

**REGULATION**  
**YEDITEPE UNIVERSITY FACULTY OF DENTISTRY**  
**TRAINING-INSTRUCTION REGULATION**  
**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-(1)** The purpose of this regulation is to set forth the procedures and principles with regard to student affairs, training-instruction and examinations at the Yeditepe University Faculty of Dentistry.

**Scope**

**ARTICLE 2-(1)** This regulation covers the provisions regarding student admission and enrollment procedures to the program carried out at the Yeditepe University Faculty of Dentistry and the instruction-training and examinations.

**Basis**

**ARTICLE 3-(1)** This regulation has been prepared on the basis of articles 14 and 44 of the Higher Education Law dated 04.11.1981 and no.2547.

**Definitions**

**ARTICLE 4-(1)** The terms and expressions mentioned in this regulation refer to the entities as shown below:

- a) Faculty: The Yeditepe University Faculty of Dentistry,
- b) Faculty Board: The Faculty Board of the Yeditepe University Faculty of Dentistry,
- c) Faculty Board of Directors: The Faculty Board of Directors of the Yeditepe University Faculty of Dentistry,
- ç) Senate: The Yeditepe University Senate,
- d) University: The Yeditepe University.

**PART TWO**

**Principles Regarding**

**Enrollment, Admission and Instruction-Training**

**Enrollment and admission**

**ARTICLE 5-(1)** Enrollment and admission at the Yeditepe University Faculty of Dentistry are carried out in accordance with the provisions of the Yeditepe University Associate Bachelors and Undergraduate Training-Instruction and Examination Regulation published in the Official Gazette dated 25.09.2013 and no. 28776.

**Student status**

**ARTICLE 6-(1)** Students are admitted to the Yeditepe University Faculty of Dentistry only at full-time status.

**Instruction period**

**ARTICLE 7-(1)** The normal instruction period at the Yeditepe University Faculty of Dentistry is five years, excluding the foreign language preparatory class; the maximum instruction period is nine years. For those who are not able to graduate within these periods, provisions of the related regulations and rules of law are applied. With regard to students who receive a penalty of dismissal from the University for a certain period, the period of penalty received by students is deemed as part of the instruction period stated above.

**Language of instruction**

**ARTICLE 8-(1)** The language of instruction of the Yeditepe University Faculty of Dentistry is English and Turkish.

**Foreign language proficiency examination and exemption**

**ARTICLE 9-(1)** Students newly enrolled at the University and those who have applied for intradepartmental transfer, are given a foreign language proficiency examination, prepared by the unit responsible for the foreign language preparatory training program, in order to determine the level of their knowledge of English in which they are to receive instruction. Students whose knowledge of foreign language is found adequate as a result of this examination, are enrolled in the Faculty of Dentistry where they have been placed.

(2) Students described below are exempted from the foreign language proficiency examination.

a) Those who have received training in secondary education institutions attended by the citizens of a country, where the foreign language designated as the language of instruction is spoken as the native language, for at least three preceding years and have completed their secondary education in these institutions.

b) Those who have been successful in the examinations carried out in order to determine the minimum level of foreign language proficiency required for foreigners to be able to receive higher education in countries where the language of instruction is spoken as a native language, and according to the provisions of the Yeditepe University Foreign Language Preparatory Program Training-Instruction and Examination Regulation published in the Official Gazette dated 25.09.2013 and no. 28776.

c) Those who receive the score determined by the Senate, over a total of 100 points, and become successful in the foreign language examinations carried out by the MSPC, and the equivalence of which with the examinations stated in sub-paragraph (b) is accepted by the Board of Higher Education.

(3) The foreign language preparatory program is carried out according to the provisions of the Yeditepe University Foreign Language Preparatory Program Training-Instruction and Examination Regulation.

#### **Instruction program**

**ARTICLE 10-(1)** The instruction program consists of course, laboratory, practical application, graduation project, seminar and similar studies and the distribution of these studies over years in the form of courses. The scope, content and alterations relating to the program of courses are prepared by the related major department, and concluded by the Senate with the proposal of the Faculty Board.

#### **Taking courses and enrollment renewal**

**ARTICLE 11-(1)** A student renews his enrollment at the beginning of each academic year within the period stated in the academic calendar, after depositing his tuition fee,

(2) The theoretical and practical application courses with the prerequisites in the dentistry instruction, which are approved by the Faculty Board and announced each year, are courses complementary to the courses of the previous year and preparatory for courses of the following year. Students unable to pass all of the prerequisite courses given in the Faculty cannot attend the next upper class and repeat exactly the same courses they have failed in.

(3) Those who fail in one of the courses without a prerequisite, which are studied in only one training-instruction semester or year as required by the instruction programs, may attend the next upper class while they are still responsible for this course.

(4) With regard to the courses to be taken in the related instruction year, consideration is given to the following requirements:

- a) That the student takes any courses in which he has an F grade,
- b) That those students who have earned the right to attend the next upper class while they are still responsible for a course they have failed in, where this is one of the non-prerequisite courses taught in one instruction year only, pass the examination of the single course for which they are responsible,
- c) That the student cannot attend the next upper class unless he passes the examination of the single course he has passed by being responsible for it.

#### **Class attendance**

**ARTICLE 12-(1)** It is compulsory for students to attend the clinical applications and laboratory work of every course, the examinations and academic work these require or those found necessary by the related board of the academic major.

(2) It is necessary for a student to attend the theoretical courses in full. However, a student who does not attend more than 20% of the theoretical courses, for any reason whatsoever, is not admitted to the semester/yearly final examination of that course or those courses.

(3) A student who does not attend more than 20% of the clinical work and other applications and fails to successfully complete the entire practical assignments, is not admitted to the semester/yearly final examination of that course or those courses.

### **PART THREE**

#### **Examination and Assessment Principles**

##### **Examinations**

**ARTICLE 13-(1)** Quizzes, midterm examinations and semester/yearly final examinations are carried out in writing or orally in the courses offered at the Faculty. Examinations are realized on the dates stated in the academic calendar.

(2) At least one theoretical and/or practical midterm examination is held for each theoretical course each semester. In the fixing of the student's points in the instruction year, homework assignments in the nature of practical application, laboratory, quiz and clinical work are assessed and their ratios are determined by the academic major department and are fixed by the Faculty Board.

(3) The form, kind, quality and number of applications on the patient in the clinical work of dental medicine, are determined with the decision taken in the academic major department and approved by the Faculty Board. In the practical applications of the Faculty, it is necessary for every student to complete and deliver his practical application work within the duration allowed. In case a student fails to complete the practical work assigned by the academic major department successfully, he cannot enter the final and makeup examinations.

(4) Quizzes may be carried out without giving advance notice to students.

(5) A student cannot be given more than two yearly final examinations in one day. Under compelling circumstances, examinations may be carried out out of working hours and on weekends.

### **Examination principles**

**ARTICLE 14-**(1) Examinations are carried out between the dates stated in the academic calendar.

(2) Students who cannot attend midterm examinations due to justified and valid reasons have to inform the office of the dean in writing within seven workdays. Those students whose excuses are found justified and valid by the board of directors use their midterm examination right on a date to be determined by the course instructor. Examinations entered within the period of a medical report are deemed invalid. Excuses are not accepted in yearly final examinations.

(3) Grade raising examinations are carried out for students who wish to raise their grades as a result of midterm examinations. This grade received by the student replaces the lowest midterm examination grade of the related course.

(4) Students who cannot complete their practical applications, may enter the makeup examination by the completing their deficiencies in the summer term.

### **Assessment principles**

**ARTICLE 15-**(1) The weight of the grades on midterm examinations within the year and for other work within the yearly grade may not be less than 30% and more than 70%.

(2) The theoretical and/or practical parts of the yearly final examinations of the courses with practical application are assessed separately. The performance grade of a student in these courses is assessed by assessing his/her theoretical and practical grades together and taking the average. In order for a student to pass a course he/she has to receive a grade of 50 and over, separately, in the theoretical and practical application parts. In the makeup examination, a student is put to an examination only on the part he has failed.

(3) Should the Faculty Board of Directors take a decision, students who have a single course left for their graduation, enter the single course examination to be held subsequent to the makeup examination, in order to graduate.

### **Grades**

**ARTICLE 16-**(1) Students are given a letter grade, for each course they take, by the related instructor on the basis of the numerical value of the grades given by taking the practical applications, laboratory and similar work and examinations and academic activities within the semester/year into consideration. Performance grades and their coefficients are as follows:

<u>Performance grade</u>	<u>Coefficient</u>
AA	4.0
BA	3.5
BB	3.0
CB	2.5
CC	2.0
DC	1.5
DD	1.0
FA	0.0 Fail (Those not entitled to enter the yearly final examination due to absenteeism)
FF	0.0 Failed (Those who have entered the yearly final examination but could not pass)

(2) Furthermore, the following denotations are used depending on the status of the students:

a) AU – Audit

b) I – Incomplete: Issued for the students who cannot complete the requirements for the course due to a valid excuse. It is necessary for students to complete the deficiencies required by the I grade by the end of the course add/drop date of the following semester/year, at the latest; the student receives the necessary grade upon the completion of these deficiencies; in case the deficiencies are not completed by this date, the I grade automatically converts into an FF grade.

c) L – Leave: Used for students who are on leave according to the provisions of this Regulation.

ç) NC – Non-Credit: Used for courses taken without credit.

d) ND – Non-Degree: Used for courses not aimed at receiving a diploma from Yeditepe University and taken with or without credit and are not included in the grade average calculations.

e) P – Pass: Given to the students who are successful in courses not included in the grade averages.

f) R – Repeat: Denotes that the course is repeated.

g) RR – Repeat Resigned: Given for courses repeated in order to raise a grade.

ğ) T – Transfer: Issued for courses which are transferred from a program within or out of the University and the adjustment of which is approved by the Faculty Board of Directors. Grades for courses transferred within the University are included in the average, those transferred from out of the University are not.

h) W – Withdrawal: Realized after the add/drop date within the period specified in the academic calendar each year, with the approval of the advisor.

i) X – In Progress (for projects and theses): Given to students who are continuing work on projects, thesis and similar studies.

#### **Objection to examination results**

**ARTICLE 17-(1)** Students may object to the results of midterm or yearly final examinations in terms of material errors, by applying to the Office of the Faculty within seven workdays as of the date the results are announced.

(2) Objection petitions are sent to the related course instructor and are ensured to be concluded within seven workdays.

(3) Any changes to be made in the grades announced can only be carried out with the approval of the Faculty Board of Directors.

### **PART FOUR**

#### **Cancellation of Enrollment, Suspension, Graduation Grade and Diplomas**

##### **Cancellation of Enrollment**

**ARTICLE 18-(1)** The enrollment of a student who receives a penalty of dismissal from the university according to the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18.08.2012 and no. 28388, is cancelled with the decision of the Faculty Board of Directors.

(2) A student may also wish to separate from the university for certain at his own will. This student has to apply to the Office of the Dean with a petition, personally. This request is reviewed and concluded by the Faculty Board of Directors.

(3) A document showing his/her educational status is given to a student, whose enrollment at the university is cancelled, upon his/her request.

##### **Suspension**

**ARTICLE 19-(1)** A student is allowed to suspend his studies for one or two semesters, with the decision of the Faculty Board of Directors.

(2) A student may apply for more than suspension. However, the duration of suspension may not exceed a total of four semesters.

(3) The duration of suspension is not included in the normal and maximum instruction period.

(4) The tuition fee is continued to be collected from students who are allowed to separate temporarily.

##### **Graduation grade**

**ARTICLE 20-(1)** Students who have completed the faculty program, have to have at cumulative grade point average of 2.00 over 4.00, at the minimum, to be able to graduate.

##### **Diplomas**

**ARTICLE 21-(1)** Of these students who are enrolled at the Faculty, an associate bachelor's diploma in Basic sciences is issued to those who pass the examinations of all the courses in the first two years if they continue their studies; a master of science diploma in Dentistal Medicine and the title of Medical Dentist is granted to those who successfully complete the five-year dentistry training program.

### **PART FIVE**

#### **Miscellaneous and Final Provisions**

##### **Situations not provided for**

**ARTICLE 22 – (1)** In cases not provided for in this Regulation, the provisions of the Yeditepe University Associate Bachelor's and Undergraduate Training – Instruction Regulation and other related rules of law and regulations are applied.

##### **Abrogated regulation**

**ARTICLE 23 – (1)** The Yeditepe University Faculty of Dentistry Training–Instruction and Examination Regulation published in the Official Gazette dated 31.10.1999 and no. 23862 is abrogated.

##### **Adjustment**

**PROVISIONAL ARTICLE 1 – (1)** The provisions in favor of the student in the regulations abrogated with article 23 of this Regulation are applied to those students enrolled at the University prior to the publication of this regulation.

##### **Validity**

**ARTICLE 24 – (1)** This Regulation becomes effective on the date of its publication, to be valid as of the beginning of 2013-2014 academic year.

**ARTICLE 25 – (1)** The provisions of this Regulation are executed by the Yeditepe University Rector.