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REGULATION

From Yeditepe University:

YEDİTEPE UNIVERSITY FACULTY OF DENTISTRY EDUCATION AND INSTRUCTION REGULATION

PART ONE

Purpose, Scope, Basis and Definitions

Goal

ARTICLE 1 - (1) The purpose of this Regulation is to set out the common principles to be applied about student affairs, education and examinations at the Faculty of Dentistry.

Scope

ARTICLE 2 - (1) This Regulation covers common provisions regarding the acceptance and enrollment of students, education and examinations in the program carried out in the Faculty of Dentistry at Yeditepe University.

ARTICLE 3 - (1) This Regulation has been prepared on the basis of Articles 14 and 44 of the Higher Education Law no. 2547 dated 4/11/1981.

Definitions

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

- a) Faculty: Yeditepe University Faculty of Dentistry,
- b) Faculty Board: Yeditepe University Faculty of Dentistry Faculty Board,
- c) Faculty Administrative Board: Yeditepe University Faculty of Dentistry Administrative Board,
- ç) Senate: Yeditepe University Senate,
- d) University: Yeditepe University

PART TWO

Principles Regarding Registration, Admission and Education-Instruction Registration and admission

ARTICLE 5 - (1) Registration and admission to Yeditepe University Faculty of

Dentistry is carried out according to the provisions of Yeditepe University Associate Degree and Undergraduate Education and Instruction Regulation published in the Official Gazette dated 25/9/2013 and numbered 28776.

Student Profile

ARTICLE 6 - (1) Yeditepe University Faculty of Dentistry only accepts full-time students.

Period of Education

ARTICLE 7 - (1) At Yeditepe University Faculty of Dentistry, the period of normal education is five years excluding one-year foreign language preparatory class and the maximum duration of education is nine years. For those who cannot graduate during these periods, relevant legislative provisions apply. The period during which a student has received a penalty of dismissal shall be counted from the time specified in the above mentioned period.

Language of Education

ARTICLE 8 - (1) (Different Official Gazette dated 27.11.2017 / 30253 no.) The language of teaching at the faculty is English.

Foreign Language Proficiency and Exemption

ARTICLE 9 - (1) Newly enrolled students and those who have applied for student transfer at the University are given a foreign language proficiency examination prepared by the unit responsible for foreign language preparatory education in order to determine the levels of their knowledge of English, which is the language of education and instruction. Students whose knowledge of foreign language is found adequate as a result of this examination are registered in the Faculty of Dentistry program.

(2) These students are exempted from Foreign Language Placement Test:

- a) Students who graduated in the last three years from a secondary education institutions in which the education language is in the native language of the country and the citizens of that country attend.
- b) Being successful in tests for the purpose of determining the minimum level of foreign language required for foreigners in countries where the mother tongue is the language of education and being successful in tests done according to the provisions of the Yeditepe University Foreign Language Preparatory Program Training-Examination and Examination Regulations, published in the Official Gazette dated 25/9/2013 and numbered 28776.
- c) Those who have achieved the score determined by Senate over 100 full points in

foreign language exams made by Student Selection and Placement Center (ÖSYM), which are equivalent to the examinations in the (b) sub-heading of this paragraph by the Higher Education Executive Board.

(3) The foreign language preparation program is applied according to the provisions of the Yeditepe University Foreign Language Preparatory Program Education-Instruction and Examination Regulations.

Curriculum

ARTICLE 10 - (1) Each undergraduate and associate degree curriculum consists of a course, laboratory, practice, workshop, studio, internship, graduation project, seminar and similar studies and of the distribution of these studies as courses according to semesters/years. Scope, content and changes regarding the curriculum are prepared by the relevant department, and the decided by the Senate on the recommendation of the Faculty Board.

Course taking and registration renewal

ARTICLE 11 - (1) The student renews the registration after paying the tuition fee within the period specified in the academic calendar at the beginning of each academic year.

(2) In dental education, prerequisite theoretical and practical courses approved and announced by the Faculty Board in each academic year are preparatory courses for the following year and complementary to the previous year. Students who are not successful in all of the prerequisite courses given in the faculty cannot continue to the upper class and they repeat the courses they have just completed.

(3) Students who fail only one of the non-prerequisite courses taught in the academic year or semester in accordance with their curriculum, may continue their courses on condition.

(4) Regarding the courses to be taken in the related academic year, these are required:

a) To take courses with an F grade,

b) Those who have received the right to continue their courses on condition due to failure of a non-prerequisite course taught in one academic year must pass the conditional course.

c) Unless the student passes the single conditional course he/she can not continue a higher class.

Course attendance

ARTICLE 12 - (1) Students are obliged to participate in each course, workshop and laboratory work of the program, exam and academic studies required by the department board.

(2) The students are required to attend all theoretical courses. However, students who do not attend more than 20% of the theoretical courses for any reason cannot take the midterm/ final exam.

(3) Students who do not participate in more than 20% of clinical studies and other practices and who cannot successfully complete all of the practical assignments cannot take the midterm/ final exam.

PART THREE**Principles of Examination and Evaluation****Exams**

ARTICLE 13 - (1) Quizzes, midterm exams and final exams are given in written and/or oral form in the faculty courses. The exams are held on the dates specified in the academic calendar.

(2) At least one theoretical and/or practical midterm exam is held for each theoretical course in each semester. In determining the grade of the student in the academic year, practical assignments, laboratory work, quizzes and clinical studies are evaluated and their proportions are determined by the relevant department and decided by the Faculty Board.

(3) In clinical dentistry studies, the form, type, quality and number of applications on patients are determined by the decision taken in the department and approved by the Faculty Board. In the practical studies of the faculty, the student must complete and deliver a certain number of practical studies for each semester in a given period. The student cannot take the final and make-up exams if he/she cannot successfully complete the required practical exercises.

(4) Quizzes may be given to students without prior notice.

(5) A student cannot be given more than two final exams in one day. In compulsory cases, exams may be held outside working hours and on weekends.

Examination principles

ARTICLE 14 - (1) Exams are held between the dates specified in the academic calendar.

(2) Students who cannot take the midterm examinations due to valid reasons have to inform the dean's office in writing about their excuses within seven working days after the completion of their excuses. Students whose excuses are found valid by the board of directors take the midterm exam on a date determined by the teaching staff. Examinations taken during the period of the health report are considered invalid. Excuses are not accepted for the final examinations.

(3) Students who want to increase their midterm grades take the grade improvement exam. This grade replaces the minimum grade for the course concerned.

(4) Students who cannot complete their practical studies may take the make-up exam by completing their deficiencies in summer.

Principles of Evaluation

ARTICLE 15 - (1) The weight of the annual exam and other studies in a semester grade cannot be less than 30% and not more than 70%.

(2) Theoretical and / or practical parts of the final examinations of the applied courses are evaluated separately. Theoretical and practical grades of the students are evaluated together in these courses and averages are taken for the end of the year grade. The student must get 50 and above from each of the theoretical and practical sections in order to be successful. Students can only get the makeup exam of the section they failed.

(3) Students who have only one course to graduate will take the single course examination after the make-up exam with the decision of the Faculty Administrative Board.

Grades

ARTICLE 16 - (1) A letter grade is given to the students as a success grade from the numerical values of the grades given by the relevant teaching staff for each course they take, taking into account practice, laboratory and similar studies in the semester and examinations and academic activities. Success grades and coefficients are shown in the following table:

Success Grade	Coefficient
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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 (Failure to attend final exam due to absenteeism)
FF	0.0 Fail (Failure to pass the final exam)

(3) In addition, the following abbreviations are used depending on the situation of the students:

a) I-Incomplete: It is given to students who cannot complete the course work due to valid excuses. These students are required to complete the requirements of the I grade by the end of the following semester's add / drop date at the latest. Upon completion of the requirements, the student receives the required grade, and if the requirement is not fulfilled by that date, the student's I grade automatically becomes an FF grade.

b) L-Leave: Used for students who are allowed leave according to the provisions of this Regulation.

c) NC-Non-Credit: Used for non-credit courses.

d) ND-Non-Degree: Used for non-credit courses that are not intended for graduation from Yeditepe University and are not included in the grade average score.

d) P-Pass: Given to students who succeed in courses not included in their GPA.

e) R-Repeat: Indicates that the course is repeated.

f) RR-Repeat Resigned: Used for the repeated courses to raise grades.

g) T-Transfer: Used for the courses from a program inside or outside of the higher education institution and approved for adjustment by the relevant board of directors and added in the grade average calculation. Courses transferred from external programs are not included in the grade point average.

ğ) W- Withdrawal: This takes place after the date of add / drop within the period determined by the academic calendar and approved by the advisor.

h) X- In Progress for Continuing Projects and Theses: This is given to the students who are continuing their theses and similar studies.

Objection to exam results

ARTICLE 17 (1) Students can make written objection to the results of their midterm or final examinations to their dean's offices within seven working days following the date of publication of the results .

(2) Objection petitions shall be sent to the relevant instructor and finalized within seven working days.

(3) Any changes to be made in the announced grades shall be made only with the approval of the relevant Faculty Management Board.

PART FOUR

Disenrollment, Temporary Leave, Graduation Grade and Diplomas

Disenrollment

ARTICLE 18 - (1) According to the provisions of the Disciplinary Regulations of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388, the registration of a student who receives a penalty of dismissal from the higher education institution are cancelled by the decision of the relevant board of directors.

b) A student may leave the university voluntarily. This student should apply to the relevant dean's office by petition. This request is examined by the relevant board of directors and a decision is made.

c) In case of a disenrolled student request, a certificate showing the education status is given.

Temporary Leave

ARTICLE 19 - (1) Upon the request of the student, he/she is allowed to leave for one or two semesters by the decision of the relevant board of directors.

(2) A student may request more than one temporary leave. However, the period of temporary leave cannot be more than four semesters in total.

(3) The period of temporary leave is not included in the normal and maximum teaching period.

(4) Tuition fees from students who are allowed to leave temporarily continue to be charged.

Graduation grade

ARTICLE 20 - (1) Students who have completed the faculty program must have a GPA of at least 2.00 out of 4.00 in order to graduate.

Diplomas

ARTICLE 21 - (1) If the faculty students who have passed the examinations of all the courses of the first two years do not continue their education, they earn The Associate Degree in Basic Sciences. Those who have successfully completed the five-year dental training program are awarded the title of Dentist with a Master's Diploma in Dentistry.

PART FIVE

Miscellaneous and Final Provisions

Unclaimed cases

ARTICLE 22 - (1) In cases where there is no provision in this Regulation, the provisions of Yeditepe University Associate Degree and Undergraduate Education-Instruction Regulations and other related legislative provisions shall apply.

Abrogated Regulation

ARTICLE 23 - (1) Yeditepe University Faculty of Dentistry Education-Examination and Examination Regulation published in the Official Gazette dated 31/10/1999 and numbered 23862 has been abrogated.

Adaptation

PROVISIONAL ARTICLE 1 - (1) For the students enrolled at the University before the publication of this Regulation, the provisions of Article 23 of this Regulation which are for the benefit of the student shall be applied.

Enforcement

ARTICLE 24 - (1) This Regulation shall come into effect on the date of publication, valid from the beginning of 2013-2014 academic year.

Executive

ARTICLE 25 - (1) The provisions of this Regulation shall be executed by the Rector of Yeditepe University.

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