

Republic of Turkey
TOKAT GAZİOSMANPAŞA UNIVERSITY
TOKAT SCHOOL OF HEALTHCARE PROFESSIONS

STUDENT HANDBOOK



This student handbook
has been prepared by the Directorate of the Tokat Health Services Vocational College at Tokat
Gaziosmanpaşa University.

Dr Zeynep ACUNGİL, Assistant Professor and Director of
the Tokat School of Health Services

Deputy Directors of the Tokat School of Health Services: Dr Sema
BİLGİN, Lecturer
Lecturer Sevgi KELEK

Compiled and Reviewed by
Lecturer Aysun UYSAL
Lecturer Fatma AKSOY

Design
Lecturer Kemal ERGÜN

Contact
Tokat Gaziosmanpaşa University, Tokat School of Health Services, Taşlıçiftlik Campus, 60150
Tokat/TURKEY
(0 356) 252 16 16
tshmyo@gop.edu.tr

Printed by
TOĞU Printing
House

FOREWORD



Dear students,

Our University, which adds value to Tokat and the surrounding region and is gaining increasing recognition both in Turkey and worldwide, is moving towards the future with a student-centred approach across all its academic units. Having now completed its 32nd year, our University not only provides high-quality education and teaching but also supports its students in social and sporting activities. Our University impresses with its campuses capable of meeting all students' needs, its fully developed physical infrastructure, its environmentally friendly investments and its ever-increasing success rate year on year.

Our School of Health Services aims to train well-equipped and competent professionals capable of adapting to the dynamic nature of the healthcare sector. Our educational programmes, designed to meet today's evolving needs, combine theoretical knowledge with practical training to prepare you for your professional life in the best possible way.

You are in the right place to pursue the careers of the future. You will find answers to all your questions in this brochure. Wishing you every success in your academic journey, I extend my best wishes to all our students.

Prof. Dr Fatih YILMAZ, Rector



Dear Students,

Welcome to the School of Health Services. We are delighted to have you join us on this journey, as we set out to nurture you into dynamic and indispensable members of the healthcare sector. A university is an environment where competent, respected and valuable individuals develop their academic knowledge and skills, enabling them to stand on their own two feet in the future and contribute to raising their country's educational standards.

Our College aims to train healthcare professionals who are capable of responding to changes in the healthcare sector, who acquire the necessary skills in the use of knowledge and technology, who meet the needs of society through a team-based approach, who closely follow developments that contribute to their region and country, and who are committed to human rights and ethical values. Thanks to our academic staff, who are experts in their fields, and our strong partnerships within the healthcare sector, we are here to prepare you for your professional life in the best possible way.

From the moment you become a student, you will receive the support and attention of our college management, academic and administrative staff throughout your education and training under the umbrella of our college, as well as in your life after graduation.

This student handbook is an essential guide containing the academic, administrative and social information you may require throughout your studies. It has been prepared to help you lead a more productive and informed university life.

Wishing you all a successful academic journey, I send my warmest regards to all our students.

Dr Zeynep ACUNGİL, Lecturer
Director of Tokat Vocational School of Health Services

CONTENTS

FOREWORD	3
THE DIRECTOR'S MESSAGE	4
1. GENERAL INFORMATION	7
1.1. History of Tokat Vocational College.....	7
1.2. Our Departments.....	8
1.3. Academic Calendar.....	9
2. Course Registration and Re-enrolment.	10
3. LEARNING ENVIRONMENTS AND INFORMATION SYSTEM.....	11
3.1. Classrooms and Laboratories.....	11
3.2. Distance Learning System and Teaching	11
3.3. Student Information System (OBS).....	12
3.4. Programme Guide.....	13
3.5. Course Timetable and Examination Schedule Access System.....	14
4. STUDENT SERVICES	14
4.1. Academic Adviser and Their Responsibilities.....	14
4.2. Student ID.....	15
4.3. Student Certificate and Academic Transcript.....	15
4.4. Course Contents.....	16
4.5. Military Service Deferral Procedures	16
4.6. Suspension of Enrolment.....	17
4.7. Regulations and Guidelines	17
4.8. Graduation and Withdrawal Procedures.....	17
4.8.1. Diploma	18
4.8.2. Procedures for Lost Diplomas or Provisional Graduation Certificates.....	18
4.8.3. Graduate Information System.....	18
4.8.4. Career Opportunities	19
5. RIGHTS TO EDUCATION AND INSTRUCTION	20
5.1. Duration of Education.....	20
5.2. Compulsory Attendance at Classes.....	20
5.3. Exemption.....	21
5.4. Excuses and Leave	21
5.5. Transfer between programmes	21
5.6. Vertical Transfer.....	22
5.7. Dual Major Programme	22
5.8. Visiting Student and Special Student Status.....	23
5.9. Student Exchange Programmes.....	23
5.9.1. Erasmus+	24
5.9.2. Farabi	24
5.9.3. Mevlana	24
5.10. Services Provided to Students with Disabilities.....	25

6. ASSESSMENT AND EVALUATION.....	25
6.1. Documents Required to Sit Examinations.....	25
6.2. Rules to be Observed During Examinations.....	25
6.3. Publication of Examination Results and the Right to Appeal.....	26
6.4. Assessment of Examinations and Final Grade	26
7. STUDENT DISCIPLINARY PROCEDURES.....	27
8. PASSWORD AND EMAIL PROCEDURES.....	27
9. ON-CAMPUS INTERNET ACCESS.....	27
10. CAMPUS LIFE.....	28
10.1. Library	28
10.2. Accommodation and Catering Facilities	29
10.3. Family Health Centre and General Practice	29
10.4. Transport, Travel Card Procedures and On-Campus Transport.....	30
10.5. Sports Facilities	30
10.6. Student Clubs	31
10.7. Scholarships, Part-time Work and Student Shop	31
10.8. Application and Research Centres	32
10.9. Our University's Co-ordinating Offices	32
11. SAMPLE PETITIONS AND A GUIDE TO WRITING PETITIONS.....	33
12. GUIDE TO WRITING EFFECTIVE E-MAILS	34
13. CONTACT DETAILS.....	36

1. GENERAL INFORMATION

1.1. History of Tokat Vocational School of Health Services

Tokat Vocational School of Health Services was established in 2005 and commenced its associate degree programmes in the 2018–2019 academic year with the Operating Theatre Services, Oral and Dental Health, Pathology Laboratory Techniques and Medical Laboratory Techniques, in the 2018–2019 academic year. Furthermore,



, the Child Development Programme, which was previously part of Tokat Vocational College, has continued its teaching and learning activities within our college since the 2019–2020 academic year. In the 2020–2021 academic year, the Pharmacy Services and Hair Care and Beauty Services Programmes commenced teaching and learning activities at our college.



Our college conducts its teaching and learning activities at the Taşlıçiftlik Campus, situated 9 km from the centre of Tokat; these activities are carried out across 5 departments and 7 programmes by 25 academic staff in 9 classrooms and 4 practical laboratories.

1.2. Our Departments

Our Tokat Vocational College of Health Services offers 7 different programmes across 5 departments. These departments are staffed by 4 Associate Professors and 18 Lecturers (4 of whom hold a PhD).

Our departments and programmes are listed below. Further details can be found on the 'Our Departments' tab of our School of Health Services Vocational College website and [via](#) this [link](#).



As of the 2024–2025 academic year, there are 1,267 students at our college. You can access detailed student figures [via](#) this [link](#).

1. [Department of Child Care and Youth Services](#)

[Child Development Programme](#)

2. [Department of Dental Services](#)

[Oral and Dental Health Programme](#)

3. [Department of Pharmacy Services](#)

[Pharmacy Services Programme](#)

4. [Hair Care and Beauty Services Department](#)

[Hair Care and Beauty Services Programme](#)

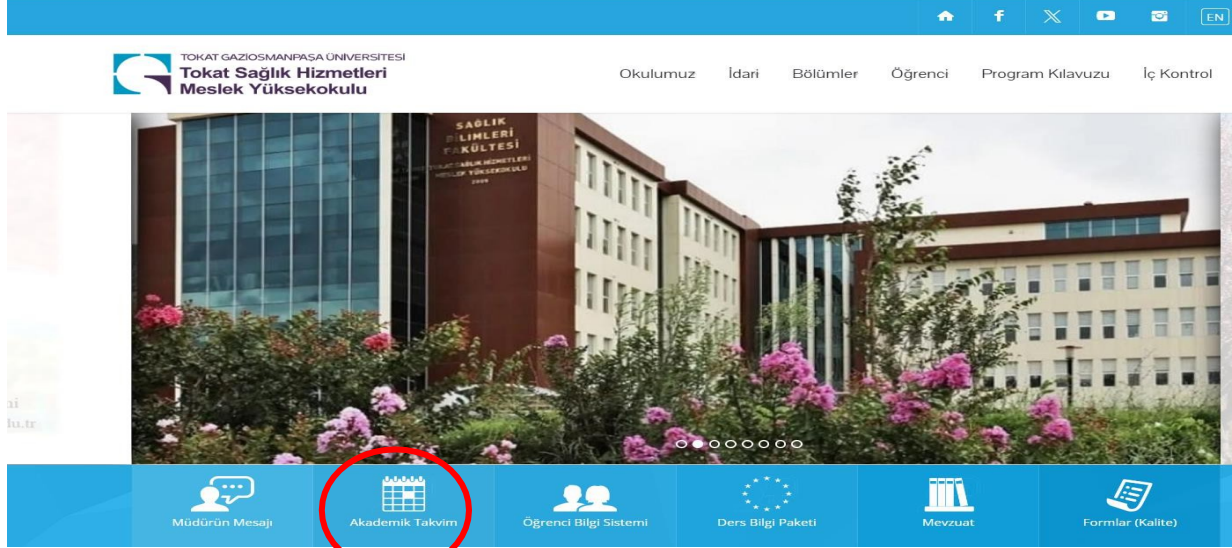
5. [Department of Medical Services and](#)

[Techniques](#) [Operating Theatre Services](#)

[Programme Pathology Laboratory Techniques](#)

[Programme](#)

[Medical Laboratory Techniques Programme](#)



1.3. Academic Calendar

The academic calendar is the schedule that sets out the University's events throughout the academic year, including the start and end dates of courses, holidays, examination periods and other important dates.

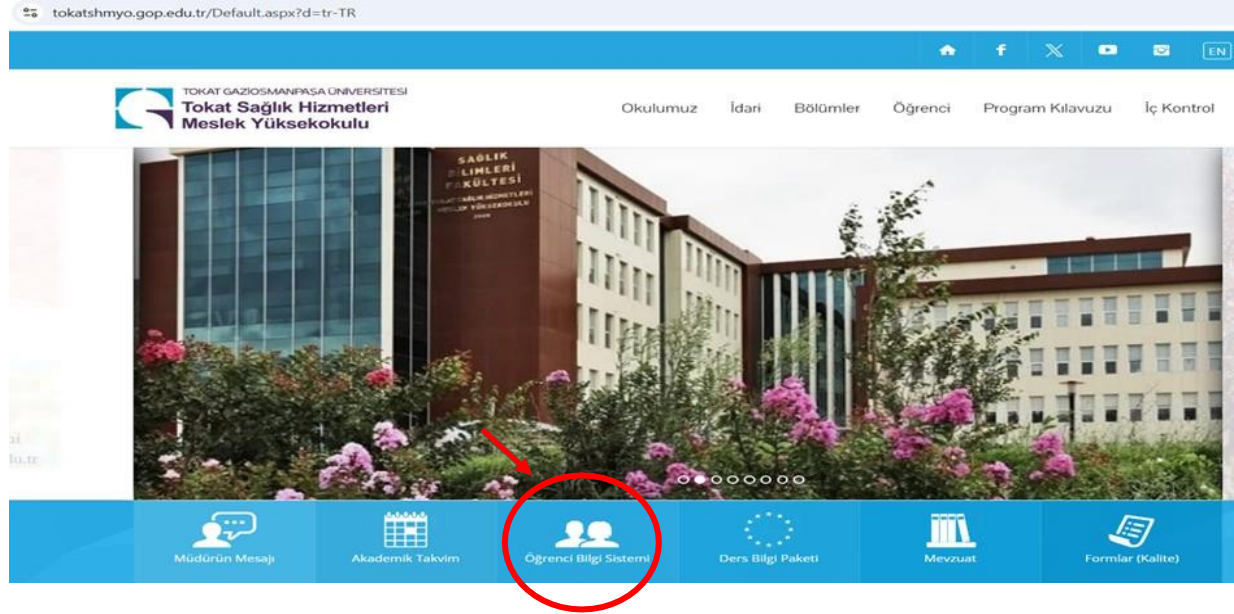
This calendar serves as a guide for students, academic staff and University personnel in organising University life, educational and teaching activities, and administrative operations. The University's academic calendar generally comprises an academic year consisting of autumn and spring semesters. A new academic calendar is prepared each academic year, with the necessary updates made. A term consists of 16 weeks: 14 weeks of lectures, 1 week of mid-term examinations (vize) and 1 week of end-of-term examinations (final).

Our university education and teaching process is academic calendar at https://tokatshmyo.gop.edu.tr/Icerik.aspx?d=trTR&mk=33414&m=akademik_takvim.



2. COURSE REGISTRATION AND RENEWAL

Students who have been admitted to our University's departments/programmes can complete their initial enrolment via e-Government using their e-Government passwords by logging in at <https://www.turkiye.gov.tr>, or by visiting our University's enrolment offices.



Following their initial enrolment, students are required to renew their course registration at the start of each term (autumn and spring semesters). You can complete your course registration by logging into the student information system [at https://obs.gop.edu.tr/](https://obs.gop.edu.tr/) and selecting the 'Course Registration' option under 'Course and Term Operations'. You can access a video to assist with your course registration [from this web page](#)



You can find more detailed information on student contributions, tuition fees, and the renewal of enrolment and course registration [via this link](#).



3. LEARNING ENVIRONMENTS AND INFORMATION SYSTEM

3.1. Classrooms and Laboratories

Our Vocational School of Health Services shares the same campus as the Faculty of Health Sciences. With a total indoor area of 11,000 m², its modern building comprises 9 fully equipped classrooms, 4 practical laboratories, 1 student study hall and 13 study rooms for teaching staff (8 of which are private), ensuring it is always ready for education and teaching.

3.2. Distance Learning System and Teaching

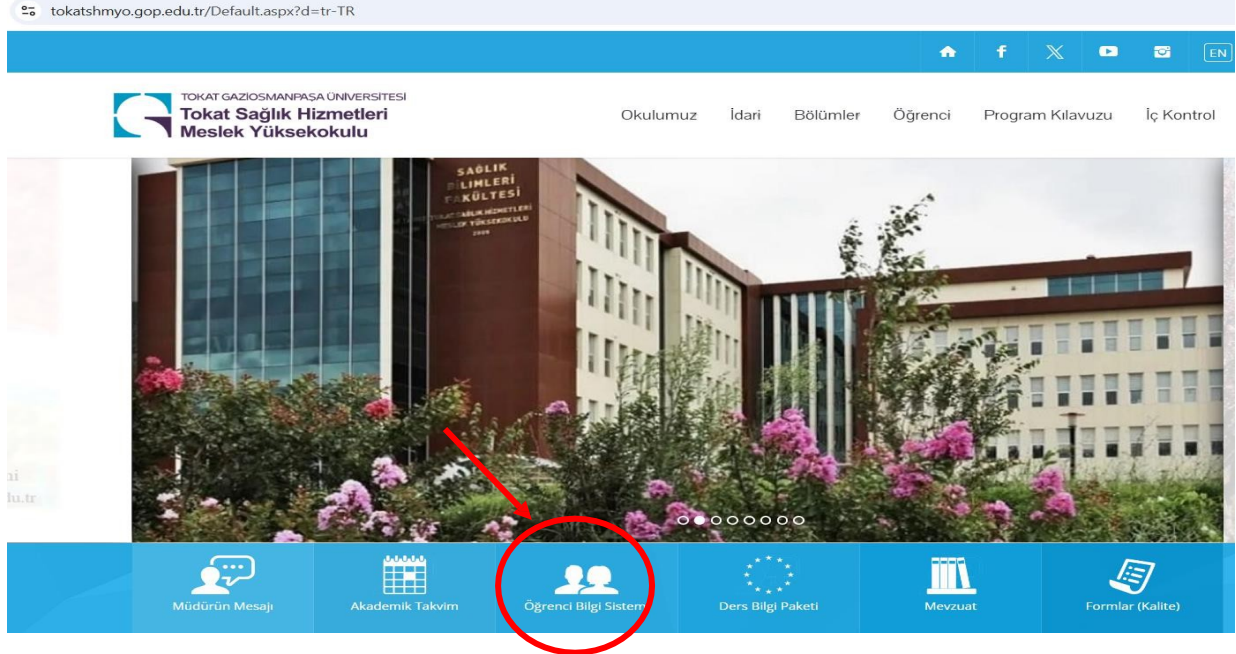
At our Vocational School, distance learning and teaching are carried out with the support of [the Centre for Distance Education, Application and Research \(UZEM\)](#), through live lectures, online exams, assignments and various activities.



Across all departments of our university, all compulsory elective courses (excluding the Foreign Language course) – namely ‘Principles of Atatürk and History of the Turkish Revolution’ and ‘Turkish Language’ – are delivered online via the distance learning system. You can follow these courses online via the UZEM system at any time of the day, any day of the week, without any time restrictions. To do so, you need to:

Go to <https://mail.gop.edu.tr> to obtain a university email address, log in to <http://ue.gop.edu.tr> using this email address and your password, click on the courses assigned to you, and make use of the documents uploaded to the system weekly or watch the videos.

3.3. Student Information System (ÖBS)



The Student Information System (OBS) is a digital platform that helps our students keep track of their academic and administrative matters. This system is also used to store, manage and monitor students' academic and administrative information. The Student Information System enables students to carry out various procedures online, such as registering for courses, viewing their timetables, tracking their exams and marks, checking exam dates, viewing [their transcripts](#), managing financial transactions (such as tuition fees), and communicating with . Furthermore, by enabling students to keep up to date with announcements, review their timetables and follow academic calendars, it helps them manage their academic processes more effectively and efficiently . By providing students with easy access to up platform that supports their university life.

You can access the student information the mobile app.



3.4. Programme Guide

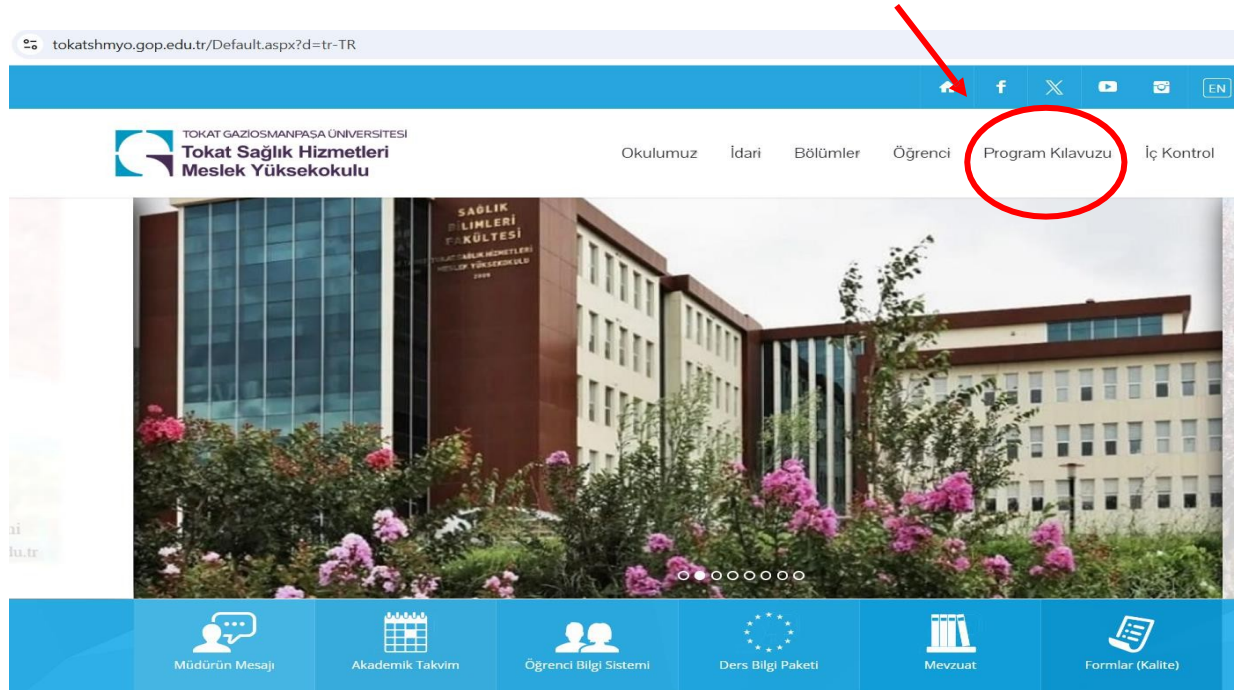
Programme guides are prepared by departmental officials at the start of each academic term to inform students at our College of Health Services about the programme in which they are enrolled

prepared at the start of each academic term. These guides, you department/programme you are enrolled in, the academic calendar, a list of

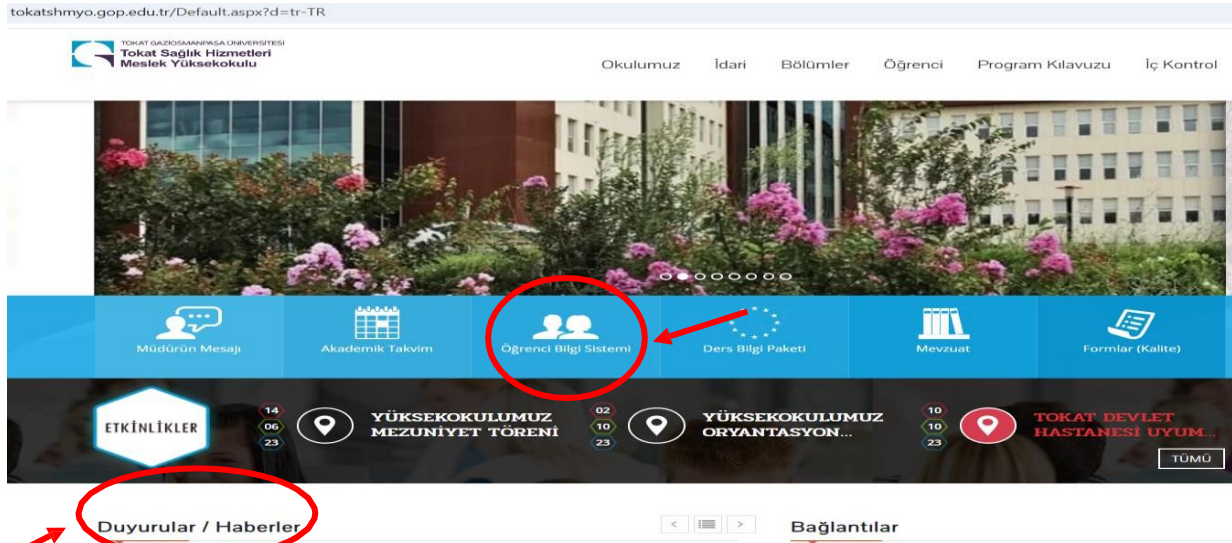
advisers

, programme requirements, modules and details regarding these modules.

You can access the programme guides via the 'Programme Guide' tab in the top right-hand corner of the <https://tshmyo.gop.edu.tr> website or via this link.



3.5. Course Timetable and Exam Schedule Access System



Your weekly timetable or exam schedule will be displayed in the 'Announcements' section of the website.

In the Course Timetable table, you can see the course title, the class name and the name of the lecturer teaching the course.

In the Exam Timetable table, you can see the exam date and day, the course name, the exam time, the exam venue, the course coordinator and the invigilators.

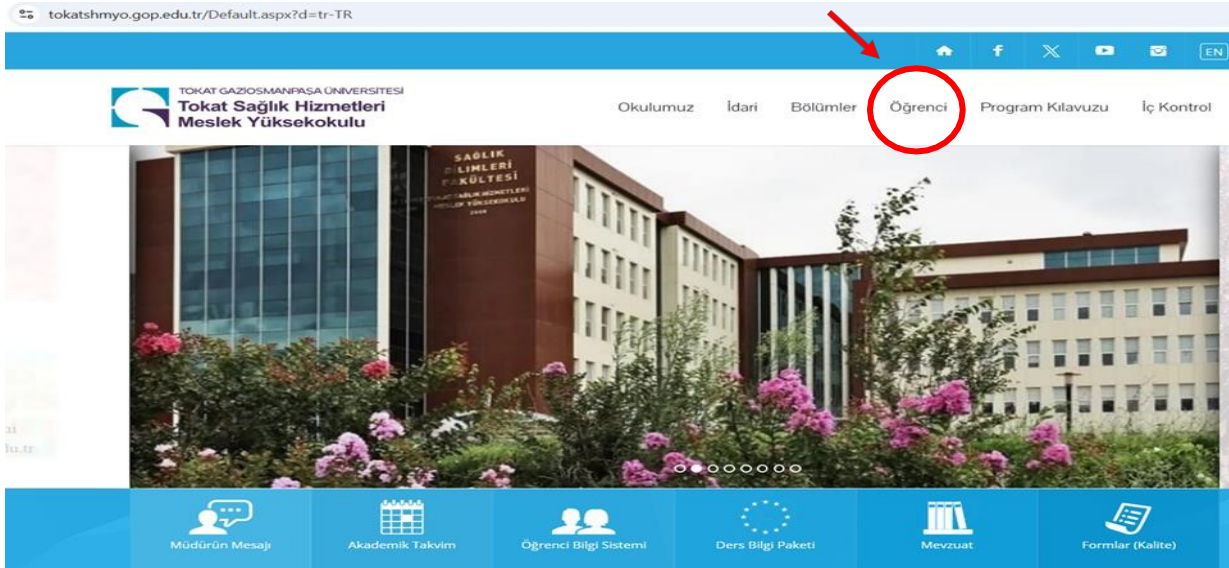
If you do not know the details of a course or a member of teaching staff, you can check the course title and teaching staff details [via the Student Information System](#).

4. STUDENT SERVICES

4.1. Academic Advisers and Their Roles

Academic advisers are academic staff members assigned by the Departments or Programmes of our School of Health Services during initial enrolment at the University; they provide guidance to our students regarding their academic, professional and personal development. Advisors strive to help their students succeed whilst adapting to university life. To this end, they provide academic guidance and assist with career counselling. Furthermore, they inform students about the facilities, events and various services on campus that will help them adapt to university life.

You can also access information about [academic advisers](#) via the 'Student Advisers' section under the 'Students' tab on our College's website.



You can access the duties, powers and responsibilities of your academic advisers, as set out in the Tokat Gaziosmanpaşa University Student Counselling Guidelines, via this link. Course registrations must be approved by the student's academic adviser.



4.2. Student ID Card

Students who have completed their final enrolment at our university are issued with a student ID card by the Rector's Office. At the start of each term, a sticker indicating the relevant academic term is affixed to the ID cards of students who renew their enrolment. Students who graduate or withdraw from the university must return their ID card. Student ID cards may be used for entry to the campus and the Vocational School; for transactions at facilities such as the library, canteen and swimming pool; for participation in examinations, various events and activities; and to access various discounts available to students.

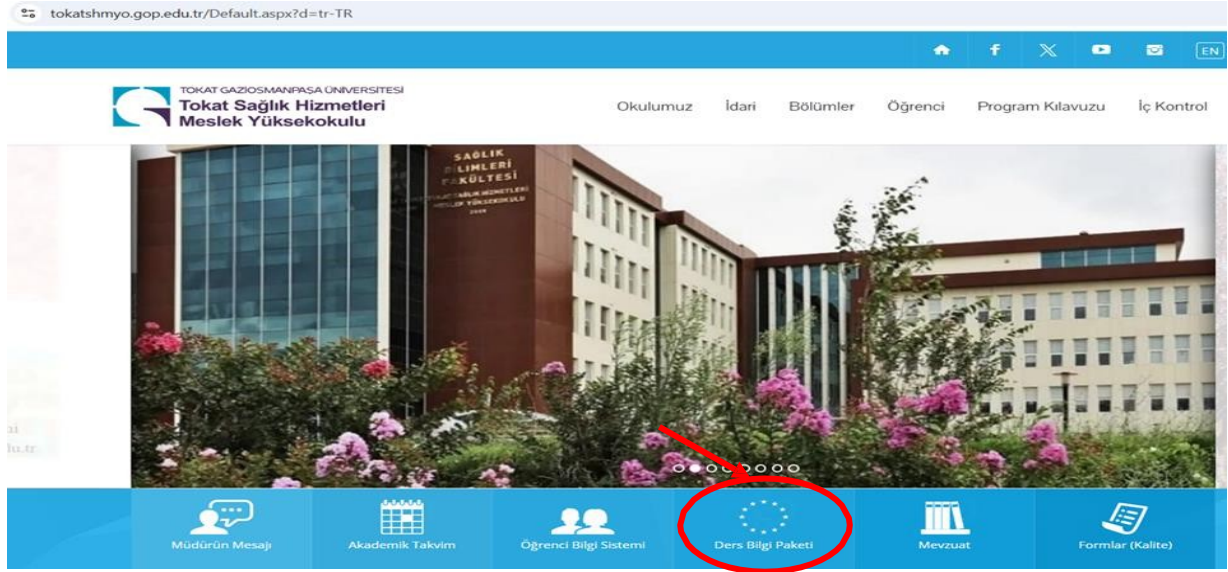
Students who have lost their student ID cards must place a lost property notice in a local newspaper, pay the fee for a new ID card to the Directorate of Strategy, and attach the receipt for the ID card fee and the local newspaper notice or an itemised invoice for the notice to [the application form](#) specified in the 'Forms' section of the Student Affairs Directorate's webpage, and then request a new ID card from the Student Affairs Directorate.



4.3. Student Certificate and Academic Transcript

You can request the documents you will need throughout your studies (student certificate, academic transcript, etc.) via the 'Document Request' section on the Student Information System. You can also obtain the relevant documents via [e-Government](#).

4.4. Course Contents



The course contents for our School of Health Services are available on our School's website under '**Course Information Pack**'. Health Services

You can access the course contents of our Vocational School of Health Services via the Student Information System or via this link. To obtain an approved copy of the course contents, please contact the Secretariat of our Vocational School of Health Services.



4.5. Military Service Deferral Procedures

Military deferment procedures are carried out in accordance with the Military Service Act No. 1111. Military deferment procedures for male students who are Turkish citizens and are studying full-time on our University's programmes, or who have recently enrolled, are carried out and monitored by the Student Affairs Office. Students aged 28 or over on Associate Degree programmes are not entitled to military deferment. For those who have not yet reached military age, military deferment procedures are carried out automatically by the Student Affairs Office once the students reach military age.

4.6. Suspension of Enrolment

Students who, due to valid reasons, are unable to continue their studies during the relevant term must submit a request to freeze their enrolment no later than two weeks following the start of that term. Students wishing to freeze their enrolment may apply to their department secretaries by submitting a written statement outlining their reasons.

Students who have suspended their enrolment and have paid their tuition fees must apply to their department for a refund by completing [the 'Application for Refund of Tuition Fees Paid in Error' form](#), available in the 'Forms' section of the Student Affairs Directorate's website.

4.7. Regulations and Guidelines

All our students are subject to the regulations and guidelines published by our University. Therefore, every student is required to keep abreast of these regulations and guidelines [via](#) this [link](#).



4.8. Graduation and Withdrawal Procedures via

As graduation and deregistration procedures (library, department, academic advisor) are carried out online via the student information system, students who have graduated do not need to take any action at this stage.

Students whose graduation process has been completed can access their graduation details via [the e-Government Portal](#). When graduates' diplomas are ready, an automatic notification message is sent to the email addresses on file in the student information system. For this reason, it is essential that your contact details (telephone number, email address) in the student information system are up to date. Students who have reached graduation status and have borrowed books from our university libraries must return the books in their possession. Graduates are required to register on the Alumni Information System and contact the Career Application and Research Centre to obtain their Alumni Card.

4.8.1. Diploma

Students who have graduated from our university may collect their diplomas, which are prepared immediately following graduation, by applying in person and handing over their student ID cards.

Note: Students may collect their diplomas in person or through a person authorised by a notary public. (Persons authorised by a notary public must bring the original power of attorney document with them, and if a provisional graduation certificate has been issued, the original of that document as well.)

For graduates residing outside the province of Tokat, diplomas will be sent to their residential addresses by courier or post upon request. To request a diploma, students must complete and sign [the 'Diploma Request Form via Courier/Post \(Outside the Province\)'](#) available in the 'Forms' section of the <https://ogr.gop.edu.tr/> website, and send these documents – together with their student ID card and, if applicable, their provisional graduation certificate (for former students) – to the Directorate of Student Affairs by courier or post.

4.8.2. Procedures for Lost Diplomas or Provisional Graduation Certificates

Students who have lost their provisional graduation certificate may collect their diploma by visiting the Directorate of Student Affairs (or the relevant Student Affairs Office in districts) with the published notice (or receipt) following the placement of a lost property notice in a local newspaper, together with a written application.

Students who have lost their diploma may apply to the Directorate of Student Affairs (or the relevant Student Affairs Office in districts) with the published notice and a written application after placing a lost property notice in a national newspaper; a duplicate diploma will then be prepared and issued to them.

4.8.3. Alumni Information System

The Alumni Information System is an information system established to facilitate effective communication with our graduates and to foster a strong connection between the University and its alumni. Graduates are required to

. Registration can be completed [via](#) this [link](#).



In addition, our University's graduates must contact the [Career Application and Research Centre](#) to obtain an 'Alumni Card', which will enable them to benefit from the facilities on our campus.



4.8.4. Career Opportunities

Skilled workers with vocational training remain, and will continue to remain, of vital importance to both the private and public sectors in our country, both now and in the future. Consequently, the demand for qualified and competent individuals in vocational education is growing day by day. To meet this need and to train the skilled workers of the future, our Vocational School offers education and training through a wide range of vocational education programmes.

Graduates of our College of Health Services have career opportunities in public and private sector organisations within their respective fields.

Some of these career fields are as follows:

- Child Development Specialist (Master Trainer, Assistant Teacher, Child Educator, Children's Clinics, Toy Manufacturing Companies, Special Education and Rehabilitation Centres)
- Oral and Dental Health Technician (Dental Assistant in the private and public sectors)
- Pharmacy Technician (Pharmacy Assistant in independent pharmacies, public and private hospitals)
- Beauty Specialist, Hairdresser, Aesthetician (Hairdresser, Beauty Specialist, Make-up Artist, Massage Therapist, Cosmetics Sales Consultant)
- Operating Theatre Technician (Operating Theatre Technician in Private, University and State Hospitals)
- Pathology Laboratory Technician (Pathology Technician in private, university and state hospitals and forensic medicine institutions)
- Medical Laboratory Technician (Medical Laboratory Technician in private, university and state hospitals; technician in laboratories of the Turkish Public Health Organisation, the Turkish Medicines and Medical Devices Agency, and food industry establishments)

All our programme graduates can also continue their academic careers through the 'Vertical Transfer Examination'.

Graduates of our Vocational School are trained not only to acquire professional competencies but also to be encouraged to explore diverse career paths. Our graduates have the opportunity to utilise their professional education and skills across various sectors and roles.



Through [the Career Application and Research Centre](#) and the 'Career Planning' module included in the curriculum, our graduates are supported in their academic, personal and professional development, with the aim of ensuring they enter the workforce as qualified individuals capable of competing at a global level

. The planning of our students' careers; the provision of job vacancies and internship opportunities; the organisation of career training sessions and workshops; the hosting of career days and events; and the provision of information on career planning tests and materials are the primary objectives of this centre and the "Career Planning" module.

5. RIGHTS TO EDUCATION AND INSTRUCTION

5.1. Duration of Study

The duration of study at our Vocational School of Health Services is four terms (two years). The foreign language preparatory class is not included in this period. Students who are unable to complete their studies within this period are granted an additional four terms (two years).

5.2. Compulsory Attendance

At our College of Health Services, students are required to attend 70 per cent of theoretical lectures and practical laboratory and workshop sessions such as educational teaching activities as specified in the timetables. Students attending, students wishing to obtain further details may access more information [via](#) this [link](#).



5.3. Exemption

Students who have commenced their studies at our university and who have previously studied or graduated from a higher education programme may apply for exemption from courses they have taken and passed there, provided that the courses match the curriculum of their current programme in terms of content and credits.

To do so, students must:

- <https://tokatshmyo.gop.edu.tr/Default.aspx?d=tr-TR> web page, under Forms > Student Forms > Academic Units > Course Exemption Application Form,
- attach a transcript of their previous studies (obtained via e-Government or from their previous university),
- contacts their academic adviser,
- and submit it in person or by post to the secretariat of the department in which they are newly enrolled.

Note: These procedures must be completed within two weeks of the start of the relevant term.

5.4. Excuses and Leave of Absence



The procedures regarding excused absences and leave of absence for students at our Vocational School are governed by Articles 32 and 33 of the “*Tokat*

Gaziosmanpaşa University Regulations on Associate and Bachelor’s Degree Education, Teaching and Examinations”, in accordance with Articles 32 and 33. You can access the relevant regulations [via](#) this [link](#).

5.5. Horizontal Transfer iş

A lateral transfer is the process by which a student moves from the university programme in which they are enrolled to a similar programme at the same university or to a similar programme at a different university.

The right to horizontal transfer is a right granted to all students by the Higher Education Council. Horizontal transfer can be carried out in two different ways: (a) Horizontal Transfer via the Central Placement Score (Annex 1) and (b) Inter-institutional and Intra-institutional Horizontal Transfer for Undergraduate/Pre-undergraduate Programmes (Transfer Based on Academic Average). Students wishing to transfer must monitor the transfer deadlines of the university to which they wish to transfer and ensure they meet the required conditions for transfer.

Further details regarding lateral transfer procedures can be found [via the relevant link](#) on the Office of Student Affairs website.

The regulations governing lateral transfer procedures are set out in Article 8 of the [‘Tokat Gaziosmanpaşa University Regulations on Education, Teaching and Examinations for Associate Degree and Bachelor’s Degree Programmes’](#) and [are](#)  [led by the ‘Guidelines on the Principles for Credit Transfer between Associate and Bachelor’s Degree Programmes, Double Major and Minor Programmes at Tokat Gaziosmanpaşa University’.](#)
[Inter-institutional Credit Transfer”](#).



5.6. Vertical Transfer

Vertical transfer is the process by which students who have graduated from two-year associate degree programmes transfer to a four-year bachelor’s degree programme via the Vertical Transfer Examination (DGS). Students who meet the vertical transfer requirements may transfer to programmes within the relevant faculties of universities that recognise the right to vertical transfer.

Students at our Vocational School of Health Services can find out which faculties they are eligible to transfer to by visiting the ‘Departments > Relevant Department > Programme Description > Transfer to Higher-Level Programmes’ section on our Vocational School’s website.

For vertical transfer procedures, you must follow the DGS calendar published by the Centre for Measurement, Selection and Placement (ÖSYM) and the announcements regarding vertical transfer issued by the university to which you wish to transfer. Detailed information on vertical transfer procedures can be found [via the relevant link](#) on the Directorate of Student Affairs website [or in Article 9 of the “Tokat Gaziosmanpaşa University Associate Degree and Bachelor’s Degree Education, Teaching and Examinations Regulations”](#).



5.7. Double Major Programme

The Double Major Programme is a scheme that enables students who demonstrate outstanding academic achievement in their registered programme to successfully complete the modules of a programme with similar content and thereby obtain two degrees. Students wishing to apply for this programme must follow the announcements on this subject available on the websites of our University, the Directorate of Student Affairs and our Vocational School  on our University’s website, the Office of Student Affairs, and our Vocational School’s website.

Further details regarding these programmes can be found in Articles 20 and 21 of the [“Tokat Gaziosmanpaşa University Regulations on Associate and Bachelor’s Degree Education, Teaching and Examinations”](#) or in the [“Regulations on the Principles Governing Credit Transfer Between Institutions for Transfers Between Associate and Undergraduate-Level Programmes in Higher Education Institutions”](#).



Visiting Student and Special Student Status

Those deemed eligible to attend courses offered by the University with the aim of enhancing their knowledge in specific subjects or gaining exposure to a different higher education environment, culture and experience, as well as students from other universities, shall be granted the right to attend courses as visiting students by a decision of the relevant administrative board, in accordance with the principles determined by the University Administrative Board. Visiting students shall comply with the rules established for the courses in which they are enrolled.

A student who is enrolled at a higher education institution and wishes to experience a different higher education environment, culture and learning outcomes, or who is granted the opportunity to continue their education at a different higher education institution—provided their enrolment remains at their own university—due to special circumstances, health reasons or similar grounds, is defined as a special student.

Further details regarding visiting student and special student status can be found [via](#) this [link](#) or in Articles 16 or 17 of the [“Tokat Gaziosmanpaşa University Undergraduate and Bachelor’s Degree Education, Teaching and Examination Regulations”](#).



5.9. Student Exchange Programmes

Students at our School of Health Services Vocational College can benefit from the opportunity to study on diploma programmes at the same level at higher education institutions, both domestically and abroad, under national or international student exchange programmes. Students at our School of Health Services Vocational College can take advantage of the opportunity to study at different universities through the Erasmus, Farabi and Mevlana exchange programmes.

5.9.1. Erasmus+

The aim of this programme, supported by the European Union, is to increase international mobility by promoting cooperation between higher education institutions. Students at our School of Health Services can study in different countries by participating in this programme. Students wishing to take part in the Erasmus student mobility scheme can visit the Erasmus Coordination Office or consult the Erasmus handbook

You can find more detailed information about the Erasmus exchange programme [via this link](#).



5.9.2. Farabi

The Farabi Exchange Programme is a scheme designed to encourage student and staff exchanges between higher education institutions in Turkey. The programme aims to enhance academic cooperation between universities and enable students to gain new experiences by taking courses at different universities. The principles governing the implementation of the Farabi Exchange Programme are set out in detail in [the Regulations](#) and [the Rules and Procedures](#).

Students wishing to participate in the Farabi student mobility scheme may visit the Farabi Institutional Co-ordination Office or access further details [via this link](#). Farabi exchange programme about further information information can be found [on the website](#) prepared by the Presidency of the Higher Education Council.



5.9.3. The

The Mevlana Exchange Programme is a scheme designed to encourage the exchange of students and academic staff between higher education institutions in Turkey and those in various countries around the world. This programme supports students and academic staff in gaining international experience, learning about different cultures and acquiring new academic perspectives.

Students wishing to benefit from the Mevlana Exchange Programme may visit the Mevlana Co-ordination Office or access further details [via this link](#).



5.10. Services for Students with Disabilities

Students with disabilities may visit our University's Disability Student Unit Co-ordinators' Office, send an email to the Disability Unit Co-ordinator (neslihan.canpolat@gop.edu.tr) or call +90 (0 356) 252 16 16 (Extension: 1437)

to obtain detailed information about our Vocational School and receive the necessary support. For further details, please click [here](#).



6. ASSESSMENT AND EVALUATION

6.1. Documents Required to Sit Examinations

- Student ID Card
- Photo ID and Certified Identity Document

In order to sit the examinations, you must bring your University student ID card along with a photo ID document that has been officially certified. Your documents will be checked by invigilators, and students with incomplete documentation will not be permitted to sit the examination.

6.2. Rules to Be Observed During Examinations

[Detailed information regarding the examinations](#) to be held at our School of Health Services Vocational College is provided in the “[Tokat Gaziosmanpaşa University Procedures and Principles for Associate and Bachelor's Degree Examinations](#)” guidelines

are set out in detail. Disciplinary measures, as set out in Article 14 of the relevant regulations, will be applied to students who fail to adhere to the examination rules in their conduct and behaviour. In cases not covered by this guideline, the provisions of the relevant legislation shall apply.



The rules to be observed during examinations to be held at our School of Health Services can be summarised as follows:

- Students must attend examinations at the time and place specified in the timetable, presenting their student ID or an equivalent document
- Keep student ID cards on the desk throughout the examination
- Enter the examination hall no earlier than 10 minutes before the start of the examination; do not leave the hall during the first 15 minutes or the last 5 minutes after the examination has begun
- Keep mobile phones switched off during the exam and store them in a place where the invigilator cannot see or access them
- Do not bring cameras, Bluetooth headphones, smartwatches or any similar electronic devices into the examination

- Complete all sections on the question and answer papers, and any other examination documents, in full
- Sign the examination attendance register
- Follow the invigilators' instructions during the exam
- Do not bring any food or drink other than water into the examination hall
- Under no circumstances must you exchange erasers, paper, pens or similar items with other students during the exam
- Do not speak to other students during the exam, do not look at other students' papers, and do not attempt to cheat in any way
- Do not obtain or share exam questions by any means; if any sharing has taken place, report it to the unit management

6.3. Publication of Examination Results and the Right to Appeal

The announcement of examination results for students at our School of Health Services and the procedure for appealing against examination results are set out in Article 17 of the [‘Tokat Gaziosmanpaşa University Procedures and Principles for Associate Degree and Bachelor’s Degree Examinations’](#).

6.4. Examination Marking and Course Grades

The assessment of examinations for students at our School of Health Services is carried out in accordance with Article 28 of the [‘Tokat Gaziosmanpaşa University Regulations on Associate and Bachelor’s Degree Education, Teaching and Examinations’](#). ‘The course mark for a subject is calculated by adding 40 per cent of the in-term (mid-term) assessment to 60 per cent of the end-of-term (final/end-of-semester) assessment
60 per cent of the end-of-term (final/end-of-semester) assessment. The in-term assessment may consist of at least one mid-term exam, whilst the end-of-term assessment may consist of one end-of-semester exam or a resit exam; alternatively, a combination of methods may be used.’

Students’ examination grades are determined in accordance with Article 29 of the [‘Tokat Gaziosmanpaşa University Associate Degree and Undergraduate Education, Teaching and Examination Regulations’](#). “Grades are awarded out of 100. To pass a course, the final mark must be at least 60. However, the mark obtained in the end-of-term (final) examination or the resit examination must be at least 50. If the final mark is a decimal, marks of half or higher are rounded up to the next whole number, whilst those below half are rounded down to the previous whole number.”

The weighted average mark for courses is calculated in accordance with Article 30 of the [‘Tokat Gaziosmanpaşa University Associate Degree and Undergraduate Education, Teaching and Examination Regulations’](#).

7. STUDENT DISCIPLINARY PROCEDURES

Disciplinary matters concerning students are conducted in accordance with the provisions of Article 54 of Law No. 2547.



8. PASSWORD AND E-MAIL PROCEDURES

To access the internet service on our university campuses and to log in to the Distance Learning System, you can obtain [a university email](#) address by [accessing](#) the “Email procedures” section at mail.gop.edu.tr or [by](#) following this [link](#) to complete your registration and obtain a University email address.



9. ON-CAMPUS INTERNET ACCESS

Wireless internet access is available on our university campus. To access the wireless internet, you must have an email address ending in gop.edu.tr and complete the procedures [via](#) this [link](#).



Another option for our students to access the wireless network is Eduroam. Eduroam, Education Roaming (EducationRoaming Infrastructure). Using the security standards via a RADIUS-based infrastructure, it enables users from eduroam member institutions to access networks at other educational institutions

It is designed to ensure seamless network usage. Through this connection, you can also access free internet on the campuses of other Eduroam member universities, both in Turkey and abroad. You can find more detailed information [via](#) this [link](#).



10. CAMPUS LIFE

10.1. Library

The library, which serves as the centre of knowledge and culture at Tokat Gaziosmanpaşa University, was established in 1993 and moved to its current building in 2001. The central library, together with the district libraries in Turhal, Zile, Niksar and Erbaa, as well as the libraries of the Faculty of Islamic Studies and the Faculty of Medicine.

With its rich resources, quiet study areas and modern facilities, our central library serves our students both in person and online.

Our library houses an extensive collection of books, journals, articles and other printed materials.



about our library [via](#) this [link](#).



. It offers you a rich collection to meet your learning needs across various disciplines.

Our library serves all our students through its physical and digital resources, study areas, reference services, training sessions, workshops and remote access

. You can find more detailed information



10.2. Accommodation and Catering Facilities

To accommodate our students on campus and surrounding area dormitories are available. The dormitories in the city centre accommodate a total of 7,362 people, comprising 2,448 for male students and 4,914 for female students, totalling 7,362 beds.

The and districts is 10,547; further details can be found via this



[link](#).

On our campus, catering services are provided by the Directorate of Health, Culture and Sport Directorate. There are two different canteens on campus.



The social facilities, restaurants, supermarket and canteens on our campus offer our students the opportunity to meet their various food and drink needs.



Near our Vocational School of Health Services is

location is of all our students can make use of it.

You can access it via this [link](#).



10.3. Family Health Centre and Family Doctor Services

To ensure that our students currently studying or due to study at the Taşlıçiftlik Campus can, they must transfer their Family Doctor records to units numbered 69 or 70 in Tokat Centre via the e-nabız system by selecting the 'Change Family Doctor' option.



10.4. Transport, Pass Procedures and On-Campus Transport

Our university's Taşlıçiftlik Campus is situated approximately 9 km from Tokat and lies on the Tokat–Amasya road. This route also forms part of the route to Ankara and Istanbul. Transport to the campus is provided by yellow private public transport vehicles. These services can be accessed using single-journey tickets or Tok-Kart passes.

Our students can obtain a student Tok-Kart from the relevant municipal authority and use it to travel to our Vocational College's Health Services

to our Vocational School at a reduced fare.

You can visit [this address](#) for information regarding Tok-Kart procedures. Please bring [your student ID](#) and a photograph with you for Tok-Kart procedures.



Public transport services run from the Girls' Student Halls along Behzat Boulevard as far as the Niksar junction. From the Niksar junction, the route turns onto the road leading to the Ali Şevki Erek Campus (former Rectorate), then follows the Amasya road via the Mevlâna and Demirköprü routes to reach the Taşlıçiftlik Campus.

A shuttle service is provided on campus using the University's vehicles. You can access the shuttle timetable [via](#) this [link](#).



10.5. Sports Facilities

Our campus features a multi-purpose sports hall, outdoor sports facilities (basketball, volleyball and tennis), an artificial turf football pitch with a 1,750-seat stand, a fitness centre, an all-weather pitch, an athletics track and a semi-Olympic swimming pool, amongst many other sports facilities.

Health Services Our Vocational College is within walking distance of the sports facilities. Our facilities.



10.6. Student Clubs



Our university is home to various student clubs affiliated with the Directorate of Health, Culture and Sport. You can find more detailed information about these clubs [via](#) this [link](#).

10.7. Scholarships, Part-time Work and the Student Shop

Each academic year, our university awards free meal grants to selected students. You can follow announcements regarding meal grants [via](#) this [link](#). Please contact your academic advisers for information on applications.



Students have the opportunity to work part-time in various departments across our university. Students wishing to work part-time can follow the announcements [via](#) this [link](#). You can obtain information about part-time work applications

from your academic advisers.

Our university has **the** Tokat Gaziosmanpaşa University ‘**Student Boutique**’. Students in need can obtain the clothing and footwear they require from our boutique. Students wishing to make use of the Student Boutique can visit the student

or access detailed information about the boutique [via](#) this [link](#).



10.8. Application and Research Centres

Our university has various application and research centres where our students, academic staff and administrative staff can receive assistance and support. You can access these centres via the 'Research' tab in the top right-hand corner of our university's website. These centres are listed below:

- Disaster and Emergency Application and Research Centre
- Atatürk's Principles and the History of the Turkish Revolution Research and Application Centre
- Centre for Applied Research and Studies in Science and Technology
- Centre for Applied Research in Child Education
- Centre for Danışmendî Studies, Application and Research
- Centre for Dental Medicine Research and Application
- Centre for Research and Application in Natural Dyes
- Centre for Islamic Studies: Application and Research
- Centre for Women's and Family Studies, Application and Research
- Career Application and Research Centre
- Centre for Obesity and Diabetes Practice and Research
- Centre for the Application and Research of Occidentalism
- Centre for Special Education Research and Application
- Centre for Palliative Care Practice and Research
- Guidance and Psychological Counselling Application and Research Centre
- Health Research and Application Centre
- Centre for Continuing Education, Research and Practice
- Agricultural Application and Research Centre
- Centre for Turkish World Studies, Application and Research
- Centre for Turkish Language Teaching, Application and Research
- Centre for Distance Learning Applications and Research

10.9. Our University's Co-ordinating Units

Various co-ordinating offices have been established at our University to manage the teaching and learning process for our students, academic staff and administrative staff, and to ensure effective communication. You can access these co-ordinating offices via the 'Administration > Co-ordinating Offices' section on our University's website.

11. SAMPLE PETITIONS AND GUIDE TO WRITING PETITIONS

Throughout your university life, you may need to write a petition for various reasons. Writing these petitions correctly and effectively is important to ensure that your request and circumstances are understood. Before writing a petition, please review the 'Forms and Petition Samples' section of the relevant department's website.

If you are writing a petition to the Directorate of Student Affairs at Tokat Gaziosmanpaşa University (regarding matters such as degree procedures, provisional graduation, suspension of enrolment, loss of ID, summer school, lateral transfer, or tuition fee matters), you can access petition examples [via](#) this [link](#).



If you are writing a petition to the School of Health Services at Tokat Gaziosmanpaşa University (for matters such as dual degree applications, single-module examinations, course exemptions, make-up examinations, or taking advanced-level modules), you can access petition examples and forms [via](#) this [link](#).

Note: You must submit your applications to the secretariat of the department in which you are enrolled.

When writing a letter of request, you should generally follow these rules:

- Before you begin writing your application, you should choose a heading that specifies the subject of the application. You should then state the name and address of the person or institution to whom you are sending the application.
- You should address your petitions to the relevant department. For example, you may use a phrase such as "TO THE HEAD OF THE DEPARTMENT OF MEDICAL SERVICES AND TECHNIQUES"
- When addressing individuals or organisations in your letters, you should use the term 'Dear'.
- In the introductory paragraph, you should briefly explain the purpose of your petition. You must state concisely and clearly what you are requesting or what situation you are reporting.

- In the main body, you should explain your request or situation in greater detail. You should present your reasons and, where necessary, provide evidence. You should strive to clarify your statements by using logical and simple language.
- When concluding your petition, you should summarise your request or the situation once more.
- You must include the date, your first name, surname, student number and signature at the end of your petition.
- If you have any documents or evidence relating to your petition, you may attach these at the end of the petition.
- When writing your petition, you should take care to use clear and proper language, ensuring that your petition is not too long or complicated.
- You should review your application one last time for spelling mistakes, inconsistencies or missing information.
- Once you have preparing , submit it you supervisor.

12. GUIDE TO WRITING EFFECTIVE E-MAILS

Throughout your university life, you may need to communicate remotely for various reasons. One of the most effective methods of remote communication is sending an email. Writing these emails correctly and effectively is important to ensure that your request and situation are understood.

To write an effective and correct email, you can review the 'Effective Email' on writing effective emails, prepared by our University's Guidance and Psychological Counselling Application and Research Centre. You can access this notice [via](#) this [link](#).



To write an effective email, you can follow these guidelines:

- You should write the subject line of your email concisely and to the point. The subject line should summarise the content of the email.
- You should begin your email by addressing the recipient by name and continue with a personal and respectful greeting. 'Hello' or 'Dear' are generally appropriate openings.
- Keep your email short and to the point. Try to convey your main message clearly. Avoid using long paragraphs.

- In the main body of your email, clearly state your request, problem or message. Avoid using complex sentences, jargon and unnecessary technical terms. Include all relevant details.
- You should use a formal and respectful tone when writing an email. Under no circumstances should you use disrespectful or rude sentences or expressions.
- Sign off your email with your first name and surname. Do not forget to include your contact details and, if necessary, your student number.
- If you need to attach documents or links to your email, clearly indicate these attachments.
- Check the links and ensure they are from reliable sources. Make sure you are sending your email to the correct person.
- Before sending your email, check it for grammar, spelling and punctuation.
- If you are expecting a reply to your email, you may specify a reasonable timeframe for when you can expect a response.

13. CONTACT DETAILS

Tokat Gaziosmanpaşa University, Tokat School of Health Services



Director's Secretary: (0 356) 250 00 15 (39 72)

Switchboard: (0 356) 252 16 16



Fax: (0 356) 250 00 15



tshmyo@gop.edu.tr



<https://tshmyo.gop.edu.tr/>

Taşlıçiftlik Campus, 60150 Taşlıçiftlik/Centre/Tokat [For a map](#)

Tokat Gaziosmanpařa University, Tokat School of Health Services
Tařlıçiftlik Campus
60150 Tokat/TURKEY
(0 356) 252 16 16
tshmyo@gop.edu.tr