

ALTINBAS UNIVERSITY
FACULTY OF MEDICINE
EDUCATION AND EXAMINATION DIRECTIVE

Basis

ARTICLE 1 - (1) These principles have been prepared based on the provisions of the "Altınbaş University Regulation on Associate and Undergraduate Education and Training" published in the Official Gazette dated 30.05.2011 and numbered 27949 and the "Regulation on Determining the Minimum Education Requirements of Doctorate, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy and Architecture Education Programs" published in the Official Gazette dated 2 February 2008 and numbered 26775.

Scope

ARTICLE 2 - (1) This directive covers the provisions regarding the "Faculty of Medicine" education-training program and exams.

ARTICLE 3 - (1) In this directive, the following refer to;

- a) **Weighted Score:** The score obtained by multiplying the course board, non-board course and internship scores by the "ECTS" value of the relevant course board, non-board course or internship,
- b) **Advisor:** A faculty member assigned by the Dean's Office who deals with students' educational and other problems,
- c) **DANO (Term Weighted Grade Point Average):** The score obtained by dividing the sum of the weighted points of the courses completed by the student in each semester / year by the total ECTS value of these courses,
- d) **Course Board:** Course groups in which a specific biological system is examined by different disciplines within a certain period of time in the 1st, 2nd and 3rd grades,
- e) **In-semester activity grade:** The sum of the points obtained in the midterm exam at the end of the course board and the points obtained from other in-semester activities is evaluated as the midterm grade.
- f) **Semester:** The period covering 1 semester as specified in the academic calendar.
- g) **Integrated System:** The education-training model in which related biological systems are taught with different courses within the same course board in the 1st, 2nd and 3rd grades,
- h) **Final Examination:** The exam held at the end of the year after the completion of all course boards,
- i) **GANO (General Weighted Grade Point Average):** The score obtained by dividing the sum of the credit-weighted points of all courses taken in the student's program by the sum of the ECTS value of these courses,
- j) **Internship:** 12-month vocational education and training process including clinical, outpatient clinic and necessary laboratory practices in 6th grade,
- k) **Board Chairperson:** The faculty member assigned by the Dean's Office, preferably the faculty member with the most courses in that board, from among the faculty members working in the departments that have courses in each course board to be given in the 1st, 2nd and 3rd grades,
- l) **Yearly Courses:** 1st, 2nd and 3rd year courses that continue throughout the academic year and are evaluated with midterm and final exam scores in certain periods,
- m) **Applied courses:** Practical (applied) and theoretical education in the Departments of Internal and Surgical Medical Sciences in the 4th and 5th grades,
- n) **Semester Coordinator:** The person responsible for the programming of a course year consisting of two semesters, conducting exams, and organizing the success grade in accordance with the regulation.

Education and Training

ARTICLE 4 -

- (1) The duration of education at the Faculty of Medicine is six years and this period does not include the preparatory class.
- (2) The language of instruction at the Faculty of Medicine is English. Clinical education in grades 4, 5 and 6 can be conducted in English and/or Turkish. There is a compulsory English Preparatory Class at the Faculty of Medicine. Matters related to placement exams, foreign language education and English preparatory class are carried out in accordance with the provisions of the "Regulation on the Principles Regarding Foreign Language Teaching and Foreign Language Education in Higher Education Institutions" and "Altınbaş University English Preparatory Class Education and Training Directive".
- (3) Medical education is based on integrated course boards in the 1st, 2nd and 3rd grades, practical training in the 4th and 5th grades, and internship/vocational training in the 6th grade.
- (4) 4th and 5th grade practical training and internship are carried out in Turkish and English languages at the hospital contracted by Altınbaş University. External education can only be realized with the decision of the Faculty Board of Directors.
- (5) Non-board courses are given on a passing basis. Successful completion of these courses is required for graduation from the Faculty of Medicine.
- (6) Education is carried out on the basis of passing classes in Grades 1, 2 and 3 and passing applied courses in Grades 4 and 5. For this reason, the student repeats the class he/she failed in the 1st, 2nd and 3rd grades, and repeats the applied trainings he/she failed in the 4th and 5th grades.
- (7) Within the framework of National and International Student Exchange Programs, 2nd and 3rd year students who wish to attend another institution in Türkiye or abroad can be sent to those educational institutions approved by the Faculty Board for the equivalence of the academic program for a period of 1 year.
- (8) 4th and 5th year students who wish to undergo practical course training at another institution within the framework of Student Exchange Programs can be sent to educational institutions approved by the Faculty Board for equivalence. Students may be exempted from the applied courses completed in another institution with the decision of the Faculty Board of Directors.

Chairman of the Board

ARTICLE 5 - (1) Each course committee to be taught in the 1st, 2nd, and 3rd grades has a Committee Chairman. The Chairperson of the Board is a faculty member appointed by the Dean's Office from among the faculty members working in the departments that have courses in that course committee, preferably the faculty member with the most courses in that committee.

Duties and Responsibilities of the Chairman of the Board

ARTICLE 6 - (1)

- a) Ensures the integration of the courses and subjects within the board he/she is responsible for together with the relevant faculty members.
- b) Ensures the regular continuation of the course program of the board he/she is responsible for.
- c) Informs other faculty members in the board to determine student absenteeism in the board he/she is responsible for and determines the absent students in the board.
- d) He/she is responsible for the organization and implementation of the exams of the board he/she is responsible for.
- e) He/she is responsible for the evaluation and announcement of the exam results of the board he/she is responsible for.
- f) At the end of each course committee, the instructor evaluates the feedback from the faculty and students and informs the relevant Class Coordinator.

Transfer and Course Exemption

ARTICLE 7 - (1) Students who leave another higher education program and enroll in the Faculty cannot request exemption from courses within the board. The Faculty Transfer Commission decides which courses the student will be exempted from and which courses the student will take from the lower classes.

Attendance Obligation

ARTICLE 8 - (1) Attendance is compulsory in Grades 1, 2 and 3, and students who fail to attend more than 30% of the theoretical courses and 20% of the practical courses are not taken to the final exam. Students who have more than 20% absenteeism in 4th and 5th-year applied courses and internships are not eligible to take the internship exam.

Success/Failure

ARTICLE 9 -

- (1) The success score of the board and non-board courses consists of 60% of the score obtained from in-term activities and 40% of the score obtained from the final exam. The success grade is 60. The grade evaluations of MED135 coded Introduction to Medical Skills, MED151 coded Medical Skills Practices I, MED257 coded Medical Skills Practices II, MED359 coded Medical Skills Practices III, MED360 coded Medical Skills Clinical Practices III and MED463 coded Medical Skills Practices IV courses within the scope of Medical Skills will be made with a single exam, unlike other board courses.
- (2) In order to be considered successful, in addition to meeting the attendance requirement, it is necessary to get at least 50 points out of 100 in the final exam. The letter grades of the students who are successful by getting 50 points and above in the final exam are given by the relevant Term Coordinator.
- (3) Make-up exams are held in the periods specified in the academic calendar for unsuccessful students and students who fail the final exam with a grade of "F" due to getting less than 50 points.
- (4) In the 4th and 5th grade practical courses, the theoretical and structured oral exam is called the "practical courses exam". The success score for practical courses is 60 out of 100.
- (5) In 6th grade, the success of the students is evaluated as successful or unsuccessful by the faculty member assigned by the relevant Department, taking into account the clinical, outpatient clinic, laboratory and field studies; the shifts kept; the patient files prepared; their relations with patients, patient owners, physicians and students in other professional groups and the educational meetings they attend.
- (6) The make-up exam is held for students who fail the year-end exam, non-board courses and applied courses and replaces the final exam score.
- (7) A student who takes the make-up exam voluntarily in order to raise his/her score even though he/she is successful waives his/her Final Exam score.
- (8) The student whose grade is still "F" as a result of the make-up exam must retake all the board courses of that class in Grades 1, 2, and 3. In 4th and 5th grades, the student repeats the applied course that he/she failed in the applied courses period.

Class Passing and Graduation

ARTICLE 10 -

- (1) 4th grade students who will start applied courses must have a GPA of at least 2.00. Students with a GPA below 2.00 continue their education by taking the boards / courses that they have failed in the previous years and have fulfilled the attendance requirement in the previous years until they meet this condition, only to take the exams; The courses they have not yet taken and / or have not fulfilled the attendance requirement continue their education by taking the courses they have not yet taken and / or have not fulfilled the attendance requirement in a way to fulfill the attendance requirement.
- (2) In order to graduate from the Faculty of Medicine, the student's graduation GPA must be at least 2.00. Students with a GPA below 2.00 must fulfill the attendance requirement in the previous years until they meet this requirement and can only complete the

boards/courses that they have failed. They continue their education by taking the courses they have not yet taken and/or have not fulfilled the attendance requirement in a way to fulfill the attendance requirement.

Medical Doctor Diploma

ARTICLE 11 - (1) Those who successfully complete the six-year education period foreseen for medical doctorate are awarded "Doctor of Medicine 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 12 - (1) In cases where there are no provisions in this directive, Altınbaş University Regulation on Associate and Undergraduate Education and Training, other relevant legislation provisions, Board of Directors and Senate decisions are applied.

Enforcement

ARTICLE 13 - (1) The provisions of this directive enter into force to be implemented as of the 2021-2022 academic year.

Execution

ARTICLE 14 - (1) The provisions of this directive are executed by the Dean of the Faculty of Medicine on behalf of the Rector of Altınbaş University.

Legal Basis on which the Directive Came into force			
Relevant Board	Date of Decision	Number of Decision	
Senate	24.09.2021	2021/03	
Board of Trustees	13.01.2022	2022/01	
Legal Basis for the Amendment to the Directive			
Relevant Board	Date of Decision	Number of Decision	
Senate	21.02.2024	2024/01	
Board of Trustees	28.03.2024	2024/03	