

BEZMIALEM VAKIF UNIVERSITY HEALTH SERVICES VOCATIONAL SCHOOL EDUCATION-TEACHING AND EXAMINATION

FIRST PART

Purpose, Scope, Basis and Definitions

Goal

ARTICLE 1- (1) The aim of this regulation is to organize the education and examination principles of Bezmialem Vakif University Health Services Vocational School.

Scope

ARTICLE 2- (1) This Directive shall be applied to the regulation of the education and training programs applied in the Health Services Vocational School according to the principles, principles and decisions of the Higher Education Law and Higher Education Council; how to carry out exams and evaluations; diploma, title and other teaching practices.

Basis

ARTICLE 3- (1) This Directive has been prepared on the basis of the 14th and 44th articles of the Higher Education Law dated 04.11.1981 and No. 2547 and the Regulation on Bezmialem Vakif University Associate Degree and Undergraduate Education and Training.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) ECTS: European Credit Transfer System,
- b) Teaching and Learning Activities: Theoretical lectures, practical courses, preclinical and clinical studies, laboratory and similar studies,
- c) Education and Training Program: The whole education and training activities prepared by the relevant committees and approved by the Senate on the basis of the common principles accepted by the University Senate for the minimum education and training activities determined by the Higher Education Council for the related programs,
- d) Education and Teaching Year: Two semesters of at least fourteen weeks of fall and spring semesters, except for registration semester, midterm exams, final examinations and semester breaks,
- d) Coordinator: The instructor responsible for the programs that continue education and training within the Vocational School of Health Services,
- e) Board: Health Services Vocational School Board,
- f) Directorate: Directorate of Health Services Vocational School,
- g) Board of Trustees: Bezmialem Vakif University Board of Trustees,

- h) Rector: Rector of the Bezmialem Vakif University,
- i) Senate: Bezmialem Vakif University Senate,
- j) University: Bezmialem Vakif University,
- k) Board of Directors: Board of Directors of Health Services Vocational School,
- l) College: Bezmialem refers to Vocational College of Health Services Vocational School.

SECOND PART

Acceptance and Registration Guidelines

Student Admission

ARTICLE 5- (1) Acceptance of students in Higher Education Schools The selection and placement test results organized by the Student Selection and Placement Center are determined according to the other regulations determined by the Council of Higher Education and the regulations of Bezmialem Vakif University Associate Degree and Undergraduate Education-Examination and Examination.

Certain registration

ARTICLE 6- (1) Candidates who are entitled to be a student in a high school apply to the Directorate of Student Affairs of the University for the final registration by the Student Selection and Placement Center (ÖSYM), either personally or through a proxy (*). (*) The proxy (**) must be notarized.

(2) The applicant must not be enrolled in another equivalent tertiary education program in order to be eligible for registration.

(3) Candidates who are present on the application for registration; Bezmialem Provides the necessary documents in accordance with Article 13 of the Vocational College Associate Degree and Bachelor Education and Examination Regulations and makes final registration procedures.

Student Status

ARTICLE 7- (1) Only full-time students are accepted by the school.

Horizontal Transition

ARTICLE 8- (1) In the horizontal transitions from the programs providing equivalent education, the provisions of "Regulations Regarding the Fundamentals of Transition between the Higher Education Institutions and the Level of Transition at the Graduate Level" are applied according to the regulation of Bezmialem Vakif University Associate Degree and Undergraduate Education and Training. programs are provided by the Board of Directors The conditions for admission are determined by the Board of Directors proposal and Senate decision.

(2) Students who are transferring by horizontal transfer may take lessons in the curriculum to fulfill the obligatory lessons, advisor approval and attendance requirements. When the course

is selected, the conditions in Article 16 of the Bezmialem Vocational Education and Training and Examination Administration of the Vocational School of Health Services should be met.

(3) According to article 9 of the Disciplinary Regulation on Higher Education Institutions, horizontal transfer applications of those who perform the actions requiring the punishment to remove the institution of higher education shall not be accepted.

Registration Renewal

ARTICLE 9- (1) Registration renewal procedures shall be carried out according to Regulation on Bezmialem Vakif University Associate Degree and Undergraduate Education and Instruction.

Registration Freeze

ARTICLE 10- (1) The records of the students may be frozen by the decision of the Board of Directors in case of the following reasons:

a) The health related excuse documented by the delegation report that the student will receive from health institutions,

b) Learning by reason of events that will result in the provision of education and training in accordance with the third paragraph of subparagraph (2) of subparagraph (d) of the first paragraph of Article 7 of the Law no. 2547. Suspension of the decision of the Council of Higher Education,

c) Having to interrupt the learning of the student due to natural disasters provided that the area is documented with a document to be given in the highest administrative authority,

d) Documentation that the student will go abroad to learn a foreign language (In order to be valid for this reason, the registration is subject to the condition that the students whose passport is showing the dates of entry and exit of the foreign students to the relevant faculty,

d) According to the provisions of the Disciplinary Regulations of the Higher Education Institutions, the student must be convicted of not taking the punishment to remove from the higher education institution,

e) the disqualification of the deceased person or the removal of the deportation, regardless of the reason,

f) Detainee's detention,

g) the emergence of other states which the Board of Directors will accept as valid and valid.

(2) During the course of study, the student is allowed to freeze registration for a maximum of two semesters.

(3) The students shall submit to the Directorate the registration freeze applications together with a document requesting registration freeze by adding documents proving just and valid reasons. This application is made by the Board of Directors.

(4) The documents given by the students for registration to the university shall not be returned to the students who have lost their registration.

(5) In case of registration freezing, the students are considered to be on leave. During the registration freezing period, the student can not participate in education and training activities and exams, can not take advantage of student rights, can not obtain student certificate. The student continues education and training at the end of the registration freezing period.

(6) Students who exceed two semesters due to health problems will be required to submit a health report issued by the delegation of the State and / or University hospitals if they wish to continue their education. After this report is examined by the Executive Board, it is decided whether the student can continue his education. Students who are determined to be unable to continue their studies are dismissed.

(7) The student who requests the registration freeze;

a) If he / she is allowed for a semester, he / she must pay 25% of the salary for which he / she is obliged to pay.

b) If he / she is allowed for an academic year, he / she must pay 25% of the tuition fee that he / she is obliged to pay for the academic year.

c) If the student has paid more than the tuition fee for which he / she is obliged to pay, the excess is returned to the student, and if there is a missing part, the student is requested.

d) If the application is made after the last working day of the fourth week following the start of the courses, the tuition fee must be paid in full. Otherwise, the registration freeze request is not processed. The tuition fee paid for the registration freezing period is deducted from the yearly fee for which training is to begin.

d) If for any reason the payment is not refundable.

(8) Students can not benefit from scholarships provided by the University during the period they are registering.

Attachment and Separation

ARTICLE 11- (1) Students shall submit applications for dismissal (except for transit procedures) to the Directorate together with a request for dismissal. This application is made by the Board of Directors.

(2) Students shall be dismissed from the University with the decision of the University / High School Administrative Board if:

a) the request of the learner to delete the record at his / her own option,

b) The student has received a penalty for withdrawal from the higher education institution according to the provisions of the Student Disciplinary Regulations of Higher Education Institutions,

c) The fact that the student can not continue his education due to his / her illness shall be documented by the health report prepared by the delegation of the State and / or University Hospitals,

d) The student's transition to another higher education institution for any reason.

(3) The students who are dismissed for the reason stated in the second paragraph of this article shall be returned to the university by the Student Affairs Directorate only after the high school diploma is processed by the documents given by the university during registration (except horizontal transfer procedures). A photocopy of the diploma is stored in the student's file.

THIRD PART

Principles Related to Education and Training

Education-Training

ARTICLE 12- (1) The duration of education and training in the university is 4 semesters.

Instructional Language

ARTICLE 13- (1) The language of education and training in the university is Turkish.

Curriculum

ARTICLE 14- (1) The curriculum is based on the semester principle and the following subjects are applied to the theoretical and practical courses given in two semesters in each school year in the school education and the tuition fee and the courses to be taken:

a) The courses that ÖSYM students with 100% scholarship (Full scholarship), ÖSYM 50% (Semi-scholarship), OSYM 25% (Quarterly scholarship) and ÖSYM paid students are required to repeat are taken again in the related period.

b) OSYM scholarship continues during normal education. The students who exceed the normal education period pay the fee determined by the university. For other scholarships, the provisions of the relevant Directive apply.

Academic calendar

ARTICLE 15- (1) A school year;

a) It consists of two semesters of at least 14 weeks.

b) Two-week midterm exams and final exams, three-week semester breaks and summer vacations are not included in the normal school year.

c) The weeks of the official holiday of 3 or more days a week are not included in the school year.

d) Make-up exams At least two weeks after the final exams start and are done.

e) Make-up exams are held before final exams.

Lessons

ARTICLE 16- (1) Courses; compulsory and elective courses.

(2) Compulsory courses are courses that every student must take.

a) The Atatürk Principles and History of Turkish Revolution and Turkish Language lessons are taken in the first two semesters, with two compulsory courses and a minimum of two credit hours per week.

b) The English course is compulsory and credited with a minimum of four class hours in the first two semesters.

c) Field courses are compulsory vocational courses to be given in the departments designated by the coordinators.

d) Official holiday, symposium, congress etc. such as in the case of valid excuses, are compensated for at a time appropriate for the instructor.

(3) Elective courses are courses that the student can choose from the courses determined by the Board of Directors. Elective courses can also be from vocational courses and general culture or from courses in different areas of interest. The Board of Directors decides on which courses the elective courses will consist of, the distribution to the semesters, the number of elective courses that must be taken by the student, the number of students required to open these courses.

(4) Each lesson hour of theoretical and applied courses is 45 minutes. Weekly course schedules are arranged as 15 minutes between courses.

(5) The course load that the learners can take in one semester is 30 ECTS. The upper limit of the course load is 40 ECTS. The ECTS of the application courses taken from the bottom is beyond this rule.

(6) When lesson choices are made, lessons taken at the bottom are given priority. Failed courses are selected in a manner not exceeding 10 ECTS.

Summer internship

ARTICLE 17- (1) The students who are educated in the secondary school programs (thirty) working days during the summer break at the end of the semester.

(2) Student Bezmiâlem Vakıf University Health Practice and Research Center will make necessary arrangements by the coordinator when he / she wants to do an internship.

(3) The students are obliged to fill in the application form between the dates announced by the Vocational School Directorate and the application to the Directorate.

(4) This form should indicate where and where the internship will be held.

(5) The signed and approved form of the relevant unit of the summer internship should be submitted to the Directorate.

- (6) Students are given an internship document for filling up after the application.
- (7) The program coordinator may be involved in requests for internship responsibilities to undertake an internship. These requests should be indicated in the internship carnice.
- (8) The program coordinator may communicate with the unit officer.
- (9) Students are obliged to comply with the working hours and rules of the internship place.
- (10) At the end of the internship, the related unit manager shall fill the internship document, sign it to the signatures and institutional authority and deliver it to the Directorate in a closed envelope.
- (11) Students who have passed the first and second degree deaths from the students and who have accidents, social events, natural disasters and legally incapacitating reasons, may keep their internship elsewhere with the approval of the Directorate and another date covered by the internship period.
- (12) The summer internship period is scheduled to start at the end of the final week and end before the new school year begins.

Continuation Obligation

ARTICLE 18- (1) Practical (laboratory work, discussion, seminar, field, clinical studies, etc.) and theoretical lectures are obligatory to attend. A student who does not participate in more than 20% of the total of the relevant course hours as an excuse or excuse separately for each practical course, is not taken to the final and make-up exam and receives a "NA" grade.

If absenteeism is not over 20%, the student has to make up for the practical exercises that he / she does not continue on the day and hour indicated by the instructor within the means of the Department. Students who do not make remedial work do not take any exam for that course or course and get a "NA" grade.

(2) Students who do not attend more than 30% of the total of the relevant course hours separately for each theoretical course without an excuse or excuse will not be taken to the final and make-up examination of that course and take "NA" grade.

(3) A student who does not have a success grade but is not at the current level will take the next year without having to attend the course. However, the practice lessons are out of this situation and there is an obligation to continue.

SECTION FOUR

Examination and Evaluation Principles

exams

ARTICLE 19- (1) Each course is held from the floor where the examination is given. There are five types of exams: intermediate, final, make-up, excuse and one-course exams.

a) Midterm (midterm): Examinations made during the semester. Education and training begin within seven weeks, two weeks.

b) Excuse Exam: The exams for those who can not attend the visa exam due to the excuse accepted by the School Administration Board. It is done before the final exam.

c) Final Exam: Students who fulfill the attendance requirement of a course are entitled to the final exam. There is no make-up examination for final exams. Once education and training begin, it is held within two weeks after fourteen weeks except the midterm exam.

d) Make-up exam: For students who fail to enter the final exam and fail to take the examination or fail at the end of the final exam (F). Note that this test is not entered for upgrade or other reasons. Makeup exams begin and take place at least 2 weeks after the final exams.

d) Single course examination: It is the final examination for graduation students who have completed the completion and application requirements at the end of the semester but have failed by taking a single derstent F. There is no single course examination for practical courses.

e) The relevant teaching staff may carry out examinations in a trial manner to be reconciled with the midterm exam. The interim examination contribution of these exams is determined by the relevant teaching staff. This is announced to students at the beginning of the semester.

f) Students are required to bring their student ID cards with them in order to enter the exams. Students who do not obey these obligations whatever their reasons and excuses are not taken to the test.

g) Written exam papers are kept for 5 years.

h) For theoretical and practical courses, such as multiple / multiple choice exam, paired, written exam, gap filling, objective structured practical exam (OSPE), objective structured clinical exam (OSCE), on-the-job observation and evaluation, measurement evaluation methods can be applied.

i) The exams are held at the place, day and time specified in the academic calendar. Exam dates and locations are announced at the latest week before the exam week. The Board of Directors shall determine and announce the dates on which the exemption examinations will be opened.

j) On the exam day, a maximum of three midterm exams may be taken from courses taught by the related education program for the same semester.

k) Evaluation of homework, laboratory and clinical studies in the year as an application can be substituted for midterm exam. You can also take a practical midterm exam.

l) If the Board of Directors decides, the final grade students who fail only one grade will take the single course examination which will be opened after the makeup exam.

m) Students who want to take advantage of this examination may apply for a single course examination by decision of the board of directors. Students who fail the single course examination have to register for the course at the time of opening this course. Without going on to the courses, they will take their examinations during the exam periods stated in the academic calendar. A note taken from a single course exam is the current one.

n) A course is organized and conducted by the instructor who has taught the course. If there is no instructor or officer teaching the course during the exam, the Board of Directors will determine who will take the exam and the Board of Directors in case of emergency.

Excuse Basis

ARTICLE 20- (1) Social, cultural, sportive, etc. the students who participate with the duties to be carried out by the Rectorate to all kinds of activities and organizations are considered to be excused from the courses and examinations on the days they are in charge.

(2) Those who have passed away from the first and second degree of relatives, with the date of their death and the date of the burial; documentation, social events, accidents, natural disasters and those with legitimate coercion shall have the right to make excuses for interim exams.

Evaluation

ARTICLE 21- (1) In order for a course to be considered successful, the course grade must be at least 60 (CC) out of 100 points and the final or complementary exam grade must be at least 50.

a) 40% of the average of the midterm exams for the course and 60% of the final or makeup exam are collected and a success grade is formed for that course. If the result is not a whole number, it is converted to a letter system by rounding down the number 5, if it is less than 5,

Semester Course Notation Coefficient of Letters Success Note (over 100)

AA 4.0 90-100

BA 3,5 80-89

BB 3.0 70-79

CB 2,5 65-69

CC 2.0 60-64

F 0 0-59

b) The letter grade (F) means that dersten can not be successful. Students who take this note have to take this course again and this dersten must succeed.

c) (NA) Non-attendance grade (Not Attended) is awarded to students who can not fulfill attendance requirements.

Announcement of Exam Results

ARTICLE 22- (1) The instructor responsible for the course discloses the grades that the midterm exam results are evaluated at the latest after the exam date, at the latest 15, the final exam, the excuse, the completeness and the results of the single exam within 7 days.

(2) Instructor responsible for the course shall submit the list of achievement grades to the Directorate in 3 copies 3 days after the end of the appeal period.

Objection to Exam Results

ARTICLE 23- (1) Students shall submit their objections to the Directorate in writing within 5 working days starting from the date on which the results are announced. These objections are reviewed by the relevant lecturers and only if the material error is found, the Directorate is informed about the necessary grading. The decision is then finalized with the decision of the Board of Directors and the result is communicated to the Student Affairs Directorate.

PART FIVE

Principles of Academic Achievement Assessment

Graduation Grade

ARTICLE 24- (1) In the determination of the graduation level, the ECTS average of the grades of the courses taught during the course of education shall be taken as basis.

Diplomas

ARTICLE 25- (1) Associate Degree Diploma of the program that they are enrolled in the programs registered in the current program is given.

Diploma Bezmialem The Foundation is prepared on the basis of the Regulation on the Preparation of Diplomas and Other Related Certificates.

Temporary graduation certificate is issued during the preparation of the diploma.

PART SIX

Miscellaneous and Final Provisions

Provisions in the Directive

ARTICLE 26 - (1) The provisions of Associate Degree and Undergraduate Education-Examination and Examination Regulations of Bezmialem Vakif University shall apply to the matters concerning education, training and internship not included in this Directive.

Force

ARTICLE 27- (1) This directive shall enter into force on the date of its acceptance and acceptance at the meeting no. 11 dated 03/05/2017 of the Bezmialem Vakif University Senate, to be applied to all students.

Transitional Provisions

ARTICLE 28- (1) 2016-2017 Students enrolled in the second semester in the academic year are subject to the directive adopted at the meeting of the Senate of Bezmialem Vakif University dated 22.12.2015 and numbered 20.

Executive

ARTICLE 29- (1) The provisions of this Directive shall be executed by the Rector of the Bezmialem Foundation University.