# T.C.

 ISTANBULMEDIPOL UNIVERSITY

IMU VOCATIONAL SCHOOL EDUCATION INSTRUCTION\*

Aim and Scope

**ARTICLE 1 -** (1)This instruction regulates the principles regarding the education and examinations at the associate degree level given at Istanbul Medipol University IMU Vocational School.

# Base

**ARTICLE 2** – (1) This instruction has been prepared based on the "Istanbul Medipol University Associate and Undergraduate Education Regulations", which came into force after being published in the Official Gazette dated 08.02.2015 and numbered 29261.

# Definitions

**ARTICLE 3** – (1) The definitions in this instruction refer to;

1. School: Vocational School,
2. Administrative Board: Refers to the School's Administrative Board.

# Term of Education

**ARTICLE 4** – (1) The study duration is four (4) semesters and is carried out according to course passing principles. Students who complete the program they are registered with are given a bachelor's degree related to their department.

# Courses and Attendance Requirement

**ARTICLE 5 -** (1) Courses are included in the program as a compulsory, elective, prerequisite or common compulsory courses. Elective courses can be program dependent or optional elective courses.

Within the framework of the Human Resources Development through Vocational Education Project (İKMEP), the compulsory courses aiming to provide basic common competence; refers to common compulsory courses and compulsory courses in the programs. Vocational courses aimed at gaining professional competencies within the framework of IKMEP; It is given as a compulsory or program-related elective course.

A student who does not attend more than thirty per cent of the theoretical course hours and more than twenty per cent of the applied course hours is not taken to the general exam of that course.

# Internship

**ARTICLE 6 –** (1) To enable students to follow the theoretical, practical and laboratory courses they will take in the third and fourth semesters more consciously, and increase their knowledge and experience, in the programs that have an internship in their curriculum, the student is required to complete an internship program of at least 20 (twenty) working days with the qualifications required by the program to which they are affiliated, in the relevant field. Internship practice is carried out in accordance with the procedures and principles determined by the relevant boards.

# Exams and Success Status

**ARTICLE 7 -** (1) Exams; consists of midterm, final exam, make-up exam, exemption exam and make-up exam. These exams can be written, oral or both written and oral and/or applied. Exam dates determined by the School Directorate following the academic calendar are announced at least one week before the exams.

The course success grade is obtained by evaluating the student's success in midterm exams, homework that replaces the midterm exam, applied studies, group work and similar studies, and the final exam. The contribution of the midterm exam grade is 40%, and the contribution of the final exam grade is 60% in the calculation of the course success grade. The course success grade must be 60 out of 100 total points to be considered successful. A student who does not get at least 50 points in the general exam is deemed unsuccessful in that course.

# Graduation

**ARTICLE 8 –** (1) Students who complete the required credits for the program they are registered with are entitled to graduate, provided that they are successful in all courses and internships.

**ARTICLE 9 –** (1) In non-provisional cases, the decisions and legislative provisions of the ‘Istanbul Medipol University Associate and Undergraduate Education Regulations’’ are applied.

# Enforcement

**ARTICLE 10-** (1) This Instruction enters into force on the date accepted by the Istanbul Medipol University Senate.

# Execution

**ARTICLE 11** – (1) The provisions of this instruction are executed by the Director of the Vocational School.

\*It was accepted by the University Senate's decision dated 24/11/2015 and numbered 2015/32-02.