

## **Istinye University Faculty of Medicine**

### **Pre-Graduation Medical Education Program**

#### **Organizational Structure**

#### **Working Principles and Job Descriptions (ISU-FM-PGMEP-OC)**

**(Faculty Board Decision Date: 24.07.2023. No: 2022/2023-06)**

**5.16. Coordinators Board (CORB):** Comprises a President, Vice President, the Education Chief Coordinator appointed by the Dean, the Coordinator of each semester, a Coordinator assistant, a student representative, and a secretary. The Coordinators Board meets at least twice in each semester, upon the invitation of the Education Chief Coordinator and, if available, with the participation of the Dean and at least one Dean's deputy. The dates for at least two meetings are determined at the last coordinators' meeting for the next academic year.

#### **Duties and Responsibilities:**

- The CORB (Coordinators Board) plans the overall organization and coordination of teaching, education, and exams in line with the views of the departments every academic year.
- Ensures that all education and teaching activities in the Faculty are carried out regularly and harmoniously based on the academic calendar and communicates process information to the Program Evaluation Board.
- In the second semester, determines the academic calendar for the upcoming academic year and communicates it to the Program Evaluation Board.
- Reviews the results of all student exams conducted after the previous meeting, identifies the reasons for success or failure, and, if necessary, communicates them to the Measurement and Evaluation Board with a report.
- Within one month following the end of the academic year, conducts evaluations for that academic year and presents the results to the Quality and Continuous Improvement Board.
- In cases of necessary disruptions in education and teaching, proposes changes to the program for approval by the Dean's Office.
- Presents views and suggestions to the Quality and Continuous Improvement Board regarding changes needed to improve education quality, including changes in teaching tools and their infrastructure.
- Identifies opinions and suggestions regarding changes to be made in regulations and directives and communicates them to the Program Evaluation Board.
- Transmits information about students whose connection with education is severed due to absence or other reasons to the Measurement and Evaluation Board.

- Closely monitors student activities, conducts research on students' needs and issues, presents the findings and recommendations to the Quality and Continuous Improvement Board.
- Monitors, examines, and prepares opinions on student counseling services at every level and conveys them to the departments and coordinators when necessary.
- Carries out other tasks requested by the Dean related to education and teaching, expresses opinions when necessary, and conveys the views of the departments and coordinators.
- In addition to the tasks defined by regulations, the CORB can propose changes to the Working Principles of the Faculty Pre-Graduate Medical Education Program (WPPGMEP), which is a component of or supports the FM-PGMEP, to the Faculty Board.