

## VOCATIONAL SCHOOL OF SOCIAL SCIENCES - FREQUENTLY ASKED QUESTIONS

### 1. How Long is the Education Period of the Programs within the Vocational School of Social Sciences (SBMYO)?

The duration of education is 2 years. During this period, a total of 4 semesters, fall and spring semesters, are taught. Graduates receive an associate degree.

### 2. What are the Programs within the Vocational School of Social Sciences?

- Accounting and Tax Applications
- Applied English Translation (Day and Night Education)
- Banking and Insurance
- Business Management
- Civil Aviation and Cabin Services
- Court Office Services
- Finance
- Foreign Trade
- Human Resources Management
- Logistics
- Public Relations and Advertising
- Radio and TV Programming
- Social Services
- Sports Management

### 3. Where can I get information about the programs within the Vocational School of Social Sciences?

You can access the SBMYO Program Catalog for 2023-2024 by scanning the QR code on the right.

### 4. Who is the Director of the Vocational School of Social Sciences?

Prof. Dr. Rana ATABAY KUŞÇU

### 5. Who are the Assistant Directors of the Vocational School of Social Sciences?

Lect. Tayyar TEPE

Lect. Celal SARIOĞLU

### 6. Who are the Heads of Programs at the Vocational School of Social Sciences?

- Accounting and Tax Applications - Lect. Nuri GÜLTEKİN
- Applied English Translation - Lect. Celal SARIOĞLU
- Banking and Insurance – Asst. Prof. İrfan ERSİN
- Business Management - Lect. Nagehan UZUN
- Civil Aviation and Cabin Services - Lect. Çağlayan KAVGAOĞLU
- Court Office Services – Lect. Çağrı ALAGÖZ
- Finance – Asst. Prof. Adem BAĞIŞ ALÇİÇEK
- Foreign Trade – Lecturer Masoud SHEIKI
- Human Resources Management - Lect. Ceyda SARI
- Logistics – Asst. Prof. Bura Sabiha KELEK



- Public Relations and Advertising – Lect. Sonia LOTFI
- Radio and TV Programming – Lect. Sonia LOTFI
- Social Services - Asst. Prof. Derya BAYRI MENGİLLİ
- Sports Management – Lect. Ayten GÜNEŞ ÇELİK

## **7. Who are the Vocational School Secretariat Staff and How Can I Contact Them?**

Demet ŞENGÜL	School Secretary - Extension: 5059
Hakan GÜLER	Education Coordination Support Specialist - Extension: 2248
Zeynep Buket ARICA	Assistant Education Coordination Support Specialist - Extension: 2045
Merve OKUTAN	Personnel Affairs Specialist - Extension: 2249
Zeynep KIBIŞ	Assistant Personnel Affairs Specialist - Extension: 2044

You can reach the secretariat officials in the rooms numbered C120 and C131 on the 1st floor of Kavacık North Campus Block C. You can use [sbmyoidari@medipol.edu.tr](mailto:sbmyoidari@medipol.edu.tr) to contact us by e-mail.

## **8. In which campus is the Vocational School of Social Sciences located?**

It is located in Kavacık North Campus.

## **9. How can I go to the Vocational School of Social Sciences?**

Istanbul Medipol University Kavacık Campus is within the borders of Beykoz district on the Anatolian Side. It is located at Kavacık Junction right before Fatih Sultan Mehmet Bridge and is located on the public transportation route. It is within walking distance when you get off at Kavacık Junction while coming from the Anatolian or European Side.

## **10. Is There a Ring Between the North and South Campuses in Kavacık?**

Yes.

## **11. Do Students Have a Counselor within the Vocational School of Social Sciences?**

Yes.

## **12. Who is an Academic Advisor?**

He/she is the authorized faculty member/officer to check and approve the course selections of the students during the academic year.

## **13. How Do I Contact My Advisor?**

Consultant instructor information can be accessed from MEBIS and can be accessed from [www.medipol.edu.tr](http://www.medipol.edu.tr). You can access the e-mail information by following the 'Academic > Vocational School of Social Sciences > Educational Staff' steps.

## **14. What is MEBIS?**

It is an abbreviation of Medipol Education Information System. It is the system where students register for the course, learn the exam grades, see the course materials, request documents and send messages to the faculty member/officer.

### **15.How Can I Login to MEBIS?**

You can log in with the username and password provided during registration.

### **16. How can I contact my Program Professors within the Vocational School of Social Sciences?**

You can access the e-mail information of the staff by following the steps of 'Academic> Social Sciences Vocational School> Education Staff' on the website of Istanbul Medipol University <https://www.medipol.edu.tr/>.

### **17.Where Can I Find the Academic Calendar for the 2024-2025 Academic Year?**

You can reach it by following the steps of <https://www.medipol.edu.tr/> 'Home Page> Student> Academic Calendar' on the website of Istanbul Medipol University.

### **18.What are the Start-End Dates of 2024-2025 Academic Year Fall and Spring Semester Courses?**

Fall Semester: 30.09.2024 – 10.01.2025

Spring Semester: 10.02.2024 – 30.05.2025

### **19. How will the courses at the Vocational School of Social Sciences be taught in the fall semester of the 2024-2025 academic year?**

Except for UZEM courses (Turkish Language I-II, Atatürk's Principles and Revolutions I-II, English I-II), all courses will take place face-to-face. Face-to-face lessons will be taught in Kavacık North Campus classrooms.

### **20.What is a Formal Course?**

It is a face-to-face course in which the lecturer/instructor and students use the classrooms.

### **21.What is an Online Course?**

It is a course in which the lecturer/staff and the students are carried out on the internet without using the classroom.

### **22.How Do I Choose a Course?**

Course selections are made through MEBIS on the website <https://mebis.medipol.edu.tr/>.

### **23.What is a Compulsory Course?**

A Compulsory Course is a course within your programme that you must pass in order to meet the regulations to be eligible to graduate.

### **24.What is a Common Compulsory Course?**

It is the Atatürk's Principles and History of Turkish Revolution, Turkish Language, which are included in subparagraph (i) of the first paragraph of Article 5 of Law No. 2547, and foreign language courses in programs that do not have a foreign language preparatory class.

### **25.What is Program-Dependent Elective Course?**

A Departmental Elective Course is a course related to the department and must be taken in order to meet the regulations to be eligible to graduate.

### **26. What is an Optional Elective Course?**

Optional Elective Courses are not included in the curriculum in which students are enrolled in and they take with the approval of their advisor in order to increase their knowledge, manners, and general culture in order to complete the credit required for graduation. Optional Elective and Departmental Elective Courses are not the same and cannot be replaced with each other.

### **27. What is the Midterm Exam?**

It is a midterm exam held at least once in each course in each semester. Midterm evaluations of projects, graduation assignments, laboratories, workshops and similar studies can be substituted for midterm exams. Midterm exam results are announced before the general exam period.

### **28. What is the Midterm Make-up Exam?**

A make-up exam is an exam held instead of a midterm exam. Students who have the right to take midterms but cannot take the exam due to justified and valid excuses, and whose excuses are accepted by the relevant board of directors, use their midterm exam rights within the same semester and make-up exam rights according to the calendar determined by the relevant board of directors.

### **29. What is the General Exam?**

The general exam of a course is held at the end of the semester or year in which that course is completed. Students who fulfill the attendance requirement for the first time in an academic year have the right to take the general exam.

### **30. Are There Make-Up Exams for the General Exams at the End of the Semester?**

No. The resit exam replaces the final exam at the end of the semester.

### **31. What is the Resit Exam?**

The resit exam is an optional exam for the courses failed in the exams held at the end of the semester / year and for the purpose of raising the grade even if successful, by waiving the general exam grade. A student who wants to take the exam for grade improvement can only take the resit exam from one course and must apply to the relevant unit with a petition at least one week before the exam of that course.

### **32. What is the Three-Course Exam?**

Students who have not completed the maximum period of study specified in paragraph (c) of Article 44 of the Higher Education Law No. 2547, and who have completed their education in the diploma program they are enrolled in, but have failed up to three courses in order to graduate after the resit exams, are given the right to take the exam with the decision of the board of directors of the relevant unit. This exam is held within thirty days after the end of the resit exams at the end of each semester. The grade obtained in this exam replaces the course success grade.

### **33. What are Maximum Period Exams?**

Within the Article 44 of the Higher Education Law No. 2547, it is the exam applied to vocational school students whose maximum period has expired.

Students who have completed 8 semesters of education (excluding preparatory class) and fulfill the following conditions can take the maximum period exams.

- To have taken all the courses that must be taken in order to pass to the last year and graduate,
- To have fulfilled the attendance requirement in all courses taken (no absenteeism),
- For all students, the year 2015 is the basis and as of this date, taking into account the maximum period of the program, to have obtained the right to take the Supplementary Exam.

Student rights cannot be utilized during the maximum period.

#### **34. How is the Passing Score Calculated?**

The achievement of the students in a course is determined by the course success grade. The course success grade is obtained by evaluating the student's midterm and general exam together. In determining the course success grade, the weight of the midterm exam grade is 40% and the weight of the final exam grade is 60%. In order for a student to be considered successful in a course, the general exam grade must be at least 50 and the course success grade must be at least 60. The scores obtained from the exams are converted into a quadratic success coefficient and a letter grade.

#### **35. Will my scholarship be canceled if I fail a course or have a low GPA?**

Istanbul Medipol University students are entitled to education with scholarship or 50% discount according to the results of the Higher Education Institutions Examination. The scholarships and discounts provided to the placed students cover only the tuition fee and are valid as long as the student is studying, including the compulsory preparatory class. Housing, nutrition, transportation, books, educational materials, etc. are not covered by scholarships and discounts. ÖSYM scholarships and discounts given at Istanbul Medipol University are non-refundable and are discontinued only in case of disciplinary offense and transfer.

When a student fails a course, he/she takes the course again until he/she succeeds in the failed course or until the course is closed.

#### **36. Can I Take the Course I Failed at Istanbul Medipol University at Another University's Summer School?**

Yes.

#### **37. What is the Erasmus Exchange Program?**

It is a European Union project coordinated and financed by the National Agency affiliated to the Ministry of European Union in Turkey, which encourages the cooperation of higher education institutions and students and academicians to gain experience in different countries and universities within the framework of this cooperation for a short time.

With the Erasmus Program learning mobility, students can complete one or two semesters of the academic year and at least two months with the of internship mobility in another agreed higher education institution or enterprises. The main feature of the program is that students do not pay extra tuition to the university they will go to. In addition, students can apply for an Erasmus grant to help with the extra cost of living abroad.

#### **38. Can I do Erasmus at the Vocational School of Social Sciences?**

Yes. Istanbul Medipol University was accepted to the Erasmus University Declaration in 2012. As of this academic year, it has agreements with 51 Erasmus member universities and continues to establish bilateral agreements with various European Higher Education Institutions.

### **39. What is Minor Program?**

It is when students enrolled in an undergraduate education program (first major) complete some courses from another department in their university simultaneously and successfully and receive a certificate in a minor.

### **40. Can I do a minor at the Vocational School of Social Sciences?**

There are no minor branches available in vocational schools that offer associate degrees.

### **41. What is a Double Major Program?**

At Istanbul Medipol University, students are offered the opportunity to obtain a second diploma in addition to the diploma of the branch they study with double major programs. Thus, students have the opportunity to graduate with two diplomas in one education period. It is not possible to enroll in more than one second major diploma program at the same time.

### **42. Is the Double Major Program paid?**

No additional tuition fee is charged for double major diploma programs of our students whose applications are accepted during their major education.

### **43. Can I do a double major at the Vocational School of Social Sciences?**

You can do it among the programs of the Vocational School of Social Sciences or the relevant programs of other vocational schools.

### **44. What are the Requirements/Conditions for Graduation from the Vocational School of Social Sciences?**

To take the compulsory courses of the program to which it is affiliated and to complete 120 ECTS.

### **45. What is Vocational Training?**

It is the course taken in higher education diploma programs in which education and training activities are carried out at associate degree or undergraduate level related to a profession, which is determined by the Council of Higher Education at certain time intervals, taking into account the country's top policy documents and needs for development.

According to Istanbul Medipol University Vocational School of Social Sciences Vocational School of Social Sciences Applied Trainings Directive, students who have a vocational course in their program are obliged to take that course.

### **46. In which programs is vocational education available at the Vocational School of Social Sciences?**

- Banking and Insurance
- Logistics
- Accounting and Tax Applications
- Radio and Television Programming

#### **47. What is an Internship?**

Apart from the theoretical and practical courses given in higher education institutions and determined specifically for the program, it is the professional work that students do in enterprises in order to improve their professional knowledge, skills, attitudes and behaviors, to get to know the sector, to adapt to business life, to gain experience and to grow in real production and service environment.

According to Istanbul Medipol University Vocational School of Social Sciences Vocational School of Social Sciences Applied Education Directive, the student who has an internship in the program is obliged to take the course.

#### **48. Which Programs Have Internships?**

- Foreign Trade
- Public Relations and Advertising
- Human Resources Management
- Business Management
- Finance
- Social Services
- Sports Management
- Civil Aviation Cabin Services
- Applied English Translation (Day and Night Education)

#### **49. How Can I Find Vocational Training and Internship Institutions?**

We have a pool of workplaces, the number of which increases every year, and our students are guided. In addition, if requested, the Career Office of our university provides guidance to students in finding a vocational training/internship institution. It is the student's responsibility to find a place for vocational training/internship.

#### **50. Is there a Student Club of the Vocational School of Social Sciences?**

Istanbul Medipol University supports student clubs as they contribute to the social, cultural, scientific and personal development of its students in addition to academic education. At present, there are 115 student clubs. One of these is the Social Sciences Club within our Vocational School.

#### **51. Does the Vocational School of Social Sciences have Social Media Accounts?**

Yes. There are Instagram and Twitter accounts.

#### **52. How Can I Access Social Media Accounts of the Vocational School of Social Sciences?**

You can access them by scanning the QR codes.



**53. Can I Study Optional English Preparatory Program?**

Yes. Students who will attend the optional preparatory class are accepted to the preparatory program with a 25% discount on the fee of the program they are settled in.

**54. Does our university have a Career Office?**

Yes.

**55. How can I contact the Career Office of our University?**

You can send an e-mail to [kariyerofisi@medipol.edu.tr](mailto:kariyerofisi@medipol.edu.tr) for contact.

**56. Is there an education discount for children of martyrs and veterans at Istanbul Medipol University?**

Children of martyrs and veterans, who do not receive full scholarship, also receive a 20% education discount.

This discount is valid for the duration of the student's education, including the compulsory preparatory class.

**57. Is there a Disability Discount at Istanbul Medipol University?**

An additional 15% tuition discount will be given to students who are not studying on a full scholarship and have a disability report of 40% or more.

**58. Is there a sibling discount at Istanbul Medipol University?**

If more than one sibling is studying at our university, each sibling will also receive a 10% discount on the tuition fee to be paid.

This discount will be valid as long as the students study together, including the compulsory preparatory class, and until graduation, provided that one of the students does not leave the university.

**59. Is there an Athlete Discount at Istanbul Medipol University?**

Yes. There is a national athlete discount and a team athlete discount. There is also an individual athlete achievement award.

**60. Is there a discount for Istanbul Medipol University Associate Degree Graduates if they qualify for an undergraduate program at Istanbul Medipol University through the Vertical Transfer Exam?**

Students who graduate from our university's associate degree programs and gain the right to enroll in undergraduate programs through the Vertical Transfer Exam are also given a 15% education discount.



### **61. What is a Student Disciplinary Investigation?**

It is a disciplinary procedure organized to investigate students who do not comply with the issues that are not fulfilled inside and outside the higher education institution, who do not comply with the issues that must be complied with, who do prohibited acts or who act in a manner and act incompatible with the title, honor and dignity of being a student.

### **62. In What Situations Can a Student Disciplinary Investigation Be Initiated?**

Although disciplinary proceedings are not based on a single reason, they are concluded differently depending on the action taken. The penalties that require a disciplinary investigation are as follows:

- Warning,
- Reprimand,
- Suspension from the higher education institution for one week to one month,
- Suspension from the higher education institution for one semester,
- Suspension from the higher education institution for two semesters,
- Expulsion from higher education institution.

### **63. What is a Transcript?**

It is the basic transcript. All courses taken during university education and their grades are listed in this official document.

### **64. How to Obtain a Transcript?**

It can be obtained via e-government or MEBIS.

### **65. What is a Student Certificate?**

It is an official document showing the student's education and the institution he/she has an educational affiliation with.

### **66. How to Obtain a Student Certificate?**

It can be obtained via e-government or MEBIS.

### **67. Who can I contact for possible problems related to MEBIS?**

You can contact [mebisdestek@medipol.edu.tr](mailto:mebisdestek@medipol.edu.tr) via e-mail.

### **68. Is there an Istanbul Medipol University Alumni Association?**

Yes.

### **69. How Can I Contact Istanbul Medipol University Alumni Association?**

You can contact by calling +90 (216) 681 23 66 or by e-mail at [medimed@medipol.edu.tr](mailto:medimed@medipol.edu.tr).

## İdari Birimler Haritası

