

**ISTANBUL MEDENIYET UNIVERSITY FACULTY OF DENTISTRY
EDUCATION AND EXAMINATION REGULATIONS**

SECTION I

Purpose, Scope, Legal Basis, and Terms

Purpose

ARTICLE 1 (1) The purpose of these regulations is to establish the principles and procedures regarding student services, education, and examinations in Faculty of Dentistry at Istanbul Medeniyet University.

Scope

ARTICLE 2 – (1) These regulations cover the provisions regarding the admission to and, enrollment, education, and examinations in the dental program offered by Faculty of Dentistry at Istanbul Medeniyet University.

Legal Basis

ARTICLE 3 (1) These regulations have been prepared based on Articles 14 and 44 of Act No. 2547: The Law on Higher Education, enacted on 4 November 1981.

Terms

ARTICLE 4 (1) The following terms used in these regulations refer to:

- a) Term: Semester,
- b) Faculty: Faculty of Dentistry at Istanbul Medeniyet University,
- c) Faculty Board: The Faculty Board of the Faculty of Dentistry,
- d) Faculty Executive Board: The Faculty Executive Board of the Faculty of Dentistry,
- e) Clinical Observer: Dental student in the clinical observership
- f) Clinical Observership: The training in which 3rd year dental students observe how the knowledge, skills, attitudes and behaviors acquired in the required courses are applied in various dental disciplines. The students also engage in clinical practices supervised by their faculty in order to prepare them for clinical experience.
- g) General Education (Gen Ed) Courses: Ataturk’s Principles and History of Turkish Revolution, Turkish, and Language courses,
- h) Senate: Senate of Istanbul Medeniyet University,
- i) Internship: The training in which 4th and 5th year dental students actively engage in clinical practices in different dental disciplines while being supervised by their faculty. The purpose of the internship training is to boost knowledge, skills, attitudes and behaviors acquired in required courses in the first three years, to enhance students’ decision-making skills, and to help them gain professional experience.

j) University: Istanbul Medeniyet University

SECTION II

Student Admissions and Enrollment Requirements, Student Status, External Lateral Transfers, Registration, Tuition and Fees, Enrollment Freezes and Withdrawal from the university

Admissions and Enrollment Requirements

ARTICLE 5 (1) Students are admitted to the Faculty of Dentistry according to the principles determined by YÖK (Higher Education Council of Turkey). Students are enrolled within the period specified in the academic calendar. The candidate who fails to apply by due dates or submit requested documents forfeits the right to enroll. Enrollment requirements and documents are determined by the Senate.

Student Status

ARTICLE 6 (1) Only full-time students are admitted to Faculty of Dentistry.

External Lateral Transfers

ARTICLE 7 (1) Lateral transfers to the Faculty of Dentistry are resolved by the Faculty Executive Board based on the provisions laid out in the Regulations on the Transfers Between Programs at Undergraduate or Associate Degree Level and Transfers between Minor, Major, and Institutional Transfers published in the *Official Gazette* No.27561 on 24 April 2010.

Registration, Tuition and Fees

ARTICLE 8 (1) Students are obliged to register at the beginning of each academic year in order to benefit from student rights and exemptions and to take the exams. Neither registration process is completed, nor students can benefit from student rights until they pay tuition and fees if required. The academic year in which the student fails to register is counted towards their period of study.

Enrollment Freezes

ARTICLE 9 (1) Given that, a student with a valid accepted excuse applies for an enrollment freeze by the deadline for late registrations specified in the academic calendar, their registration will be suspended for one year with the decision of the Faculty Executive Board.

Withdrawal and Dismissal from the University

ARTICLE 10 (1) The student is withdrawn from the university in the following cases:

- a) if they are expelled from the university in accordance with the provisions of the relevant legislation.
- b) if they submit a written request to the faculty to be withdrawn from the program.

SECTION III

Length and Form of Study Program, Evaluation Principles, Excuses and Graduation

Education

ARTICLE 11 (1) The period of study in the Faculty of Dentistry is five academic years. Each term in academic year consists of at least 16 weeks. The Faculty has adopted the annual system for course offerings. However, some courses are offered on a semester basis due to their special characteristics.

(2) The maximum period of study granted to dental students to complete their education is eight years.

(3) The first two years in the dental program cover Basic Dental Sciences and the last three years cover Clinical Dentistry Sciences.

(4) Retake exams are held for the courses offered at the Faculty of Dentistry.

(5) One faculty member is assigned to each class as the program coordinator. One of the Vice Deans is responsible to chair and coordinate the program coordinators.

Courses and Credits

ARTICLE 12 (1) Courses are classified as required courses and Gen Ed courses.

(2) Students are expected to pass all required courses to be deemed successful in an academic year. Those who fail a course(s) except for Gen Ed courses cannot continue to the next academic year.

(3) A total of 300 ECTS credits is required to graduate from the program. 250 of those credits are for non-Gen Ed courses.

(4) The schedule/curriculum of the next academic year is determined by the Faculty Board and finalized in May at the latest with the Senate's approval.

Foreign Language Preparatory Program

ARTICLE 13 (1) A foreign language preparatory program can be offered with the proposal of the Faculty Board, which must be determined by the Senate and approved by YÖK. The principles regarding the education and examination in the foreign language preparatory program are determined by the Senate.

Required Applied Practice

ARTICLE 14 (1) Clinical practice in the dental program includes: clinical observership in the 3rd year and internships in the 4th and 5th year. 3rd year students perform their observership in different

specialty departments and labs and they rotate those departments/labs. The required applications that students should perform are determined by the relevant specialty department.

Clinical Practice in the Following Academic Year

ARTICLE 15 (1) Students who successfully complete their 3rd or 4th year in the dental program can undertake up to one-third of the clinical practices in a summer session, which must be performed in the next academic year. The relevant specialty department decides whether the summer session will be offered or not. Summer sessions to be offered are announced upon the approval of the Dean's Office. Students attending to a summer session for the clinical practice cannot work for less than two weeks. Otherwise, clinical practice during the summer session does not count towards their degree.

Internship

ARTICLE 16 (1) Upon successfully finishing their 3rd year in the program, 4th and 5th year students must complete the following internships in addition to the courses program curriculum:

(2) The internship period is determined by the Program Coordinator at the beginning of the academic year and cannot be less than 19 business days. The internship program is maintained unceasingly during the period specified in the academic calendar.

Required Internships

Oral and Maxillofacial Diseases and Surgery

Oral and Maxillofacial Radiology

Dental Diseases and Treatment

Endodontics

Orthodontics

Paedodontics

Periodontology

Prosthetic Dentistry

Clinical observership/Pre-clinical applied practice/Internships and Make-ups

ARTICLE 17 (1) 3rd year students participate in clinical observership to monitor how the knowledge, skills, attitudes and behaviors acquired in the required courses are applied in various dental disciplines. Students also engage in clinical practices supervised by their faculty in order to prepare them for clinical experience.

(2) The content, type, quality and quantity of the pre-clinical practice, clinical observations and internships students are obliged to complete are determined by the relevant specialty department and announced to the students at the beginning of the academic year.

(3) Students are required complete all pre-clinical practices, clinical observerships and internships determined and announced by the relevant specialty department within the specified period. Students who fail to complete the observerships, applied practices and internships cannot take

the final exam of the related course. Those who have completed more than 80% of pre-clinical practice, clinical observerships and internships are allowed to make up for the session they have missed. Those who have completed less than 80% of pre-clinical practice, clinical observerships and internships within the given period are not allowed to make-up the session missed. The make-up period is determined by the relevant specialty department and announced at the beginning of the academic year. The student is obliged to complete the missed pre-clinical practice and internships two days before the retake exams. The student is allowed to take the retake exams given they have completed the missed practice sessions within the make-up period. If the student is unable to make-up the missed practice sessions within the given time, they cannot take the retake exams and fail the relevant course.

Attendance Requirements

ARTICLE 18 (1) Students are obliged to attend 80% of theoretical courses, applied practices, internships and laboratory applications. Students who have not fulfilled the attendance requirements cannot take the exams. If taken, the exam will be canceled. Medical reports or other excuses are disregarded for those with 20% of absence. The list of students deemed unsuccessful due to their absenteeism is announced on the Student Information System (OBS) within the last week of the semester academic year at the latest.

(2) The following requirements must be fulfilled to take the final exam at the end of the semester/academic year:

- a) Attendance to 80% of the theoretical courses, applied practices, observerships, internships laboratory work,
- b) Successful completion of the pre-clinical practices and internships.

(3) Those who have failed to fulfill the attendance requirements and/or who have failed the applied practices/internships repeat those classes or practices. The repeating students should fulfill all the requirements of the course they failed.

Exams

ARTICLE 9 (1) Exams consist of short tests, midterms, finals, retakes, single course exams, make-ups and exemption exams.

(2) Exams can be administered in the following formats: theoretical (i.e., written or oral), applied, lab or clinical applications. Oral and written exams are administered by the faculty member(s) determined by the department chair.

(3) Students are given a final exam in addition to midterm exams and other through-course assessments. The weighting of through-course assessments is determined by the relevant boards. The average of midterms, laboratory or other similar works if any, and short tests contribute 40% towards the overall course grade. The contribution of the final exam to the overall course grade is 60%.

(4) Midterms, final exams, and other course assessments are scored out of 100. Decimal scores of 0.5 and above are rounded up.

(5) When estimating the overall course grade for those students taking the retake exams, rules used for final exams are applied.

(6) A student who fails to take an exam receives a score of 0 on the exam. Similarly, if a student fails to submit scored assignments, or participate in scored activities such as seminars and panels also receives a score of 0 on the assignment(s)/activity(ies).

(7) All scores received in exams and activities conducted in a semester/academic year are used in the estimation of the overall course grade. Single-course exams and internship exams are the exceptions.

(8) Students are required to take the exams on the date specified in the announced location. They should present their student ID. If deemed necessary, exams can be held on Saturday or Sunday with the decision of the Faculty Executive Board.

(9) The results of exams or scored activities are announced by the relevant instructor within seven days at the latest after the exam or activity takes place. The relevant instructor(s) is/are responsible to submit the examination documents to the administration.

(10) Exam documents and minutes are kept by the Dean's Office for at least two years.

(11) For students with disabilities, special education programs can be implemented, and alternate exams can be administered depending on the students' disability. The decisions related to special education programs and alternate exams are made by the relevant executive board within the scope of the current legislation provisions.

Appeal against Exam Results

ARTICLE 20 (1) Students can submit a written appeal for scoring errors to the Dean's Office within five working days after the grades are announced. The request is examined by the Office and if an error is detected, necessary corrections are made. Relevant course instructor's opinion is also sought in this process. Any correction is finalized by the Executive Board and the student is notified of the decision.

Principles Regarding Exams

ARTICLE 21 (1) Short test: This is a quick, theoretical or applied test that is given during class time within the semester/academic year. Students might or might not be prenotified of the test date. Short test results can be evaluated along with midterm exams.

(2) Midterm exam: This is an exam held within the semester/academic year for the courses stipulated in the curriculum. In a semester at least one midterm, in an academic year at least two midterm exams are administered for each course. In addition, projects, assignments, short tests,

laboratory and similar works assigned in a course can be used in lieu of the midterm grade. The average of at least 3 short tests given in a course during the semester can substitute the midterm grade. The average score received on the activities carried out throughout the semester/academic year is announced within seven days following the activities. Midterm exams are administered on the specified dates, during the class time of the relevant courses. Midterm dates are determined by the Program Coordinator and announced by the Dean's Office. For the applied courses in the 1st, 2nd and 3rd years, applied practices undertaken during the semester can be used towards midterm grade if the relevant specialty department deems it appropriate. The average of these through-class practices can contribute to 50% of the midterm grade at most.

(3) Final exam: This is an exam administered at the end of the semester/academic year in which the course has been taught within the period specified on the academic calendar. Students who are actively registered for the term, who have fulfilled the attendance requirements, and who have been successful in the applied practices are eligible to take the final exam. In order for first, second, and third year students to take the theoretical exams of the applied courses, the condition of passing the applied exam for the course may not be sought upon the decision of the specialty department in which the course is offered. The results of the final exams must be announced one week before the retake exam of that course.

(4) Retake exam: This exam is held at the end of the semester/academic year within the period specified in the academic calendar. Provided that they meet the requirements, students who have failed to take a final exam or who have received an FF grade despite taking the exam, can take the retake exam of the course. The grade obtained in the retake exam replaces the final exam grade. In departments where retake exams are held, students cannot take courses in summer sessions at the university or other higher education institutions. The letter grade of the course for which the retake exam is held is determined based on the letter grades obtained in the final exam for that course.

(5) Single course exam: It is the exam held for a single course that the students have failed by receiving an FF grade in the retake exam (i.e., the student must have passed the retake exams for the remaining courses.). Attendance and/or applied practice requirements must have been met by the student. Students who fail the single course exam with an FF grade should repeat the courses taken in the relevant academic year. Students who wish to take the single course exam must submit a petition to the Dean's Office. If approved, they can take the exam on the dates specified in the academic calendar. The student is responsible to keep track of the dates for the single course exam. A student who fails the retake exam of a course (i.e., offered on a semester basis) in the fall semester must have successfully completed all of the courses in the previous spring semester in order to take the single-course exam. A student who is at the graduation phase but who have failed the single course exam has to take the relevant course again in the next academic year. However, attendance is not required for the course. Passing grade for a single course exam is 60 out of 100 points.

(6) Make-up exam: This is an exam for students who cannot attend a midterm, final exam (i.e., in departments where retake exams are not administered), or retake exam (i.e., in departments where retake exams are administered) due to a valid reason accepted by the relevant executive board. Students whose excuses are accepted by the relevant executive board take the exam on the dates

determined by the board. Make-up exams are not given for short tests and summer session exams. Students who do not take the make-up for any reason are not entitled a second make-up exam.

(7) Exemption exams: These are the exams set for the common compulsory Foreign Language course at the beginning of the academic year for newly admitted students. The exams and their evaluation are maintained according to the principles to be determined by the Senate.

(8) Pre-internship exams: These exams are given every day during the first week of the internship or at any date determined by the responsible faculty member during the first week of the internship in oral or written format. If the student passes the exam(s), they begin their internship.

(9) Post-internship exam: It is a two-stage theoretical and applied exam held at the end of the internship period for 4th and 5th year students.

(10) The principles regarding post-internship exam are as follow:

a) The post-internship exam is given within the last week of the internship.

b) A student should meet the following requirements to take the post-internship exam: successfully complete the clinical applications predetermined by the relevant specialty department and approved by the Dean's Office within the internship period, attend 80% of the applied practices, give a seminar on a subject determined by the specialty department. The student who fails to fulfill these requirements repeats their internship. Students who fulfill the requirements are given the applied exam.

c) Students who pass the applied exam take the theoretical exam. Students who fail the theoretical exam are entitled to take the retake exam. The score achieved in the applied exam is reserved.

d) Students who need to repeat an internship in the 4th or 5th year, can undertake the internship failed after the retake exams are administered and until the new academic year starts. The period in which the internship can be repeated is indicated in the academic calendar. The syllabus for the internship to be repeated is determined by the Program Coordinator. The internship can be repeated once in this period. Those who fail can take the internships they have failed in the following academic year.

e) Each internship can be repeated up to two times in an academic year.

f) The raw score required to be successful in the internship is 60 out of 100 points. This raw score is converted to a letter grade by the instructor giving the exam. For any score below 60, an FF is assigned.

g) After the retake exams, students who are successful in all other courses and internships and fail only one internship are entitled to take the single course exam. The score required to pass this exam is 60 out of 100 points.

Post-internship Exam Score Intervals

<u>Lower limit</u>	<u>Upper Limit</u>	<u>Letter Grade</u>	<u>Coefficient</u>
90	100	AA	4.00
85	89	BA	3.50
75	84	BB	3.00
70	74	CB	2.50
60	69	CC	2.00

0

59

FF

0.00

Grade Calculation

ARTICLE 22 (1) A criterion-referenced system is adopted for grading.

(2) The threshold to pass the final, retake, internship and single course exams is at least 60 points. This score (with the exception of internship and single-course exams) is the weighted sum of the midterm and final exams. The average midterm score is obtained by dividing the sum of the scores received in each midterm by the number of midterm exams administered. The contribution of the average midterm score to the passing grade is 40%, and the contribution of the final exam is 60%. If the average midterm score has decimal points; it is not rounded to calculate the 40% of the score. It is obligatory to get 60 points in final, retake, internship and single-course exams in the faculty.

(3) For those students who will take the retake exam, evaluation principles applied for final exams are followed for the retake exam and the passing grade.

(4) Graduation ranks of the students are determined according to their CGPA.

(5) Students who have failed and repeated an academic year are not included in the ranking of the graduating students at the end of the academic year.

<u>Lower limit</u>	<u>Upper Limit</u>	<u>Letter Grade</u>	<u>Coefficient</u>
90	100	AA	4.00
85	89	BA	3.50
75	84	BB	3.00
70	74	CB	2.50
60	69	CC	2.00
0	59	FF	0.00

a) A student who gets AA, BA, BB, CB and CC in a course is considered successful in that course.

b) These letter grades are evaluated with their coefficients in CGPA calculation in the semesters/academic year preceding the graduation.

c) An FF grade is assigned to students who fail a course. Students who receive an FF for the applications in required courses must repeat the course in the first semester/ academic year it is offered. Students are responsible to fulfill the attendance and examination requirements when they retake the course. Students who fail theoretical courses and receive FF grades are obliged to meet the requirements for the final and retake exams of the relevant course. If a student wishes to take midterm exams and short tests of the theoretical courses they have failed in addition to the final and retake exams, they have to fulfill the attendance requirements and all other responsibilities of the course.

d) MU grade (exempt) is used for the conditions described in Article 27 of Istanbul Medeniyet University Regulations for Undergraduate Programs.

e) Course for which MU or G grades are assigned are not used for CGPA calculation.

f) For DZ grade (absentee), the same rule applying to FF grade is adopted in CGPA calculation. The course in which a DZ grade is assigned, should be taken in the first semester/

academic year it is offered. The student is responsible to meet attendance and examination requirements of the course.

Cumulative Grade Point Average

ARTICLE 23 (1) Graduation ranks of the students are determined according to their CGPA. CGPA is calculated by multiplying the weight coefficient of the course grades with their credit hours. The product is divided by the total credit hours. The quotient is rounded to 2 decimal places.

Lateral Transfers

ARTICLE 24 (1) Lateral transfers are carried out based on the provisions laid out in the Higher Education Regulations for the Transfers Between Programs at the Undergraduate or Associate Degree Levels and Credit Transfers between Minor and Major Programs, and between Institutions at and Istanbul Medeniyet University Regulations for the Intra- and Inter-Institutional Transfers and Credit Transfers at the Undergraduate and Associate Degree Levels. For undergraduate transfer applications, students are required to submit an officially approved transcript, a document showing their disciplinary action status, ÖSYM result report of the year in which they are placed in the higher education program, and the course contents to the Faculty by hand (mailed or couriered applications cannot be accepted).

Excuses

ARTICLE 25 (1) Students who have declared a valid excuse must submit a written application to the Dean's Office along with the document proving their excuse. The submission must be made within one week at the latest from the end of their excused period. Excuses not reported within this period are not accepted.

(2) Medical reports must be obtained from the university's healthcare facilities or other inpatient healthcare facilities to ensure that health-related excuses are accepted.

(3) Regarding the valid excuses to be accepted by the executive board, the following principles are implemented:

a) If the student's absence exceeds the limits specified in Article 18 in these regulations due a valid excuse, their rights in the relevant courses can be reserved upon the request of the student. The student takes these courses in the first semester or academic year they are offered. The time missed is added to the normal study period.

b) The excused period does not count toward the mandatory attendance foreseen in this regulation.

c) Students cannot take exams during sick leave period as shown on the medical report. Their exam is cancelled if they have taken it during this period.

Graduation

ARTICLE 26 (1) The requirements for graduation eligibility are as follows: students must have taken and passed all the required courses of their program, successfully completed the applied practices, internships and similar practices, and obtained a GPA of least 2.00.

(2) The confer date is the last day of the exam period. However, for those students who cannot graduate due to a single course, internship etc., the confer date is the day they pass the single course exam or when they complete their internship or other work. Except for the students who are successful in the single course exam, students whose graduation is delayed till the next academic year must fulfill the requirements stipulated in Article 46 of the Law No. 2547 for that semester.

Degrees

ARTICLE 27 (1) Those students who successfully complete the first two-year of the program, but who are not able continue program are awarded an associate degree upon written request. These students are withdrawn the Faculty.

(2) A dentistry degree is awarded to students who successfully complete the five-year dental program.

SECTION IV Miscellaneous and Final Provisions

Dress Code and Order

ARTICLE 28 (1) Students are required to wear proper attire for dentistry and name and class badges in clinics and laboratories.

(2) Students are responsible to preserve all laboratory and dental equipment provided to them by the Faculty and keep them clean at all times. If tools are lost or damaged due to misuse, responsible student(s) compensate for the lost/damage tool(s).

(3) Students doing their clinical practice need to follow the procedures set out by the specialty department when treating patients. Patients' treatment plans are managed by the relevant specialty department.

Written Notices and Reporting Changes

ARTICLE 29 (1) All kinds of written notices are sent via registered mail to the address notified during enrollment. The notification is also announced in the Faculty.

(2) If the student does not update their address upon change or provide an incorrect/incomplete address, the notification is mailed to address in records at the time of the notification and the student is still deemed notified. The student is still deemed notified if the notice is sent to an old address.

Cases without any Provisions in these regulations

ARTICLE 30 (1) For those cases without any provisions in these regulations, relevant resolutions made by the Faculty Board are followed.

Enforcement Date

ARTICLE 31 (1) These regulations become effective in the first academic semester following its publication in the *Official Gazette*.

Execution

ARTICLE 32 (1) The provisions of these regulations are executed by the rector of Istanbul Medeniyet University.