

# VOCATIONAL SCHOOL OF HEALTH SERVICES STUDENT GUIDE

## SIKÇA SORULAN SORULAR

### FREQUENTLY ASKED QUESTIONS

Student's identification card is obtained from the Student Affairs Office, F Block -1. Floor along with a picture.

#### How can I enter "STUDENT INFORMATION SYSTEM"?

The user information (user name and password) given during registration is entered into the student information system via <http://ubis.aydin.edu.tr>

#### Where can I get "STUDENT CERTIFICATE AND TRANSCRIPTS"?

Student certificate and transcripts are taken from Student Affairs Office, F Block -1. floor.

#### How can I learn who is my "ACADEMIC ADVISOR"?

You can access the advisor's e-mail address as well as the advisor information from the "My Registration Information" tab in the student information system.

#### How can I reach the "ACADEMIC CALENDAR"?

After entering the IAU website, you can access the "STUDENTS" - "REGISTRATION ACCEPTANCE" - "ACADEMIC CALENDAR" tabs in the sub-menu, respectively.

#### What information can I obtain in the "STUDENT INFORMATION SYSTEM"?

**In the Student Information System, you can view:**

- a) Registration Information
- b) Course Selection
- c) Course Schedule
- d) Registered Courses
- e) Transcripts
- f) Course Announcements
- g) Financial Information

Additionally, transactions such as exam objections are made through this system.

#### Are "WORK PLACEMENT" and "INTERNSHIP" same? They are not the same.

Work-placement is one of the compulsory courses that must be held for 14 days in institutions suitable for your program (hospital, dialysis center, physical therapy center, pharmacy, etc.) in the 2nd, 3rd and 4th semesters. Internship, on the other hand, is the practical training that should be done for 30 days at the appropriate institutions (hospital, dialysis center, physical therapy center, pharmacy, etc.) at the end of the first year.

# GENERAL INFORMATION

## For All Forms Related to Students:



## For Relevant Directives and Regulations:



## REGARDING FREEZING STUDY / SEMESTER:

The student (undergraduate or vocational program) who wants to freeze study/semester must download the "Freezing Study" petition from <https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/Pages/Form-Belgeler.aspx> and submit it to the Faculty Secretariat after completing the required fields.

## REGARDING IRREGULAR STUDENT STATUS:

Irregular Student status applies to:

- Students who are repeating a lesson (course) from previous terms.
- Students who are accepted into İAU by horizontal or vertical transfer.
- Students who took part from ERASMUS programs

## COURSE SUCCESS (Grading system)

Successful Passing Grades: AA, BA, BB, CB, CC

Unsuccessful (Failing) Grades: FF, FD, NA (Not Attended), I (Incomplete), E (Not Evaluated)

Conditional Upon The Student's Cumulative Grade Point Average (CGPA)): DD, DC

The Coefficients of these Letter Grades and their equivalents out of 100 (one hundred) points are shown below.

Points	Semester Course Letter Grade	Coefficients
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
60-69	DC	1.5
50-59	DD	1.0
40-49	FD	0.5
0-39	FF	0.0

When the İAU System determines your letter grade, it is first checked whether the class average is above or below or equal to 70. (Please note that individual course instructors do not determine students' course letter grades. Course letter grades are solely determined by the İAU System.)

If the class average (CA) is 70 or above 70, the table above is used by the İAU System to determine the students' letter grade.

If the class average is below 70, then the letter grade corresponding to the Students' Raw Success Grade (RSG or HBN in Turkish) in courses with a class average below 70 is determined by the İAU System as follows:

The new achievement grade (NAG or YBN in Turkish) calculated for each student with the following formula is determined based on the equivalents in the above table according to the article 25/a of İAU Associate and Undergraduate Education and Examination Regulation (Bylaw):

$$NAG \text{ (or YBN in Turkish)} = \frac{1}{2} \times \left( \frac{70}{AC} + 1 \right) \times RSG \text{ (or HBN in Turkish)}$$

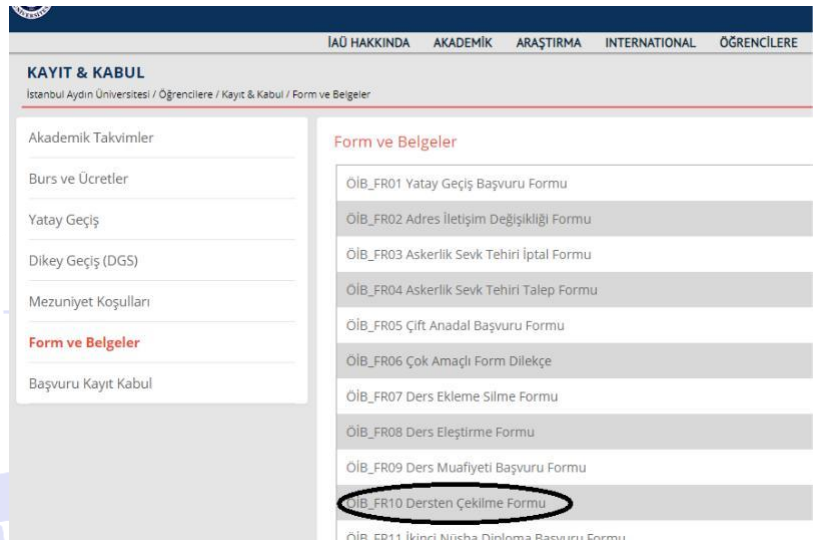
For example: What is NAG, if RSG = 35 and AC = 60?

$$NAG = \frac{1}{2} \times \left( \frac{70}{60} + 1 \right) \times 35 = 37.8$$

Please note that in the above table, this calculated numerical grade (new achievement grade or NAG) corresponds to the letter grade FF.

## COURSE WITHDRAW

The student who wants to withdraw a course must download the "Withdraw Form" from the link below and submit it to the School Secretariat after completing the required fields.



The screenshot shows the website interface for 'KAYIT & KABUL' (Registration & Acceptance) at Istanbul Aydın University. The page is divided into two main sections: 'Akademik Takvimler' (Academic Calendars) and 'Form ve Belgeler' (Forms and Documents). The 'Form ve Belgeler' section lists various forms, with 'ÖİB\_FR10 Dersten Çekilme Formu' (Withdrawal Form) circled in red. Other forms listed include 'ÖİB\_FR01 Yatay Geçiş Başvuru Formu', 'ÖİB\_FR02 Adres İletişim Değişikliği Formu', 'ÖİB\_FR03 Askerlik Sevk Tahir İptal Formu', 'ÖİB\_FR04 Askerlik Sevk Tahir Talep Formu', 'ÖİB\_FR05 Çift Anadal Başvuru Formu', 'ÖİB\_FR06 Çok Amaçlı Form Dilekçe', 'ÖİB\_FR07 Ders Ekleme Silme Formu', 'ÖİB\_FR08 Ders Eleştirme Formu', 'ÖİB\_FR09 Ders Muafiyeti Başvuru Formu', and 'ÖİB\_FR11 İkinci Nischa Dinlenme Başvuru Formu'.

### RELATED FORM:

[https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B\\_FR10%20%20%20Dersten%20%c3%87ekilme%20Formu.pdf](https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B_FR10%20%20%20Dersten%20%c3%87ekilme%20Formu.pdf)

- ✓ The signature (approval) of the student, the academic advisor and the course instructor are all included in the relevant form.
- ✓ The deadline for withdraw is mentioned on the academic calendar, and it is absolutely not possible to exceed the date.
- ✓ With regard to courses in the first-year program: A student can not withdraw courses in the first two semesters of the associate and undergraduate programs.
- ✓ A student cannot withdraw courses that he / she has to repeat (FF, FD, NA or W grades previously received). This rule applies to all compulsory or elective courses. In other words, if the student is taking another course instead of the elective course he /she failed previously, he / she cannot withdraw this course.
- ✓ A student can withdraw 6 courses during his/her education, with a maximum of 1 course in a semester.
- ✓ Students who withdraw a course must repeat this course.
- ✓ Withdraw does not mean that the course will be removed from the transcript.

### WHAT SHOULD BE CONSIDERED WHEN CHOOSING A COURSE

Please note that once the course selection is completed 3 copies of the list of enrolled courses must be approved and signed by the student's academic advisors and the student her/himself. One of the copy of the course selection document must be given to the student affair.

### ALL PROGRAMMES: 120 ECTS Total, 30 ECTS EACH SEMESTER.

- ✓ Regular Students are obligated to take 30 ECTS worth of courses each term except the summer term.
- ✓ Irregular students may take maximum of 36 ECTS worth of courses any term except summer term.
- ✓ Students must retake the courses with FD, FF, NA, I, E, W marks, no matter what their grade point average is.

- ✓ Students, if they wish, may retake the courses, which they have DC and DD marks at, with the confirmation of their academic advisor.
- ✓ In order to be enrolled in the 1st Year Spring term SMY118 Anatomical and Physiological Systems compulsory course, it is required to pass the SMY117 Introduction to Anatomy and Physiology course in the 1st Year Fall term with a letter grade of DC and above.
- ✓ Students who earned a grade of CC or higher in a course are considered directly successful.
- ✓ In order for students who get DC or DD grade for any course to be considered successful in that course; GPA must be at least 1.80 at the beginning of the third semester and at least 1.90 at the beginning of the fourth semester. Otherwise, the students have to take these conditionally passed courses again.
- ✓ At course selection, students must take compulsory courses from earlier semesters firstly, if they have any, then they must take the compulsory courses of the current semester. In addition, students must consider to take the optimum number of courses and ECTS amount (with attention to the terms that courses are offered).
- ✓ Students with a GPA of 3.00 or above can optionally take courses from the next semester or year in the summer school with the approval of their advisor.

## IN CASE OF COURSE OVERLAPPING

- ✓ If one of the overlapping courses does not require course participation (attendance) the two courses can be selected at a time. If a course is marked ad NA, it means attendance is required. In that case, the student cannot enroll these courses taught at the same time.
- ✓ If overlapping courses are compulsory courses and have different sections, students should apply to the Directorate with a print out of their course schedule and a section change form they will receive from the School Secretary

### RELATED FORM:

[https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B\\_FR19%20%20%20Section%20De%c4%9fi%c5%9fikli%c4%9fi%20Talep%20Formu.pdf](https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B_FR19%20%20%20Section%20De%c4%9fi%c5%9fikli%c4%9fi%20Talep%20Formu.pdf)

## COURSE CHANGE (COURSE ADDING / DROPPING)

- ✓ With the confirmation of their academic advisor students may make changes related to the courses they have chosen during the “Course Adding / Dropping” week.

### RELATED FORM:

[https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B\\_FR07%20%20%20Ders%20Ekleme%20Silme%20Formu.pdf](https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B_FR07%20%20%20Ders%20Ekleme%20Silme%20Formu.pdf)

## GRADUATION CONTROL

- ✓ **Grade point average must be at least 2.0.**
- ✓ **Student must be successful at total 120 ECTS worth of courses.**
- ✓ **Student must be successful at total 3 Work Placement courses.**
- ✓ **Compulsory Summer Internship must be done.**