

**SULEYMAN DEMIREL UNIVERSITY
FACULTY OF DENTISTRY
WORK SCHEDULE**

Work Schedule Details	Beginning	Ending
Entering the spring term syllabus into the student information system	In January	
Preparation of 3rd-grade clinical observation programme	In January	
Preparing the Unit Self-Assessment report and submitting it to the Quality Directorate	In January	
Determination of midterm exam dates for the spring semester	In February	
Determination of exam invigilators	In February	
Programme Evaluation Commission submits the evaluation report for the autumn term to the Dean's Office	In February	
Processing of spring semester midterm exam dates to the student information system	In March	
Determination of the end-of-year exam dates	In April	
Determination of exam invigilators	In April	
Determination of the academic calendar	In May	
Adding/subtracting courses	In May	
Evaluation of exam and item analyses, faculty feedback questionnaire, internship questionnaires by the departments and submission to the programme evaluation commission	In June	
Programme Evaluation Commission submits the evaluation report for the spring term to the Dean's Office	In June	
Determination of the make-up exam schedule	In June	
Determination of exam invigilators	In June	
Preparation of 5th grade summer internship programme	In June	
Requesting course assignments from the units	In July	
Preparation of the autumn term syllabus	In July	

Preparing the clinical study programs	In July
Preparing the single-course exam programme	In July
Preparing course assignments	In August
Entering course assignments into the student information system	In August
Entering the syllabus into the student information system	In August
Submitting the quality, quantity, and contribution of midterm exams and semester/year studies for all classes to the Board of Education by the third week of August	In August
Horizontal transfer applications	In August
New student registrations	In August
Updating student information guides and course information packs for the new academic year	In August
Evaluation of exam and item analyses, faculty feedback questionnaires, and internship questionnaires by the Departments and submission to the Programme Evaluation Commission	In September
Determining student counsellors	In September
Horizontal transfer registrations	In September
Orientation of 1st-year students and training on occupational health and safety issues specific to the clinic	In September
Making transfer adjustments	In September
Sending the training participation forms prepared for the trainings held in the Departments	In September
Conducting Accreditation Programme Evaluation Workshop	In September
Determination of midterm exam dates for the autumn term	In October
Entering the dates of the midterm exams for the autumn term into the student information system	In October
Determination of exam invigilators	In October
Implementing the Cross-Peer Review Programme	In November
Preparation of the spring term syllabus	In December
Publishing the improvement studies on quality processes on the unit quality web page	In December