

8 - INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

Structure and Degree System

The basic structure of the Turkish National Education System consists of stages of noncompulsory pre-school education; compulsory primary (elementary and middle school) and secondary (high school) education; and higher education. Primary education begins at the age of 5.5 (66 months), lasts eight years and comprises elementary and middle school education, four years each. Secondary education is also four years and divided into two categories as "General High School Education" and "Vocational and Technical High School Education". The entry into these categories is through composite scores obtained from a centralized exam for secondary schools.

Higher education system in Turkey is managed by the Council of Higher Education (CoHE, Yükseköğretim Kurulu-YÖK) which is an autonomous public body responsible for the planning, coordination, governance and supervision of higher education within the provisions set forth in the Constitution of the Turkish Republic and the Higher Education Law. Both state and non-profit foundation universities are founded by law and subjected to the Higher Education Law and to the regulations enacted in accordance with it.

Higher education in Turkey comprises all post secondary higher education programmes, consisting of short, first, second, and third cycle degrees in terms of the terminology of the Bologna Process. The structure of Turkish higher education degrees is based on a two-tier system, except for dentistry, pharmacy, medicine and veterinary medicine programmes which have a one-tier system. The duration of these one-tier programmes is five years (300 ECTS) except for medicine which lasts six years (360 ECTS). The qualifications in these one-tier programmes are equivalent to the first cycle (bachelor's) plus second cycle (master's) degree. Undergraduate level of study consists of short cycle (associate's)-(önlisans derecesi) and first cycle (bachelor's)-(lisans derecesi) degrees which are awarded after successful completion of full-time two-year (120 ECTS) and four-year (240 ECTS) study programmes, respectively.

Graduate level of study consists of second cycle (master's)-(yüksek lisans derecesi) and third cycle (doctorate)-(doktora derecesi) degree programmes. Second cycle is divided into two sub-types named as master without thesis and master with thesis. Master programmes without thesis require 60 to 90 ECTS credits and consist of courses and a semester project. 60 ECTS non-thesis master programmes are exceptional, and exist in a few disciplines. The master programmes with a thesis require 90 to 120 ECTS credits, which consists of courses, a seminar, and a thesis. Third cycle (doctorate) degree programmes are completed having earned a minimum of 180 ECTS credits, which consists of completion of courses, passing a proficiency examination and a doctoral thesis. Specialization in medicine, accepted as equivalent to third cycle programmes are carried out within the faculties of medicine, university hospitals and the training hospitals operated by the Ministry of Health.

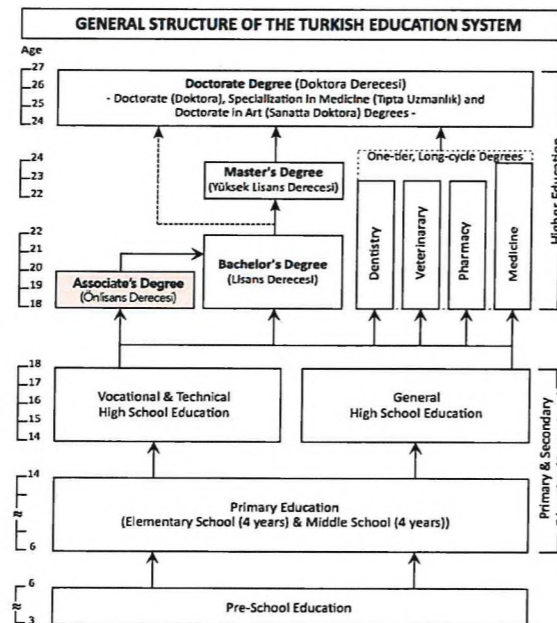
Universities consist of graduate schools (Institutes) offering second cycle (master's) and third cycle (doctorate) degree programmes, faculties offering first cycle (bachelor's degree) programmes, four-year higher schools offering first cycle (bachelor's) degree programmes with a vocational emphasis and two-year vocational schools offering short cycle (associate's) degree programmes of a strictly vocational nature.

Since 2003, first cycle degree holders may apply directly to third cycle (doctorate) programmes if their performance at the first cycle degree level is exceptionally high and their national central Graduate Education Entrance Examination (ALES) score is also high and their application is approved. For these students, theoretical part of the programmes requires additional courses of 60 ECTS credits.

Admission of national students to short and first cycle degree programmes is centralized and based on a nationwide one/two-stage examination(s) conducted by an autonomous public body (Assessment, Selection and Placement Centre-ÖSYM). Candidates gain access to institutions of higher education based on their composite scores consisting of the scores on the selection examination and their high school grade point averages. Admission to graduate programmes is directly conducted by the higher education institutions (HEIs) within the frameworks of the publicly available national and institutional regulations. Admission of foreign students to programmes at all levels of higher education can be done by direct applications of candidates to HEIs based on publicly available national and institutional regulations.

The Turkish National Qualifications Framework for Higher Education (TYYÇ): The National Qualifications Framework for Higher Education in Turkey (TYYÇ) developed with reference to the QF for European Higher Education Area and the EQF for lifelong learning was adopted by the CoHE in 2010. The framework has been developed as a part of a single national qualifications framework, which would eventually consists of 8 level national framework covering all levels of educations on completion of the ongoing work at the national level, in which the higher education levels lie on levels between 5 to 8. The levels of the TYYÇ with reference to the European overarching qualifications frameworks as well as that to ECTS credits and student workload are shown below.

TYYÇ LEVELS, QUALIFICATIONS TYPES AND ECTS CREDITS						
Higher Education Levels/Cycles			AWARDS/ DEGREES	LENGTH (Year)	TOTAL ECTS CREDITS (Year x 60 ECTS)	TOTAL STUDENT WORKLOAD (h) (1 ECTS= 25-30h)
QF-EHEA	EQF-LLL	TYYÇ LEVELS				
3	8	8	Doctorate Specialization in Medicine Doctorate in Art	3 (min.)	180 (min.)	4.500 - 5.400
2	7	7	Master's Degree	1 - 2	60 - 120	1.500 - 3.600
1	6	6	Bachelor's Degree	4	240	6.000 - 7.200
Short Cycle	5	5	Associate's Degree	2	120	3.000 - 3.600



DIPLOMA SUPPLEMENT

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Diploma No

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international transparency and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and the status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgments, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Family name(s)
- 1.2 Given name(s)
- 1.3 Date of Birth
- 1.4 Student identification number or code (if available)

2 INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification: Tıbbi Dokümantasyon ve Sekreterlik Programı Ön Lisans Derecesi
- 2.2 Main field(s) of study for the qualification: Medical Documentation and Secretarial Program
- 2.3 Name and status of awarding institution (in original language): İstinye Üniversitesi, Vakıf Üniversitesi, Özel Kanunla Kurulmuş, Kar Amacı Gütmeyen, Devlet Tarafından Tanınan Vakıf Üniversitesi
İstinye University, Non-profit Foundation University, Public Legal Entity, State Recognised.
- 2.4 Institution (if different from 2.3) administering studies (in original language): Same as 2.3
- 2.5 Language(s) of instruction/examination: Turkish

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

- 3.1 Level of qualification: Short Cycle (Associate's Degree) Level 5 in National Qualifications Framework For Higher Education in TURKEY(NQF-HETR,TYYÇ)
- 3.2 Official length of programme: 2 years
- 3.3 Access requirements(s): Medical Documentation and Secretarial Program accept the students who completed a high school or equivalent education with a diplome, have passed at least 150 threshold in TYT (the Basic Proficiency Test) score type in the central national examination which is still being applied by ÖSYM (Measurement, Selection and Placement Center) and whose placement by examination have been made.

4-INFORMATION ON THE CONTENTS AND THE RESULTS GAINED

- 4.1 Mode of study: Full-time
- 4.2 Programme Requirements:

In order to graduate from this program, students must complete their compulsory internship within the specified time and conditions, have successfully passed all courses of the program and have continued their theoretical courses by 70% and the practical courses by 80%, and they should not have FF, DZ, and K grades. The minimum ECTS for graduation is 120 hours. The weighted GPA should be at least 2.00 over 4.00.

Programme Objectives

Medical documents resulting from the presentation of health services; The aim of this course is to educate qualified health professionals who can collect, organize, archive, present them to the scientific rules, support the team colleagues in the administrative processes as well as contemporary secretarial services in clinical and polyclinics, and establish positive communication with patients and their relatives.

Learning Outcomes and Competences

1. Knows the terms and concepts related to medical terminology, human anatomy and diseases knowledge required by the field of Medical Documentation and Secretarial and uses them without error.
2. As an individual working in the field of Medical Documentation and Secretarial, he / she acts in accordance with laws, regulations, legislation and ethical principles related to his rights and responsibilities.
3. According to the social security of the patient with the knowledge and skills about the use of Hospital Information Management System; codes of operations and diseases according to international classification systems.
4. Medical records, medical reports and professional correspondence, in accordance with the rules do effectively.
5. The necessary legislative information for the creation and operation of medical archives, file mobility and protection of the archive services are provided.
6. The patient communicates correctly, comprehensibly, openly, in written and verbally with the patient relatives and colleagues.
7. As an active team member in the field of Medical Documentation and Secretarial practices, he takes responsibility in the experience of working with other health disciplines.
8. With the awareness of lifelong learning, by following the developments in science and technology, contributing to projects and activities with a sense of social responsibility and renewing itself continuously.
9. It follows information in the field by using a foreign language at least at the level of European Language Portfolio A2 General Level.
10. It uses information and communication technologies together with computer software at the advanced level of European Computer Driving License required by the field.
11. They act in accordance with quality management and processes.
12. Has sufficient awareness about individual and public health, environmental protection and occupational safety in the field of Medical Documentation and Secretarial.
13. Shares opinions and suggestions for solutions to problems with experts and non-experts in the field of Medical Documentation and Secretarial.
14. Using the basic knowledge and skills in the field of Medical Documentation and Secretarial, informs the related persons and institutions and conveys their thoughts and suggestions for solutions to problems in written and orally.
15. Its appearance, attitude, attitude and behavior make it an example for society.

4.3 Programme details and the individual grades/marks/credits obtained:

Courses	Category	Grade	ECTS
ATA101 Atatürk's Principles and History of Turkish Revolution 1	Required	CB	2
ING 101 General English 1	Required	BB	2
MSE 101 Professional Ethics	Required	BB	3
TDS102 Communication in Health Institutions	Required	AA	5
TDS103 Medical Documentation 1	Required	CC	6
TDS104 Medical Terminology	Required	BB	3
TRK101 Turkish Language 1	Required	DC	2
UNI001 Alternative and Renewable Energy	Elective	CB	4
UNI024 First Aid	Elective	BB	3
ATA201 Atatürk's Principles and History of Turkish Revolution 2	Required	CC	2
DIL121 General English 2	Required	BB	2
TDS121 Office Management and Secretarial	Required	AA	4
TDS122 Correspondence Techniques	Required	AA	3
TDS123 Medical Documentation 2	Required	BB	6
TDS124 Research Methods and Techniques	Elective	BB	3
TDS125 Business	Required	BB	4
TDS126 Accounting	Required	BB	4
TURK121.A Turkish Language 2	Required	CC	2
TDS032 Hospital Information Systems	Required	BB	2
OMR001 Manifest of Istinye 1	Required	BI	1
TDS031 Beautiful Speech and Diction	Elective	BB	3
TDS301 Biostatistics	Required	DD	2
TDS302 Patient Services	Required	BB	4
TDS303 Health Insurance	Required	BB	3
TDS304 Medical Documentation 3	Required	AA	5
TDS305 Medical Documentation and Secretarial Applications 1	Required	AA	5
TDS306 Internship	Required	BI	1
DIL103 General English 3	Required	AA	2
SEG002 Manifest of Istinye 2	Required	AA	5
TDS006 Diseases Information	Elective	CB	5
TDS007 Public Relations in Health Institutions	Elective	AA	2
TDS202 Clinical Practice 2	Required	AA	5
TDS204 Medical Documentation 4	Required	BA	6
TDS206 Health Institutions Legislation	Required	AA	4
TDS208 Medical Secretarial	Required	BB	5
TOTAL		3.15	120

Total ECTS : 120

Cumulative Grade Point Average (CGPA): 3.15 out of 4.00

4.4 Grading scheme and, if available, grade distribution guidance.

Grading Scheme:

Grades included in the CGPA				Grades not included in the CGPA		
Grade	Numerical Value	Total Number Awarded in the Reference Group	Percentage of the Total Number	Grade	Definition	Numerical Value
AA	4	86	7.88%	S	Satisfactory	-
BA	3.5	88	8.07%	U	Unsatisfactory	-
BB	3	114	10.45%	EX	Exempted	-
CB	2.5	119	10.91%			
CC	2	73	6.69%			
DC	1.5	31	2.84%			
DD	1	19	1.74%			
AA	0	34	3.12%			
BA	0	48	4.40%			
BB	0	109	9.99%			
CB	0	133	12.19%			
CC	0	108	9.90%			
DC	0	67	6.14%			
DD	0	62	5.68%			
		1091	100%			

* Lowest passing grade is "DD"

4.5 Overall classification of the qualification:

Genel Not Ortalaması: 3.15 / 4.00 , Onur

Cumulative Grade Point Average (CGPA): 3.15 / 4.00 , Honor

5- INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study

May apply to first cycle, programs.

5.2 Professional status

This degree enables the holder to exercise the profession.

6- ADDITIONAL INFORMATION

6.1 Additional Information

N/A

6.2 Further information sources

University web site: www.istinye.edu.tr
 University ECTS Info Package: <https://sis.istinye.edu.tr/bilgipaketi/>
 The Council of Higher Education Website: <http://www.yok.gov.tr>
 The Turkish ENIC-NARIC Website: <http://www.enic-naric.net/index.aspx?c=Turkey>
 The NQF (TYYC) for Higher Education Website: <http://tyyc.yok.gov.tr/>

7- CERTIFICATION OF THE SUPPLEMENT

7.1 Date

10/07/2019

7.2 Name and signature

Mahide İLGAR

7.3 Capacity

The Registrar

7.4 Official stamp or seal

