

MEDU

Social Transcript Guide

1. Purpose

This guide has been prepared to enable students to add their social activities to the system via the MEDU system, send the added activities to the academic advisor for approval, and obtain a Social Transcript printout containing the approved activities.

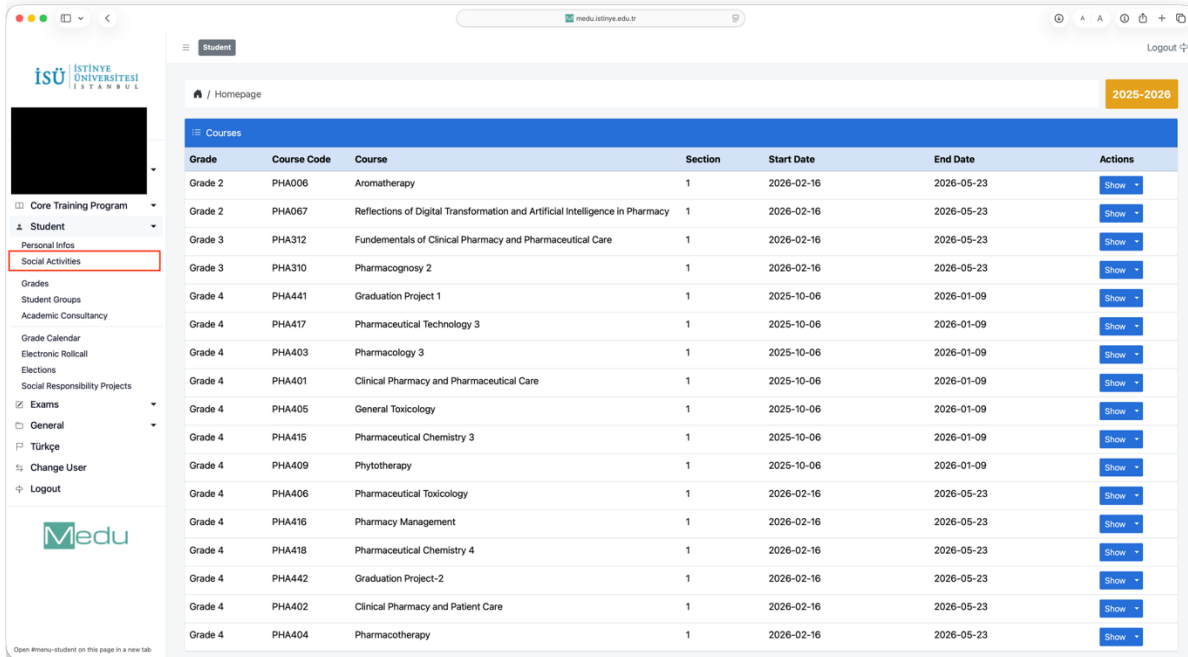
The Social Transcript ensures the recording of social activities that are carried out by the student throughout their educational process and approved by the relevant units.

2. Access the System

Log into the MEDU system using your student account.

After logging in, you can access the social activities list page by following the **Student > Social Activities** steps in the left menu.

On this page, you can view the social activities you have previously added, add new social activities, track activity statuses, and obtain a Social Transcript printout for your approved activities.



The screenshot shows the MEDU system interface for a student. The left sidebar contains a menu with the following items: Core Training Program, Student, Personal Infos, Social Activities (highlighted with a red box), Grades, Student Groups, Academic Consultancy, Grade Calendar, Electronic Rollcall, Elections, Social Responsibility Projects, Exams, General, Türkiye, Change User, and Logout. The main content area displays a table of courses with the following columns: Grade, Course Code, Course, Section, Start Date, End Date, and Actions. The table contains 18 rows of course data.

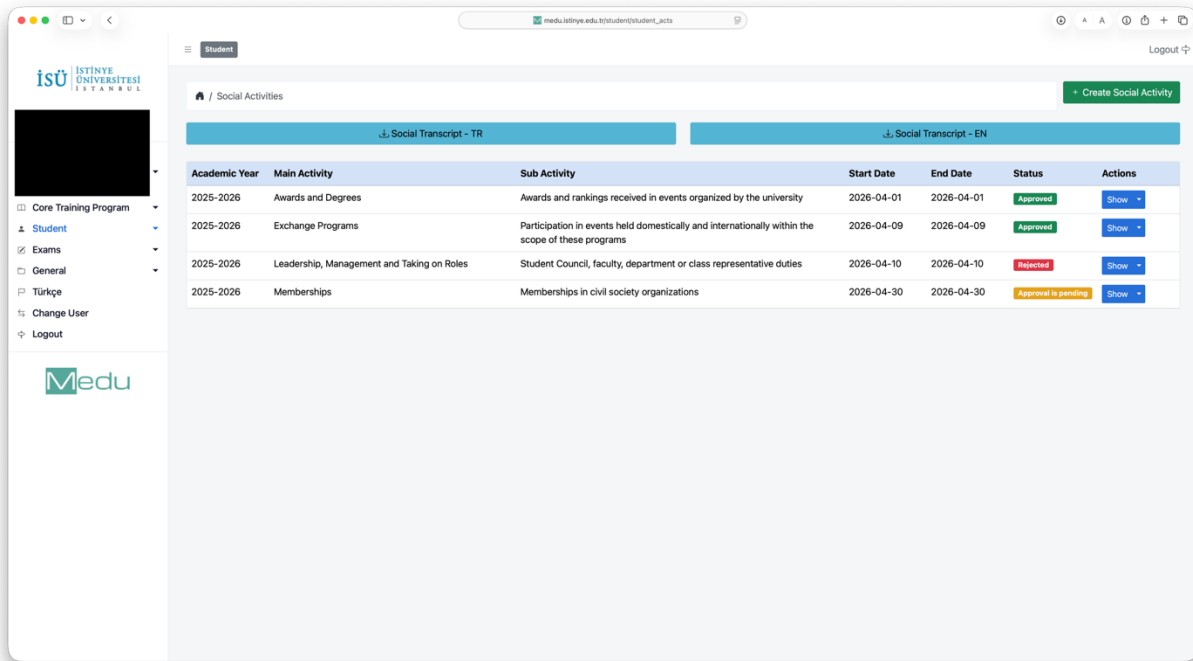
Grade	Course Code	Course	Section	Start Date	End Date	Actions
Grade 2	PHA006	Aromatherapy	1	2026-02-16	2026-05-23	Show
Grade 2	PHA067	Reflections of Digital Transformation and Artificial Intelligence in Pharmacy	1	2026-02-16	2026-05-23	Show
Grade 3	PHA312	Fundamentals of Clinical Pharmacy and Pharmaceutical Care	1	2026-02-16	2026-05-23	Show
Grade 3	PHA310	Pharmacognosy 2	1	2026-02-16	2026-05-23	Show
Grade 4	PHA441	Graduation Project 1	1	2025-10-06	2026-01-09	Show
Grade 4	PHA417	Pharmaceutical Technology 3	1	2025-10-06	2026-01-09	Show
Grade 4	PHA403	Pharmacology 3	1	2025-10-06	2026-01-09	Show
Grade 4	PHA401	Clinical Pharmacy and Pharmaceutical Care	1	2025-10-06	2026-01-09	Show
Grade 4	PHA405	General Toxicology	1	2025-10-06	2026-01-09	Show
Grade 4	PHA415	Pharmaceutical Chemistry 3	1	2025-10-06	2026-01-09	Show
Grade 4	PHA409	Phytotherapy	1	2025-10-06	2026-01-09	Show
Grade 4	PHA406	Pharmaceutical Toxicology	1	2026-02-16	2026-05-23	Show
Grade 4	PHA416	Pharmacy Management	1	2026-02-16	2026-05-23	Show
Grade 4	PHA418	Pharmaceutical Chemistry 4	1	2026-02-16	2026-05-23	Show
Grade 4	PHA442	Graduation Project-2	1	2026-02-16	2026-05-23	Show
Grade 4	PHA402	Clinical Pharmacy and Patient Care	1	2026-02-16	2026-05-23	Show
Grade 4	PHA404	Pharmacotherapy	1	2026-02-16	2026-05-23	Show

3. Social Activities List

On the Social Activities page, the activities you have added to the system are displayed as a list.

The list screen includes the academic year, main activity, sub-activity, start date, end date, and status information for each activity.

The status information of the activities indicates which stage the relevant record is in. Editing and deleting operations can be performed on activities that have not been sent for approval. Activities sent for approval are forwarded to the academic advisor for evaluation.



Academic Year	Main Activity	Sub Activity	Start Date	End Date	Status	Actions
2025-2026	Awards and Degrees	Awards and rankings received in events organized by the university	2026-04-01	2026-04-01	Approved	Show
2025-2026	Exchange Programs	Participation in events held domestically and internationally within the scope of these programs	2026-04-09	2026-04-09	Approved	Show
2025-2026	Leadership, Management and Taking on Roles	Student Council, faculty, department or class representative duties	2026-04-10	2026-04-10	Rejected	Show
2025-2026	Memberships	Memberships in civil society organizations	2026-04-30	2026-04-30	Approval is pending	Show

4. Creating a Social Activity

To add a new social activity, click the **Create Social Activity** button located in the top right corner of the social activities list page.

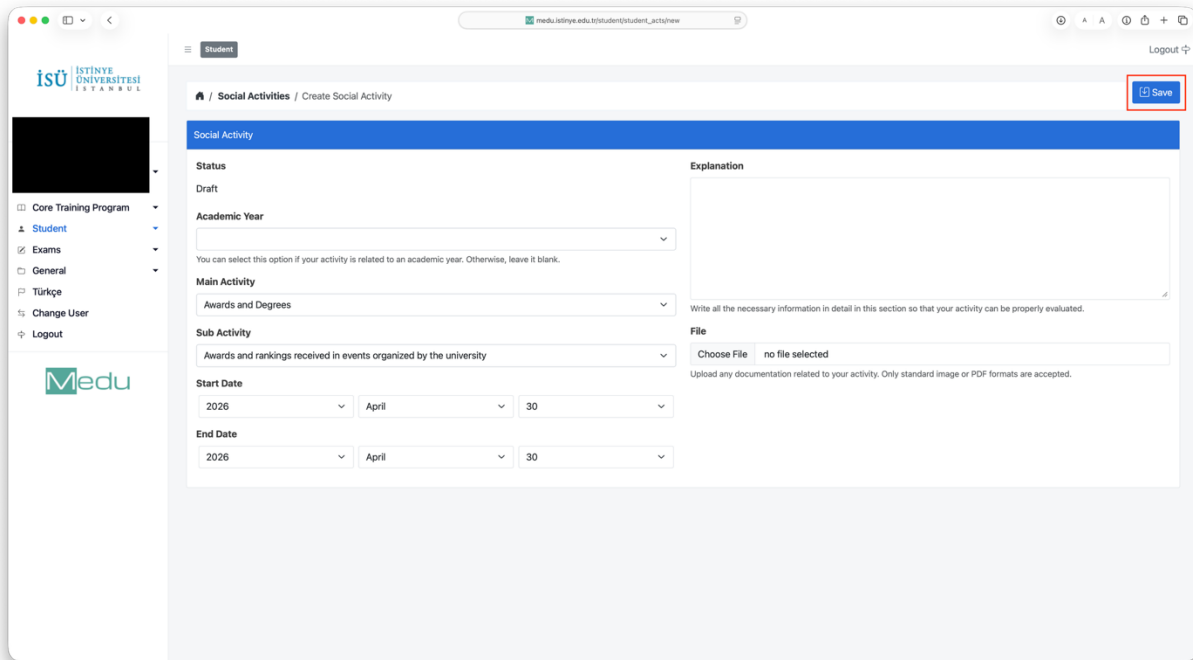
On the screen that opens, fill in the following fields:

- Academic Year
- Main Activity
- Sub-Activity
- Start Date
- End Date
- Explanation
- File

After filling in the required fields, you can create the activity record by clicking the **Save** button in the top right corner.

The save process adds the activity to the system. However, the activity is not yet sent to the academic advisor for approval at this stage. To submit the activity for evaluation, you must additionally perform the **Send to Approval** action.

A certificate, certificate of attendance, award document, or relevant evidence document documenting the activity should be uploaded to the **File** field.



The screenshot shows a web browser window displaying the 'Create Social Activity' form in the Medu Student portal. The browser's address bar shows 'medu.istinye.edu.tr/student/student_act/new'. The page title is 'Student' and the breadcrumb is 'Social Activities / Create Social Activity'. A 'Save' button is highlighted with a red box in the top right corner. The form is divided into several sections: 'Status' (set to 'Draft'), 'Academic Year' (a dropdown menu), 'Main Activity' (set to 'Awards and Degrees'), 'Sub Activity' (set to 'Awards and rankings received in events organized by the university'), 'Start Date' (2026, April, 30), and 'End Date' (2026, April, 30). There is an 'Explanation' text area and a 'File' upload section with a 'Choose File' button and 'no file selected' text. The left sidebar contains navigation options: Core Training Program, Student (selected), Exams, General, Türkçe, Change User, and Logout. The Medu logo is visible in the bottom left corner.

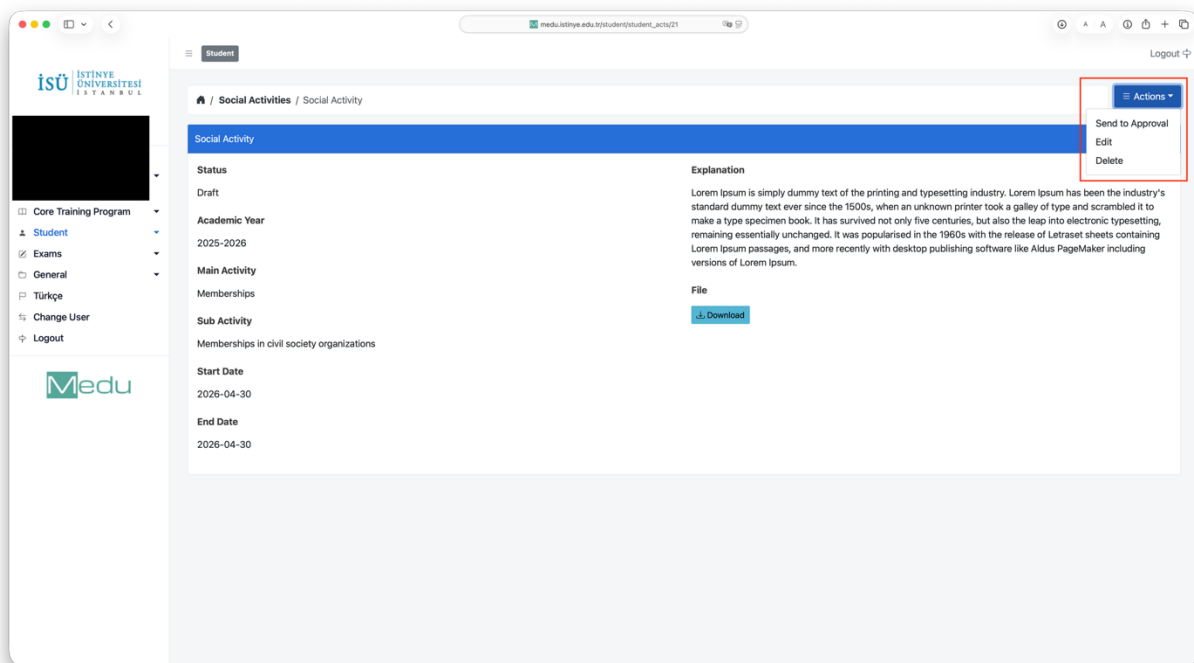
5. Sending the Activity Approval

In order for the activity you have created to be included in the Social Transcript process, you must send the activity record to the academic advisor for approval.

To do this, click the **Show** button located on the right side of the relevant activity row on the social activities list screen. Select the **Send to Approval** option from the menu that opens.

After this process, the activity is sent for approval to be evaluated by your assigned **Academic Advisor**.

The status information of the activities sent for approval can be tracked from the list screen. Editing and deleting operations can be performed for activities that have not yet been sent for approval.



6. Tracking Activity Status

You can track the evaluation status of the social activities you have added to the system from the Social Activities list screen.

Activity statuses show which stage the relevant record is in. The status information of the activities evaluated by the academic advisor is updated on the system.

Activities with an "Approved" status are included in the Social Transcript printout. Activities that have not yet been approved or whose evaluation process is still ongoing are not included in the Social Transcript printout.

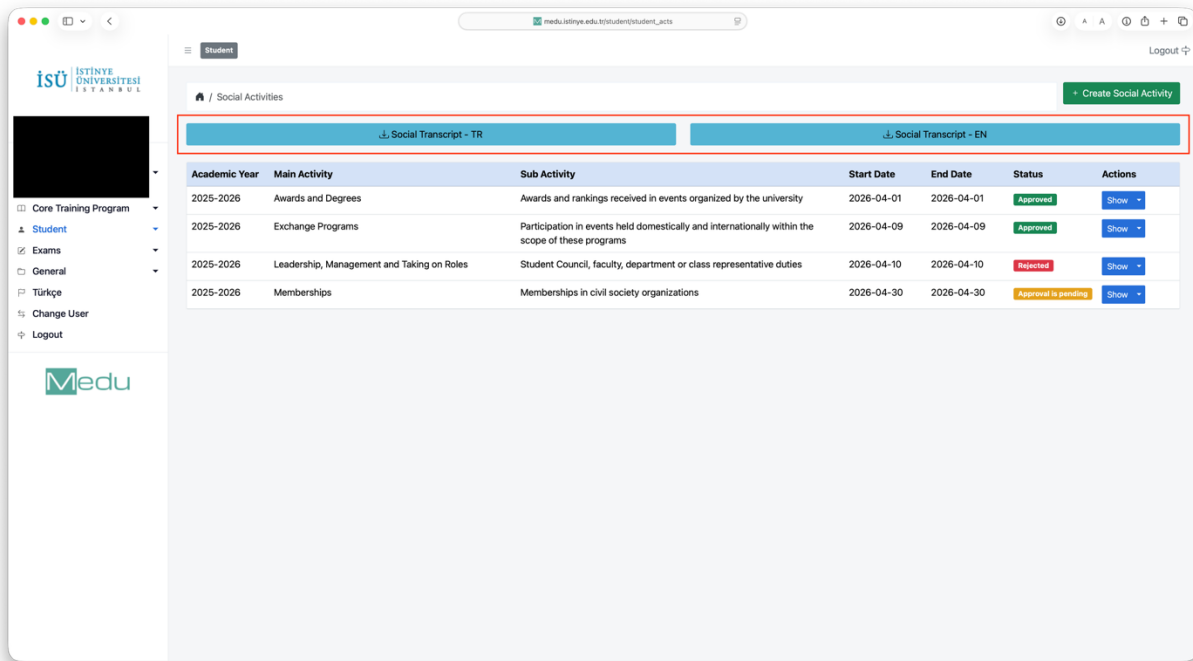
7. Obtaining a Social Transcript Printout

To obtain a Social Transcript printout, go to the Social Activities list screen.

If you have activities with an **"Approved"** status, you can obtain a transcript printout using the **Social Transcript - TR** and **Social Transcript - EN** buttons located at the top of the list screen.

The Social Transcript - TR button downloads the Turkish PDF printout, and the Social Transcript - EN button downloads the English PDF printout.

The Social Transcript printout only includes social activities in the "Approved" status.




The screenshot shows the Medu Student Portal interface. The top navigation bar includes the Medu logo and a 'Logout' button. The main content area is titled 'Social Activities' and features a table with the following data:

Academic Year	Main Activity	Sub Activity	Start Date	End Date	Status	Actions
2025-2026	Awards and Degrees	Awards and rankings received in events organized by the university	2026-04-01	2026-04-01	Approved	Show
2025-2026	Exchange Programs	Participation in events held domestically and internationally within the scope of these programs	2026-04-09	2026-04-09	Approved	Show
2025-2026	Leadership, Management and Taking on Roles	Student Council, faculty, department or class representative duties	2026-04-10	2026-04-10	Rejected	Show
2025-2026	Memberships	Memberships in civil society organizations	2026-04-30	2026-04-30	Approval is pending	Show

8. Social Transcript Example

The Social Transcript printout includes student information, academic information, and approved social activities. The printout displays the academic year, main activity, sub-activity, start date, and end date for each activity.



İstinye University
Faculty of Pharmacy

2026-04-30

Social Transcript

Student ID : ██████████
Üniversite Adı : İstinye University
Fakülte Adı : Faculty of Pharmacy
Program : Eczacılık (İngilizce)
Name : ██████████
Surname : ██████████

Academic Year	Main Activity	Sub Activity	Start Date End Date
2025-2026	Awards and Degrees	Awards and rankings received in events organized by the university	2026-04-01 2026-04-01
2025-2026	Exchange Programs	Participation in events held domestically and internationally within the scope of these programs	2026-04-09 2026-04-09

Approved by the Department of Health, Culture and Sports.

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