

VICE RECTOR FOR STUDENT AFFAIRS - WORK DISTRIBUTION CHART

Responsibilities:

- Managing, following-up and controlling the e-document, telephone calls, mail and cargo traffic.
- Preparing documents in requested format and, exchanging and following-up correspondence.
- Organizing the Vice Rector's appointments and welcoming the guests.
- Maintaining the order of the office.
- Supporting the preparation of the reports.
- Using/ensuring the use of the debited Personal Protective Equipment for fulfilling the responsibilities. Preventing the use of old or non-effective equipment. Replacing such with new ones.
- Having face-to-face communication with students regarding their academic problems and ensuring the coordination.
- Preparing proposals of the University Executive Board and ensuring the implementation of the decisions.
- Preparing the proposals of the Board of Trustees and ensuring the implementation of the decisions.

Prof. Dr. Hüseyin Aktuğlu
(Vice Rector for Student Affairs)

Fisun Fenercioğlu
(Administrative Assistant)

Assist. Prof. Dr. Mutlu Kale
(Coordinator)

Yağmur Ergünes Tümer
(Coordinator)

Pınar Barut
(Research Assistant)

Joshua Ugbe
(Research Assistant)

Student Dropout
Commission

Canteen and
Cafeteria Supervision
Commission

Call Center
Commission

Student Disciplinary
Committee

Registration Commission
(18/688-5)

Community
Involvement Center

Student Disability
Support Unit

Social Aid Fund
(Chair – Assist. Prof.
Dr.Mutlu Kale)

Responsibilities:

- Guiding the documents sent from the Faculties, academic and administrative units working under the Vice Rector's office for Student Affairs and, from Registrar's Office.
- Providing Academic Consultancy for students.
- Preparing the proposals of University Executive Board, Senate and Board of Trustees.
- Setting procedures for the Social Aid Fund.
- Dealing with student problems.
- International Universities Search and Rescue Council – EMU Representative.
- Guiding the Registration Commission.
- Dealing with the membership of International Student Scholarship Commission and supporting the process.
- Dealing with student problems (Security Affairs Unit, Student Services Office, health-immigration-funeral-police-EMU PDRAM-international office-campus card).

Responsibilities:

- Guiding the documents sent from the Faculties, academic and administrative units working under the Vice Rector's office for Student Affairs and, from Registrar's Office.
- Preparing the proposals of University Executive Board, Senate and Board of Trustees.
- Setting procedures and supporting the Social Aid Fund.
- Reporting and dealing with the student problems.
- **10.1** Listing and keeping track of the scholarships.
- Following-up the protocols regarding the scholarships.
- Working with the Student Dropout Commission
- Graduation Events.

Responsibilities:

- Meeting with students and referring them to relevant unit or staff.
- Supporting the maintenance of the office order.
- Providing support on E-document, telephone calls or mail activities.

Responsibilities:

- Dealing with the problems of International Students.
- Preparing statistical information on student petitions.
- Following-up and updating the webpage.