

Duties and Responsibilities of the Vice Deans

Assoc. Prof. Dr. Timur Hakan Barak

Assoc. Prof. Dr. Timur Hakan Barak is primarily responsible for administrative affairs within the faculty and presides over the relevant committees. His duties include acting on behalf of the Dean during periods when the Dean is absent; organizing congresses, seminars, panels, and similar events to be held by the faculty in coordination with the faculty secretary; organizing the assignment of teaching assistants to administrative duties; planning students' graduation projects; assisting in the scheduling of courses; supervising and monitoring research laboratories; observing administrative operations; assisting the Dean in ensuring coordination between the faculty and the university; and performing other duties assigned by the Dean.

Asst. Prof. Dr. Dilara Bayram Özgür

Asst. Prof. Dr. Dilara Bayram Özgür is primarily responsible for student affairs within the faculty and presides over the relevant committees. Her duties include acting on behalf of the Dean during periods when the Dean is absent; ensuring high-level coordination for the uninterrupted execution of the faculty's educational services; supervising the implementation of student advisory services; organizing student orientation programs; arranging and monitoring suitable classrooms and laboratories to ensure the effective conduct of teaching and learning; establishing communication networks with international students; organizing Erasmus mobility programs for both students and faculty members; and performing other duties assigned by the Dean.