

PRINCIPLES AND PROCEDURES OF THE INTERNATIONALIZATION COMMITTEE / FACULTY OF MEDICINE, YEDITEPE UNIVERSITY

Unit Name and Abbreviation: Internationalization Committee

Position within the Institutional Strategic Plan:

The Committee operates with a focus on continuous improvement in line with the target indicators included in the institutional strategic plan, particularly those related to the characteristics of the education program, support for students' personal and professional development, and the adequacy of incoming and outgoing Erasmus student numbers.

Authority and Scope of Duties:

1. To conduct internationalization activities of the Faculty of Medicine.
2. To develop and update processes related to internationalization activities.
3. To analyze and report, on an annual basis, data regarding students going abroad and students coming from abroad.
4. To organize, at least twice each academic year—at the beginning of the summer and fall semesters—information meetings for Erasmus students coming from abroad, with the participation of the International Office, covering the Faculty, affiliated hospitals, internships to be undertaken, and operational procedures.

Position within the Educational Organization Structure and Main Related Units:

1. **Vertical Relationship (Upward):**
 - a) Dean's Office,
 - b) Faculty Administrative Board
2. **Horizontal Relationship:**
 - a) Departmental Education Officers,
 - b) International Office,
 - c) Student Representatives,
 - d) Students.
3. **Vertical Relationship (Downward):**
 - a) Student Affairs Unit,
 - b) Dean's Office Correspondence Unit,
 - c) Medical Education Secretariat.

Unit Structure and Duty Descriptions

1. **Chair of the Committee:**

- a)** The Chair of the Committee shall:
Plan the activities of the Committee and organize and chair meetings.
- b)** Ensure communication between the Committee, the Faculty, and other relevant units.
- c)** Coordinate the submission of prepared reports and recommendations to the relevant authorities.
- d)** Prepare the Committee's annual activity report and submit it to the Dean's Office.

2. Members:

- a)** Committee members shall monitor and follow up on the activities and procedures carried out by the Committee.
- b)** In the absence of the Chair, the most senior member shall chair the Committee.
- c)** Committee members support the Chair in Committee activities and ensure the necessary coordination.

Appointment of Officers and Terms of Office:

The Chair of the Committee and its members shall be appointed by the Dean's Office for each academic year. Members whose term of office has expired may be reappointed.

Unit Meeting / Interaction Formats and Order:

1. The Committee shall convene at least twice each academic year, at the beginning of the summer and fall semesters, either face-to-face and/or online.
2. During meetings, information and data regarding incoming and outgoing students for the relevant period shall be reviewed and evaluated.
3. When necessary, exchange of views may be conducted via e-mail.

Decision-Making Mechanism:

Decisions taken at the conclusion of meetings shall be adopted by majority vote. Decisions may be taken with a simple majority.

Operational Tasks of the Unit and Their Frequency:

The following operational tasks shall be carried out at least once during each academic year:

1. Evaluation of applications submitted by Yeditepe University students and graduates within the scope of the Educational Commission for Foreign Medical Graduates (ECFMG).
2. Review of applications submitted to ECFMG by Yeditepe University students and graduates, and uploading the required documents (e.g., transcripts, diplomas, etc.) to the system.
3. Providing information to students who wish to apply for international study mobility or internship mobility through Erasmus.
4. Conducting preliminary evaluations of the institutions to which students intend to apply for international study or internship mobility via Erasmus.

5. Conducting preliminary evaluations of institutions to which students intend to apply for internship mobility abroad outside the Erasmus program.
6. Evaluating the program compatibility/equivalency of institutions applying to the International Office for the purpose of establishing Erasmus agreements.
7. To analyze and report, on an annual basis, data regarding students going abroad and students coming from abroad.
8. Sharing reports with the relevant boards and the Dean's Office.

Tools (Standards, Forms, Guidelines and Booklets, Internal Regulations and External Resources, Master Decision Lists, Other Documents, etc.)

The Internationalization Strategy Document for Higher Education (2024–2028) prepared by the Council of Higher Education (YÖK)

<https://uluslararasi.yok.gov.tr/documentFiles/17528431744.Y%C3%BCksek%C3%B6l%C4%9Fretimde%20Uluslararas%C4%B1la%C5%9Fma%20Strateji%20Belgesi%202024-2028.pdf> and the Yeditepe University Faculty of Medicine (YÜTF) Strategic Plan.

Correspondence and Archiving:

All correspondence shall be submitted by the Committee to the Dean's Office. Correspondence shall be transmitted by the Dean's Office to the relevant Department Chairs, boards, and committees via the electronic document management system for necessary action and follow-up.