	Declaration of Duties and Responsibilities for Grade IV and Grade V Student	Document No:	
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1. PURPOSE:

The purpose of this declaration is to define the duties and responsibilities of Grade IV and Grade V students of Istinye University Faculty of Medicine.

2. JOB TITLE:

Student of Istinye University Faculty of Medicine, Grade IV and Grade V

3. PLACE OF DUTY:

Istinye University Faculty of Medicine Dean's Office, Istinye University Hospitals, and Hospitals with which Istinye University has bilateral cooperation.

4. JOB SUMMARY:

To ensure the continuation of the Clinical Period education and training programs of Istinye University Faculty of Medicine in line with the educational aims and learning objectives of the Faculty, and to define the duties and responsibilities of students during this process.

5. JOB REQUIREMENTS:

- To be placed in Istinye University Faculty of Medicine unit through the central placement system following the Student Selection and Placement Exam (ÖSYS) or the Foreign Student Exam (YÖS).
- To be evaluated and accepted in accordance with the Horizontal Transfer Principles at the Associate and Bachelor's Degree levels of Istinye University and to meet the criteria specified in Annex-1 of the Regulation on Transition between Associate and Bachelor's Degree Programs, Double Major, Minor, and Inter-Institutional Credit Transfer.
- To be accepted as a special student and to be a Clinical Period student.

6. DUTIES AND RESPONSIBILITIES:

[The list of duties and responsibilities is quite extensive. I'll provide a translation of each point below.]

6.1. Duties and Responsibilities of Grade IV and Grade V Students:

6.1.1. Throughout the education period, students are subject to the Higher Education Law No. 2547, Istinye University Associate and Bachelor's Education-Training and Examination Regulation, Istinye University Faculty of Medicine Education-Training and Examination Bylaws, and Istinye University Excuse Application Principles.

6.1.2. Students are aware of and comply with the academic calendar and regulations.


6.1.3. In order to benefit from student rights, the student renews their registration within the period specified in the academic calendar each year. A student who does not renew their registration cannot take courses, sit exams, or benefit from student rights.

6.1.4. They give maximum importance to adhering to class hours. They prioritize adherence to both theoretical and practical class schedules. It is mandatory for students to attend at least 70% of the theoretical classes and at least 80% of the practical sessions specified in the course catalog for each internship board, course board, or annual courses.

6.1.5. They meet with the responsible faculty member at the beginning of the Practical Course Block and maintain communication.

6.1.6. They come prepared for case discussions related to the subject and actively participate interactively.

6.1.7. They accompany the relevant faculty member for patient examinations at the clinics at the specified day and time in their schedule.

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6.1.8. After completing the activities during the semester, students submit the portfolio forms they filled out during that semester to the evaluator within 20 days, in writing/signed by hand, in person, and with a signature receipt.

6.1.9. Before starting practical training, the student obtains the "Occupational Health and Safety Training Certificate" or participates in training sessions opened for this purpose. They complete the necessary "Vaccination Schedule" for healthcare workers. They participate in the "Healthcare Worker Orientation Training" organized by the Medical Education Coordination.

6.1.10. They pay attention to their attire and personal hygiene in the working environment.

6.1.11. They wear white coats in laboratories, clinical practices, and places where practices are carried out. They do not leave the operating theater with green surgical gowns, and they do not wander in hospital corridors. They do not go outside the hospital with the team uniforms and coats used during patient care.

6.1.12. They use wireless network facilities offered in the campus, hospital, cafeteria, study halls, amphitheatres, and libraries to access communication and information and do not use them for purposes contrary to the law and general morality.

6.1.13. They keep their student ID cards with them and wear them visibly.

6.1.14. They behave respectfully towards university faculty members, medical faculty staff and students, and hospital administrative staff.

6.1.15. They participate in exams adhering to the exam rules. They submit assignments, reports, etc., on time. They consider university resources, both movable and immovable, as their own and protect them.

6.1.16. As long as they are in units outside the Dean's Office for education, practice, and application purposes, they are obliged to comply with the rules of the relevant unit.

6.1.17. They do not engage in behaviors or attitudes that would disrupt the peace and work of other students in common areas such as the cafeteria, dining hall, study hall, shuttle service, and library, or disturb employees in offices.


6.1.18. During ongoing practical training in the hospital, they comply with the hospital's quality management system rules. They work without deviating from the special instructions of the units in the hospital, and in case of any problems, they consult with the responsible faculty members/supervisors and act according to their recommendations.

6.1.19. They adhere to safety measures in the workplace. When they encounter a serious and immediate health and safety hazard with machinery, equipment, vehicles, facilities, or buildings in the workplace, or notice a deficiency in protective measures, they immediately inform the responsible faculty member/supervisor.

6.1.20. Before clinical and polyclinic applications, they introduce themselves to the patient as a 'Medical Intern' and provide information for their assessments. The student conducts all educational and training activities under the supervision and responsibility of the relevant educational coordinator faculty member. They do not conduct patient examinations and care alone without the knowledge of responsible faculty members.

6.1.21. They do not leave the hospital or work area without permission, and they never work alone without permission in laboratories, clinical services, and polyclinics.

6.1.22. They treat patients and their relatives with respect and strictly adhere to the principle of patient

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confidentiality. During educational and practical activities, they do not share any information, documents, or samples obtained about patients with others in any way, do not use them for other purposes, and do not take patient files and medical documents outside the clinic and hospital. Without the knowledge of faculty members, patients do not provide information about the medical condition and course of the patient to patient relatives and other third parties.

6.1.23. During educational activities, if they have information, observations, or findings that they think may require changes in the diagnosis and treatment of patients, they report this to the responsible physician.

6.1.24. They do not perform patient transfers alone and do not take part in referrals outside the hospital.

6.1.25. All work of intern students is solely for educational purposes, and they do not interfere in any way with decisions and practices related to the diagnosis, treatment, and medical care of patients.

6.1.26. They avoid behaviors that may harm patient safety. To maintain hospital hygiene and comply with operational rules (isolation, hand washing, entry to services, etc.) and hospital infection control measures, they strictly adhere to them. They use appropriate personal protective equipment when working with patients with suspected/confirmed infectious diseases.

6.1.27. In case of possible/confirmed diagnosis of COVID-19 and other infectious diseases, they do not come to the hospital, isolate themselves, and inform the responsible faculty member/supervisor.

6.1.28. In case of an occupational accident, they immediately fill out the accident report and report the accident situation to the workplace health unit and the dean's office/student affairs department within the first working day.

6.1.29. The student representative of the ongoing semester contributes to the feedback and suggestions in the educational process.

Document Revision Table		
Rev. No	Rev. Date	Description