



ALTINBAŞ UNIVERSITY FACULTY OF MEDICINE
PRE-CLINICAL EDUCATION PERIOD STUDENT DUTIES AND RESPONSIBILITIES

Job Description:

To define the duties and responsibilities that pre-clinical medical students are required to fulfill during their education and training period.

Senior Administrators:

During the education process, the student's hierarchical superiors are designated as period coordinators, vice deans, and the dean.

Scope of Duties:

Covers the responsibilities of first, second, and third-year students at Altınbaş University Faculty of Medicine.

CORE DUTIES AND RESPONSIBILITIES

1. Compliance with Legal and Institutional Regulations:

- Students are subject to Law No. 2547 on Higher Education and the education, training, and examination regulations of Altınbaş University, and they are expected to be knowledgeable about these rules.

2. Adherence to the Academic Calendar:

- Students are responsible for following the annually published academic calendar and completing their re-registration processes within the designated periods.
- Students who fail to renew their registration cannot attend classes or exams and lose their right to education.

3. Effective Use of Communication Channels:

- Students must regularly access official announcements and information via their institutional email accounts and the university website.
- Requests and suggestions should be conveyed through the appropriate units via the class representative and academic advisor.

4. Class Attendance and Time Management:

- Punctual attendance and fulfillment of attendance requirements are essential. In cases of excused absences, supporting documents must be submitted to the relevant units.
- Students who exceed the absence limit acknowledge that they will not be allowed to take exams and may be required to repeat the academic year.

5. Behavior and Attitude:

- Students must avoid behaviors that disrupt the integrity of classes.

- Academic responsibilities such as exams, assignments, and reports must be completed on time and in accordance with the rules.

6. Campus Rules and Professionalism:

- Carrying identification badges at all times is mandatory.
- Wearing a white coat is required in laboratories and practical areas. Professional attire and behavior are expected at all times.
- While participating in educational, practical, and training activities outside the faculty and campus, students must adhere to the rules of the respective institution.

7. Respect for University Property:

- University equipment, machines, and facilities must be used carefully and not damaged.
- Students must treat university resources, both movable and immovable, as their own and protect them accordingly.

8. Respectful and Ethical Conduct:

- Students must show respect to faculty members, staff, and fellow students and avoid relationships that may create conflicts of interest.
- Consumption of alcohol, drugs, and tobacco products is prohibited on campus.
- In common areas such as the cafeteria, study halls, and library, students must avoid behaviors that disrupt the peace of others or disturb staff in offices.

9. Use of Technology:

- The university network and digital resources should be used strictly for academic purposes. Unlawful and unethical usage must be avoided.

10. Feedback and Communication:

- Feedback regarding the education program should be provided in a timely manner to the class representative or academic coordinator.
- Students must follow a scheduled appointment system for meetings with academic advisors.

Legal Basis:

- Altınbaş University Faculty of Medicine Education, Training, and Examination Regulations
- Higher Education Legislation

Eligibility:

Applicable to first, second, and third-year students of Altınbaş University Faculty of Medicine.