

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION STUDENT EXCHANGE COMMISSION JOB DESCRIPTION FORM	Document No	ISL-GT-011
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		Rev. No / Date	00/-
		Page Number	1/2

Duty
The Student Exchange Commission is responsible for planning, executing, monitoring, and developing the domestic and international mobility processes of department students within the scope of national/international student exchange programs such as Erasmus+, Farabi, Mevlana, and similar programs. The commission carries out the application, placement, course matching, recognition, adaptation, information, and archiving procedures of outgoing and incoming students; and contributes to the development of new collaborations and agreements.
Superior
Department Head
Proxy
Commission Head, Commission Members
Qualifications
- Knowing the relevant regulations, directives, and program implementation principles required by the duty, - Having knowledge about national and international exchange programs, - Mastering academic recognition and course matching processes, - Having communication, coordination, and reporting skills, - Being able to use necessary computer programs and digital application systems.
Relevant Legislation
- Regulations on Student and Teaching Staff Exchange Programs Between Higher Education Institutions - Erasmus+ Higher Education Institutions Handbook and Implementation Principles - Council of Higher Education Mevlana Exchange Program Regulation - Bandırma Onyedi Eylül University Regulations on Internationalization and Exchange Programs - Bandırma Onyedi Eylül University Associate Degree and Undergraduate Education and Examination Regulation
Duties and Responsibilities
- To prepare and execute department implementation principles related to exchange programs such as Erasmus+, Farabi, and Mevlana, - To organize student and academic staff information meetings regarding the programs, - To carry out the application, selection, course matching, and learning agreement processes of outgoing students, - To coordinate the acceptance, registration, orientation, and academic adaptation processes of incoming students, - To track the recognition and adaptation procedures of the courses taken by the students during their exchange periods, - To communicate with the relevant departments of universities at home and abroad, and to make preparations for new agreements and collaborations, - To develop solution suggestions for needs by working in cooperation with other commissions of the department, - To carry out document, correspondence, and archiving procedures related to program processes, - To present the decisions taken to the Department Head's Office and report the implementation results.
Duties and Responsibilities within the Scope of the Quality Management System (QMS)

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- To adopt the Mission, Vision, and Quality Policy of the University, and to act accordingly,
- To contribute to the determination and development of unit quality targets,
- To carry out activities in accordance with BANÜ QMS documents,
- To contribute to the fulfillment of corrective and preventive actions,
- To share improvement suggestions related to processes 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,
- To request necessary information, documents, and data from relevant units,
- To provide coordination on behalf of the department in exchange program processes.

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