

REGULATION

From Maltepe University:

**MALTEPE UNIVERSITY FACULTY OF MEDICINE EDUCATION AND
TRAINING REGULATIONS**

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to define and regulate the procedures and principles to be applied in terms of education, examination and evaluation principles for students who study at the Maltepe University Faculty of Medicine, and whose medium of instruction is English and Turkish.

Scope

ARTICLE 2 – (1) This Regulation governs the education and training programs offered by the Maltepe University Faculty of Medicine, as well as measurement and evaluation methods, course committees, internships, family medicine, diplomas, titles, and other educational and training activities.

Foundation

ARTICLE 3 – (1) This regulation has been prepared in accordance with the tenets stipulated in Article 14 of the Higher Education Law 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) In these Regulations, the following terms shall respectively have the following meanings;

- a) Family medicine (Internship): Twelve month long period, during which clinical, polyclinical and field works are carried out in the Term VI;
- b) Academic advisor: The faculty member appointed as the academic advisor to the student,
- c) Academic calendar: The calendar displaying the academic year dates announced by the Rectorate each year.
- ç) ECTS: The European Credit Transfer System,
- d) Midterm exam: Midterm exams or exams held as part of a course committee or internship.
- e) Make-up exam: The exam taken by unsuccessful students in the final exams held at the end of the year in terms I, II, and III, as well as in the internship evaluation exams held at the end of the internship,
- f) Dean: The Dean of Maltepe University Faculty of Medicine,
- g) Course committee (Committee): A collection of complementary courses and practices taught over a period of time in coordination with various disciplines. Based on the subject's integrity and a holistic approach from the cell to the systems, the first three semesters of the faculty's curriculum, from the cell to the systems,
- ğ) Chairman of the course committee: The faculty member in charge of course committee organization, chosen by the General Coordinator from among the faculty members who have courses on the course committee.
- h) Term: A minimum of 32 weeks of education as determined by the Senate.
- ı) Training officer: The faculty member responsible for all educational activities in that department, appointed by the Dean on the recommendation of the department head,
- i) Faculty: The Maltepe University Faculty of Medicine,
- j) Faculty Board: The Maltepe University Faculty of Medicine Board,
- k) Faculty Administrative Board: The Maltepe University Faculty of Medicine Administrative Board,
- l) Final exam: The exam covering all the courses in the course committees at the end of each semester in terms I, II and III, and the evaluation exams determining the internship success grade in internships,
- m) Board of Trustees: The Maltepe University Board of Trustees,
- n) Transcript: The document that displays all grades earned based on measurement-evaluation outcomes in medical education,
- o) Common required courses: The required courses that are not course committee or internship courses.
- ö) Pre-assessment exam: The assessment exam, the scope of which is explained to the students at the start of the course committee or internship, and which is administered to determine their level of knowledge,
- p) Rector: The Maltepe University Rector,
- r) Senate: The Maltepe University Senate,
- s) Internship: The theoretical and practical/practical education and training in the clinical sciences departments for terms IV, V, and VI (family medicine),
- ş) Head of internship: The faculty member responsible for the regular conduct of the internship,
- t) Internship block: Internships carried out collaboratively by discipline groups that are close to and complement each other in the IV and V terms.
- u) Final assessment exam: Theoretical and practical exams administered at the end of the course committee

and internship to gauge the level of achievement in the education provided,

ü) Theoretical exams: Written or electronic exams used to assess knowledge at various levels for various purposes and objectives,

v) Practical exams: The examinations used to assess the application of knowledge, attitudes, and skills individually or as a group,

y) University: Maltepe University,

z) Structured oral exam: The pre-prepared oral exam with scored answers,

aa) YÖK: The Council of Higher Education

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SECTION TWO

Student Admission-Registration Conditions and Status

Student quotas

ARTICLE 5 – (1) The Council of Higher Education determines quotas for Turkish and English programs individually each academic year based on the recommendation of the Medical Education Development Board, approval of the Faculty Board, and decision of the Senate and Board of Trustees.

Student admission-registration conditions

ARTICLE 6 – (1) Students are admitted to the faculty in accordance with the rules established by YÖK. The candidate who has the right to enroll in or transfer to the faculty registers within the time frame determined and announced by the Rectorate. Students failing to submit an application or the required documents in a timely manner shall lose their right to enroll.

Registration procedures

ARTICLE 7 – (1) The registration process are carried out by the Rectorate. The initial registration and registration renewal procedures of students accepted to the education program of the faculty, admission procedures through undergraduate transfer, determination and collection of tuition fees are carried out in accordance with the rules established by YÖK, the Senate's decision, and the approval of the Board of Trustees.

(2) The procedures governing the admission and registration of international students are implemented in accordance with the applicable legislation.

Student status

ARTICLE 8 – (1) Only full-time students are accepted to the faculty.

(2) In order to benefit from student rights and exemptions and to sit for exams, the student must have renewed his or her registration at the beginning of each semester and paid the tuition fee on time. Students who fail to pay their tuition fees on time are unable to register, renew their registration, take classes and exams, benefit from student rights, or be awarded a diploma.

(3) Students may apply to be exempt from courses and internships they have previously completed successfully at national and international institutions of higher education whose equivalency has been accepted. The exemption of courses and internships is determined by the Faculty Administrative Board in consultation with the relevant department.

Undergraduate Transfer

ARTICLE 9 – (1) Students who wish to transfer to the Faculty from another medical school are admitted in accordance with the applicable laws.

SECTION THREE

Characteristics of Education and Training

Academic calendar and training programs

ARTICLE 10 – (1) The General Coordinator submits the academic calendar to the Medical Education Development Board in May of the previous academic year. On the advice of the Medical Education Development Board, the Faculty Board makes a decision and presents it to the Senate. It goes into effect once approved by the senate.

Education period

ARTICLE 11 – (1) The faculty's education and training period consists of six terms, each of which encompasses one academic year. This period excludes the prerequisite class. The Faculty Board is authorized, upon the recommendation of the Medical Education Development Board, to modify the duration of course boards and internships, if necessary.

(2) With respect to the duration and principles of the education period, action is taken in accordance with Article 44 of Law No. 2547.

(3) It is essential to complete the medical education in 6 terms. Students who are unable to graduate within this time frame may continue their education in accordance with YÖK guidelines, provided they pay their tuition fees.

Medium of Instruction

ARTICLE 12 – (1) Medium of Instruction is Turkish for students studying in the Turkish Medicine Program

and English for students studying in the English Medicine Program.

Foreign language preparatory class

ARTICLE 13 – (1) Foreign language preparatory education is carried out in accordance with applicable legislation.

Turkish proficiency of foreign students

ARTICLE 14 – (1) Foreign students who wish to enroll in the Faculty's Turkish or English programs must first pass the Turkish Proficiency Exam, which will be administered by the School of Foreign Languages. Otherwise, they will be unable to enroll in Term I courses. Students who fail the Turkish Proficiency Exam are subjected to the provisions of the legislation governing foreign language preparatory education.

Education levels in the faculty

ARTICLE 15 – (1) Medical doctor (medicine) education in the faculty consists of three stages:

a) An associate degree in Basic Medical Sciences are comprised of the first two terms. Those who have successfully completed these terms may continue their education in Clinical Medical Sciences at the undergraduate level.

Clinical Medical Sciences undergraduate education (Terms III, IV, V) consists of three terms covering some fundamental medical sciences as well as clinical, polyclinic, and similar practices, laboratory, and applied studies.

c) Family Medicine education is in the VI and final term and covers a twelve-month period covering clinical, polyclinic and field studies.

General form of education

ARTICLE 16 – (1) Education; is conducted via course committees in Terms I, II, and III, internships in Terms IV and V, and family medicine internships in Term VI. In the course committees, education is conducted in the form of theoretical and applied courses; Tissue, organ, system, and medical topics are taught by various disciplines in a complementary and integrated manner. In addition to the courses given by the course committees in Terms I, II, and III, non-committee courses are offered to help students develop knowledge and skills in a variety of fields and to enable them to take the YÖK-required courses. In order to help students connect with the clinic early on, clinical skills training is also offered.

(2) In addition to theoretical knowledge refresher training, internships in terms IV, V, and VI primarily involve practical training.

(3) The training program is comprised of lectures, seminars, feedback, presentations, laboratory, clinical work, problem based learning, case-based training, clinical skills laboratory training, patient simulation training, fieldwork, studies of primary health care services, planning and implementation of epidemiological research, which includes studies on attitude assessment, and similar applications.

Non-committee courses

ARTICLE 17 – (1) All courses other than course committees and clinical applications are referred to as non-committee courses. These courses are grouped as required and elective.

(2) Students are offered elective courses in order to broaden their general knowledge and gain knowledge on subjects related to the medical profession. These courses are determined by the Medical Education Development Board and decided by the Faculty Board. Elective courses can be formal or remote education.

(3) The Human Sciences in Medicine and Introduction to Clinical Practice course is applied as a required non-committee course in Terms I and II.

(4) Additional required or elective courses may be added in all terms upon the recommendation of the Medical Education Development Board and the decision of the Faculty Board.

(5) The course passing system is implemented in non-committee courses, and students who do not pass by the end of Term V are ineligible to progress to Term VI. These courses are not taken into account in the calculation of the term pass grade.

(6) The passing grade in the Human Sciences and Clinical Practice in Medicine course is 60 out of 100, and in other non-committee courses, the passing grade is 50 out of 100.

Pre-requisite and term repetition

ARTICLE 18 – (1) Each term in medical education is a prerequisite for the next term. Therefore, students who fail to pass a term or internship exams may not continue to the next term, and such students should be obliged to repeat the failed term or internship(s).

Compulsory attendance

ARTICLE 19 – (1) Faculty students must attend all classes and practices for the semester in which they are enrolled. The class signature list follows the obligation to attend theoretical and applied courses and internships. Internships, laboratories, discussions, seminars, clinical studies, field training, and similar practical work are examples of applied courses. Internships are considered full-time.

(2) **(Amendment Official Gazette dated 12.03.2020 and numbered 31066)** The Faculty Administrative Board may make changes regarding the attendance requirement in elective courses, required non-committee courses,

Human Sciences in Medicine and Introduction to Clinical Practice courses.

(3) The attendance requirement for theoretical courses in Terms I, II, and III is implemented as follows:

a) A student who misses more than 30 percent of the total number of theoretical courses in each course committee in Term I, II, or III without an acceptable excuse is not permitted to take the exam for that course committee, and the passing grade for that course committee is zero (F2).

b) A student whose excuse is accepted by the Faculty Administrative Board and who misses more than 30 percent of the total number of theoretical courses in the course committee during Terms I, II, and III is deemed failed with excuse, and the course committee passing grade becomes zero (E). Make-up exams are not offered.

c) At the end of the academic year, a student who has missed more than 30 percent of the total number of theoretical courses in all course committees will receive a term grade of zero (F2) and will be ineligible to take the final and make-up exams.

ç) At the end of the academic year, a student who has missed more than 30 percent of the total number of theoretical courses in all course committees, but whose excuse was accepted by the Faculty Administrative Board, is deemed to have failed with excuse, the term grade becomes zero (E), and the student will be ineligible to take the final or make-up exams.

d) A student who does not take the course committee exams and the final exam in Terms I, II, and III and who does not have a Faculty Administrative Board-approved excuse is not eligible for a re-sit.

(4) The attendance requirement for practical courses in Terms I, II, and III is implemented as follows:

a) A student who misses more than 20 percent of the total number of applied courses in each course committee in Term I, II, or III without an acceptable excuse is not permitted to take any exam for that course committee, and the passing grade for that course committee is zero (F2).

b) A student whose excuse is accepted by the Faculty Administrative Board and who does not attend more than 20% of the total of the applied courses taught in each of the semesters I, II and III, in order to be able to take the exam of the course committee, must make up for their applied studies, within the possibilities of the department/science, on the days and hours indicated by the head of the department/science or authorized faculty members. The student who does not complete the make-up work will not be allowed to take any course committee exams, and their course committee success grade will be zero (F2).

c) At the end of the academic year, a student who has missed more than 20 percent of the total number of applied courses in all course committees without excuse will receive a term grade of zero (F2) and will be ineligible to take the final and make-up exams.

ç) At the end of the academic year, a student who has missed more than 20 percent of the total number of applied courses in all course committees without excuse will receive a term grade of zero (E) and will be ineligible to take the final and make-up exams.

(5) Compulsory attendance principles for internships is applied as follows:

a) A student who misses more than 20% of each internship period without an excuse during Term IV and V internships is not permitted to take any exams for that internship, cannot take a make-up exam for that internship, and receives a failing grade for the internship (F2).

b) A student who misses more than 20 percent of each internship period during Term IV and V internships and whose excuse is accepted by the Faculty Administrative Board is excused and receives a zero for internship grade (E).

c) Attendance at each internship is compulsory in Term VI. There is no semester break. On weekdays and public holidays, an out-of-hours shift may be implemented if deemed necessary by the relevant department. The internship grade of a student who misses more than 20 percent of each internship period without an acceptable excuse is zero (F2), and the student must repeat the entire internship. B) A student who misses more than 20 percent of any internship period and whose excuse is accepted by the Faculty Administrative Board is excused and receives a zero for internship grade (E) and the student must make up for any missed days.

Freezing registration, excuse and leave

ARTICLE 20 – (1) The procedures for implementing a registration freeze are determined by the Senate.

(2) Students must receive a report on the health problem that has arisen and this report must be accepted by the Faculty Administrative Board in order to be excused due to health reasons during the educational period. This report must be submitted to the Dean's Office within five working days of receiving it. The Faculty Administrative Board may accept or reject any student's excuse at its own discretion.

Exmatriculation and unenrolling

ARTICLE 21 – (1) The provisions of the relevant legislation are applied in exmatriculation and unenrolling processes.

SECTION FOUR

Provisions Regarding Terms I, II and III and Assessment

Course committee

ARTICLE 22 – (1) In Term I, Term II, and Term III, courses are administered through course committees that

coordinate course topics and hours. One year is considered a whole in Term I, Term II, and Term III, and all subject committees of that term are considered a single course.

(2) The number of course committees in each term, the courses the course committees consist of, and the theoretical and practical course hours of the courses in the committee are determined by the Medical Education Development Board's recommendation and the Faculty Board's approval, by soliciting departmental input prior to the start of the academic year, and announced by the Dean's Office.

(3) Human Sciences in Medicine and Introduction to Clinical Practices in Medicine program is offered by the Department of Medical Education.

Course committee exams

ARTICLE 23 – (1) A course committee's assessment may include more than one exam administered at the start, middle, and/or end of the committee. Exams are held on the dates listed in the academic calendar, at the location and time specified by the Dean's Office. Theoretical (written, oral, or both written and oral) and practical examinations are administered (written, oral or both written and oral). Electronic devices can also be used to administer exams. Applied exams may not be held in course committee exams in cases deemed appropriate by the relevant department.

(2) Theoretical and/or practical midterm exams covering the education provided up to that point can be held during the course committee. The head of the course committee and the education supervisor of the relevant department decide on the number, time, content, and format of the midterm exams. Each midterm exam is evaluated out of 100 full points.

(3) The form and application of the course committee exams comply with the following:

a) The course committee can be altered after the exam dates have been announced only with the decision of the Faculty Administrative Board.

b) Practical examinations in course committees precede theoretical examinations. Those who do not take the applied exams cannot take the committee's theoretical exam.

c) Faculty members and instructors may administer midterm exams to students in groups or collectively during practices, with or without prior notice.

Final assessment exam and assessment

ARTICLE 24 – (1) In Terms I, II, and III, at the conclusion of each course committee, a final assessment exam consisting of both theoretical and practical examinations is administered. The final assessment exam of the course committee covers all the courses taught in that course committee. The number of course-related questions is determined by the ratio of the total number of theoretical and practical courses offered by each department in the course committee to the total number of course hours in the committee.

(2) The course committee grade is weighted at 100 percent.

(3) The weight of the practical exams in the course committees is determined by the head of the relevant course committee, so that it does not exceed 25% of the total score allocated to the relevant department based on the rate of course hours. Practical exams may not be held in course committee exams in cases deemed appropriate by the relevant department. The method and timing of the exams are determined by the relevant department and approved by the Dean.

(4) To ensure that students give each subject in the course committee the attention it deserves, it is essential that each subject in the course committee is included in the exam's evaluation. As a result, the exam questions are divided into departments. If the number of theoretical questions is less than 7, groups are formed by combining questions from more than one department. Each of these groups is known as a threshold. A minimum of 50% success from each threshold is required. If the number of correct answers is less than 50% for each threshold, the difference in score below 50% is subtracted from the total of the relevant course committee exam score.

(5) The course committee's passing grade is calculated as the weighted sum of the theoretical and practical exam scores. Courses taken outside of the curriculum are not considered. The Faculty Board, with the recommendation of the Medical Education Development Board, determines the weight of the pre-assessment, midterm, and final assessment exams in calculating the committee pass grade.

(6) It is rounded up to a decimal upper score of 0.50 or higher, calculated by adding the theoretical and practical exam scores.

(7) The weights in the calculation of the course committee's passing grade can be changed with the recommendation of the Medical Education Development Board and the decision of the Faculty Board, to be announced at the beginning of the course committee.

Term I-II-III final, make-up and term pass grade

ARTICLE 25 – (1) The final exam is taken by all students who meet the eligibility requirements.

(2) The term pass grade for Term I, Term II, and Term III is the sum of 40% of the final exam and 60% of the course committees' arithmetic average grade.

(3) A student with a term grade of 60 or higher is considered successful and is eligible to advance to the following term.

(4) Students who have a term grade of less than 60 or who do not take the final (exam grade F1) are eligible to take a make-up exam. The term pass grade for students who take the make-up exam consists of the sum of 40% of the make-up exam and 60% of the arithmetic average score of the course committees. Following the make-up exam, a student with a term grade of 60 or higher is considered successful and is eligible to proceed to the next term. Students with a term pass grade of less than 60 after the make-up must repeat the term in full.

(5) Non-committee courses are not considered in the calculation of the term pass grade.

(6) The threshold application specified in the fourth paragraph of Article 24 is used in the final and make-up exams.

(7) The final exam is administered as soon as fifteen days after the last committee exam date, and the make-up exam is administered as soon as fifteen days after the final exam date.

SECTION FIVE

Provisions and Assessment of Terms IV and V

Internship durations and scope

ARTICLE 26 – (1) The Medical Education Development Board's recommendation and the Faculty Board's approval determine which internships will be held in Term IV and Term V and their duration, and announced by the Dean's Office in May before the start of each semester.

Internship exams and passing grade

ARTICLE 27 – (1) Internship or internship block pass grade is 60 out of 100 points.

(2) Internship exams include a pre-assessment at the start of the internship, mid-term assessments during the internship, and assessment exams at the end. The application of the internship exams can be changed to be announced at the beginning of the internship with the request of the relevant department, the recommendation of the Medical Education Development Board, and the approval of the Faculty Board.

(3) The final internship assessment exam; consists of written, structured oral, and/or practical exams. Each department determines the weights of written, oral and practical exams on the final exam. Practical exams are administered as objective structured clinical exams.

(4) The internship pass grade is the weighted sum of the midterm assessment and end-of-internship assessment exam scores. The training officer of the relevant internship or internship block determines the weight of the mid-term and final evaluation exams in calculating the internship pass grade.

Internship make-up exams, internship repetition and term pass

ARTICLE 28 – (1) Students who fail one or more of the Term IV and Term V internships are required to take the relevant internship make-up exam at the end of the term.

(2) Internship make-up exams are held at the location and time announced by the Dean's Office at the time specified in the academic calendar, at the earliest fifteen days after the end of the previous term's internship. With the recommendation of the Medical Education Development Board and the approval of the Faculty Administrative Board, the date of the make-up exam can be changed.

(3) Make-up exams are structured and administered in the same manner as the final internship assessment exam. The make-up exam score replaces the internship final assessment exam score in the calculation of the internship pass grade.

(4) A student who fails the make-up exam must repeat the internship at the earliest available period.

(5) Other than the internship program announced at the start of the academic year, no additional internships are organized.

Term IV and V pass grade

ARTICLE 29 – (1) In Term IV and Term V, the term pass grade is the average of the internship and internship block pass grades.

SECTION SIX

Provisions and Assessment of Term VI

Assessment of internships and passing grade

ARTICLE 30 – (1) During the family medicine period, there is no exam, and the success of the students in each internship is determined by the department head, taking into account the reasoned assessments of the relevant faculty members.

(2) When determining the internship success grade, the student's clinical, polyclinic, laboratory, and field studies, patient stories, written epicrisis, behavior and interest in patients, shift work, seminars attended, theoretical knowledge levels, and general attitudes are all considered individually. Each internship department decides which criteria will be used in the assessment.

(3) In order to be considered successful, it is necessary to receive at least 60 points out of 100 points.

(4) In case of failure, the student has to repeat the internship until achieving a pass grade.

Term VI pass grade

ARTICLE 31 – (1) The term pass grade in the family medicine stage is the average of the internship grades.

SECTION SEVEN

GPA, Graduation, Diploma and Titles

Grade point average

ARTICLE 32 – (1) The general academic grade point average (GPA) is the arithmetic average of the term pass grades of the terms completed by the student.

ECTS

ARTICLE 33 – (1) The total of the committee and non-committee courses in each term is structured as 60 ECTS credits. To graduate, the student must complete 360 ECTS credits.

Diplomas and titles

ARTICLE 34 – (1) The following diplomas are awarded at the faculty:

- a) Basic Medical Sciences Associate Degree: In accordance with the provisions of the relevant legislation, medical faculty students are awarded an associate degree diploma. As a result, a student who successfully completes the first two terms of medical school is eligible for an associate degree diploma.
- b) Medical Doctor (Physician) Diploma: Those who successfully complete the six-term training period required for a medical doctorate are eligible to take the Hippocratic Oath and receive a medical doctorate diploma.

SECTION EIGHT

Education Committees, Coordination of Education and Academic Counseling

Medical Education Development Board

ARTICLE 35 – (1) A Medical Education Development Board is established to conduct research for the advancement of pre- and post-graduate medical education, while keeping in mind the faculty's mission, vision, values, plans, and goals, and to ensure that education and training are carried out with consistence.

Members of the Medical Education Development Board

ARTICLE 36 – (1) The Medical Education Development Board consists of the following members:

- a) Dean (Chairman),
- b) Deputy deans,
- c) General Coordinator for Pre-Graduate Education,
- c) General Coordinator for Post-Graduate Education,
- d) A faculty member from the Department of Medical Education,
- e) Chief Physician or an assistant appointed,
- f) Medical residency student representative (research assistant),
- g) A student representing Term I, II and III,
- ğ) A student representing Terms IV and V,
- h) A student representing Term VI.

(2) The Faculty Secretary and an administrative officer in charge of student affairs attend the Board but do not vote. The student board appoints three student representatives to the Medical Education Development Board.

Duties of the Medical Education Development Board

ARTICLE 37 – (1) The duties of the Medical Education Development Board are as follows:

- a) To prepare draft plans for the pre-graduate education assessment, development, and implementation processes and submit them to the Dean's Office.
- b) To prepare and submit to the Dean's office plan drafts for the necessary evaluation, development, and implementation processes for post-graduate residency training in accordance with the relevant legislation.
- c) To prepare the Faculty of Medicine's Core Education Program, which will cover the National Core Education Program, and to submit it to the Dean for approval by the Faculty Council.
- ç) Formulate curriculum proposals for pre-graduate medical education, taking into account research findings from interactions with other faculties, professional organizations, public and private organizations, and specialty associations.
- d) To provide coordination among practitioners for the execution of education in accordance with the Medical Faculty Core Education Program and this Regulation.
- e) To design and submit to the Dean any amendments deemed necessary to the Faculty of Medicine's Core Education Program.
- f) To present the suggestions regarding the education-teaching environment, education methods and materials to the Dean's Office.
- g) Conduct objective, valid, and dependable assessment-evaluation practices during pre-clinical and clinical education periods, develop new assessment systems, present them to the Dean's Office, and coordinate the implementation of studies.
- ğ) Analyzing the exam results, developing suggestions for more effective exams and presenting them to the Dean's Office.
- h) To develop measurement-assessment suggestions, including the creation of a question bank, in order to

increase the quality of exam questions, and to coordinate these applications.

i) To design and present programs to the Dean's Office on the training of trainers and continuing education for faculty members.

ii) To develop the necessary assessment tools and techniques for education and training.

iii) Preparing and applying forms and evaluating data to receive student and trainer feedback.

iv) Conduct studies to ensure the continued accreditation of education and training programs by national and international organizations.

v) Developing and presenting to the Dean's Office proposals for domestic and international exchange programs for students and faculty members studying before and after graduation; coordinating the implementation of the adopted recommendations.

vi) Evaluating studies pertaining to the education processes of medical residents, developing recommendations, and submitting them to the Dean's Office.

vii) To carry out the responsibilities assigned by the Dean for all accepted and implemented plans, programs, and educational studies.

Function of the Medical Education Development Board

ARTICLE 38 – (1) The Medical Education Development Board convenes at least once every 3 months upon the call of the Dean. The majority vote is used to make decisions. In the event of a tie, the Chairman's vote counts as two votes. The Faculty Secretariat handles the Board's secretarial duties.

Medical Education Development Board commissions

ARTICLE 39 – (1) To carry out its responsibilities, the Medical Education Development Board establishes the following commissions, which may include non-members, and determines their duties and action:

a) Program Assessment Commission,

b) Measurement and Assessment Commission,

c) Curriculum Commission,

ç) Accreditation and Self-Assessment Commission,

d) Domestic and International Education Exchange Programs Commission,

e) Informatics and Research and Development Commission,

f) Residency Education Commission.

(2) If the Board deems it necessary, it may establish additional commissions.

Student Council and duties

ARTICLE 40 – (1) The Student Council is established to improve the educational environment, to solve student problems, to organize social activities, and to ensure that students are represented in decision-making stages and boards pertaining to education.

(2) The Student Board consists of one representative (class representative) from each of the six terms in the Turkish program and the six terms in the English program. Representatives are elected by the students for one academic year at the time and method determined by the Dean's Office.

(3) In the absence of at least one foreign student among the elected representatives, foreign students of all terms elect a representative from among themselves. This individual is added to the Student Council.

(4) The Student Council elects one of its members to serve as the Faculty student representative, as well as members to represent them on the Medical Education Development Board.

(5) The Student Council meets at least once every three months under the direction of the General Coordinator or their designee to evaluate educational practices and experiences. They articulate and defend the issues and suggestions they've identified at meetings of the Education Development Board and other relevant commissions.

General coordinator

ARTICLE 41 – (1) A Pre-Graduate General Coordinator and a Post-Graduate General Coordinator are appointed by the Dean from among the faculty members for one academic year to be responsible for conducting pre- and post-graduate education. A sufficient number of Assistant General Coordinators may also be appointed if the Dean deems it necessary. General Coordinators are responsible to the Dean's Office.

General Coordinator for Pre-Graduate Education

ARTICLE 42 – (1) The duties and responsibilities of the General Coordinator for Pre-Graduate Education are as follows:

a) Preparing the academic calendars of all terms and submitting them to the Medical Education Development Board,

b) Ensuring the integrity and regular execution of the term programs,

c) To identify the problems related to education and to take the necessary measures to solve these problems,

ç) Coordinating the preparation and implementation of all exams in each term,

d) At the start of the term, determine the hall managers and invigilators for all exams to be held in Terms I, II, and III.

e) To ensure that the results of course committees and internship exams are announced through the student affairs office,

f) To ensure the execution of the academic counseling service offered to the students,

g) To present the status report and recommendations to the Medical Education Development Board and the Dean, based on feedback reports compiled by term coordinators.

ğ) To submit proposals for changes in the programs to the Medical Education Development Board and the Dean in order to prevent disruptions in education and training in extraordinary situations,

h) Evaluating and presenting to the Medical Education Development Board and the Dean changes in course hours, course content, and sequencing that do not disrupt the main structure of the education program made by departments within the scope of the Faculty of Medicine Core Education Program.

ı) To organize student representative elections,

i) Attending Medical Education Development Board meetings and carrying out duties and making suggestions about issues within its purview.

General Coordinator for Post-Graduate Education

ARTICLE 43 – (1) The duties and responsibilities of the General Coordinator for Post-Graduate Education are as follows:

a) To ensure that medical residency education is carried out within the framework of applicable legislation and to take the necessary precautions in collaboration with department officials,

b) To monitor whether medical residency students (research assistants) reports, shifts, thesis work, assessment exams and rotations are carried out properly, and to take the necessary measures for their proper execution,

c) Receiving and assessing feedback from medical residency students on the education and training implementation process, and presenting it to the Medical Education Development Board and the Dean, along with suggestions for changes,

ğ) To submit proposals to the Medical Education Development Board and the Dean in order to prevent disruptions in education and training in extraordinary situations,

d) To organize the residency representative elections,

e) Attending Medical Education Development Board meetings and carrying out duties and making suggestions about issues within its purview.

Term coordinators and their duties

ARTICLE 44 – (1) A term coordinator for each term of pre-graduate medical education is appointed by the Dean for one academic year, recommended by the General Coordinator.

(2) The term coordinator is the faculty member responsible for the planning and execution of all course committees or internships during the academic year.

(3) The duties of the term coordinator are as follows:

a) To prepare and submit to the General Coordinator the academic calendar draft for the relevant term for the period for which they are responsible.

b) To ensure that the education and training program is carried out on a regular basis while maintaining its integrity,

c) To keep track of the students' attendance and to report to the General Coordinator.

ç) To assist the course committee and internship chair in the preparation and administration of exams,

d) Ensuring security and order before, during and after the exam,

e) Calculating the pass scores of the students according to the exam results and presenting them to the General Coordinator,

f) At the end of each course committee and internship, to present the feedback and other reports from the course/internship board supervisor and students to the General Coordinator.

Course committee and internship chairs and their duties

ARTICLE 45 – (1) The Dean, on the recommendation of the General Coordinator, appoints a course committee and an internship chair, as well as their assistants, for one academic year for each course committee and internship.

(2) The following are the duties of the course committee and internship chairs:

a) In collaboration with the term coordinator, prepare the course committee or internship program.

b) To ensure that the program is completed in a thorough and orderly manner,

c) To ensure that the instructors who teach in the course committee or internship attend on a regular basis, and to supervise the students' attendance,

ç) To ensure that the exams scheduled for the course committee or internship adhere to the measurement-assessment criteria,

d) Assisting the term coordinator in carrying out the exams in accordance with procedure,

e) Calculating and communicating to the term coordinator the results of the students' course committee or

internship exams.

f) At the end of the course committee or internship, evaluating feedback from faculty members and students, creating cross tables of feedback (positive-negative) and exams (successful-unsuccessful), and presenting them to the term coordinator

g) At the end of the course committee and internship, submitting all documents related to the course committee and internship to the term coordinator with a report.

Academic advisor

ARTICLE 46 – (1) At the beginning of each academic year, a list of academic advisors is prepared by the General Coordinator in Charge of Pre-Graduation Education and presented to the Dean and announced to the students after the assignment. Announcement is made within two weeks from the opening of the term. Within two weeks of the announcement, the student and academic advisor meet for the first time.

(2) The duties of the academic advisor are as follows:

a) To meet with the students for whom they are a consultant within a program that they will design, with a three-month break.

b) Interviewing one student at a time in accordance with the confidentiality principle.

c) To investigate the student's success during the interviews, to investigate the problems in education and training, and within the University, and to obtain information about the student's health status and social life, which affects the student's education life.

d) To monitor the student's course status in collaboration with the student affairs office, obtain transcript information, investigate factors affecting the student's education, and guide the student so that the student can successfully continue and complete their education within the time frame specified.

d) Informing the student about the teaching plan and the faculty's policies and procedures.

e) To inform students about the university's student opportunities and services, and to assist students in taking advantage of these opportunities and services.

f) To contribute to the student's development as a qualified individual in terms of psychological, social, human, and professional values.

g) With the student's approval, informing the student's family about the student's situation and attempting to obtain their support.

ğ) To promptly forward the student's complaints, requests, and opinions to the appropriate authorities.

h) Assisting students with activities such as panels, scientific assignments, research, and congress papers.

SECTION NINE

Success Assessment and Exemption

Pass grade definition and chart

ARTICLE 47 – (1) The passing grade is also expressed in the table below for course committees, and all exams can be shown with letter value.

<u>Score</u>	<u>Letter Grade</u>	<u>Coefficient</u>	<u>Verbal Value</u>
95-100	AA	4,0	Excellent
90-94	BA	3,5	Very good
80-89	BB	3,0	Good
70-79	CB	2,5	Average Good
60-69	CC	2,0	Average
0-59	F	0	Failed
	F1	0	Did Not Take Exam, Failed
	F2		Absentee, Failed
	F3	0	Exam Infraction, Failed
	MZ	0	Excused, Did Not Take Exam, Failed
	E	0	Excused Absentee, Failed

(2) Letter grades are indicated for non committee courses:

a) G: Pass for non-committee courses.

b) K: Failed for non-committee courses.

c) DZ: Absent for non-committee courses.

ç) MU: Exempt for non-committee courses.

Objection to exam results

ARTICLE 48 – (1) Students must submit their objections to the General Coordinator via petition within five working days of the exam results being announced. These objections are reviewed by the relevant course committee or internship chair, the term coordinator, and the General Coordinator, and any errors are corrected. Objections to the content of the question are forwarded to the department chair and resolved. Objection results are finalized and announced electronically five working days after the objection period ends, and are deemed to have been

communicated to the student in this manner.

Make-up exam

ARTICLE 49 – (1) A make-up exam is held for students whose excuses are accepted by the Faculty Administrative Board, as well as students who are unable to take any course committee, internship, or final exam due to their excuses but have met the attendance requirement. Make-up exams are not applied for the resit exam. The course committee make-up exam is given only once, on the date set by the Faculty Administrative Board. A student who is granted a medical excuse by the Faculty Administrative Board is unable to attend classes or take exams during the time period specified in the report. For those who, for whatever reason, are unable to attend the midterm exams of non committee courses, the provisions of the relevant legislation are applied.

Exam infraction

ARTICLE 50 – (1) An investigation is opened against the student who cheats or attempts to cheat in the exams. As a result of the investigation, the student who is found to be guilty receives a grade of zero (F3) and is punished in accordance with the provisions of the applicable law. There are no communication, recording, or listening devices permitted during examinations. A student who has such devices with them during the exam, even if they are turned off, is considered to be attempting to cheat.

Education outside of the faculty

ARTICLE 51 – (1) At least 80% of the courses and subjects in the content of the pre-graduate medical education must be compatible with the Faculty's education in order for it to be valid for the students' education or internship at an institution other than the University. The Faculty Administrative Board decides on applications submitted in this manner.

SECTION TEN

Miscellaneous and Final Provisions

Discipline

ARTICLE 52 – (1) Students' disciplinary actions and procedures are carried out in accordance with the applicable legal provisions.

Provisions not included herein

ARTICLE 53 – (1) In the absence of a provision in this Regulation, the provisions of the relevant legislation and decisions of the Senate and Faculty Administrative Board apply.

Repealed Regulations

ARTICLE 54 – (1) The Maltepe University Faculty of Medicine Education-Training and Examination Regulation, dated 3/1/2017 and numbered 29937 in the Official Gazette, has been repealed.

Execution

ARTICLE 55 – (1) These regulations take effect following the date of publication.

Executive Power

ARTICLE 56 – (1) Provisions of these regulations executed by the Maltepe University Rector.