|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | 14th of January 2015 Wednesday | [**Official Gazette**](http://tureng.com/tr/turkce-ingilizce/official%20gazette) | Number : 29236 | |  | | | | **İSTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE**  **REGULATIONS FOR EDUCATION, TRAINING AND EXAMINATION**  PART 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 İstanbul Okan University Faculty of Medicine, and whose medium of instruction is English and Turkish.  **Scope**  **ARTICLE 2 –**(1) This Regulation covers provisions related to regulations regarding the education and training of students studying at the İstanbul Okan University Faculty of Medicine, conditions relating to examinations and their evaluations, forms of internships and family medicine, titles and other educational procedures, as well as the graduation procedures.  **Basis**  **ARTICLE 3 –**(1) This Regulation have been prepared in accordance with the Law Number 2547 on Higher Education and Law Number 2809 on the Organization of Higher Education Institutions.  **Definitions**  **ARTICLE 4 –**(1) In these Regulations, the following terms shall respectively have the following meanings;  a) Family Medicine: Twelve- (12) month long period, during which clinical, polyclinical and field works are carried out in the sixth phase;  b) Re-sit Examination: The re-sit examination covering all courses in all course committees at the end of each phase in the first, second and third years;  c) Dean: Dean of Faculty of Medicine;  ç) Course committee: Group of theoretical courses and practical training given within a specific period of time by various disciplines with themes related to a cell, tissue, organ, system or other medical subjects complement each other, within a period of first three years;  d) Course committee exam: Theoretical and practical exams held at the end of each course committee, within a period of first three years;  e) Academic year: One academic year, also called a phase;  f) Phase: One academic year;  g) Phase grade: Represents total of 60% of the grades received from course committees and 40% of the final exam or the re-sit exam for the first, second and third phases; and the average of the internship grades in the fourth and fifth phases;  ğ) Integrated System: Courses given together by subjects, by the respective departments in the first, second and third phases;  h) Faculty Board: Faculty Board denotes İstanbul Okan University Faculty of Medicine;  ı) Administrative Board of Faculty: Board of Directors of the Faculty of Medicine;  i) Final exam: The exam covering all courses in all course committees and given at the end of each phase in the first, second and third phases;  j) Board of Coordinators: The Board consisting of two vice general coordinators, coordinator and vice coordinator for each phase, student representative of each phase and a secretary under the presidency of the General Coordinator appointed by the Dean;  k) Board of Trustees: Board of Trustees of the İstanbul Okan University;  l) Rector: Rector of the İstanbul Okan University;  m) Senate: Senate of the İstanbul Okan University;  n) Internship: Practical/applied and theoretical training at the departments affiliated to the clinical sciences in the fourth and fifth phases;  o) University: İstanbul Okan University,  ö) Board of Directors of the University: Board of Directors of the İstanbul Okan University.  PART TWO  Student Admissions and Conditions for Registration  **Student Quotas**  **ARTICLE 5 –**(1) Number of students to be admitted each year is determined by the Faculty Board and notified to the Rector.  **Student Admissions and Conditions for Registration**  **ARTICLE 6 –**(1) Students should be admitted to the faculty as per the rules set out by the Higher Education Council. Student registrations should be handled within periods set out and announced by the Rector’s Office. Students failing to submit an application or the required documents in a timely manner shall lose their registration rights.  **Registration Procedures**  **ARTICLE 7 –**(1) Admission and registration procedures are handled by the Rector’s Office. The initial registration, registration renewal, undergraduate transfer procedures of the students admitted to the education program of the faculty, as well as the procedures related to the determination and collection of the tuition fees shall be as per the rules set out by the Higher Education Council and the resolutions of the Senate.   (2) Admission and registration of foreign students shall be as per the provisions of the Regulations.  **Student Status**  **ARTICLE 8 –**(1) Only full-time students admitted to the Faculty. Students must have renewed their registrations by the beginning of each phase and paid the tuition fees in a timely manner in order to exercise their student rights and exemptions and to take the examinations. Students failing to pay the tuition fees in a timely manner may not perform registration, renew their registrations, participate the courses and examinations, benefit from the student rights and be awarded a diploma.  **Undergraduate Transfers**  **ARTICLE 9 –**(1) Admittance of students, who want to transfer from another Faculty of Medicine, must be in accordance with the provisions of the Regulations on the Principles of Transfers between Associate and Undergraduate Degree Programs, Double Major, Minor and Inter-Institution Credit Transfers at Higher Education Institutions published in the Official Gazette No. 27561, dated April 24, 2010.  PART THREE  Principles for Education  **Board of Coordinators**  **ARTICLE 10 –**(1) The Board of Coordinators shall operate as per the principles set out by the Dean’s Office. The Board of Coordinators ensure regular implementation of the educational activities.  **Medium of Instruction**  **ARTICLE 11 –**(1) Medium of Instruction is Turkish for students studying in the Turkish Medicine Program and English for students studying in the English Medicine Program. Medium of Instruction at the preparatory classes is English.  **Foreign Language Preparatory School**  **ARTICLE 12 –**(1) Preparatory classes are given in accordance with the provisions of the relevant legislation for students with Turkish or English medium of instruction.  (2) Preparatory class students receive their education as per the principles set out by the Senate.  (3) The education of the Faculty consists total of six phases, each covering one academic year. Thus, students who fail to pass the English Proficiency Exam at the beginning of the academic term and study in English Preparatory class cannot take a new English Proficiency Exam right within relevant academic year. English preparatory class passing grade is 80 out of 100 Students must obtain a score of minimum 60 out of 100 to be considered successful from English preparatory class.   (4) Principles set out by the relevant legislation and the Senate applied to foreign students who registered to the Faculty.  **Foreign Students**  **ARTICLE 13 –**(1) Foreign students who have qualified for registration to the Faculty are required and obligated to be successful in the Turkish profeciency test given by the jury to be appointed by the Faculty Board by the end of third year. Otherwise, those who fail this exam cannot continue their studies in fourth phase.  **Period/Duration of Study**  **ARTICLE 14 –**(1) Education in the Faculty consist total of 6 phases, each covering one academic year. Preparatory class is not included in this period. One academic year is a phase consisting of minimum thirty-two weeks. The Faculty Board entitled to extend the periods of study and change the periods of the course committees as deemed necessary.   (2) Students who fail to be successful at the end of 6 phases may continue their education as per the principles set out by the Higher Education Council, provided that such students pay their tuition.  **Levels of Education at the Faculty**  **ARTICLE 15 –**(1) Medical education at the Faculty consists of three stages:  a) Basic Medical Sciences Associate Degree Education (First and second phases): Consists of two phases, each covering one academic year. Students who successfully complete these phases may continue their education on the Undergraduate Degree for Clinical Medical Sciences level.  b) Undergraduate Degree for Clinical Medical Sciences (Third, fourth and fifth phases): Consists of three phases, each covering one academic year and covering some basic medical sciences, clinic, polyclinic and similar applications, laboratory studies, etc.  c) Family Medicine Education (Sixth phase): Covers twelve-month period and clinic, polyclinic and fieldworks.  **Form of Education**  **ARTICLE 16 –**(1) Medical education is carried out in the form of course committees in the first, second and third phases, in the form of internship in the fourth and fifth phases, and in the form of family medicine in the sixth phase. Education in the course committees is conducted in the form of theoretical and practical course by various disciplines in such a way that the subjects related to a cell, tissue, organ, system or other medical subjects complement each other. In addition to the courses given in the course committees, students are also given additional courses to assist them to improve their knowledge and skills in various fields, and to receive the compulsory courses required by the Higher Education Council in the first and second phases.   (2) Mainly practical training is given in addition to the theoretical courses during the internships in the fourth, fifth and sixth phases.  **Non-Committee Courses**  **ARTICLE 17 –**(1) All courses which are not included in the course committees are called “Non-Committee Courses”. These courses are classified as compulsory and elective. “Principles of Ataturk and History of Turkish Reforms” and “Turkish Language are compulsory courses during the freshman year; and English courses are compulsory for the students, whose medium of instruction is Turkish, and they are given during the freshman year.  (2) Additional course(s) can be introduced by the decision of the Faculty Board in all phases, and such courses may be compulsory or elective.  **Pre-Requisite and Repetition of the Phase**  **ARTICLE 18 –**(1) Each phase is the pre-requisite of next phase in the medical education. Therefore, students who fail to pass a phase or internship exams may not continue to the next phase, and such students should be obliged to repeat the failed phase or internship(s). Course passing system is implemented for the non-committee courses. Students who fail from these non-committee courses may continue to the next phase, but they must pass these courses until the end of the fifth year. Otherwise, they may not continue to the sixth phase.  **Compulsory Attendance**  **ARTICLE 19 –**(1) Students of the Faculty of Medicine are obliged to receive all courses of the academic year for which they are registered. It is compulsory to attend all practical and theoretical courses such as laboratory, discussion, seminar, clinical studies, field studies, etc.   (2) Compulsory attendance principles regarding the theoretical courses in the first, second and third phases is applied as follows:  a) Students failing to attend more than 30% of the theoretical courses in each course committee without valid excuse are not allowed to take the exams related to such course committee in the first, second and third phases, and such students receive zero (VF) grade.  b) Students failing to attend more than 30% of the theoretical courses in total in all course committees at the end of an academic year receive zero (VF) grade and are not allowed to take the final and re-sit exams.  c) No new exam right shall be given to students failing to take the final and re-sit exams at the end of the first, second and third phases.  (3) Compulsory attendance principles regarding the practical courses in the first, second and third phases is applied as follows:  a) Students failing to attend more than 20% of the practical courses in each course committee without valid excuse are not allowed to take the practical and theoretical exams related to such course committee in the first, second and third phases, and such students receive zero (VF) grade.  b) Students failing to attend more than 20% of the practical courses in total in all course committees at the end of an academic year receive zero (VF) grade and are not allowed to take the final and re-sit exams.  c) Students failing to attend more than 20% of the total of all practical courses in each course committee, and whose excuse is accepted by the Board of Directors of the Faculty of Medicine in the first, second and third phases obliged to attend make-up for the practical courses failed to be taken due to absence on days and at times to be specified by the head of the department/field or the authorized faculty members, considering the possibilities of the respective department/field. Students failing to attend make up are not allowed to take any examinations for the relevant course committee and deemed to have received zero (VF) grade.  ç) Students, whose total days of absence from all practical courses without excuse exceeds 20% in all course committees in a specific academic year, shall be deemed to have received zero (VF) grade, and are not allowed to take the final and the re-sit exams.  (4) Compulsory attendance principles for internships is applied as follows:  a) Internship is considered as practical course and in internships for the fourth and fifth phases, if the absence rate does not exceed 20% in each internship period, such students obliged to attend make-up for the practical courses failed to be taken due to absence on days and at times to be specified by the head of the department/field or the authorized faculty members, considering the possibilities of the respective department/field. Students failing to attend make up are not allowed to take any examinations for the respective internship(s), and deemed to have received zero (VF) grade.  b) Students failing to attend more than 20% of each internship period without excuse in the fourth and fifth phases are not allowed to take the exam and re-sit exam for that internship, and deemed to have received zero (VF) grade.  c) In the family medicine phase, students failing to attend more than 20% of each internship period without excuse and whose excuse is accepted by the Board of Directors of the Faculty of Medicine, obliged to attend make-up for the practical courses failed to be taken due to absence on days and at times to be specified by the head of the department/field or the authorized faculty members, considering the possibilities of the respective department/field. Students failing to attend make up are deemed to have received zero (VF) grade.  ç) In the family medicine phase, students failing to attend more than 20% of each internship period without excuse receive zero (VF) grade.  (5) Compulsory attendance principles for the elective courses is applied as follows:  a) Students failing to attend more than 30% of each non-committee elective course without excuse are not allowed to take the final and re-sit exams of the respective course, and receive VF grade for that course  **Excuses**  **ARTICLE 20 –**(1) In order for the absence excuses of the students studying at the Faculty of Medicine to be acceptable, such excuses must be documented and accepted by the Board of Directors of the Faculty of Medicine.  **Freezing Registration**  **ARTICLE 21 –**(1) Students having valid excuses such as health problems, military service, natural disasters, etc., and are able to submit evidencing documents to the concerned boards, as well as the students desiring to go out of the University for scholarship, internship, research, etc. purposes to contribute their education and training may freeze their registrations for maximum 2 (two) years by the decision of the Board of Directors, provided that period of each freezing is maximum 1 (one) year. Registration suspensions may be requested for two successive years.  PART FOUR  Exams  **Form and Application of Exams**  **ARTICLE 22 –**(1) The following principles must be required in the form and application of exams take place/applied in the Faculty:  a) Exam dates can only be changed by the decision of the Board of Directors once they have been announced.  b) Exams can be applied in the form of theoretical (written, oral or both written and oral) and practical (written, oral or both written and oral).  c) Practical exams may not be held, in cases where it is deemed appropriate by the respective department in the course committees.  ç) Practical exams held prior to the theoretical exams in course committees. Students failing to take the practical exams are not allowed to take the theoretical exams.  d) Lecturers and instructors may hold quizzes with or without prior notice in groups or collectively during the practical courses. Grades obtained from such quizzes may be added to the grade of the practical exam at a specific rate to be determined by the lecturers and instructors. This rate may not exceed 50% of the practical exam grade.  e) Students obliged to take the course committee, internship, final and re-sit exams on days and at times announced. Students failing to take the exam in a timely manner receive zero grade for the course committee exams, and “FF” grade for the internship, final and re-sit exams at the end of the respective phase.  **Course Committee Exams and Evaluation**  **ARTICLE 23 –**(1) Exams are held at the end of each course committee in the first, second and third phases. Course committee exam cover all courses taken in the relative course committee. Exam grade for a course committee consist of sum of the grades obtained from the theoretical and practical exams. Grades for the practical exams in the course committees determined in such a way that it will not exceed 25% of the total grade for the respective course. Theoretical exam grade for a course committee is the sum of all grades obtained from all courses covered by the respective examination. However, if students obtain a grade below 50% for each course covered by the theoretical exam in that course committee, the threshold system is applied. Threshold system may not be applied for practical exams in course committees.   (2) Threshold system application is as follows:  a) If the number of correct answers in any one of the courses covered by the theoretical exam for the course committee is below 50%, the grade difference below 50% is deducted from the total grade for the respective course.  b) Courses having a number (grade) of theoretical questions below 7 are combined to create a threshold.  c) Decimal differences equal to 0,5 or above in the total of the theoretical and practical exam grades are rounded up.  **Final, Re-Sit Exams and Their Evaluation**  **ARTICLE 24 –**(1) A final exam covering the courses in all course committees held at the end of each phase in the first, second and third phases. The grade to be obtained from this exam recorded as the final exam grade. Students with phase grade below 60 and students whose final exam grade is FF are qualified for taking the re-sit exam.   (2) The threshold system, specified under Article 23, is applied to the final and re-sit exams.   (3) The final exam should be held minimum 15 days later from the date of the last course committee exam, and the re-sit exam should be held minimum 15 days after at the earliest from the date of the final exam.  **Internship Exams**  **ARTICLE 25 –**(1) The fourth and fifth phases are the clinical internship period. An exam should be held at the end of each internship during the fourth and fifth phases. This exam should be in the form of theoretical (written, oral or both written and oral) and practical (written, oral or both written and oral) exams. Students failing in these exams should be entitled to take the internship re-sit exam for the internship(s) that they failed.  **Internship Re-sit Exam**  **ARTICLE 26 –**(1) Students who failed in one or more internships should be given the re-sit exams of the relevant internships. The internship re-sit examination should be held 15 days at the earliest from the date of completion of the last internship in that academic year.   (2) Students failing in the re-sit exam(s) should be entitled to repeat the respective internship(s) during the next academic year. Students failing in the exams for the repeated internships should be given a second re-sit exam for the failed internship(s) minimum 15 days at the earliest from the date of such exam. Students could not begin the next phase’s internships without successfully completing the internships for a specific period.  **Excuse Exam**  **ARTICLE 27 –**(1) Excuse exams should be applied as follows:  a) Students who continue to attend courses in first, second and third phases and those who failed to enter the exam due to an excuse, must report their excuses within 5 working days following date of the respective exam. Students, whose excuses are accepted by the Board of Directors, should be entitled to take the excuse exam. Excuse exams for the course committees may be in written, oral or both written and oral form.  b) Students whose health excuses are accepted by the Board of Directors of the Faculty may not attend the courses and take exams during the period of the respective report.  c) No excuse exams held for internship exam and internship re-sit exams.  ç) Provisions of the relevant legislation is applied to students who failed to take the mid-term exams of the non-committee courses in a timely manner due to their excuses.  **Family Medicine**  **ARTICLE 28 –**(1) In the family medicine phase (the sixth phase) students are evaluated by the concerned internship supervisor based on their clinical, polyclinical, laboratory and field works, the patient histories taken, epicrisis reports prepared, attitude and attention towards patients, on-duty times, seminars attended, level of theoretical knowledge, overall behaviours, etc. at the end of the studies in each department or field individually. Students must obtain a score of minimum 60 out of 100 to be considered successful.   (2) Students failing in one or more internships during the family medicine phase should be obliged to repeat and successfully pass the respective internship(s).  **Phase Grade**  **ARTICLE 29 –**(1) Phase grade principles are as follows:  a) Phase grade is the sum of 60% of the average of all grades obtained from the course committee exams and 40% of the final or the re-sit exam in the first, second and third phases. Students must obtain a score of minimum 60 out of 100 and the final or re-sit grade must be at least 50 to be considered successful. Non-committee courses should not be taken into consideration in calculation of the phase grade.  b) Students who have a score of at least 60 on each course committee exam and whose average of the course committee exam grades is 75 and above are exempted from the final exam according to their decision. The final grade of these students is accepted as the average of the course committee grades. The last final exam grade is valid and evaluated for students who entitled to an exemption, but still take the final exam.   (2) The internship grades in the fourth and fifth phases should be calculated by evaluation of the grades obtained from the theoretical and practical exams. Proportions of the theoretical and practical exams in the internship grade should be defined by the concerned department. Passing grade for internships is minimum 60 out of 100. Phase grade is the average of the internship grades.   (3) The phase grade in the family medicine phase is the average of the internship grades.  (4) In non-committee courses, mid-term and final exams are evaluated as grade and transferred o transcript as “Passed” or “Failed”. The student should pass the mentioned lessons to be able to graduate from Faculty of Medicine.  (5) All exams held at the Faculty of Medicine are evaluated over 100 full grade.  **Assessment of Exams**  **ARTICLE 29/A**-(1) Success score range, letter grade, coefficient and descriptions applied in assessment of exams are shown below:  a) Exam grades:   |  |  |  |  | | --- | --- | --- | --- | | Success score range | Letter Grade | Coefficient | Description | | 90-100 | AA | 4.0 | Excellent | | 80-89 | BA | 3.5 | Very Good-Excellent | | 70-79 | BB | 3.0 | Good | | 65-69 | CB | 2.5 | Average-Good | | 60-64 | CC | 2.0 | Average | | 0-59 | FF | 00 | Fail | | 0 | VF | 00 | Unattended |   b) The conversion table prepared by the Higher Education Council is used for the transformation between 4 and 100 grading systems.  (c) Descriptions of letter symbols are shown below:   1. E: Students who are successful but cannot meet the requirements of a lesson are given E. These students should get a grade by meeting the requirements until the date of the related instructor submits the exam degrees. Otherwise, E will be turned to FF. 2. M: The lessons that are taken before in other universities are named as “M” and accepted as equivalent to the related lesson, so the student does not need to take this lesson again. 3. G: “Pass” for non-committee courses.   ç) K:  “Fail” for non-committee courses.  d) T: Transfer lesson and added to average.  e) ÖD: The course taken during Student Exchange Programme.  f) ERA: The course taken during Erasmus Programme.    PART FIVE  Graduation, Diploma and Titles  **Graduation Grade**  **ARTICLE 30 –**(1) Graduation grades of students is the average of the phase grades. This is the “Grade Point Average” that is the graduation grade of students.  **Diploma and titles**  **ARTICLE 31 –**(1) The following diplomas are awarded at the faculty:  a) Basic Medical Sciences Associate Degree Diploma: Associate degree diploma is awarded to the students of the Faculty of Medicine in accordance with the provisions of the “Regulations on Awarding Associate Degree Diplomas to Students Failing to Complete their Undergraduate Education or their Orientation to the Vocational School of Higher Education” as published in the Official Gazette No. 20112, dated March 18, 1989.  b) Medical Degree Diploma: Students who successfully completed the education period covering six phases required for a medical degree should be awarded a “Medical Degree Diploma” upon taking the Hippocratic Oath.  PART SIX  Miscellaneous and Final Provisions  **Disciplinary Actions**  **ARTICLE 32 –**(1) Disciplinary actions shall be as per the “Regulations on Disciplinary Actions at Institutions of Higher Eucation” as published in the Official Gazette No. 28388, dated August 18, 2012.  **Provisions not included herein**  **ARTICLE 33 –**(1) The provisions of the Higher Education Law No. 2547, dated 23/11/2012, provisions of other relevant legislation, provisions of the “İstanbul Okan University Regulations on Associate Degree and Undergraduate Degree Studies and Examinations, as well as the resolutions of the Board of Directors of the Faculty and University Senate should apply to any points not covered herein.  **Execution**  **ARTICLE 34 –**(1) These regulations take effect following the date of publication and valid from the beginning of the 2014-2015 Academic Year.  **Executive power**  **ARTICLE 35 –**(1) Provisions of these regulations executed by İstanbul Okan University Rector’s Office. | | | |