

Duties and Responsibilities of the Vice Deans

Prof. Dr. Umut Bulut

He is primarily responsible for **student affairs** within the faculty and chairs the relevant commissions. His duties include acting on behalf of the Dean during periods of absence, ensuring high-level coordination for the smooth execution of the faculty's educational services, overseeing the implementation of student advisory services, organizing student orientation programs, arranging and monitoring suitable classrooms and laboratories to ensure effective teaching and learning, and establishing communication networks with international students. He is also responsible for organizing **Erasmus mobility** activities for students and faculty members, as well as performing other tasks assigned by the Dean.

Asst. Prof. Dr. Timur Hakan Barak

He is primarily responsible for **administrative affairs** within the faculty and chairs the relevant commissions. His duties include acting on behalf of the Dean during periods of absence, organizing congresses, seminars, panels, and similar events to be held by the faculty (in coordination with the faculty secretary), coordinating the assignment of teaching assistants in administrative tasks, planning student graduation projects, assisting in the preparation of course schedules, overseeing and monitoring research laboratories, and supporting the Dean in coordinating administrative processes between the University and the faculty. He also performs other tasks assigned by the Dean.