



**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.