

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

SECTION I

Purpose, Scope, Legal Basis, and Terms

Purpose and Scope

ARTICLE 1 (1) The purpose of these regulations is to establish the principles and procedures regarding the enrollment, education, and examinations at the undergraduate level in the Faculty of Medicine at Istanbul Medeniyet University.

(2) These regulations cover the provisions regarding the admission, enrollment, education, and examinations at the undergraduate level in the Faculty of Medicine at Istanbul Medeniyet University.

Legal Basis

ARTICLE 2 (1) These regulations have been prepared based on Articles 14, 43, 44 of Act No. 2547: The Law on Higher Education, enacted on 4 November 1981.

Terms

ARTICLE 3 (1) The following terms used in these regulations refer to:

a) Academic Calendar: The calendar that indicates the beginning, and the end of the academic year, registration and exam periods,

b) ECTS: The European Credit Transfer System, which enables the institutional transfer of grades and course credits taken and passed by the students in domestic or international higher education institutions,

c) ECTS Credits: All educational activities necessary to achieve the expected learning outcomes; evaluation measures that include theoretical courses, applied practices, seminars, individual studies, exams, assignments, library studies, projects, internships and honors thesis and etc.,

d) Advisor: A faculty member assigned by the Faculty Executive Board to advise students about education related and other issues,

e) Subject Committee: All of the organ and/or system-based courses within the integrated system implemented in terms I, II and III in the Faculty of Medicine,

f) Diploma Supplement: A document accompanying the diploma which is designed to provide information about diplomas and degrees in higher education fields in a common and understandable format,

g) Term: The period of education each of which spans over an academic year. A term consists of at least 32 weeks,

h) Through Course Grade: A weighted sum of the grades received in the subject committee exams administered each term in terms I, II, and III; grades obtained in practice-based small group assessments; grades received in assignments, clinical and laboratory practices, and other similar works. The weights are determined by the Faculty Board every year.

i) Course Grade: The grade obtained by summing up 60% of the through-course grade and 40% of the final/make-up exam grade in terms I, II and III; average of practicum exams in terms IV and V, and the average of internship grades in term VI,

j) Faculty Board: Board of the Faculty of Medicine at Istanbul Medeniyet University,

k) Faculty Executive Board: Executive Board of the Faculty of Medicine at Istanbul Medeniyet University,

l) Internship Period: Compulsory and elective clinical practices offered in a variety of medical specialties in term VI in the Faculty of Medicine,

m) Committee Courses: Courses in subject committee offered in terms I, II, III in the Faculty of Medicine,

n) Practice-based Small Group Learning (PBSGL): Learner-centered theoretical or applied courses offered in terms I, II, and III in the Faculty of Medicine. These are yearly courses with varying periods. The courses are structured under various titles and mainly conducted in small groups,

o) Problem-based Learning: Scenario-based, learner-centered, small group courses

p) Rector: Rector of Istanbul Medeniyet University,

q) Elective Courses: Theoretical or applied courses offered in undergraduate programs in the Faculty of Medicine or in other faculties and colleges affiliated with the university. These courses span over a semester in terms I, II, and III. In terms IV, V, and VI these courses are labelled as practicum/internship and their length might vary,

r) Senate: Senate of Istanbul Medeniyet University,

s) Practicum: Theoretical medical courses and clinical rounds offered in terms IV and V in the Faculty of Medicine,

t) Faculty of Medicine: Faculty of Medicine at Istanbul Medeniyet University,

u) University: Istanbul Medeniyet University,

v) YÖK: Higher Education Council,

w) Required Courses: A course prescribed in the program that a student is required to take.

SECTION II

Student Admissions and Enrollment Requirements, Student Status, External Lateral Transfers, Registration, Tuition and Fees

Admissions and Enrollment Requirements

ARTICLE 4 (1) Students are admitted to the Faculty of Medicine according to the principles determined by YÖK. 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 5 (1) Only full-time students are admitted to the Faculty of Medicine.

External Lateral Transfers

ARTICLE 6 (1) Lateral transfers to the Faculty of Medicine are resolved by the Faculty Executive Board based on the provisions laid out in the Higher Education Regulations for the Transfers Between Programs at Undergraduate or Associate Degree Levels and Credit Transfers between Minor and Major Programs, and between Institutions published in the *Official Gazette* No.27561 on 24 April 2010.

Registration

ARTICLE 7 (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.

SECTION III Length and Form of Study Program

Length of Study

ARTICLE 8 (1) The period of study in the Faculty of Medicine consists of six terms, each of which spans over one academic year. Each semester lasts at least 32 weeks. The length of study in the foreign language preparatory program is not included in the six-year period of study for enrolled students.

(2) Students are obliged to complete their program within the periods specified in Article 44 of Law No. 2547. The time elapsed due to the students' excuses accepted by the Faculty Executive Board is not taken into account in the calculation of these periods. However, students who cannot graduate within the normal period maintain their student status on the condition that they fulfill the requirements stipulated in Article 46 of Law No. 2547.

(3) Education in medicine program (elective courses and common courses determined by the senate) are provided on a semester basis.

Program Format

ARTICLE 9 (1) Medicine program consists of subject committee in terms I, II, and III, practicum in term IV, and V, and internship in term VI.

(2) Semester long elective courses can be offered in terms I, II and III. The student must take at least one of the offered electives each semester.

(3) General matters regarding subject committee, electives and common required courses, clinical practices, practicum and internships are treated according to the principles determined by the Faculty Board.

SECTION IV

Attendance Requirements, Excuses, Leave of Absence, Enrolment Freezes, Domestic and International Exchange Programs

Attendance Requirements

ARTICLE 10 (1) Students should attend at least 70% of the subject committee courses in terms I, II, and III and 80% of the PBL and applied courses. Students who fail to meet the attendance requirements cannot take the exams and receive an F1 grade. A student with a valid excuse approved by the Faculty Executive Board receives an E grade.

(2) If a student's total absenteeism exceeds 30% in all subject committees in an academic year, they get an F1 grade and cannot take the final and make-up exams.

(3) Students who miss PBL and applied courses due to a valid excuse accepted by the Faculty Executive Board must make up the classes they have missed on the date and time specified by the departments.

(4) Full attendance is required for terms IV, V and VI. Those who miss 20% of the practicum/internship without a valid excuse cannot take exams and receive an F1 grade. Those with lower absenteeism have to make up for the activities on the date and time determined by the department.

Excuses

ARTICLE 11 (1) The Faculty Executive Board takes a decision for the excuses of those who miss classes due to their excuses. Students who wish to be considered excused due to medical reasons during the educational period must document their condition with a medical report. This report must be accepted by the Faculty Executive Board. A student whose medical excuse is accepted by the board cannot attend classes and take exams during this period.

(2) All applications related to excuses are made to the Dean's Office of the Faculty of Medicine within one week at the latest from the end of their excused period. Submissions made after this period, late reports or reports covering only the exam dates are not accepted.

Leave of Absence

ARTICLE 12 (1) In the event that opportunities such as non-university scholarships, internships, research that will contribute to the training of students or other important reasons arise, a leave up to one year may be granted with the resolution of the Faculty Executive Board. Students must make the request for the leave before the academic year begins.

Enrolment Freezes

ARTICLE 13 (1) Enrollment freezes are managed according to the Regulations for Undergraduate Programs published in the *Official Gazette* No. 28324 on 15 June 2012 and other relevant legislation.

Domestic and International Exchange Programs

ARTICLE 14 (1) Student exchange programs can be implemented according to the agreements made with other universities in Turkey or abroad. Students can attend these universities for a maximum of one semester. Exchange programs are conducted in compliance with the bilateral agreements and the principles determined by YÖK.

(2) The equivalence of the courses, clinical practices, internship and other activities the students will attend in an exchange program to the courses, clinical practices, internships or other activities in their own program is determined in advance by the decision of the Faculty Executive Board upon the proposal of the students' advisors and the term coordinator. An exact match for course names is not sought. However, course similarity in terms of content, learning outcomes and ECTS credits is essential.

(3) The exam grades for the courses that the student has taken and passed during the exchange program are accepted as they are and recorded on student transcripts. The original names of these courses and their credits are also maintained in the transcripts.

(4) For international visiting students, procedures are established based on bilateral agreements and relevant legislation and determined by the Faculty Board. These students are given a certificate documenting the courses they have taken and their grades/achievement level.

SECTION V Grading Exams

Percent and Letter Grades

ARTICLE 15 (1) The percent grades and letter grades used for student evaluation in the Faculty of Medicine are shown below:

a)

<u>Letter Grade</u>	<u>Percent Grade</u>	<u>Coefficient</u>
A1	90-100	4,00
A2	85-89	3,50
B1	75-84	3,00
B2	70-74	2,50
C1	60-69	2,00
C2	50-59	1,50

b) In addition, the following letter grades denote:

- (1) F1: Absentee with no valid excuse, not eligible to take the relevant exam,
- (2) F2: Failed to take the exam despite being eligible,
- (3) F3: Received a score of 0-49,
- (4) E: Excused, failed.

SECTION VI

Principles for Term I, II, III Exams

Exams

ARTICLE 16 (1) The following exams are held in Term I, II and III:

- a) Subject committee exam: Exams that consist of theory and applied questions. They are administered at the end of each subject committee in terms I, II, and III. The grades students receive in these exams are recorded as subject committee grade.
- b) Final exam: A final exam including all subject committees is administered at the end of the term in terms I, II, and III. The grades students receive in these exams are recorded as final grade.
- c) Retake exam: Students who fail the final exam in terms I, II and III take the retake exam. The grades students receive in these exams are recorded as retake grade.
- d) Make-up exam: For students who cannot take the exam due to their excuses and whose excuses are accepted by the Faculty Executive Board, a make-up exam is held. The make-up exam is held once on a date determined by the Faculty Executive Board. A make-up exam is not administered for final exams, retake exams, practicum/internship exams and their retakes.

Administering Exams

ARTICLE 17 (1) Subject committee exam is held on the dates announced at the end of each subject committee in terms I, II and III.

(2) The final exam of the subject committee is held 3-21 days after the last subject committee exam at the end of the term in terms I, II, and III.

(3) The retake exam of the subject committee is held 15 days after the final exam of the subject committee at the earliest in terms I, II, and III.

(4) The midterm, final and retake exams' dates for the elective and General Education courses are announced after the Faculty Board approves them.

Student Evaluation

ARTICLE 18 (1) Students should receive at least C2 in final or retake exam and their term grade should be at least 60 (C1) to continue to the next term.

(2) Students who have received an F2 or F3 grade in the final exam are considered unsuccessful and these students take retake exam. Students who have received a C2 grade in the final exam can take the retake exam upon a written request. In this case, their make-up grade is used in the estimation of their term grade.

Repeating Terms

ARTICLE 19 (1) The principles regarding term repeats are as follows:

- a) Students who fail to fulfill the requirements in Article 18 repeat that period.
- b) If a student fails the final or retake of an elective or a General Education course, they must take those courses along with their exams. However, they are not expected to meet the attendance requirement. A student who fails to pass the elective or General Education courses until the end of term V cannot begin term VI.

SECTION VII Principles for Term IV and V Exams

Completing Internships

ARTICLE 20 (1) Attendance in internships is mandatory, and students with excused absences must make up the period they have missed in order to take the exam.

Internship Exam

ARTICLE 21 (1) A practicum exam covering the practicum training and content is held at the end of each practicum in terms IV and V. Practicum exam can be in written, both written and oral and/or applied format. The assessment tool for the practicum and the administration procedures are determined by the academic board where the practicum takes place. The student's efforts and performance during the practicum are taken into consideration when assigning the grades. The contribution of the written exam to the final grade is at least 40%.

(2) In terms IV and V, only the exam grades are posted. The student should receive at least C1 in order to be deemed successful in the practicum. Make-up exams are not held for practicum exams and their retakes.

Internship Repeat Exam and Repeating the Internship

ARTICLE 22 (1) Students who fail one or more of the practicums in terms IV and V take retake exams 7-21 days after the last practicum. The student should receive at least C1 in the retake to pass the practicum. Students who fail retake exam(s) are entitled to repeat the practicum(s) in the next academic year. Students who have done the practicum for the second time but failed it again take the retake exam of the practicum 7-21 days after the practicum ends.

(2) Those who pass their practicum exams continue their programs.

SECTION VIII Principles Regarding Term VI

Internship Evaluation

ARTICLE 23 (1) Students' performance in clinical rounds, interaction with patients in polyclinics, laboratory works, field studies, record of patient interviews, epicrisis, patient treatments, shifts, seminars they attended, clinical and pathology meetings in each specialty area are evaluated using the grading scheme in Article 15 in term VI (internship period). Students should get at least C1 in each specialty area in order to successfully complete the internship.

(2) Students are entitled an unlimited number of repeats for the internships they failed. Students are responsible to pay the tuition and fees, but they cannot benefit from student rights.

(3) In term VI, only the exam grades are posted.

SECTION IX Miscellaneous and Final Provisions

Exam Formats

ARTICLE 24 (1) The principles regarding the examinations are as follows:

a) Exams are administered in written or oral format based on the features of the program curriculum.

b) The announced exam dates can be changed by the decision of the Faculty Board in unforeseeable situations.

c) Students must take the exams on the specified date and time. Students who fail to take the exam receive an F2 grade.

d) A student who cheats or attempts to cheat in an exam receives an F3 grade. In addition, necessary actions are taken against the student in question in accordance with the provisions in the Regulations for Student Discipline at the Higher Education Institutions published in the *Official Gazette* No. 28388 dated 18 August 2012.

e) In compliance with the principles accepted by the Senate, students must take the General Education courses and pass them. For the General Education courses, the provisions in the Regulations for Undergraduate Programs are applied.

Appeal Against Exam Results

ARTICLE 25 (1) Students submit their appeals about an exam result to the Dean's Office of the Faculty of Medicine within five working days after the results are announced. The appeal is reviewed by the relevant faculty members and if scoring errors are detected, necessary corrections are made.

Prerequisites and Term Repeats

ARTICLE 26 (1) Each semester is a prerequisite for the next semester in undergraduate medical education. For this reason, a student who fails a term cannot continue to the next term. The student repeats the term they have failed in terms I, II and III, the practicum in terms IV and V, and the internship in term VI. However, General Education courses and elective courses are excluded from

these provisions. Regarding these courses, the provisions of subparagraph (b) of the first paragraph under Article 19 are applied.

Overall Achievement for Medical Doctors

ARTICLE 27 (1) Students' graduation ranks are determined based on overall academic achievement (letter grades) which is estimated by averaging the course grades across terms.

<u>Overall Achievement</u>	<u>Rank</u>
A1	Exceptional
A2	Very Good
B1	Good
B2	Average
C1	Marginal

Honor and High Honor Students

ARTICLE 28 (1) Those students who finish their undergraduate program within six years, who are not charged with a disciplinary action, and who has an overall achievement level of A2 graduate with honors. Students with an overall achievement level of A1 and with the same qualifications graduate with high honors.

Withdrawal from the University

ARTICLE 29 (1) Students who face expulsion or who make a lateral transfer to another university are withdrawn from the university with the Faculty Executive Board's resolution.

(2) Students may withdraw from the university themselves by making an application to DSA with a petition. However, tuitions and/or fees are non-refundable.

(3) DSA cancels the enrollments with the Faculty Executive Board's resolution.

(4) Students who have cancelled their registrations for some reason are obliged to follow the withdrawal process determined by the university in order to obtain their personal record. Graduates should also abide by the withdrawal process to receive their diploma.

Those students who have cancelled their registrations for some reason or who have been dismissed from the university for some reason are obliged to follow the withdrawal process determined by the university and to pay any dues (e.g., tuition and fees, library dues or dorm fees etc.) in order to obtain their personal records.

Degrees

ARTICLE 30 (1) The following degrees are awarded in the Faculty of Medicine:

- a) Basic Medical Science Associate Degree is awarded to those who have not completed or could not complete undergraduate program. The degree is regulated in accordance with provisions of the Regulations on Obtaining an Associate Degree or Adjustments

to Vocational Schools for published in the *Official Gazette* No.20112 dated 18 March 1989.

- b) Doctor of Medicine (MD) Degree is awarded to those who successfully complete the six-semester study program prescribed for medical doctors.

International Students

ARTICLE 31 (1) Admission requirements of Turkish citizens living abroad or international students to the Faculty of Medicine are determined by the senate.

Disciplinary Actions

ARTICLE 32 (1) Disciplinary actions towards students are carried out in accordance with the provisions in the *Regulations for Student Discipline at Higher Education Institutions* and other related legislation provisions.

(2) Students who are temporarily suspended from a higher education institution for any reason cannot participate in education and social activities or cannot use the university facilities during this period.

Quality of Education

ARTICLE 33 (1) Internal and external quality assurance practices and other issues for the continuous improvement of the quality of education are regulated by the senate in accordance with the principles determined by YÖK.

Students with Disabilities

ARTICLE 34 (1) The University Executive Board and the Faculty Executive Board can make the necessary arrangements for students with disabilities.

Exceptions

ARTICLE 35 (1) In case the regulations here lack the provisions for some conditions, regulations for undergraduate programs and provisions in other relevant legislation are implemented.

Repealed Regulation

ARTICLE 36 (1) The regulations for the Faculty of Medicine published in the *Official Gazette* No.28707 dated 14 July 2013 have been repealed.

Lateral Transfer to 30% English-medium Program

PROVISIONAL ARTICLE (1) Because new students are not admitted to 30% English-medium program, lateral transfer applications to this program are not allowed.

Enforcement Date

ARTICLE 37 (1) These regulations become effective on the date of its publication.

Execution

ARTICLE 38 (1) The provisions of these regulations are executed by the rector of Istanbul Medeniyet University.