

DIRECTIVE ON THE PRINCIPLES AND PROCEDURES OF THE COORDINATIONSHIP FOR  
COOPERATION WITH EXTERNAL TRAINING INSTITUTIONS  
FACULTY OF MEDICINE, YEDITEPE UNIVERSITY

1. Purpose: The purpose of this Directive is to ensure that cooperation processes carried out with external institutions (Ministry of Health Training and Research Hospitals and Private Healthcare Institutions), enabling Faculty of Medicine students to receive training, observation, and practical experience during their clinical years and to enhance their knowledge, skills, and professional experience, as well as all clinical training activities conducted at these institutions, are organized in a standardized, safe, effective manner and in compliance with accreditation standards.

2. Scope: This Directive covers:

- Fourth- and fifth-year students of the Faculty of Medicine,
- All cooperating public and private external institutions,
- Faculty members of the departments that include External Institution rotations within the internship program,
- Trainers, administrators, and coordinators working at external institutions within the scope of cooperation,
- Education, training, and assessment processes.

3. Basis: This Directive covers:

- The Higher Education Law,
- The Framework Regulation on Applied Education in Higher Education Institutions,
- Yeditepe University Associate Degree and Undergraduate Education, Training, and Examination Regulations,
- Yeditepe University Faculty of Medicine Education and Training Regulations,
- TEPDAD National Medical Education Accreditation Standards,
- The provisions of the Agreement Regarding Students' Applied Courses within the Scope of Applied Education.

4. Definitions:

External Institution: Any hospital, clinic, or healthcare institution that has signed an educational cooperation protocol with the Yeditepe University Faculty of Medicine.

Clinical Trainer: A specialist physician at the external institution who assumes academic and clinical responsibility for student education.

Education Coordinator: A faculty member or specialist at the external institution who conducts educational processes and ensures communication with the Faculty.

Student: A Faculty of Medicine student who is assigned to external institutions during the clinical years.

Education Officer: The Departmental Education Officer of the Yeditepe University Faculty of Medicine.

## 5. Principles of Cooperation

- i. The following principles shall govern cooperation with external institutions: Professional and theoretical education of students receiving training within the scope of the Applied Course at external institutions may be conducted in an intensified manner.
- ii. Applied Courses conducted at external institutions shall be implemented in accordance with the relevant regulations, directives, and academic calendar prepared by the University.
- iii. No payment shall be made by the external institution to students for the duration of the Applied Course, in accordance with the Framework Regulation on Applied Education in Higher Education Institutions.
- iv. Student safety, the right to education, and professional development shall constitute the fundamental priorities.
- v. Clinical training shall be carried out in line with predefined learning objectives and competency-based education principles.
- vi. Pursuant to the fourth paragraph of Article 14 of the Framework Regulation on Applied Education in Higher Education Institutions, no payment shall be made to students undertaking Applied Courses.
- vii. Students receiving training at external institutions within the scope of the Applied Course shall not have the right to absenteeism during their vocational training period, nor shall they be entitled to leave, except in cases specified in the relevant university regulations and directives. The external institution shall not grant leave to students for any reason without the knowledge and approval of the University.
- viii. The external institution and the Faculty of Medicine shall act in accordance with the principles of mutual responsibility and transparency.
- ix. All processes shall be carried out in compliance with patient safety, confidentiality, and ethical rules.
- x. The quality of education shall be regularly monitored, evaluated, and improved.
- xi. During the period in which the student participates in practical training within the scope of the Applied Course, in accordance with the Framework Regulation on Applied Education in Higher Education Institutions, the student shall not be deemed insured under subparagraph (f) of the first paragraph of Article 6 of Law No. 5510, pursuant to the fifth paragraph of Article 14 of the said Regulation. Accordingly, in cases where students participating in practical training at external institutions do not have work accident and occupational disease insurance, all related responsibilities shall rest with the University.

## 6. Cooperation Process

6.1 Preparation of the Agreement: Cooperation with external institutions shall be based on a written protocol (Agreement) in which educational objectives, qualifications of trainers,

number of students, distribution of responsibilities, and security and insurance conditions are clearly defined.

- i. At least one month prior to the beginning of the academic year of Term 4 and Term 5, the “AGREEMENT REGARDING STUDENTS’ APPLIED COURSES WITHIN THE SCOPE OF APPLIED EDUCATION” sent to the University by the Ministry of Health of the Republic of Türkiye, Istanbul Provincial Directorate of Health, shall be forwarded to the University Legal Consultancy.
- ii. The relevant agreement shall be reviewed by the Legal Consultancy, revised as deemed necessary, finalized, and submitted for approval to the Rector of Yeditepe University and the Board of Trustees.
- iii. The agreement approved by the Rector of Yeditepe University and the Board of Trustees and signed by the Rector shall be sent to the Istanbul Provincial Directorate of Health.
- iv. The signed protocol shall cover the fall, spring, and summer terms of the relevant academic year.

#### 6.2. Principles and Procedures for the Execution of Inter-Institutional Protocols

- i. Prior to the beginning of a new academic year, and before the end of the preceding summer term, the departments whose students will be assigned to external institutions for internships in the fall term, together with student lists and internship dates, shall be prepared and submitted by the Dean’s Office to the Provincial Directorate of Health as a preliminary quota request. Hospital preferences shall also be specified in this official correspondence. In this process, priority shall be given to hospitals that are geographically close to the University, have cooperated with the Faculty in previous years, and have demonstrated a high level of overall satisfaction. The Faculty of Medicine shall evaluate the suitability of external institutions based on criteria including case diversity, trainer capacity, physical infrastructure (outpatient clinics, wards, emergency units, operating rooms), and patient safety systems.
- ii. Preliminary approval of the requested quotas shall be issued by the Provincial Directorate of Health.
- iii. Following this approval, necessary reviews and assessments shall be conducted by the Dean’s Office and the Coordination Office for Cooperation with External Training Institutions, and revisions shall be requested where deemed necessary. The finalized agreement shall then be signed by both institutions.
- iv. In line with the preliminary quota approval received, finalized student lists and internship dates—determined according to the designated hospitals prior to the start of the term—shall be announced to students by the Dean’s Office Student Affairs Unit. These announcements shall be made by e-mail to the term representative and disseminated through the term’s official WhatsApp groups via the term representative.
- v. Students shall be informed by the Student Affairs Unit of the documents required by each external institution prior to the commencement of the internship and of the procedures for obtaining such documents.

- vi. Students commencing Term 4 and Term 5 shall be required to complete occupational health and safety training and obtain the relevant certificates before beginning their applied education. Necessary announcements regarding this requirement shall be made accordingly.
- vii. In order for faculty members and personnel working at external institutions to provide practical training to students, official request letters titled “for providing on-site guidance in applied courses” shall be sent prior to the start of the education period.
- viii. Upon submission of course accrual forms documenting the training provided by the assigned trainers to the Dean’s Office, payroll calculations shall be prepared based on these forms and forwarded to the Rectorate Human Resources Department. Payments to the relevant personnel shall be made by the Rectorate accordingly.
- ix. In accordance with the protocol signed with the external institution, payments shall be made based on the number of students assigned for internships during the fall, spring, and summer terms.

#### 7. Assignment Process of Students to External Institutions

- i. Students shall be assigned to external institutions in accordance with the planning determined at the beginning of the relevant academic year.
- ii. Health reports and other required documents, in line with the rules of the external institution, shall be prepared prior to the commencement of the internship period.
- iii. Assignment lists shall be notified to external institutions at least two weeks in advance.
- iv. Students shall be informed in advance about the working hours, responsibilities, and expectations of the external institution.

#### 8. Responsibilities of the University

- i. To ensure the selection of students to be sent to enterprises for vocational training and to notify the relevant enterprises accordingly.
- ii. To cooperate with enterprise authorities to ensure that the intended objectives of skills training conducted at enterprises are achieved, and to oversee and verify the necessary educational documents and/or materials related to the training process.
- iii. To provide accident insurance for fourth- and fifth-year students who will participate in applied education.
- iv. 6. To provide insurance coverage for sixth-year students (Interns) and to pay their monthly salaries.

#### 9. Responsibilities of the External Institution Providing Applied Education within the Scope of the Applied Course:

- i. To conduct the student’s applied education at the enterprise in accordance with the academic calendar determined by the University and in compliance with the duration and working hours specified in the Labor Law.
- ii. To fully and accurately complete the score sheets related to the relevant academic term at the end of the applied education period.

- iii. To fully complete all sections of the practical training file filled out by the student that pertain to the enterprise.
- iv. To ensure that the student has access to a safe, orderly, and appropriate learning environment.
- v. To assign an adequate number of qualified trainers.
- vi. To provide a clinical environment suitable for the defined educational objectives.
- vii. To designate the trainer responsible for supervising the procedures performed by the student.
- viii. To ensure supervision of the student during medical procedures.
- ix. To plan the student's working hours and on-call duties in accordance with educational objectives.
- x. To prevent violations of students' rights.
- xi. To prepare reports related to the applied education process.

#### 10. Duties and Responsibilities of the Student

- i. To follow the announcements made by the Student Affairs Unit and to fulfill the related requirements.
- ii. To obtain the documents requested by the external institution prior to the commencement of the internship.
- iii. To complete occupational health and safety training and obtain the relevant certificate.
- iv. To prepare the Applied Course Agreement and submit it to the Education Unit of the external institution.
- v. To submit all required documents, including health reports and occupational health and safety certificates, to the Education Unit of the external institution.
- vi. To attend applied education regularly and without interruption.
- vii. To perform clinical skills applications under supervision.
- viii. To participate in ward rounds, outpatient clinics, and inpatient service activities.
- ix. To fully comply with patient confidentiality and ethical principles.
- x. To comply with institutional rules and regulations.
- xi. To keep records of all procedures performed.
- xii. Not to perform independent medical procedures without the supervision of a trainer.
- xiii. To provide feedback to the Faculty and the external institution coordinator.

#### 11. Responsibilities of the Faculty of Medicine

- i. To establish a coordination office responsible for maintaining communication with external institutions.
- ii. To define students' learning objectives and competencies.
- iii. To provide educational materials.
- iv. To regularly monitor the quality of education delivered at external institutions.
- v. To conduct the necessary feedback and continuous improvement processes.
- vi. To manage students' insurance coverage and legal responsibility processes.
- vii. To provide academic advising services.

## 12. Principles of Assessment and Evaluation:

- i. Student performance shall be assessed using the methods determined by the Faculty.
- ii. Assessment tools may include OSCEs, clinical skills assessment forms, observation notes, and case-based evaluations.
- iii. Trainers at external institutions shall contribute to the assessment process.
- iv. Assessment and evaluation rules for each internship shall be announced at the beginning of the academic year at the relevant Term Academic Program Committee (APC) meeting. Final internship grades shall be determined in accordance with these principles.

## 13. Monitoring of Educational Quality

The Faculty of Medicine shall regularly monitor and evaluate education provided at external institutions through student feedback, trainer feedback, site visits, and quality reports, and shall integrate the evaluation results into continuous quality improvement processes.

## 14. Disciplinary and Ethical Procedures

Students working at external institutions shall be subject to the disciplinary and ethical rules of both the Faculty of Medicine and the institution where the training is conducted. Students who act in violation of this Directive shall be subject to the provisions of Article 54 of Law No. 2547 on Higher Education, titled “**Student Disciplinary Affairs.**”

## 15. Effective Date

This Directive shall enter into force on the date it is approved by the Faculty Board of the Faculty of Medicine.

## 16. Execution

The provisions of this Directive shall be executed by the Dean of the Faculty of Medicine.