

UNIVERSITY OF HEALTH SCIENCES

DIRECTIVE FOR INTERNATIONAL STUDENT AND STAFF ADMISSION

PART ONE

Aim, Scope, Basis and Definitions

Aim

ARTICLE 1- (1) The aim of this directive is to regulate the principles regarding guest students and staff coming from abroad.

Scope

ARTICLE 2- (1) The principles specified in the directive; It includes the process of accepting guest students and staff abroad, the duties and authorities of the relevant units and persons.

(2) Within the framework of the ERASMUS, MEVLANA programs and the protocols signed between the Ministry of National Defense and the University, and the issues related to foreign students and personnel who come to the University with YÖS, is outside the scope of this directive.

Basis

ARTICLE 3- (1) This directive; The Law No. 2547, the Law No. 4817 on the Work Permits of Foreigners, the International Labor Law No. 6735, the Implementation Regulation of the Law on the Work Permits of Foreigners, the Regulation of Higher Education Institutions on Joint Education Programs with Foreign Higher Education Institutions, Health Sciences University in Overseas Health Facilities affiliated to the Ministry of Health. It has been prepared on the basis of the Protocol on the Enforcement of the Procedures and Principles Regarding Educational Activity and the cooperation protocols signed by the University with domestic and foreign institutions and organizations.

Definitions

ARTICLE 4- (1) In this directive;

a) ECTS: European Credit Transfer System,

b) Unit: Faculties, institutes or colleges affiliated to the University of Health Sciences and other administrative units,

c) ERASMUS: Participating in the ERASMUS program and mostly members of the European Union bilateral or multiple agreements with higher education institutions and organizations in countries for the purpose of taking courses, doing research or internship, training or giving lectures within the scope of student, academic or administrative staff exchange program,

ç) Cooperation protocol: The Ministry of Health, its affiliates and related institutions, in the country and abroad Bilateral academic agreement signed with universities abroad and other institutions and organizations,

d) Relevant faculty/vocational school/institute administrative board: Health Sciences Faculty, vocational school and institute administrative boards affiliated to the University,

e) MEVLANA: Higher education institutions providing education in the country and education abroad students and education institutions within the scope of the protocol between higher education institutions employee exchange program,

f) Rector: Rector of the University of Health Sciences,

g) Senate Board: Senate Board of University of Health Sciences,

ğ) UDEK: University of Health Sciences, Department of International Relations and Exchange Programs,

h) University: University of Health Sciences,

ı) Administrative Board: Administrative Board of University of Health Sciences,

i) YÖS: Abroad or Foreign Student Selection Examination

means.

PART TWO

Provisions Regarding Incoming Students

Basic principles in student admission

ARTICLE 5- (1) (1) Whether the university will charge tuition fees from incoming students is determined in the provisions of the cooperation protocol.

(2) The sending institution recommends its incoming students and follows the rules and procedures to which the University is subject. The authorized committees of the university make the final decision about the students to be accepted.

(3) Unless stated in the protocol, accommodation, transportation, health insurance and similar personal expenses of incoming students are covered by the students themselves or their institution.

(4) Incoming students take out health insurance in accordance with the provisions of the legislation to which the University is subject, and the University may request that a Financial Support Document be submitted in advance.

Application

ARTICLE 6- (1) (1) The conditions for being an exchange student coming to the university are as follows:

a) The university has signed a cooperation protocol with the relevant institutions and organizations and there is a provision in the cooperation protocol that allows student exchange.

b) The student must be an associate degree, undergraduate, graduate, doctorate/proficiency in art/specialty student in medicine and dentistry registered at the opposite institution.

c) The student must have a Turkish and/or English language level at B2 level.

(2) The following documents are requested from students who want to study at the university.

However, additional documents may be requested if deemed necessary.

a) Current Transcript.

b) Student Certificate.

c) Health insurance covering the education period.

d) Passport copy.

(3) The candidacy and selection procedures of students who want to participate in education at the university are made by their own institution. After obtaining the approval of the authorized committees of the relevant Unit, which the future student wishes to attend, a letter of acceptance is sent to the student and the admission process is started by requesting the above-mentioned documents. A transcript showing the grades of the courses taken during their education is given by the Registrar's Office and a Certificate of Attendance is given by UDEK to the students who complete their education.

ARTICLE 7- (1) (1) The learning contract is the contract signed between the incoming student and the University and includes the credits for the curriculum and internship training defined before the start of the education period. In this contract, the courses and credits that the student will take at the University; The competencies of the specialization student in medicine and dentistry, which are included in the core curriculum of the relevant branch and are expected to be acquired, are clearly stated. The student and the sending institution declare with signature that they find the courses appropriate and will follow them. The learning program accepted with this protocol must be in line with the purpose and curriculum of the program in which the student is currently studying.

Duration of education

ARTICLE 8- (1) The education period of the students coming to the associate, undergraduate and graduate programs of the university are subject to the provisions of the signed cooperation protocol.

Identification

ARTICLE 9- (1) (1) Students who come to the university are given an identity document, valid for the specified period, after their registration to the relevant programs. At the end of the period, the identity document is returned to the University.

Registrations

ARTICLE 10- (1) The files and records of incoming students are followed and kept by the UDEK unit affiliated to the Rectorate. Note and identity documents are prepared by the Student Affairs Office. In all kinds of correspondence and in case of conflict, the records of the UDEK unit of the University are accepted as the basis.

PART THREE

Provisions Regarding Incoming Guest Personnel

Basic principles in personnel admission

ARTICLE 11- (1) Unless specified in the protocol, the institution covers the round-trip, travel, subsistence and accommodation expenses of the incoming personnel.

(2) The University provides a working place for visiting staff.

(3) Guest personnel receive their salary from their own institution.

(3) The health insurance of the guest personnel is taken out by him or his institution.

(4) Guest personnel, lessons to be given, working hours, etc. are subject to the rules and practices of the University.

ARTICLE 12- (1) Visiting academic staff are accepted to engage in academic activities with the University's academic staff/staff, either alone or within the framework of cooperation protocols, under the coordination of a faculty member at the University, within the framework of a specific purpose and program.

(2) Guest academic staff engage in academic activities such as lecturing, creating a curriculum, participating in meetings and speeches in the department, attending conferences, giving speeches and counseling students.

(3) Guest academic staff; They can participate in academic activities in order to increase their knowledge and experience at the university and/or the hospitals they are affiliated with.

(4) The provisions of the Law on Intellectual and Artistic Works and other relevant legislation shall apply to the academic activities of the visiting academic staff and the right to own and use all kinds of intellectual and industrial rights such as patents, copyrights, industrial designs, utility models produced during their stay at the University.

Guest personnel criteria

ARTICLE 13- (1) Persons who have the potential to contribute to the University's academic staff and students to develop their scientific, artistic and intellectual experiences and to benefit from research opportunities on various subjects are accepted as guest staff.

Application

ARTICLE 14- (1) Guest personnel apply to the University through their institution. Applications are directed to the relevant units through UDEK.

(2) The CV of the person who applies to serve as guest personnel is evaluated by the head of the relevant unit and the relevant Vice-Rector. If the applied unit deems it appropriate, the head of the relevant unit notifies the Rectorate of accepting the guest personnel.

(3) The documents to be submitted by the guest personnel candidate are as follows:

a) License, master's, doctorate, associate professorship, professorship and, if any, specialization certificates approved by official authorities.

b) Copy of passport approved by official authorities.

c) A document from the institution in which he/she works in his/her country, showing that he/she works in that institution.

ç) Health insurance taken out by the guest personnel or institution.

Acceptance

ARTICLE 15- (1) In case the evaluation process is positive, the applicant is accepted with the approval of the Rector and the duties and responsibilities that he had during his stay at the University are notified by the UDEK unit against signature.

(2) Guest personnel are accepted for a maximum of two years. However, this period may be extended if the proposal of the relevant unit manager and approved by the Rector.

Rights and responsibilities of guest personnel

ARTICLE 16- (1) Guest personnel must use the name of Health Sciences University in their academic, scientific, artistic and other activities and activities during their stay at the University.

(2) During the continuation of this status, guest personnel are shown as “Guest Personnel” on the University website and any University publication, and their temporary University ID is prepared and given to them by UDEK. This identity card is returned when the term of office expires.

(3) The facilities provided by the University to full-time staff are provided to guest staff as much as possible.

Responsible unit

ARTICLE 17- (1) The consultancy services required by the guest personnel on issues such as visas, official permits and guidance during their stay at the University are carried out by the UDEK unit.

PART FOUR

Miscellaneous and Final Provisions

Work permit

ARTICLE 18- (1) The procedures stipulated in the International Labor Law No. 6735 are carried out for students and personnel who come to the University in cases that require practice such as internship-practical vocational skills training, specialty training in medicine or dentistry.

(2) In the evaluation of work permit applications of foreigners who will work in health and education services that require professional competence, it is obligatory to obtain preliminary permission from Ministry of Labour and Social Security and the General Directorate of EU and Foreign Relations of the Ministry of Health.

(3) If the work permit application is to be made abroad, the sending institution is made to be sent to the Republic of Turkey embassies or consulates with two separate petitions to two separate Ministries. In this way, work permit applications made from abroad are forwarded to the relevant Ministries by the embassies or consulates of the Republic of Turkey.

(4) If the work permit application is to be made within the country, the sending institution directly submits a petition to the Ministry of Health, General Directorate of EU and Foreign Relations and the Ministry of Labor and Social Security, and obtains the necessary permits.

(5) After obtaining a preliminary permit from the Ministry of Health and a work permit from the Ministry of Labor and Social Security, UDEK informs the Provincial Employment and Vocational Education Board affiliated to the governorship of the relevant city.

(6) The procedures required to obtain permission from the Ministry of Health, General Directorate of EU and Foreign Relations and to obtain a work permit from the Ministry of Labor and Social Security are carried out by the institution sending the student and/or staff.

Residence permit

ARTICLE 19- (1) Students and staff who come to the University from abroad and will stay longer than the period granted by the visa or visa exemption or for more than ninety days are required to obtain a residence permit.

(2) The residence permit application is made by the student or staff or by their institutions to the consulates of the Republic of Turkey in the country of citizenship or legal residence or to the Immigration Administration in the relevant province.

(3) The student and/or guest staff are responsible for the process of obtaining the residence permit.

(4) Incoming students and/or guest personnel submit the document that they have obtained a residence permit to UDEK.

Cases where there is no provision

ARTICLE 20- (1) In cases where there is no provision in this directive, the provisions of other relevant legislation and the decisions of the Board of Directors are applied.

Force

ARTICLE 21- (1) This Directive enters into force with the decision of the Senate Board.

Executive

ARTICLE 22 – (1) The provisions of this Directive are executed by the Rector.