - To notify the Department Head's Office of the decisions taken in the commission, - Upon the request of the commission, the Department Head's Office may assign new members when necessary.
Duties and Responsibilities within the Scope of the Quality Management System (QMS)
- To adopt the Mission, Vision, and Quality Policy of the University, act accordingly, and ensure that actions are taken accordingly in its unit, - To determine unit quality targets and carry out its share of work to achieve them,

Prepared By	Controlled By	Approved By
Res. Asst. Ömer Faruk YILDIRIM	Prof. Dr. Metin KILIÇ	Prof. Dr. Aybeniz AKDENİZ AR

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION LATERAL-VERTICAL TRANSFER AND DOUBLE MAJOR, MINOR COMMISSION	Document No	ISL-GT-007
		First Publication Date	18.11.2025
		Rev. No / Date	01/21.04.2026
		Page Number	2/2

- To ensure that actions are taken in accordance with BANÜ QMS documents while carrying out its activities and to provide the relevant coordination regarding records,
- To contribute to the fulfillment of corrective and preventive actions to be carried out in its unit within the scope of QMS,
- To share improvement suggestions related to its work with the Quality Coordinatorship,
- To contribute on behalf of the unit to the activities carried out within the scope of QMS studies.

Powers and Authorities

- To initial official correspondence related to its subject,
- To receive official correspondence related to the unit and sign the minutes.

Prepared By	Controlled By	Approved By
Res. Asst. Ömer Faruk YILDIRIM	Prof. Dr. Metin KILIÇ	Prof. Dr. Aybeniz AKDENİZ AR