

YEDITEPE UNIVERSITY FACULTY OF MEDICINE INSTRUCTION-TRAINING 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 regarding training-instruction and examinations at the Yeditepe University Faculty of Medicine.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions regarding student admissions, enrollment procedures, training-instruction and examinations at the Yeditepe University Faculty of Medicine.

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 following terms and expressions mentioned in this Regulation refer to the entities as shown below:

- a) Family physician (Internship) term: The uninterrupted twelve-month period within the scope of the instruction program; the performance period under supervision realized mainly in clinical learning environments and covering the area studies as well or the application of competence and perfection equivalent to graduation and bearing the quality of transition into the medical doctorate profession and leading to the issuing of a medical doctorate diploma, in the VIth stage,
- b) Head coordinator: The academic staff member designated by the Dean to ensure the integrity and orderly execution of the training program,
- c) Dean: The Yeditepe University Faculty of Medicine Dean,
- ç) Office of the Dean: The Office of the Yeditepe Faculty of Medicine Dean,
- d) Committee: The course group where the courses are given as courses complementary to each other, on the basis of the integrity of the subject, with an integrated approach from the cell towards systems in the Faculty in the first three terms,
- e) Committee head: The academic staff assigned by the coordinator of the related term to ensure the integrity and orderly execution of the course program of the related committee,
- f) Term: A single year of instruction at the Faculty,
- g) Term Coordinator: The academic staff member appointed by the Dean to ensure the integrity and orderly execution of the training program he is responsible for,
- ğ) Faculty: The Yeditepe University Faculty of Medicine,
- h) Faculty Board: The Faculty Board of the Yeditepe University Faculty of Medicine,
- ı) Board of coordinators: The board that carries out the general planning of the training, instruction and examinations in line with the views of the academic majors in the Faculty and responsible for ensuring the coordination among the subjects,
- i) Senate: The Yeditepe University Senate,
- j) Practical training: The theoretical and practical application courses realized by the related academic major within the scope of the instruction program in the IVth and Vth terms, mainly in clinical learning environments where students develop their knowledge and skills in terms of health conditions, clinical conditions and the management of the patients and their relatives,
- k) Practical application responsible: The academic staff member of the related practical training at the Faculty, assigned by the academic major department head,
- l) University: The Yeditepe University,
- m) Board of Directors: The Board of Directors of Yeditepe University Faculty of Medicine.

PART TWO

Principles Regarding Training-Instruction

Form of instruction

ARTICLE 5 – (1) The training-instruction in the Faculty is carried out on the basis of passing the year.

Duration of instruction

ARTICLE 6 – (1) The normal duration of instruction at the Faculty is six years, excluding the foreign language preparatory period. A student has to complete his six-year study in nine years, at the maximum. With regard to students who fail to complete their studies within this period, the provisions of Law no. 2547 and other regulations and rules of law are applied.

Language of training-instruction

ARTICLE 7 – (1) The language of training-instruction at the Faculty is English. In the Faculty clinical training, training is carried out in English or Turkish.

Attendance requirement

ARTICLE 8 – (1) Students are required to attend the laboratory work, discussions, seminars, area and clinical studies and similar practical application and theoretical courses and the examinations and academic work these require or are required by the related academic staff member, for the term they are enrolled in. Students whose absenteeism exceeds 20% are not admitted to term final and term final makeup examinations of the courses.

(2) Students whose absenteeism in the practical application course does not exceed 20%, whose absenteeism is found to be due to a justified and valid excuse, are required to make up the practical application work they have not attended, at a date and hour indicated by the academic staff member.

(3) A student is required to attend a committee in full. A student who fails to fulfill the attendance requirement is not admitted to the committee examination and is deemed to have failed that committee. However, the absenteeism of a student, whose absenteeism does not exceed 20% of a committee and who has a reason considered justified and valid, may be accepted.

(4) A student who does not attend more than 20% of the practical training, with or without excuse, is not admitted to the practical training examination and the practical training makeup examination and the student has to repeat that practical training.

Intradepartmental transfer

ARTICLE 9 – (1) In transfers to be made from medical schools carrying out training equivalent to the Faculty, the provisions of the Regulations Regarding the Principles on Transfers Between Programs at Associate Bachelor's and Undergraduate Level, Double Major, Minor, Making Credit Transfers Between Institutions in Higher Education Institutions, published in the Official Gazette dated 24.04.2010 and no. 27561, are applied. But, on the other hand, the candidates have to have passed the English proficiency examination in order for their applications to be accepted. The adjustment of these students to the training program of the Faculty is carried out by the Board of Directors.

(2) The applications for transfer within departments of those students, who have suspended their studies for one year and who have been dismissed from a higher education institution with a disciplinary penalty, are not accepted. Intradepartmental transfers cannot be made to the Faculty from other programs of the University.

Students of Foreign Citizenship

ARTICLE 10 – (1) Students who have earned the right to enter the Faculty are required to have passed the Turkish Language and Literature courses within the duration by the end of the IIIrd term. Otherwise, these students cannot earn the right to attend the IVth term courses.

PART THREE

Examination and Assessment Principles

Examination and application principles

ARTICLE 11 – (1) Examinations are carried out in theoretical (either written or oral or both written and oral) and/or applied form.

(2) Announced or unannounced examinations may be held by the teaching staff during the practical application classes.

(3) Students are required to have entered the practical application examination opened in order to enter the theoretical examination.

(4) The examination dates may be changed with the decision of the Board of Directors only, after they have been announced.

Examinations

ARTICLE 12 – (1) The examinations are the following:

- a) Committee examination: The examinations held at the end of each committee in the first three terms.
- b) General term final examination: The single examination, to cover all of the committees, held at the end of the Ist, IInd and IIIrd terms, fifteen days after the end of the last committee examination, at the earliest.
- c) Practical training examination: The examinations held in the IVth and Vth terms at the end of each practical training.
- ç) General term makeup examination: The single examination held fifteen days after the end of the general term final examination, at the earliest.
- d) Practical training makeup examination: The practical training makeup examinations, which those who fail in one or more of trainings in the IVth and Vth terms are put through, fifteen days after the end of the last training of that academic year, at the earliest. A student who fails in the makeup examination or examinations as well, is given a right to repeat the practical training or trainings over again in the following academic year. A student who fails once again is put through the makeup examinations of the practical training or trainings, fifteen days after the end of the last practical training he has failed, at the earliest.
- e) **(Adding: Official Gazette of the Republic of Turkey, 16.09.2015 / Number:29477)** Apart from the examinations mentioned above, other examinations whose content and description will be determined by the Faculty Board can be included in the assessment and evaluation system if deemed necessary.

Excuse examination

ARTICLE 13 – (1) Students who have attended the committee but were unable to sit for the examination due to an excuse, are required to report their excuse within seven days subsequent to the examination date. Students whose excuses are accepted by the Board of Directors, sit for the makeup examination on a date to be determined by the Board of Directors.

(2) A student whose absenteeism in the theoretical and/or practical training courses in a committee exceeds 20% but whose excuse is accepted by the Board of Directors, is admitted to the excuse examination of the related committee if his/her absenteeism does not exceed 20% of the total number of class hours for all the committee courses throughout the term.

(3) Excuse examinations are not held for the term final examinations, term final makeup examinations, practical training examinations and practical training makeup examinations.

Assessment of student performance, grades

ARTICLE 14- (1) A letter grade is given to students as a performance grade based on the numerical value of the grade given, by the related instructor, for each course they have taken, by considering the practical applications, laboratory and similar work and examinations and academic activities. A student who receives a grade under a CC as a letter grade for any one of the courses, is deemed to have failed that course. Performance grades and their coefficients are shown in the following table:

Performance Grade	Coefficient
AA	4.0
BA	3.5
BB	3.0
CB	2.5
CC	2.0

FA	0.0 Fail (Those not entitled to enter the term final and practical training examinations due to absenteeism.)
FF	0.0 Fail (Those who have entered the term final and practical training examinations and could not pass.)

Grade Averages

ARTICLE 15- (Changed: Official Gazette of the Republic of Turkey, 16.09.2015/ Number:29477) (1) The term grade averages and the cumulative grade point averages of the students are calculated at the end of each term and their performance status are determined. The weight of the midterm examination and other work within the term grade and which examination or examinations mentioned in article 12 will be applied are determined by the Faculty Board.

(2) The total number of credits earned in a course is found by multiplying credit value of that course with the coefficient of the letter grade corresponding to it.

(3) The term grade average is calculated by dividing the total number of credits earned by a student in all of the courses he/she is enrolled in within the related term into the sum of the credit values of these courses.

(4) The cumulative grade point average is calculated by dividing the total number of credits earned by a student in all of the courses he/she has earned until that time, including the related term, into the sum of the credit values of these courses.

Family physician (Internship) term performance assessment

ARTICLE 16- (1) In the family physician (internship) term, students are assessed as successful or unsuccessful by considering the clinical, polyclinic, laboratory and field work, patient histories they have taken, epicrisis reports they have written, their attitude and concern towards the patients, on duty hours and seminars they have attended, their participation in meetings, their theoretical and practical knowledge, their general behavior, separately, at the of the work carried out in the academic major or science and a letter grade is assessed for each internship corresponding to it. This grade is included in the assessment of the graduation rank.

Term repetition

ARTICLE 17- (1) Each term is a prerequisite of the next term. Therefore, in order for a student to be able to attend the next upper term, he is required to have passed all of the courses in a term. In case of term repetition, a student is exempt from the courses he has already passed.

(2) A student, who fails one or several practical trainings in the family physician term, is required to repeat this practical training within the maximum instruction period; provisions of Law no 2547 and related related rules of law and regulations are applied to those who cannot graduate within those periods.

PART FOUR

Miscellaneous and Final Provisions

Objection to examinations results

ARTICLE 18- (1) Students may objection to the examination results, in terms of material errors, by applying to the Office of the Dean in writing within seven days as of the announcement of the results, at the latest. These objections are reviewed by the related academic staff members within seven days and in cases where material errors are observed, this is reported to the Office of the Dean for the necessary grade correction to be made. Alterations to be made in grades are made with the approval of the Board of Directors.

Situations not provided for

Article 19- (1) In situations not provided for this Regulation, provisions of Yeditepe University Associate Bachelor's and Undergraduate Training- Instruction Regulation, published in the Official Gazette dated 25.09.2013 and no. 28776, and the other related rules of law and regulations and the decisions of the Faculty Board and the Senate are applied.

Abrogated regulation

Article 20- (1) The Yeditepe University Faculty of Medicine Training- Instruction and Examination Regulation published in the Official Gazette dated 28.10.1999 and no. 23860, is abrogated.

Validity

Article 21- (1) This Regulation becomes effective on the date of its publication to be valid as of beginning of the 2013-2014 academic year.

Execution

Article 21- (1) The provisions of this Regulation are executed by the Yeditepe University Rector.

Date of Official Gazette Publication of Regulation	Number of Official Gazette Publication of Regulation
25/09/2013	28776
Date of Official Gazette Publication of Changed Regulation	Date of Official Gazette Publication of Changed Regulation
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