

It entered into force with the decision of the IGU Senate dated 22.03.2023 and numbered 2023-06-03.

SEMINAR COURSE DIRECTIVE

1. Course Description

The Seminar Course is a class where students critically evaluate resources related to their field, discuss in accordance with scientific research principles, present, and prepare preliminary work for thesis courses.

2. Course Objectives

The aim of the seminar course is to provide undergraduate students with the knowledge, skills and attitudes they need to have regarding scientific research and reporting in order to move on to the thesis stage.

3. Management of the Course

- a) The Seminar course instructor in the departments is the Head of Department. The Head of Department may delegate this authority to other teaching staff of the department in compulsory cases with the approval of the Deanery. This delegation is also indicated in the course schedule.
- b) The Head of Department appoints teaching staff capable of teaching, including themselves, as academic advisors to students in writing.
- c) Topics are determined by the advisor in accordance with the Department's learning outcomes. Seminar topics serve as recommendations for the Thesis Course that students will take in the VIII. semester. Students who determine the seminar topic at the beginning of the semester present their prepared seminar topics to their advisors within the first 3 weeks by reviewing relevant sources and filling out the ***"Seminar Proposal Form" (Appendix 1).***

SEMINAR COURSE DIRECTIVE OF THE FACULTY OF HEALTH SCIENCES

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- ç) The advisor must evaluate the students assigned to them at least 4 times during the relevant semester through face-to-face, online, or hybrid meetings, and record this process with the "*Seminar Course Meeting Tracking Form*" (*Appendix 2*).
- d) If necessary, the process should be based on the "IGU Ethics Committee Permission Directive" currently published at <https://gelisim.edu.tr/icerik/etik-kurul> for ethics committee permission processes, and the process should be carried out under advisor supervision.

4. Process for Changing Advisors

- a) Students may request a change of advisor from the Head of Department until they submit the seminar proposal form. If deemed appropriate by the Head of Department, the advisor will be changed.
- b) During the process of changing advisors, students prepare a "*Advisor Change Form*" (*Appendix 3*) along with their reasons and submit it to the Head of Department.

5. Seminar Presentation Rules

- a) In the seminar course, it is essential to present according to the intervals and methods determined by the advisor teaching staff.
- b) For the final grading of the seminar course, oral presentation is mandatory.
- c) The duration for the final presentation is determined by the seminar course instructor.
- ç) Final presentation files are submitted in digital format as PDFs on the final exam date specified in the academic calendar.
- d) Students who fail to present their seminar or fail to submit their file to their advisor are considered to have failed.

6. Evaluation of the Course

- a) Since the Seminar course is a practical course without a theoretical workload, according to Article 23, Paragraph 1, Subparagraph (b) of the "*Istanbul Gelisim*

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Faculty of Health Sciences Deanery

Regulations” there are no midterm, final, or makeup exams. For end-of-term evaluation, the student is notified of the "project (seminar) submission date" on the final exam schedule.

- b) The grade obtained by the student through the **"Seminar Course Evaluation Form"** (**Appendix 4**), reflecting the student's performance throughout the semester, is entered into the system as the final grade.
- c) The Seminar Course Evaluation Form (**Appendix 4**) consists of two sections. The scoring in Section A of the form is conducted by the course instructor and advisor (or when they are the same person, by the head of department or vice- head of department), based on listening to the student's presentation. The scoring in Section B of the form is conducted by the advisor, based on the presentation file submitted the week before the final exam week as stated in the academic calendar. The final grade of the evaluation form (**Appendix 4**) is constituted by the sum of Section A (50%) and Section B (50%). Evaluation forms (**Appendix 4**) will be included in envelopes to be submitted to the Student Affairs Directorate during the week following the final exam week as specified in the academic calendar.
- ç) The course's passing grade is calculated according to the provisions of Article 23, Paragraph 1 of the **"İstanbul Gelisim University Associate and Undergraduate Education-Teaching and Examination Regulations"**.
- d) Since there is no makeup exam for the seminar course, the seminar file (PDF) must be submitted by the student to the advisor without any omissions during the final exam week as specified in the academic calendar. Failure to submit the file will result in the student being considered **UNSUCCESSFUL**.

7. Seminar Writing Rules

The **"IGUSABDER WRITING RULES"** are the basis for seminar presentations. Access to the relevant writing rules can be obtained from the address <https://dergipark.org.tr/tr/pub/igusabder/writing-rules>."

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8. Execution

- a) The provisions stated here are executed by the Deanery of the Faculty of Health Sciences at Istanbul Gelisim University.
- b) In matters not covered by this Directive, the provisions of "Istanbul Gelisim University Associate and Undergraduate Education-Teaching and Examination Regulations" and/or decisions of the Faculty Board of the Faculty of Health Sciences are applied.
- c) This Directive shall enter into force as of the date it is approved by the Istanbul Gelisim University Senate, and as of the date of entry into force of this Directive, the Seminar Directive, which entered into force by the decision of the Istanbul Gelisim University Senate dated 2023-02-06 with number 20.01.2023, shall become invalid.

APPENDICES

APPENDIX 1. SEMINAR PROPOSAL FORM

APPENDIX 2. SEMINAR COURSE MEETING TRACKING FORM

APPENDIX 3. ADVISOR CHANGE FORM

APPENDIX 4. SEMINAR COURSE EVALUATION FORM

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APPENDIX 1. SEMINAR PROPOSAL FORM

The seminar proposal that the student needs to submit should include the following headings.

1.	SEMINAR TITLE	Problem statement and sub-problems
2.	PURPOSE AND IMPORTANCE OF THE SEMINAR	
3.	WORK SCHEDULE	
4.	REFERENCES	At least 10 sources
5.	APPENDICES (if any)	(Ethics committee application information, samples of measurement tools to be used, information about the permissions required from institutions and the institutions from which permissions will be obtained). <i>Note: Ethics committee approval is not required for review studies.</i>

** The seminar proposal should not exceed 10 pages, depending on its scope.*

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APPENDIX 2. SEMINAR COURSE MEETING TRACKING FORM

Advisor's Name & Surname:

Seminar Title:

Student's University Number	Student's Name & Surname	Meeting Date	Advisor's Opinions and Recommendations	Advisor's Signature	Student's Signature
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

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APPENDIX 3. ADVISOR CHANGE FORM

TO THE DEPARTMENT

I am a student of the undergraduate program with student number in the semester at your university. Due to the reason specified below, I respectfully request that my advisor be changed and a new advisor be appointed.

...../...../20.....

(Name, Surname, Signature)

SEMINAR / THESIS / PROJECT TITLE:.....

JUSTIFICATION:.....

.....

Mobile:

Email:@.....

ADVISOR'S OPINION:

The request of the undergraduate student whose seminar/thesis/project I am supervising has been deemed appropriate by me.

Title, Name, and Surname

..../..../....

Signature

PROPOSED ADVISOR: Title, Name, and Surname/..../....

Signature

COURSE INSTRUCTOR: Title, Name, and Surname/..../....

Signature

HEAD OF THE DEPARTMENT'S APPROVAL: Title, Name, and Surname/..../.... Signature

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APPENDIX 4. SEMINAR COURSE EVALUATION FORM

...../...../.....

Student's Name & Surname:			
Student's University Number:			
Advisor Teaching Staff:			
Course Instructor:			
Seminar Title:			
A. SCOPE EVALUATION (50 Points)			
1.	Theoretical Framework (10 Points)		
2.	Purpose and Significance (10 Points)		
3.	Method (10 Points)		
4.	Literature Review (10 Points)		
5.	Academic Writing and Reporting (10 Points)		
TOTAL			
B. PERFORMANCE EVALUATION (50 Points)			
1.	Effectively and Clearly Expressing Ideas (Tone of Voice, Emphasis, and Respect for Different Opinions) (10 Points)		
2.	Efficient Use of Time (10 Points)		
3.	Ability to Draw Attention to the Topic Using Visual and Auditory Educational Materials (10 Points)		
4.	Expressing Personal Views, Providing Examples, and Interpreting the Topic (10 Points)		

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5.	Ability to Pose Questions to the Class and/or Answer Questions Related to the Topic (10 Points)			
TOTAL				

Evaluator	Name-Surname	Signature
Advisor Teaching Stuff		
Course Instructor: (If the course instructor is the same person as the advisor teaching stuff, the evaluation will be done by the head of the department or the vice head.)		

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