

# Faculty of Health Sciences Education – Training and Exam Directives

BEZMIALEM VAKIF UNIVERSITY

FACULTY OF HEALTH SCIENCES

UNDERGRADUATE TEACHING AND LEARNING EXAMINATION

First part

Purpose, Scope, Basis and Definitions

Goal:

ARTICLE 1

The purpose of this instruction is; Bezmiâlem Vakif University Health Sciences Faculty's undergraduate education-training activities and examinations to be applied to the principles to be applied.

Scope:

ARTICLE 2

This Directive covers the regulation of education and training programs applied in Bezmiâlem Vakif University Faculty of Health Sciences, the making of examinations and evaluations, student admissions and registration procedures, internship and diploma subjects.

Base:

ARTICLE 3

This directive is based on Articles 14 and 44 of Higher Education Law dated 04.11.1981 and No. 2547 and Article 28 of Associate and Bachelor's Degree Education, Teaching and Examination Regulations of Bezmiâlem Vakif University, which was published in the Official Gazette dated September 1, 2010 and numbered 27689 It was prepared.

Definitions:

ARTICLE 4

University: Bezmiâlem VAKIF University,

Board of Trustees: Bezmiâlem VAKIF University Board of Trustees,

Senate: Bezmiâlem Vakif University Senate,

Rectorate: Bezmiâlem Rectorate of VAKIF University,

Faculty: Bezmiâlem Vakif University Faculty of Health Sciences,

Dean: Bezmiâlem Vakif University, Faculty of Health Sciences Dean,

Department Head: Bezmiâlem Vakif University Faculty of Health Sciences Department Heads,  
Faculty Administrative Board: Bezmiâlem Vakif University Faculty of Health Sciences Board of Directors,

Faculty Board: Bezmiâlem refers to Vakif University Health Sciences Faculty Board.

Second part

Student Admission and Registration Guidelines

Student Admission:

#### ARTICLE 5

Admission to faculty is made according to the results of selection and placement examinations organized by the Student Selection and Placement Center and other regulations determined by the Council of Higher Education.

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Certain registration:

#### ARTICLE 6

(1) The candidate who has the right to be a student in the faculty, the Student Selection and Placement Center (ÖSYM)

apply for the Student Affairs Directorate of the University to make a final registration either personally or through a representative (\*). The applicant must not be enrolled in another equivalent tertiary education program in order to be eligible for registration.

(\* ) The Ministry of Justice must be notarized.

(2) Upon application to register;

a) Student Selection Exam Result Document

b) The original or new graduation certificate of the diploma from which the student has graduated, the certificate of equivalency of the Ministry of Education for those who graduated from abroad,

c) Notarized copy of the identity card, notarized passport for foreign nationals,

d) Photograph and new dated residence document,

e) A document stating that there is no inconvenience in terms of military service when the male student candidates are enrolled in a higher education institution to be taken from the

related military service branch, and official documents stating these cases from those who have performed military service (this document is not required from foreign students)

f) Photographs of 12 4.5 x 6 cm photographs taken within the last six months,

g) a document stating the fulfillment of the fiscal obligations foreseen by the law and determined by the Board of Trustees,

h) Health report (taken from a full state hospital or university hospital) indicating that it is physically and mentally healthy,

i) Available Foreign language proficiency certificate specified by Bezmiâlem Vakif University Foreign Language Department.

j) The address stated on the application form is considered to be the written notification address of the student. If this address changes, the student must report the change.

Registration of students with deficiency, falsification or falsification in the documents of Bezmiâlem VAKIF University is canceled. Any rights obtained based on these documents shall also be considered invalid.

The registration of students whose documents are deficient, falsified or falsified is canceled. Any rights obtained based on these documents shall also be considered invalid.

Student Status:

#### ARTICLE 7

Only full-time students are admitted to the faculty.

Horizontal Transition:

#### ARTICLE 8

(1) Equivalent education from the Faculty of Health Sciences, horizontal transitions dated 24/4/2010 and 27561

the provisions of the "Regulation on the Transition Between Higher Education Institutions Between Associate and Bachelor Level Programs, Double Major, Minor and Minor Institutional Credit Transfer Principles" shall be applied in the Official Gazette.

(2) Acceptance conditions for students to be admitted through a faculty transferee are determined by the proposal of the Faculty Administrative Board and the decision of the Senate.

(3) Applicants who have been dismissed from a higher education institution by disciplinary action shall not be admitted.

(4) Admission to the faculty by transfer is made according to the 17th and 18th articles of Bezmiâlem Vakif University, Associate Degree and Undergraduate Education and Examination Regulations.

Registration Renewal:

#### ARTICLE 9

Every student renews the registration by applying within the period specified in the academic calendar. Students who can not renew their registration due to their excuses will be examined by the relevant board of directors upon the applications of the students and the records of those whose excuses are valid are renewed. Students who wish to renew their registration must submit their financial obligations determined by the relevant legislation and determined by the Board of Trustees

and the documents previously announced by the Faculty Administrative Board.

Registration Suspension:

#### ARTICLE 10

(1) The records of the students may be frozen by the decision of the Faculty Administrative Board 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 due to events that will result in the provision of education and training in accordance with the third paragraph of subsection (2) of subsection (d) of the first paragraph of Article 7 of the Law No. 2547.

c) Due to natural disasters on condition 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; but for this reason the registration is subject to the condition that the students who are registered for have to submit their passport records showing the dates of their entry and exit abroad to the relevant faculty.

e) According to the provisions of the Disciplinary Regulations of the Higher Education Institutions, the student must be a convicted person who does not require the punishment to be removed from the higher education institution.

f) The student is deprived of his / her right of deportation for any reason whatsoever.

g) Detention of the student.

h) The appearance of other cases which the Faculty Administrative Board will accept as valid and valid.

(2) Students are allowed to freeze registration for up to two semesters at one time during semester programs.

During the learning period, the student is allowed to freeze the registration by half of the normal learning period.

(3) Students must file a Registration Suspension within a month at the latest from the date on which the reason for the registration has to be frozen.

(4) Students may add evidence of Registration Suspension applicants, proof of justifiable and valid grounds

register freezing request form to the Director of Student Affairs. These applications are lodged by the Faculty Administrative Board.

(5) When the registration is frozen, the documents that the students gave to the University upon entry are not returned. In case of freezing of registration, the maximum period of education envisaged in Article 44 of Law No. 2547

It does not work. The registration of the student is suspended until the semester / year specified in the relevant Faculty board decision.

During this period, students are considered to be on leave. During registration freezing, student can not participate in education and training activities and exams, can not take advantage of student rights, can not get student certificate, does not have right to repeat for laboratory, application, final exam. end of semester and midterm exam can not be opened. The student must be trained and educated at the end of the registration freezing period

continues.

(6) Students who exceed four semesters of absence within the entire duration of education due to mental disorders documented by the health report are required to re-receive health reports from these students if they wish to continue their education. This health report is reviewed by the University / Faculty Executive Board

it is decided whether or not the student can continue his education. Students who are deemed unable to continue their studies are dismissed from the faculty.

(7) Students who request freezing of registration must pay 25% of the tuition fee. Otherwise, the Registration Suspension decision is not processed. The tuition fee paid for the Registration Suspension period will be deducted from the year / semester fee for the start of the training.

a) If he / she is allowed for a semester, he / she must pay 25% of the semester tuition fee that he / she is obliged to pay for the semester,

b) If he / she is allowed for an academic year, he / she must pay 50% of the tuition fee that he / she is obliged to pay for the academic year.

c) If he / she has paid more than the tuition fee that he / she is obliged to pay, the excess part must be returned to the student, and if there is a missing part, the student must be requested. If the application is made after the last working day of the fourth week following the start of the courses, the student must pay the full tuition fee.

d) The courses taken from other higher education institutions during the granted period are not included in the programs of the university.

(8) Students will not be able to benefit from scholarships provided by the University during the period they are registering.

#### Attachment and Separation

#### ARTICLE 11

(1) Students shall be dismissed from the University with a decision of the University / Faculty 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) Documenting that the student can not continue his / her education or profession due to mental / physical illness,
- d) The student's transition to another higher education institution for any reason.

(2) Students who are dismissed from school due to reasons stated above will be given a document showing their situation if they apply to the Directorate of Student Affairs with a petition. Documents that they give during enrollment to the university will be returned only after the transaction is made behind the high school diploma. A photocopy of the diploma is stored in the student's file.

(3) The teacher is above (1). in case of interrupting the relationship with the University,

a) After the end of the admission, the course addition and dropout period, until the last working day of the fourth week following the start of the courses indicated in the academic calendar for fall and spring semesters

, the student must pay 25% of the tuition fee for the period for which he / she is obliged to pay.

b) After the last business day of the fourth week following the start of the classes, all the tuition fees for which the student is obliged to pay must be paid by the student.

c) Attachment If the student pays more than the tuition fee at the end of the termination, the excess is returned to the student, and if there is a missing part, the student has to pay.

In order for the tuition to be paid, the student must have no debts against the University and must have returned the materials and equipment provided by the University to him for no damages.

#### Third part

#### Principles Related to Education and Training

#### Scope of Education and Training:

ARTICLE 12. Education in the Faculty; theoretical lectures, laboratory / practice studies, internships, finishing projects and similar studies.

Education in academic year:

ARTICLE 13

According to the academic order, the academic year consists of fall and spring semesters.

Lessons:

ARTICLE 14

(1) Courses; compulsory, joint compulsory, elective, internship, compulsory summer internship and clinical practice courses.

a) Compulsory courses are lessons that every student must take.

b) Elective courses are courses that the student can choose from the courses determined by the Faculty Administrative Board. Elective courses can be selected individually or as a group from the course groups defined in the teaching plan of each department. Elective courses may also be from courses that complement the vocational training and from courses in general culture or intebases. Which elective courses

the Faculty Administrative Board decides on the number of elective courses that must be taken by the student and the number of students required for credit and opening of these courses.

c) Common compulsory courses shall be taken from the courses specified in Article 5 (i) of Higher Education Law No. 2547; Atatürk's Principles and History of Turkish Revolution and Turkish Language lessons. Compulsory and credited, the first two semesters are taken at least two hours per week.

d) Principles, examinations and evaluations related to internship, compulsory summer internship and clinical practice courses are stated in the directives of the relevant Faculty Department.

(2) One of the courses of Fine Arts and Physical Education specified in the same article of Higher Education Law No. 2547 can be taught according to the decision of the Faculty Administrative Board. If completed, students who complete these courses will receive a P letter grade.

(3) In addition to the courses prescribed by the instructor's plan for his / her own learning discipline, the students will be required to submit a proposal of the advisor and the decision of the Faculty Administrative Board,

can also take a course in the plan. The achievement status on this page is in the top of the transcript.

(4) The upper limit of the credits that the student can take in one semester is determined by the Faculty Administrative Board.

Graduation project:

#### ARTICLE 15

- (1) The researcher will prepare a consultant by appointing a counselor from faculty members of the faculty by his / her department chair.
- (2) The graduation project subject is informed to the Faculty Board by the student and the related supervisor at the beginning of the 7th semester.
- (3) At the end of the 8th semester, the finishing project is completed and presented to the Faculty Board.
- (4) Appropriateness of the completion project; The decision is made by 3 faculty members appointed by the relevant department head.

Course Attendance:

#### ARTICLE 16

- (1) Students must attend at least 80% of the theoretical and theoretical / practical part of the courses, internship, compulsory summer internship and clinical practice courses.
- (2) Students who have more than 20% absenteeism are not taken to the final exam of that course or courses and take NA grade of absenteeism.
- (3) Students must fulfill the attendance requirements of all courses in the first 6 semesters to register for the 7th and 8th semesters.

Excuse Basis:

#### ARTICLE 17 - Excuse Basis

- (1) Social, cultural, sports, etc., representing the university. 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.
- (3) Students who wish to be excused for health reasons should submit a medical report issued by the Board of the State and / or University Hospitals, together with a petition explaining their allegations to the Faculty / Department Secretariat they are affiliated with.
- (4) The students must notify the Faculty Secretariat, together with a petition, that they are affiliated with a petition within three working days at the latest from the date when the excuse begins. Applications made under the scope of the Faculty Administrative Board are evaluated and accepted or rejected within the scope of this directive and legal regulations.



(5) Health reports cover all courses and exams on the day or days on which they belong. Reported students can not take the exams made on the dates they are reported. Students who take the exam and report after the exam are not excused for the exams they have entered. As reported, an investigation is launched on the students who entered the examination.

(6) The days in which the student is excused under this article are not counted from the time of absenteeism. Make-up exams are only for mid-term exams. Students who do not make excuses do not make excuses anymore. There is no make-up examination for the makeup exam.

(7) The rules governing the above are applicable for departmental courses and internships.

## Chapter Four

### Exams And Evaluations

#### Success Note:

#### ARTICLE 18

(1) When the achievement of a student achieving a dersten is measured, the achievement he / she has achieved in the semester examinations and the achievement he / she has achieved in his / her semester work are taken into account.

(2) Contribution ratios of semester examinations, attendance to classes, practice, homework, project, internship and similar semester activities to the achievement grade are determined by the faculty committee on the recommendation of the relevant faculty member. However, the contribution of the midterm exams to the success grade is 40%, the final exams

the contribution can not exceed 60%.

(3) There is a requirement to attend a course for a student who takes a course again due to absenteeism. It is not required to attend to the student who repeats the lesson because it failed only in the exams.

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

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#### Assessment of Success Note:

#### ARTICLE 19

(1) Bezmiâlem Vakif University Health Sciences Faculty grading assessment is as follows:

Semester Lecture Notes Coefficient of Letter Grades Over 100 Points

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

a) A student who has taken one of the letter grades (AA), (BA), (BB), (CB) and (CC)

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

c) I: Incomplete; if successful in the semester, students who are unable to complete the necessary conditions, except attendance for the course. If the student receives any grade I grades, the student must complete the grades in two weeks from the date of publication and make a note. This period may be extended by the relevant board decision. Otherwise, I note FF is converted into a note.

d) E: Exempted; those who are successful in the exemption examination, those who are in horizontal and vertical transitions, and those who have been taken while attending school in another higher education institution. E grades are not included in the average calculations.

e) NA: Not Attended; students who can not fulfill attendance requirements.

Evaluations are treated as F notes.

f) S: Successful note; is awarded to students who have successfully completed the finishing project. S grade does not participate in the overall grade average.

g) U: Unsuccessful; is given to the students who have failed in the finishing project. U note does not participate in the overall grade average.

h) P: Students who complete courses in Fine Arts, Physical Education and so on. P grade does not participate in the overall grade average.

Weighted Grade Point Average and Weighted Grade Point Average:

#### ARTICLE 20

(1) Calculation of weighted grade average and weighted grade grade average and average grade is as follows;

a) In the weighted grade average calculation, the weighted coefficient of success grade of the courses taken by the student for each semester is multiplied by the credit hours belonging to these classes and the multiplied results are divided by the total credit hours.

b) In the weighted general grade average calculation, all the courses taken by the student from the first semester are multiplied by the weighting factors of success grade, the credit hours

belonging to these classes, and the products are divided by the total credit hours. The division result is given by rounding two digits after the conviction.

c) Courses that are exempted from Fine Arts, Physical Education and similar courses, which are evaluated with achievement grades (P), do not participate in the calculation of the general grade point average, which is evaluated by grade (S).

d) The student is obliged to take the lesson (F) from the lower semesters.

Exams:

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#### ARTICLE 21

(1) Examinations to be held during the academic year are:

a) Midterm (Examination): It is the examination made within the semester of the courses prescribed by the faculty program. At least one midterm exam is held per semester. The dates and place of the midterm exams will be determined and announced by the Faculty Administrative Board. For those who can not participate in the midterm examinations with a justified and valid reason; excuses are opened with the excuse that the excuses are accepted by the Faculty Administrative Board. The Faculty Administrative Board will determine when the excuse exams will be opened.

b) Exemption Examination: Examination for those who can not attend the visa examination due to the excuse accepted by the Faculty Administrative Board.

c) Final (Final) Examinations: Examinations are made at the end of the semester. Students who do not take an excuse for an excuse examination and who do not enter the midterm exams and make-up exams may enter the final exams.

d) Make-up exams: At the end of the semester, the course is exams for students who fail the final exam or can not take the final exam.

(2) Exams are conducted according to the program to be prepared in accordance with this Directive. Students are required to bring student ID cards with them in order to enter the exams. Whatever the reason and the excuse

Those who do not comply with these requirements are not taken to the test.

(3) Up to three exams may be taken in one day from courses taught for the same semester by the relevant education and training program.

Announcement of Exam Results:

#### ARTICLE 22

(1) Instructor responsible for the course, midterm, make-up and make-up examinations are obliged to explain at least 15 minutes after the exam date and the final exam within 7 days.

(2) The instructor responsible for the course announces the grades he / she evaluates over 100 within 7 days following the final exam date, and the student has the right to appeal the exam grade within 5 days from the announcement date. Three days after the end of the appeal period, the list of success grades is arranged in 3 copies and presented to the Dean.

(3) The Faculty Administrative Board may, if necessary, decide to re-examine the success of a course and its course member.

Internship:

#### ARTICLE 23

Students who do not fulfill the obligations of internship, compulsory summer internship and clinical application courses can not graduate. Detailed information is given in the Internship Guidelines of the relevant departments of Bezmiâlem Vakif University Faculty of Health Sciences.

Diploma:

#### ARTICLE 24

(1) The student who has succeeded in all of the courses by following the learning shown in the faculty teaching plan and has completed all the studies stated in this direction,

A bachelor's degree is awarded to the relevant department of the faculty.

(2) Those who graduate from the faculties are also given a certificate of graduation showing their degree of graduation, weighted grade point average, course grades and grades.

(3) Temporary graduation certificate is given during the diploma preparation process.

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Enforcement:

#### ARTICLE 25

This directive shall be adopted by the Senate of the Bezmiâlem Vakif University, dated 22.12.2015 and numbered 20, for the purpose of application to all students, and shall enter into Enforcement from the date of its acceptance.

#### ARTICLE 26

In cases where there is no provision in this Directive; Other legislative provisions related to Faculty Administrative Board and Senate decisions are applied.

Executive:

#### ARTICLE 27

The provisions of this directive are executed by the Rector of the Bezmiâlem VAKIF University.

