

**ALTINBAS UNIVERSITY  
FACULTY OF MEDICINE  
EXAM APPLICATION, MEASUREMENT AND EVALUATION DIRECTIVE**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1 - (1)** The purpose of this directive is to measure the education and learning activities of the students enrolled in the English Medical Education program by Altınbaş University Faculty of Medicine during the program, to determine their obligations before and during the exams, to regulate the principles regarding the responsibilities of the instructors regarding the preparation and implementation of the exams, to determine the general rules regarding the examination processes and to determine the working principles of the Student Feedback and Program Evaluation Commission that will work on this issue.

**Scope**

**ARTICLE 2-** (1) This directive covers the procedures and principles regarding determining the measurement tools to be applied in the examinations in undergraduate education at Altınbaş University Faculty of Medicine, placing the examinations in the program, ensuring and supervising the implementation of the examinations, evaluation criteria, evaluation criteria of the descriptive, formative (interim) and summative (final) examinations of the courses and clerkship boards.

**Basis**

**ARTICLE 3-** (1) This directive has been prepared based on the provisions of Altınbaş University Associate and Undergraduate Education Regulation, which entered into force after being published in the Official Gazette dated 03.08.2021 and numbered 31557, and the Regulation on the Determination of Minimum Education Requirements of Doctorate, Nursing, Midwifery, Dentistry, Veterinary Medicine, Ezcacılık and Architecture Education Programs published in the Official Gazette numbered 26775, and the relevant articles of Altınbaş University Faculty of Medicine Education and Examination Directive.

**Definitions**

**ARTICLE 4 - (1)**

- a) Dean's Office Dean's Office of the Faculty of Medicine,
- b) Dean: Dean of the Faculty of Medicine,
- c) Course Board In the 1st, 2nd and 3rd grades, it refers to course groups in which a specific biological system is examined by different disciplines within a certain period of time. Course Boards, which are applied in the first, second and third grades, consist of the whole of the education-teaching and assessment and evaluation activities in which the course groups, which are formed according to the subject headings with horizontal and vertical integration within the integrated system and which are related to multiple disciplines, are processed theoretically or practically within a certain period and flow, including professional and clinical skills courses.
- d) Course Board Score: In 1st, 2nd and 3rd grades, it refers to the sum of 90% of the score obtained from the exam at the end of each Course Board and 10% of the homework score.
- e) Semester: It includes the period covering 1 course semester specified in the academic calendar. Within the scope of the Faculty of Medicine "Education-Training and Examination Directive", different semesters of the education program may differ from the university academic calendar.
- f) Integrated System: In 1st, 2nd and 3rd grades, it refers to an innovative education and training model in which related biological systems are covered by different courses within the same course board.
- g) Final Examination: It refers to the exam held at the end of the year to cover all course boards.

- h) GANO (General Weighted Grade Point Average): It indicates the score obtained as a result of normalizing the sum of the credit weighted scores of all the courses taken by the student according to the sum of the ECTS value of these courses.
- i) DANO (Term Weighted Grade Point Average): It indicates the score obtained by dividing the sum of the weighted scores of the courses completed by the student in each semester / year by the total ECTS value of these courses.
- j) Board Chairperson In each 1st, 2nd and 3rd grade course board, it r e f e r s to the faculty member assigned by the Dean's Office, preferably the faculty member with the most courses in that board, among the faculty members working in the departments that have courses.
- k) Applied courses: In the 4th and 5th grades, practical and theoretical education in the Departments of Internal and Surgical Medical Sciences.
- l) Internship vocational education: It refers to the 12-month education and training process that includes clinical, outpatient clinic and necessary laboratory practices in the 6th grade.

## **PART TWO**

### **Duties and Rules**

**ARTICLE 4** - (1) Structure of the Assessment and Evaluation Commission: The Commission consists of a chairperson, a rapporteur, at least five faculty members, one of whom is a natural member from the biostatistics department, and at least one student representative. The appointment and assignment of the chairperson and members of the commission is made by the Dean. When necessary, the Commission may invite other experts on the subject to the meetings and form sub-commissions. All assignments for the formation and work of subcommittees are made by the Dean upon the recommendation of the Commission Chairman. The Commission consists of the following members appointed by the Dean's Office:

- a) Basic Sciences Representative,
- b) Surgical Sciences Representative,
- c) Internal Sciences Representative,
- d) Head of Measurement and Evaluation Commission,
- e) Measurement and Evaluation Commission Rapporteur,
- f) Student Representative(s) (No decision authority).

Commission members (except student representatives) are appointed for 3 (three) years. New appointments to the Commission are made by the Dean upon the recommendation of the Commission Chairperson. A member whose term of office expires may be reappointed. A member who fails to attend two meetings within a calendar year without an excuse shall lose his/her membership.

(2) Organization of the Assessment and Evaluation Commission and General Meeting Rules: The duties and responsibilities of the Commission are as follows:

- a) The Commission consists of a chairperson, rapporteur and members,
- b) The chairperson ensures the functioning of the commission and the setting of the agenda,
- c) The Chair is responsible to the Dean,
- d) The Chairman ensures the execution of the agenda, the flow of the meeting and the taking of records,
- e) The Rapporteur ensures that the decisions taken are notified to the relevant places for publication and archiving,
- f) Meeting decisions are taken by majority vote,
- g) In case of a tie, the chairperson's vote shall be taken into consideration.

(3) Work Plan and Duties of the Assessment and Evaluation Commission: The organizational structure and general meeting rules of the Commission are as follows:

- a) Determination of Student Measurement Tools: To determine and calculate the skewness value, discrimination index, difficulty index (etc.) measurement tools.
- b) Determination of Question Types: At Altunbaş University Faculty of Medicine, exam types are multiple-choice

Structured tests such as multiple-choice, open-ended, matching, short-answer structured tests, oral exams, etc. In addition, the objectivity of the exam evaluation will be ensured by providing a scoring sheet on how the scoring will be before the exam in practical and oral exams.

c) Determination of Evaluation Criteria:

I. Determination of passing grade

II. Determination of the rates of the effect of convals including descriptive, formative and summative questions on the passing grade,

III. Reorganization of the effect of exams including descriptive, formative and summative questions on the passing grade, taking into account the feedback of the commissions.

d) Receiving and Evaluating Exam/Score Objections: Within 3 (three) working days after the exam results of the students are announced, the objections made to the Dean's Office with a petition are examined by the Assessment and Examination Commissions and decided by taking the opinion of the relevant faculty member. The procedures to be carried out in this process are determined according to the following principles:

I. Check that the questions belong to the course syllabus taught in that semester and that they are aligned with the learning objectives,

II. Evaluation of the appropriateness of the question technique to the exam format.

III. Checking the answer key (such as the presence of more than one correct answer within the options).

IV. Examination of the question format (e.g. if there are any omissions or typographical errors that could lead to misunderstanding, etc.),

V. Questions found to be incorrect are canceled. The canceled question is considered correct for all test takers.

Points are added accordingly,

VI. In general, values of 0.5 and above are rounded up to the next integer in the final calculation of the scores obtained in the exam stages.

## **PART THREE**

### **Midterm, Other Activities During the Semester and Final Exams**

#### **Courses Offered at the Faculty of Medicine**

**ARTICLE 5** - (1) The courses offered at the Faculty of Medicine are offered to students in three consecutive main semesters within the 6-year education system with the Course Board system in accordance with the education model. These semesters are

- a) Basic Period Integrated with Clinical,
- b) Applied courses in Clinical Medical Sciences Education,
- c) The internship period is vocational training.

Course Boards are groups of courses in which a specific biological system is examined by different disciplines within a certain period of time. The evaluation of a course offered by the Faculty of Medicine consists of in-semester and end-of-semester assessment activities within the exam for the Course Board, with a weight directly proportional to the sum of the theoretical and practical course hours in which that course is offered within the course Board.

#### **Types of Measurement Activities**

**ARTICLE 6** - (1) Examinations in our faculty are conducted in written, test or oral form; face-to-face or through electronic media. These applications may include project preparation studies, seminars, presentations, applications, design, laboratory, clinical evaluation, objective structured practice, observations, attendance and similar tools to be presented to students during the semester.

- a) Quiz: These are short-term and narrow exams used to measure the learning outcomes of the course. They are administered by the instructor for each course.
- b) Midterm Exam: It is the exam held at the end of each board to measure the learning outcomes of the relevant board. It is prepared by the Chairman of the Board on the basis of the "Education-Training and Examination Directive".
- c) Final Examination: It is an exam that covers the learning objectives of all course boards. It is prepared by the semester coordinator based on the "Education-Training and Examination Directive".
- d) Make-up Examination It is the same as the Final Exam.
- e) Homework: It includes activities such as research, problem solving, essay-report writing. It is applied for each course by the instructor of the related course.
- f) Make-up Exam There is no make-up exam for final and make-up exams. Only midterm exams are excused (Appendix-1).
- g) Additional Exam: Additional exam right given to students before the start of the internship period.
- h) Exemption Examination: It is an exam to determine the status of the student's knowledge in a certain field and, if necessary, to immunize him/her from the obligation in that field.
- i) Applied courses exam: It is the name given to the theoretical and practical exam at the end of each practical course.
- i) Attendance: Attendance is an in-semester measurement tool used to measure the student's attitude towards the course.

## **PART FOUR**

### **Implementation of Measurement Activities**

#### **ARTICLE 7 - (1) Implementation of In-Term and End-of-Term Assessment Activities**

The measurement activities to be carried out within the Faculty of Medicine education program are the activities that measure the student's success in achieving the course outcomes applied during and at the end of the semester.

- a) In-semester assessment activities consist of mid-term assessment activities and other assessment activities for the semester. The evaluation of each Course Board, extra-curricular course and practical course is under the responsibility of the Education and Curriculum Commission and is carried out through the feedback received from the trainers and students participating in the training following the completion of the relevant training.
- b) The instructor responsible for the execution of the course committee notifies the measurement and evaluation commission with a detailed course syllabus and a petition to the measurement and evaluation commission about what the measurement activities will be, how they will be applied and what the success criteria are. The course evaluation approved by the commission is announced to the students both orally and in writing in the first week of the semester. In addition, the Faculty website can also be used for the presentation of course syllabi to students.
- c) The basic principle in organizing the exam or final exam schedules is to ensure that students take a maximum of three exams in one academic day. The dates between which the measurement and evaluation activities to be applied for the course during the semester are determined by the measurement and evaluation commission within two weeks following the start of each semester.
- d) In order to measure the success of students in achieving the learning outcomes in their studies related to each course in a healthy and effective way, at least 5 (five), maximum 10 (ten) questions should be asked in written exams, at least 20 (twenty), maximum 100 (one hundred) questions should be asked in test exams. In oral and practice-based assessment activities, the questions asked to the students and the answers given by the students to the questions are briefly noted, if possible, they can be recorded with audio or visual tools, and as a result of the instructor's evaluation of the student's performance, it is stated which score is appreciated for the answers provided by the student.

- e) The instructor responsible for the course must use the Exam Paper Format specified in Appendix-2 during the preparation of the exam. The instructor must indicate the point values of the questions asked in the exams on the question paper.
- f) The questions prepared for the assessment exams that students will take should be related to the "Course Learning Outcomes" specified in the syllabus of the relevant course. The questions should be organized in the categories of very easy, easy, medium, difficult and very difficult and should be able to reveal the differences in skills and work between students.
- g) Students must have renewed their registration for the course, completed the registration process for that course and paid the student tuition fee within the period specified in the academic calendar in order to be able to take the exams and evaluate the course.
- h) Exams of students with disabilities are conducted by the instructor or the instructor to be assigned by the instructor by providing a separate environment and conditions in accordance with the disability status of the students.
- i) In case of the intensity of the academic calendar, the assessment and evaluation commission can make arrangements in the midterm exam dates by including the measurement activities on Saturdays and Sundays.

**ARTICLE 8- (1) Implementation of In-Term Assessment Activities**

- a) Attendance: 80% in professional practice, laboratory or clinical practice, 80% in theoretical courses. Students who have not met the 70% attendance requirement are not taken into the end-of-year assessment activity. Only one of the medical reports that students will receive is taken into account in the calculation of their attendance period. The reports must be accepted by the Faculty Administrative Board. For students who are assigned by the Rectorate or the board of directors to participate in social, cultural and sports activities, the obligation to attend classes is determined by the relevant unit board, taking into account the nature of the task.
- b) Homework: The delivery date of the homework is announced by the instructor. The homework submitted within the announced deadline is evaluated over full points. Late assignments are not accepted or the instructor of the course may apply penalty points for late assignments, provided that the rubric for the course is announced earlier. The rubric for the evaluation of homework activities and the expected outcomes of the homework are announced to the students with the homework.
- c) Midterm exams These are the exams held at the end of the course board. Midterm exams are not compulsory for project, professional practice and seminar courses. The midterm exam score of the students who do not attend the midterm exam is evaluated as zero, if these students meet the necessary excuse conditions, an excuse exam is held on a suitable date at least one week before the final exam.
- d) Quiz: In face-to-face applications of these exams, the application program is not announced and is applied during class hours. For exams conducted electronically, an application program and time interval are announced at least one week in advance.
- e) Compassionate Examination: Students who cannot take the midterm exam for a valid excuse apply to the Faculty Secretariat within three working days from the end of the excuse with the Excuse Exam Application Petition together with the reasons and documents proving the excuse. The chairman of the relevant board announces the date, where and how the approved excuse exam will be held on the date of the relevant semester measurement activity. No second excuse exam right is given for the excuse exams. The results of the excuse exams are announced within 10 (ten) working days at the latest from the exam date. If this period is exceeded, the applications will not be processed. Students who are assigned to represent our country, our University and our Faculty in social, cultural and sports activities are given the right to make-up exams for the exams they could not attend.

**ARTICLE 9 - (1) Final Examination**

- a) In order to take the final exams, the attendance requirement of the course must be met. Students who are declared absent cannot take these exams.
- b) The weight of the final exam in the success score is 40%.
- c) Students who do not attend the final exams do not have the right to be excused.

**ARTICLE 10 - (1) Make-up Exam**

- a) A make-up exam is held on the dates announced in the academic calendar for students who fail the final exam (or other end-of-semester assessment activity) or who do not take the final exam (or other end-of-semester assessment activity) although they meet the attendance requirements of the course and who are successful but want to raise their grade. The make-up exam is the same as the final exam.
- b) The score obtained from the make-up exam replaces the score obtained from the final exam, and the evaluation is made according to this score.
- c) Students who do not attend the make-up exams do not have the right to be excused.

**ARTICLE 11- (1) Additional exam**

- a) Students who have taken all of the courses for the students who are in the status of starting the internship period and who have successfully completed all but two courses benefit from the additional exam right on the dates specified in the academic calendar.
- b) Students who did not receive a grade of (F) or (U) in the last semester, but whose GPA is below 2.00, may be given the right to take additional exams from at most two courses in which they received a grade of (DD) or (DC) in this semester under the above conditions. Students who receive a grade of (F) in the additional exam must repeat this course in the first semester in which the course is offered.
- c) In order for students to benefit from the additional exam right, they must fulfill the attendance requirement for the failed course.
- d) Applications for additional exam rights are evaluated by the Faculty Administrative Board, and additional exams are opened for students who are deemed appropriate as a result of the evaluation.

**ARTICLE 12-(1) Exemption principles**

The measurement and evaluation of the exemption exams held by the relevant units at the beginning of the semester for the courses determined by the Senate is also determined by the Senate.

**PART FIVE  
Evaluation Activities**

**ARTICLE 13- (1) Implementation of Evaluation Activities**

- a) The final success status obtained by evaluating the midterm and final exam is announced by entering the automation system under the supervision of the semester coordinator.
- b) In the year-end final exam and the final and make-up exams of non-Curricular Board courses, the prerequisite for the calculation of the success grade is that the student must score at least 50 points out of 100.
- c) At the end of each practical course, the theoretical and practical exam is called the practical course exam. Each part of the exam may be written and/or oral and/or practical. Students who fail the internship practical course exam can take the make-up exam held within the framework of the relevant semester make-up exam dates determined in the academic calendar of the University. The student who fails the make-up exam repeats the related internship applied course.
- ç) Score ranges of letter grades for Annual and Applied courses

Letter Grade	HBP Ranges
AA	88-100
BA	80-87
BB	73-79
CB	66-72
CC	60-65
FF	0-59

- d) The instructor responsible for the course must prepare exam questions in accordance with the Examination Format (Appendix-2).
- e) Exam questions should be associated with the learning outcomes of the related course.
- f) The student who has an objection regarding the evaluation of the exam results submits a Re-evaluation Petition (Annex-4) within 3 days after the results are published and submits the Examination

The evaluation commission evaluates the student's request.

- g) For exams that are not conducted on paper, it is compulsory to have an exam evaluation scale.
- h) In order to archive the mid-term and end-of-term activities for which the measurement and evaluation process has been completed within 10 (ten) days at the latest, the exam document package (Appendix-7), which includes the question paper and answer sheet, exam evaluation scale (for exams that are not on paper), exam student list, exam minutes, must be delivered to the Faculty Secretary in return for signature. The faculty secretary removes the relevant exam documents to the archive.
- 1) Examination document packages are sent to the institutional archive after two years from the date of the examination. However, documents that are the subject of a lawsuit shall be kept until the end of the proceedings.
- i) An exam document package that has been removed from the archive can only be removed from the archive with a reasoned decision of the Measurement and Evaluation Commission.

## **PART SIX**

### **Examination Implementation Rules**

**ARTICLE 14** - (1) Student Examination Rules: Exams conducted in accordance with the following rules are evaluated and considered valid.

- a) In the exam hall, the rules determined and announced in this directive shall be followed. The exam hall attendant can make all kinds of arrangements for the students taking the exam in the exam hall for the healthy conduct of the exam. Students shall act according to the warnings of the exam hall attendants and instructions shall be implemented without discussion.
- b) Exams are held at the announced time and in the exam hall.
- c) Students who take the same coded courses can be mixed with those who take courses in different groups/programs and taken the exam together.
- ç) Identity check is performed in the exam halls before the exam starts. In order to take the exam, the student must present the student ID with the current year's banderole and the cold-stamped-certified special identity document to the exam hall attendant by placing it on the desk allocated to him/her. Students who have lost their ID can take the exam by presenting the student certificate of the relevant semester.
- d) Materials to be used in writing the exam such as pencils, erasers and resources authorized by the instructor to be used in the exam can be brought to the exam hall.
- e) Excess clothes are left in the available area to be shown by the exam hall attendant before the start of the exam. The student is responsible for checking the materials written or left on the desk/chair and the surrounding hall equipment. The student is responsible for any cheating material written on or near the desk/chair.
- f) Depending on the nature of the exam, additional paper cannot be kept on the exam desk/chair for purposes such as drafting, etc. unless it is given within the scope of the exam documents, and otherwise this behavior is considered as an attempt to cheat.
- g) Exam questions or answers cannot be written on a piece of paper and taken out of the exam hall. Actions taken for this purpose are considered as cheating attempts.

- h) The student must be in the exam hall at least ten (10) minutes before the exam start time in order not to disrupt the exam flow. Students who are late within the first thirty minutes of the official start time of the exam are taken to the exam. No additional time is given to the late student. Even if students have completed their exams, they will not be removed from the exam hall for the first thirty (30) minutes. No official is authorized to admit a student who is more than the first thirty minutes late.
- i) The student is responsible for filling in the relevant fields on the question paper/booklet and answer sheets such as identity information, question booklet type, etc. Answer sheets on which the information fields are not filled in and which cannot be distinguished without any doubt will not be evaluated.
- i) Examination times are indicated in minutes on the question papers. The exam period starts with the warning of the exam hall attendant: "The exam has started." The exam starts with the warning. At the beginning and end of the exams, the times written on the board and the time kept by the exam hall attendant are taken as basis and recorded in the Examination Record (Annex-6).
- j) All kinds of shopping, talking and signaling are prohibited during the exam.
- k) In exams that generally require mathematical operations, calculators without computer features and alphabetic memory (without keys such as RUN, EXE, STORE on the keyboard) may be used. Cell phones are turned off during the exam and are never allowed to be used as calculators.
- l) During the exam, using a resource (lecture notes, books, etc.) that is not allowed to be used by the instructor of the relevant course, looking at another student's exam paper, showing the exam paper to the student, and exchanging any written or verbal information with another student and similar actions are considered as cheating. It is recorded in the Examination Cheating Report (Annex-3) by the invigilator. The exams of those who cheat in the exams and violate the exam rules are deemed invalid and disciplinary proceedings are initiated against them.
- m) The student who engages in behaviors that will be considered as cheating is asked to submit his/her paper to the exam hall attendant immediately and a report is kept by the exam hall attendant(s) about the cheating act, summarizing how the cheating act was carried out. Evidence and other special circumstances, if any, are noted in the report. A disciplinary investigation is initiated against the student(s) involved in cheating.
- n) Students who leave the exam hall will not be allowed to take the exam again.
- o) In the last 10 (ten) minutes of the exam, the examiners may not allow exit from the hall in order to prevent confusion and distraction.  
Students cannot take the exam in a hall other than the announced exam hall.
- ö) The student who takes the exam is responsible for filling in and signing the relevant fields on the exam attendance and answer sheet and submitting the exam documents in full. At the end of the exam period, the student waits for the exam hall attendants to collect the documents and complete the counting process without getting up from his/her desk/chair. The student can leave the exam hall after the warning of the exam hall attendants, "You can leave."

#### **ARTICLE 15 - (1) Test Examiners' Test Administration Obligations**

- a) All academic staff can be assigned as an examiner. The exam proctor is present in the exam hall with the exam packet at least 10 (ten) minutes before the start of the exam.
- b) For each hall where the Department Examination will be held, at least one exam proctor is assigned among the lecturers. In cases where the number of students taking the exam is more than 30, an additional proctor may be assigned. If necessary, the lecturer responsible for the course also serves as an exam proctor. The exam proctor is the sole authority and responsible for the exam order. Before the exam, the exam hall, table tops and the board are checked by the proctor.
- c) The invigilator prints out the student lists for the exams of the courses they are responsible for and hangs the list on the exam hall door.
- ç) Before the exam, the identity cards of the students who will take the exam according to the Examination Student List are checked by the invigilator and each student is made to sign.

- d) Invigilators cannot be interested in mobile phones, read newspapers, magazines, books, etc. during the exam, behave in a way that distracts students, or leave the exam hall.
- e) Except for compulsory cases, no changes can be made to the exam day, time and place.
- f) Any attempt to cheat during the exam is intervened, the student who behaves in a way that may be considered cheating is asked to hand in his/her paper immediately, and the act of cheating is recorded in detail in the Examination Cheating Report (Annex-3), which summarizes how the act of cheating was carried out. Invigilators must attach the material constituting the evidence of cheating or, in cases where it is impossible to seize the evidence, a visual sample of the material. If the student resists to hand over the cheating evidence or prevents the visual sample from being taken, this situation is also recorded in the minutes.
- g) All writings, graphics, formulas, etc. on the walls and desks, whether they are related to the lesson or not, must be removed by the supervisors.
- h) Extra test papers distributed to students by invigilators will be taken back if they are not used during the exam.
- i) The exam paperwork package including the number of question papers and answer sheets, exam student list (Appendix- 5), exam minutes is delivered to the exam proctor by the instructor of the course at the latest thirty minutes before the exam starts.
- i) The exam hall attendant first ensures that the exam order is taken in the exam hall. The students in the hall are seated in a spaced and orderly manner with a distance of at least 50 (fifty) cm. between them as much as possible.
- j) Announcements regarding the test administration are made by the exam hall attendant before the start of the test. The exam hall attendant writes the start and end time of the exam on the board at the beginning of the exam and indicates that he/she will write the remaining exam time on the board at regular intervals.
- k) If the invigilator deems it necessary, he/she may also check IDs after the exam has started.
- l) Students who cannot present their ID card before or during the exam must present another valid ID card. A student who has lost his/her student ID will be admitted to the exam if he/she presents a student certificate bearing the relevant year's banderole.
- m) In cases where the relevant disciplinary board decides that the student has not cheated and/or attempted to cheat, the student is given the right to retake the exam taken by the Faculty Administrative Board.
- n) Exam hall attendants cannot leave the exam hall before the exam process is completed, and during the exam process, they cannot talk among themselves in a way that disrupts the concentration of the students in the exam, and they cannot engage in behaviors such as reading newspapers, books, making transactions with mobile phones, etc. in a way that disrupts the exam supervision.
- o) The warnings and claims of the students that there are errors in the exam questions are taken as a note in the Hall Exam Record by the exam hall attendant and notified to the instructor of the course.
- ö) The lecturer must be personally present at the exams of the committees of which he/she is the chairman. The lecturers of the courses within the board system must be able to communicate with the chair of the board during the exam period.

**ARTICLE 16 - (1) Academic Ethics in Assessment and Evaluation Activities**

All kinds of studies within the scope of academic evaluation are created by observing academic ethics and in accordance with academic rules. The subject is thoroughly examined with the awareness that the ideas produced may have been previously published by other researchers. Previous works are utilized to the extent that they do not create a debate on the originality of the academic work and each work used is cited in accordance with academic rules. Copying and pasting a prepared work and submitting it without any original (personal) contribution is considered as an attempt to deceive and is considered unethical. Studies that do not comply with academic ethics are not accepted for points. The instructor of the course in which the work is done requests an investigation in writing to the relevant Dean's Office for students who engage in academic unethical behavior.

**ARTICLE 17 - (1) Objections to Assessment and Evaluation Results**

- a) Students can object to the grades of mid-term and end-of-term assessment activities announced by the Faculty.
- b) Objections to the scores and achievement grades related to the assessment activities are made by the student to the relevant Dean's Office in writing with the Petition for Objection to Examination Grade (Annex-4) within three working days following the announcement of the score / achievement grade. This objection is evaluated by the relevant commission within the framework of the evaluation criteria for that course and a final decision is made in a reasoned report within two weeks at the latest. The decision is forwarded to the Student Affairs Department and the student through the relevant Dean's Office.

**ARTICLE 18- (1) Examination Sessions for Students with Disabilities**

- a) Students with permanent disabilities notify the Dean's Office of their disability status and the environment in which it is appropriate to take the exam with a petition attached to the health report when they enroll in the university or at the latest one month before the exams. The Measurement and Evaluation Commission examines the student's petition and prepares the exam sessions under favorable conditions to the extent possible.
- b) During the exam period, students who have a disability due to a temporary illness notify the Dean's Office one week before the exams with a petition attached to the health report about their condition and in what kind of environment it is appropriate to take the exam. The relevant Examination Coordinator examines the student's petition and prepares the exam sessions under favorable conditions to the extent possible.

**Medical Doctor Diploma**

**ARTICLE 19 - (1)** Those who successfully complete the six-year education period foreseen for medical doctorate are awarded a "Medical Doctorate Diploma". The GPA obtained at the end of six years of education is shown on the transcript as "Medical Education Graduation GPA".

**Cases where there is no provision in the Regulation**

**ARTICLE 20 - (1)** In cases where there are no provisions in this directive, Altınbaş University Associate and Undergraduate Education Regulations, other relevant legislation provisions, Board of Directors and Senate decisions are applied.

**Enforcement**

**ARTICLE 21-** (1) The provisions of this directive enter into force to be implemented as of the 2023-2024 academic year and replace the directive dated 12.06.2017.

**Execution**

**ARTICLE 22-** (1) It is executed by the Dean of the Faculty on behalf of the Rector of the University.

**Annexes**

- Annex-1 Petition for excuse exam application
- Annex-2 Exam format
- Annex-3 Exam cheating report
- Annex-4 Petition for objection to exam grade
- Annex-5 Exam student list
- Annex-6 Exam minutes
- Annex-7 Exam storage envelope cover

<b>Legal Basis on which the Directive came into force</b>		
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>
Senate	24.12.2019	2019/14
Board of Trustees	09.01.2020	2020/01
<b>Legal Basis for the Amendment to the Directive</b>		
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>
Senate	18.11.2021	2021/15
Board of Trustees	13.01.2022	2022/01
Senate	21.02.2024	2024/01
Board of Trustees	28.03.2024	2024/03