



T.R.
ISTANBUL GELİSİM UNIVERSITY
PRACTICAL COURSE / VOCATIONAL TRAINING DIRECTIVE
(Adoption: Senate Decision dated 22/05/2023 and numbered 11)

FIRST SECTION

General Provisions

Purpose

ARTICLE 1- The purpose of the directive is to determine the methods and principles to be followed in the applied courses / vocational trainings held during the education period in order to support the theoretical knowledge and skills of the students studying in the fields of health at Istanbul Gelisim University (IGU) with practices.

Scope

ARTICLE 2- The directive covers the principles and principles of applied course / vocational training evaluation in the departmental education curriculum (curriculum) approved by the IGU Senate for students studying in the IGU health fields.

Basis

ARTICLE 3- This Instruction has been prepared on the basis of *"IGU Associate Degree and Undergraduate Education-Training and Examination Regulation"* .

Definitions

ARTICLE 4-The definitions in this Directive refer to;

Senate: Senate of Istanbul Gelisim University,

Regulation: Istanbul Gelisim University Associate Degree and Undergraduate Education and Examination Regulation,

Academic Unit: The relevant Dean and Directorates of Istanbul Gelisim University,

Board of Directors: Dean and Directorate Board of Directors,

Department Board: Department Boards of the relevant departments,

Place of Education: Official and private health-industry-social and educational institutions and organizations deemed appropriate by the Academic Unit, Department/Program Presidency and the responsible Instructor of the course for their Applied Course / Vocational training,

Training Coordinator: The responsible instructor of the course and, if it is held outside the University, the person in charge of the applied course / vocational training place,

Applied Course / Vocational Training Commission: The Internship Commission , which is responsible for the planning and implementation of vocational training courses and determined by the Faculty Administrative Board at the beginning of each academic year in accordance with the provisions of the *"IGU Internship Directive"*.

SECTION TWO

Principles Regarding Applied Course / Vocational Training

Purpose of Applied Course / Vocational Training

ARTICLE 5- To ensure that the students in the relevant Departments / Programs gain experience by using the theoretical knowledge and skills they have gained during their education in the services of the profession and to prepare them for professional life after graduation.

Applied Course / Vocational Training Period

ARTICLE 6- (1) The applied course/vocational training process of the courses included in the curricula of the Departments/Programs and containing practice is carried out by the Training Coordinator in accordance with the Decisions of the Department Board.

(2) The responsible instructor advises the Applied / Vocational Education courses and evaluates the students in accordance with the criteria determined by the Departmental Board Decision and approved by the Academic Unit Board of Directors, and prepares a report for each student.

(3) The student is responsible for all the procedures in the process of starting and continuing the Applied Course / Vocational Training, and must complete the documents requested by the University and the institution to which it will be applied within the desired period and submit them to the relevant authorities on time.

Applied Course / Vocational Training Attendance Requirement

ARTICLE 7- (1) Students must fulfill the attendance requirement defined in the provisions of the *"IGU Associate Degree and Undergraduate Education and Examination Regulation"* for Applied Course / Vocational Education.

(2) Students are obliged and obliged to participate in all kinds of courses, practices, laboratories and the studies required by them or deemed necessary by the relevant instructor during the hours included in the semester curriculum.

(3) A student who does not fulfill the obligation to continue applied course / vocational training for any reason, including suspension from the University with a report or disciplinary penalty, is deemed to have failed that course.

Institutions where Applied Courses / Vocational Training will be held

ARTICLE 8- Applied course / vocational training of students is carried out at the place deemed appropriate with the recommendation of the Instructor and the Applied Course / Vocational Training Commission, the approval of the Department / Program Presidency and the Academic Unit. In extraordinary cases, the Senate Resolution is valid.

Student's Responsibility

ARTICLE 9- (1) Students must comply with the Applied Course / Vocational Training program prepared by the Department Board. He/she cannot change the Applied Course / Vocational Training period and institution without the approval of the Academic Unit.

(2) Students must perform their tasks required by applied course / vocational training in a timely and complete manner.

(3) Notes are taken by the students about their work at the place of education. The forms they need to use are filled out, these notes are converted into a report / application book and delivered to the Training Coordinator within the period specified to them together with the forms used.

(4) Students are obliged to act in accordance with the Regulation, this directive and the rules of the institution where they go to practice. Any responsibility arising from the failure to fulfill these obligations belongs to the student.

(5) During the Applied Course / Vocational Training, students must comply with the provisions of Article 54 of the Higher Education Law No. 2547 (Amended: 2/2/2023-7437/2 art.) Internships of students who violate these provisions are deemed incomplete and disciplinary action is initiated against them.

(6) Students comply with the dress code provisions stipulated for Civil Servants and IGU in the field of applied course / vocational training.

Applied Course / Vocational Training Evaluation

ARTICLE 10- (1) Applied Course / Vocational Training evaluation is carried out in accordance with the provisions of the Regulation and Directive.

(2) In applied courses/ vocational trainings without theoretical course hours, students who have completed their normal education period and have only one course for graduation make a written application to the Academic Unit before the course registration period. By evaluating the application, these courses can be opened in accordance with the Academic Calendar in different semesters, regardless of the number of students, if the authorized boards deem it appropriate upon the recommendation of the relevant Department Board. The evaluation of these applications is determined by the decision of the Department Board of the relevant unit and is made according to the criteria approved by the Academic Unit Board of Directors.

(3) Exams are made according to the provisions of the Regulation for the theoretical part of the courses with theoretical course hours and practices (such as 2+2, 2+4). The final/make-up exam grade of these courses at the end of the semester may consist of two parts, depending on the nature of the course and the

responsibility of the relevant instructor, provided that it is shown in the course syllabus/course information form (GBS). The final make-up exam grade is determined by the sum of the contributions of the exam grade for the theoretical part of the course and the practical grade given according to the criteria specified in paragraph "b" above, in certain proportions.

According to the fact that the course is theory-weighted and practice-weighted, the contribution of the exam for the theoretical part of the course cannot be less than that specified in the Regulation. Students who are announced as absent from the application part of these courses and students whose grades are entered unsuccessfully as a result of the criteria defined in paragraph "b" above must take the course again (theoretical + application) and continue the course.

SECTION THREE

Miscellaneous and Final Provisions

Enforcement

Article 11- This Directive enters into force on the date of its adoption by the Senate.

Execution

ARTICLE 12- This instruction is carried out by the relevant Academic Units.

Final Provisions

ARTICLE 13- (1) The provisions of the Regulation shall apply to matters not included in this Directive.

(2) *"IGU School of Health Sciences Physiotherapy and Rehabilitation Department Internship and Clinical Study Directive", which entered into force with the Senate Decision No. 13 dated 24.08.2016, "IGU School of Health Sciences Nursing Department Implementation Directive", which entered into force with the Senate Decision No. 13 dated 24.08.2016, and "School of Health Sciences Professional Practice Directive" dated 19.10.2017 shall be repealed as of the date of entry into force of this Directive.*