

**İSTİNYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

**İSTİNYE UNIVERSITY FACULTY OF MEDICINE  
EDUCATION TRAINING AND EXAMINATION DIRECTIVE**

**CHAPTER 1**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of this Directive is to determine the rules, procedures and principles to be followed in the planning, execution and evaluation of all processes and activities related to education training, assessment and evaluation at the Istinie University Faculty of Medicine.

**Basis**

**ARTICLE 2** – (1) This Regulation has been prepared based on article 44 of Law No. 2547, which confers to the relevant units the authority to make changes related to the "Framework Regulation on Applied Training in Higher Education (Official Gazette 31514, June 17, 2021, CoHE)" and the Regulation on Istinie University Associate and Undergraduate Education Training and Examination.

**Scope**

**ARTICLE 3** – (1) This Directive covers the rules regarding all processes and activities related to education training, assessment and evaluation to be applied to Istinie University Faculty of Medicine students throughout their medical education, and the duties, powers and working principles of the authorized boards in medical education.

**Definitions**

**ARTICLE 4** – (1) The following terms in this Directive are defined as follows:

- a) ECTS: European Credit Transfer System Credit,
- b) Head of Department: Heads of departments within the Istinie University Faculty of Medicine,
- c) Department: Departments within the Istinie University Faculty of Medicine,
- d) Branch of Science: Branches of science within the departments of Istinie University Faculty of Medicine,
- e) Dean: Dean of Istinie University Faculty of Medicine,
- f) Dean's Office: Istinie University Faculty of Medicine Dean's Office
- g) Deputy Dean(s): The Deputy Dean(s) responsible for education and other academic activities of Istinie University Faculty of Medicine,
- h) Course Board/Applied Course Block/Applied Course Education Supervisor: The faculty member responsible for the functioning of the Course Board/Applied Course Block/Applied Course Education Supervisor,

**İSTİNYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 November 2023	14:00	2023-2024/03

- i) Course Board: Training unit consisting of theoretical and practical courses that constitute the basic and clinical integrated courses in the first three years of the training program, prepared by considering the topic coherence of the subjects, and lasting four to seven weeks,
- j) Term Coordinator: Faculty member responsible for organizing the educational processes in all terms and ensuring that they are carried out completely and regularly,
- k) Term: Each of the six Academic Years consisting of at least twenty-eight weeks,
- l) Chief Education Coordinator: Faculty member responsible for the structuring, preparation and execution of education programs,
- m) Faculty Student Representative: Student elected annually by and from the Student Class/Applied Course Block/Applied Course Representatives and invited to board meetings when deemed necessary,
- n) Faculty: Istinye University Faculty of Medicine,
- o) English Medical Program: English Medical Program carried out in coordination with the Turkish Medical Program at Istinye University Faculty of Medicine,
- p) Internship Period: The applied training period within the scope of the twelve-month vocational training program carried out by different departments as compulsory and elective in the VIth year of the training program,
- q) Board of Trustees: The Board of Trustees of Istinye University,
- r) Student Representative for Class/Applied Course Blocks/Applied Course: A student representing the class/applied course blocks/applied course for each class/applied course blocks/applied courses that the students choose among themselves every year,
- s) Applied Course Blocks: Compulsory and elective applied courses consisting of theoretical and practical trainings carried out by one or more departments in Term IV,
- t) Applied Course: Compulsory and elective applied courses consisting of theoretical and applied training conducted by the departments in Term V,
- u) Basic and Clinical Integrated Courses: Compulsory courses consisting of course committees in the first three years of the training program and continuing throughout the year; a significant part of the credit weight of the training program,
- v) Turkish Medical Program: The program conducted in Turkish at Istinye University Faculty of Medicine,
- w) University: Istinye University,
- x) Directive: Istinye University Faculty of Medicine Education and Examination Directive,
- y) Board of Directors: Istinye University Faculty of Medicine Board of Directors

**İSTİNYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

**CHAPTER 2**

**Duration of Education, Medium of Instruction, Education Model and Tuition Fee**

**Duration of Education**

**ARTICLE 5 – (1)** The duration of education at the Faculty of Medicine is six years, excluding the preparatory class. To graduate, the student must complete his/her education in a maximum of nine years and take courses worth at least 360 ECTS credits, without prejudice to the additional periods defined in Article 44 of the Higher Education Law No. 2547.

**Medium of Instruction**

**ARTICLE 6 – (1)** The faculty's medium of instruction in the Turkish Program is Turkish. In the English Program, it is English. Where the medium of instruction is English, students accepted who do not meet the exemption requirement or who cannot pass the Istinye University's English Proficiency Exam are required to attend the English language preparatory program. The principles regarding the education, training, exemption conditions and exams of the English preparatory class programs at Istinye University are regulated by the Istinye University Preparatory Program Directive.

(2) Students with the status of "international students" who enroll in the Turkish Program of the Faculty are required to certify that they have Turkish language proficiency at the B2 level. The relevant certificate must be obtained from the Turkish-language centers accepted by CoHE. Alternatively, students can demonstrate Turkish language proficiency at the B2 level by taking the Istinye University Turkish Proficiency Exam before starting their first semester.

(3) Before starting the clinical training period, students with "international student" status who are enrolled in the Faculty's English Program must submit a B2 level Turkish Proficiency Certificate, obtained from centers providing Turkish education accepted by CoHe, to the Dean's Office, by the end of Term III at the latest. Students who do not/cannot submit the B2 level Turkish Proficiency Certificate within this period cannot begin the clinical training period where patient contact occurs. It is the student's responsibility to document Turkish proficiency at B2 level before the clinical training period begins.

**Education training model**

**ARTICLE 7 – (1)** The Integrated Education and Training Model, which provides both horizontal and vertical integration, is applied in the faculty. In accordance with this, theoretical courses and applied training are handled. Education and training of medicine and related human sciences are carried out by course committees and applied courses taught simultaneously by different disciplines. Apart from lectures and practices, panels, problem-based learning (PBL) studies, integrated sessions, small group

**ISTINYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

trainings, peer trainings, case presentations and simulation training methods, and vertical corridor training practices may also be included in the program.

(2) The Faculty's Integrated Medical Education Model consists of three phases.

(a) The Pre-Clinical Education Phase includes the course committees covering Terms I, II and III, in which mainly basic and clinical medical disciplines are integrated horizontally and vertically within the framework of body-organ systems or themes, and Vocational and Clinical Skills Practices training, which prepares students for clinical education and training in terms of medical practices and skills, attitudes and behaviors, and vertical corridor education elements. Students also make a presentation each academic year and may take elective courses related to their interests on a semester basis.

b) The Clinical Education Phase includes vertical corridor trainings with applied courses covering Terms IV and V, in which the student gains the ability to use the basic concepts and principles of medicine in the analysis of clinical cases, to evaluate the patients he sees, to choose appropriate diagnosis and treatment approaches, to apply clinical skills at an adequate level, and to develop the ability to exhibit attitudes and behaviors in accordance with professional and ethical values.

c) Internship Period: vocational training period in business that covers Term VI, wherein students who successfully complete the first five semesters take an active role in clinical practice and continue for twelve months without interruption.

(3) Students who do not successfully complete the Pre-Clinical Education Phase, which covers the first three years, cannot start the Clinical Education Phase. Students who do not successfully complete the Clinical Education Phase, which includes Terms IV and V, cannot start the Internship period.

(4) In the Pre-Clinical Education Phase, which covers the first three years, "grade passing" is applied. In Semesters IV and V, "Applied Course Block/Applied Course Passing" is applied. During the internship period, "vocational education qualification in business" is applied and graduates are awarded a "Medical Doctor" diploma.

**Tuition and fees**

**ARTICLE 8** – (1) Education at the University requires payment, except where students have been accepted to the program with a full scholarship in the ÖSYM exam. The procedures and principles regarding scholarships and tuition reductions are determined by the Board of Trustees at the beginning of each academic year and regulated by the Istinye University Associate/Undergraduate Scholarship and Discount Directive.

**CHAPTER 3**

**ISTINYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

**Boards, Persons, Duties and Responsibilities in Medical Education**

**Boards, persons, duties and responsibilities related to medical education**

**ARTICLE 9** – (1) Education at Istinye University Faculty of Medicine is planned and carried out by the Boards and Responsible Persons regulated by this Directive, whose structures, duties and responsibilities are defined by the Higher Education Law No. 2547. Board members are appointed by the Dean's Office and appointments continue until replacement occurs. The Department of Medical Education executes the agendas of the Education-related Boards, organizes the meetings and records the meeting minutes under the Dean's Office. Deans and Deputy Deans are automatic board members and participate in board work when necessary.

**Program evaluation and development board:**

**ARTICLE 10** – (1) The Dean's Office determines the duties, responsibilities and principles governing the Boards and Commissions of Istinye University Faculty of Medicine regarding education and research and shares them with stakeholders via the faculty web page and faculty education information management system.

**Chief Education Coordinator**

**ARTICLE 11** – (1) The **Chief Education Coordinator** is a faculty member appointed by the Dean to ensure coordination between all boards involved in the design, execution and development of educational programs for a period of three (3) years.

(2) In the medical faculty pre-clinical period education, a **Term Coordinator** for each semester and several **Deputy Term Coordinators** varying according to the number of branches are appointed by the Dean from among the faculty members.

(3) In the Faculty of Medicine Clinical Phase education, an **Education Supervisor** and the appropriate number of **Deputy Education Supervisors** are appointed by the Dean for each applied course block/applied course.

(4) Term Coordinators and Education Supervisors report to the Chief Education Coordinator, the Deputy Dean for Education and the Dean.

(5) The duties, powers and responsibilities of the Chief Education Coordinator, Term Coordinator and Education Supervisors are shared with stakeholders via the faculty web page and faculty education information management system.

**İSTİNYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

**Department heads**

**ARTICLE 12** – (1) Department heads oversee the administrative functioning of the departments and the functioning of educational activities and are responsible to the Dean's Office. A department head may recommend a faculty member representing the department to the Dean as the Education Supervisor, or he or she may assume the role of Education Supervisor himself/herself. Department heads convene the department boards to make decisions regarding educational activities and forward their decisions to the Dean's Office. Department heads are appointed by the Dean for a period of 3 years and fulfills his duties and responsibilities within the framework of Law No. 2547.

**Student class/applied course block/applied course representatives and faculty student representatives**

**ARTICLE 13** – (1) Istinye University Faculty of Medicine students elect a class/applied course block/applied course representative from among themselves by secret ballot under the supervision of the Term Coordinator at the beginning of the semester for each class/applied course block/applied course. Student class/applied course block/applied course representatives elect a faculty student representative among themselves by secret ballot under the supervision of the Chief Education Coordinator. The results of both elections are reported to the Dean's Office in a report. The term of office is one year and elections are repeated at the beginning of each academic year. The same student may be a candidate for six years and, if selected, serve as the student class/practical course representative. The Faculty Student Representative represents the students at the Faculty Board, Faculty Executive Board and Continuous Improvement Board meetings he/she attends. In determining the student members to take part in the boards, priority is given to elected class representatives. The duties, powers and responsibilities of faculty and class/applied course representatives are determined by the Dean's Office and shared with stakeholders via the faculty web page and the faculty education information management system.

**CHAPTER 4**

**General Rules, Class Attendance and Permissions**

**General rules**

**ARTICLE 14** – (1) The basic rules regarding the Pre-Clinical Education Training Phase are as follows:

- (a) Pre-Clinical Education Phase includes basic and clinical integrated courses consisting of integrated boards, vertical corridor courses, elective courses, Istinye Manifesto course and CoHe-required common courses. The numbers and ECTS values of these courses may vary for

**ISTINYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 November 2023	14:00	2023-2024/03

each semester. Basic and Clinical Integrated Courses, consisting of course committees, are scheduled annually for Term I, II and III. Each of them is a threshold for semester success, and students must be successful in these courses to continue to the next grade.

- (b) Apart from the course boards consisting of all theoretical and practical courses, the Pre-Clinical Education Phase includes some educational activities developing students' professional and clinical skills and practices that prepare students for clinical education and training, vertical corridor courses, preclinical student presentation, and other educational activities such as PBL, panel, integrated session, small group and peer education, which are recommended by the educational boards and approved by the Faculty Board. Students can also take elective courses related to their interests on a semester basis.
- (c) The schedule of the basic and clinically integrated courses, vertical corridor courses, CoHe-required common courses, and elective courses according to the academic calendar in the Pre-Clinical Education Stage, educational coordinators, teaching faculty in the program, learning outcomes and contents, assessment methods, and the course guide containing the sources used in preparation are shared via the faculty website and the Education Information Management System of İstinye University. The Pre-Graduate Medical Education Program of İstinye University Faculty of Medicine and the content of the İstinye University Information Package are included in this guide. The program is prepared annually and announced before the start of each academic year.
- (d) Students who want to benefit from national and international student exchange programs such as FARABI, ERASMUS and MEVLANA, which are institutionally recognized by the faculty, can receive part of their education in another educational institution if they meet the conditions determined by the relevant regulations. This requires the approval of the relevant Exchange Program Coordinator and the authorized boards of education and the approval of the Board of Directors. Term I students cannot participate in exchange programs.
- (2) The basic rules regarding the Clinical Education Phase are as follows:
- a) The Clinical Education Phase (Terms IV and V) includes compulsory and elective applied courses/applied course blocks; block duration is determined annually by the Board of Directors at the recommendation of the authorized boards of education and included in the education programs.
- b) The program of compulsory and elective applied courses in the Clinical Education Phase according to the academic calendar, the faculty members involved, their aims, learning objectives, learning outcomes and measurement and evaluation methods is available in the guide published by the İstinye University Faculty of Medicine Pre-Graduate Medical Education Program. It is included



**İSTİNYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 November 2023	14:00	2023-2024/03

in the Education Information Management System and the Istinye University Information Package. Programs are renewed annually and announced before the academic year begins.

c) It is important in applied courses in the Clinical Education Phase that students participate in clinical and polyclinic studies, participate in one-on-one practice with faculty members, and participate in other daily activities (joint visits, councils, surgeries, etc.) where requested by the department. In accordance with the learning outcomes and to ensure vertical integration with the pre-clinical period, the applied course may include theoretical courses, case presentations and similar learning methods deemed necessary.

d) During the Clinical Education Phase, all compulsory and elective applied courses in the program are carried out by the relevant departments of the Istinye University Faculty of Medicine in university hospitals. However, a part of the applied course can be done in private or public health institutions within the framework of the official protocol, with the recommendation of the departments and the authorized boards of education and the approval of the Board of Directors.

e) Students can take compulsory or elective applied courses at home and abroad through ERASMUS, MEVLANA, FARABI and national and international student exchange programs that are institutionally recognized by the faculty. For this, the appropriateness decision of the relevant Exchange Program Coordinator and the Chief Education Coordinator, the competent boards of education and the approval of the Board of Directors are required.

(3) The procedures and principles regarding vocational education, training and qualification in business during the Internship Period are regulated by the "Istinye University Faculty of Medicine Intern Directive".

**Class attendance**

**ARTICLE 15 – (1) Pre-clinical Education Phase:**

- Attendance at least 70% in theoretical courses and at least 80% in practical courses is mandatory. If this condition is not met in the Course Board, the student is considered absent for the relevant Course Board and cannot participate in the exam (theoretical and/or practical) of the section of the Course Board in which he/she is absent. This situation is indicated as DZ (absentee) on the student's transcript.
- Students who do not attend at least 70% of theoretical courses and at least 80% of applied courses in a semester cannot participate in the final exams from which they are absent. They are designated as DZ (absentee) on their transcripts.



**İSTİNYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

- c) Students who do not have at least 70% attendance in theoretical courses and at least 80% attendance in practical courses throughout the year cannot take the re-sit exam. They are designated as DZ (absentee) on their transcripts.
- d) 80% attendance in Vocational and Clinical Skills Practices and proficiency in all skills defined in the skill report throughout the year are required. During the scheduled education period, students whose attendance is less than 80% cannot enter the make-up program and cannot correct their deficiencies in their report card. Students who are not absent but whose skills report is missing must complete their report cards in the make-up program. A student who cannot meet the attendance requirement or report card qualification cannot take the Objective Structured Skills Exam (OSSE / NYBS).
- e) Class attendance is monitored by the method determined by the authorized boards of education.
- (2) Clinical Education Phase:
- a) Students must attend applied course blocks / theoretical classes in applied courses at a minimum rate of 70%, and practical sessions at a minimum rate of 80%. In applied course blocks involving more than one department, students who do not attend a department program at least 80% of the time are considered absent from the entire applied course block and designated DZ (absentee) on their transcripts. Absentee students cannot take applied course blocks/applied end-of-course exams and re-sit exams.
- b) The student's attendance is monitored by the method determined by the authorized boards of education.
- (3) Procedures and principles regarding the attendance conditions in the internship period are regulated by the "Istinye University Faculty of Medicine Intern Directive".

**Permissions**

**ARTICLE 16** – (1) The periods during which students are assigned a duty by the Rectorate or Dean's Office are not taken into account in the calculation of the absence period in all periods from Term I to Term VI, and the students are considered to have attended classes during these periods.

**CHAPTER 5**

**General Rules Regarding Exams, Preparation for Exams, Conducting Exams**

**General rules of the pre-clinical education phase (Terms I, II and III)**

**İSTİNYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 November 2023	14:00	2023-2024/03

**ARTICLE 17** – (1) Exams and evaluations of the Pre-Clinical Education and Training Phase, covering Terms I, II and III, are carried out within the framework of the following principles:

- a) Exams, evaluations and success scores of elective courses and CoHE-required common courses in the Faculty of Medicine, Pre-Clinical Education Phase education program are regulated under the "Istinye University Associate and Undergraduate Education Regulation".
- b) Exams of CoHE-required common courses determined by law are carried out under the coordination of the Rectorate within the dates specified in the academic calendar.
- c) Elective courses are carried out by the course instructor within the framework of "Istinye University Associate and Undergraduate Education Regulations".
- d) Exams and evaluations of success in basic and clinical integrated courses within the framework of the Integrated Education Training Model in the Pre-Clinical Education Phase of the Faculty of Medicine use the following assessment methods:
  - 1) Course committee exams, consisting of written and oral/applied exams, held at the end of the course committees held for 4-7 weeks in the fall and spring semesters.
  - 2) Fall and spring semester final exams consisting of written and oral/applied exams held at the end of the first and second semesters.
  - 3) Objective structured skills exam.
  - 4) Student presentation evaluation.
  - 5) Problem-based teaching and/or vertical corridor training portfolio evaluation.
- e) In addition to theoretical and practical exams, measurement and evaluation methods such as projects, homework and quizzes can be used in the evaluation of students. The weights of these evaluations are known to students in advance.
- f) Students participating in national or international meetings with oral presentations or in projects supported by TUBITAK and similar institutions; who publish scientific articles or participate in social responsibility projects; and whose participation is approved by the Faculty Administrative Board and with the recommendation of the authorized boards of education are excused from making student presentations. These activities are considered presentations and full points are awarded for the presentation grade.

**General rules of the clinical education phase (Terms IV and V)**

**ARTICLE 18** – (1) Clinical Education Phase examinations and evaluations covering Terms IV and V are conducted as follows:

**ISTINYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

- a) Clinical Education Phase evaluation is through written exams, oral/applied exams, portfolio and report card evaluations held in applied course blocks/applied courses.
- b) Oral/applied exams are exams held with the participation of at least two faculty members working in the applied course block where the student's knowledge and skills are being examined. Structured oral, OSCE, real or screen/virtual based simulation applications and similar evaluations in oral exams can be used by the department and the impact rate on the oral grade can be determined by the department. Where necessary, the oral exam can be performed with the participation of a faculty member and a specialist physician. Where the applied course block/applied course is conducted by more than one department, juries may be formed jointly by these departments, or each department may conduct separate oral/applied exams.
- c) In oral/applied exams, students are taken individually or in small groups by juries determined by the head of the department. In applied course blocks, the common grade is created to reflect the weights of the contribution of each department/science.

**Exam preparations**

**ARTICLE 19** – (1) Exam preparations are carried are conducted as follows:

- a) The Assessment and Evaluation Board considers the opinions of the Chief Education Coordinator, Term Coordinators/Deputies, Education Supervisors and Term Student Representatives to determine the date and time of the exams. Determinations are approved and announced by the Dean's Office.
- b) Exam premises and number of faculty members and assistants serving as exam overseers and invigilators are determined by the Assessment and Evaluation Board and the Department of Medical Education and are announced to the pertinent education supervisors by the Dean's Office.
- c) Exams can be conducted in written or oral form using multiple choice, open-ended, matching, fill-in-the-blank questions etc. provided that students receive an announcement regarding this in advance. Exams can be conducted face-to-face and using printed booklets or conducted online or in a classroom environment using electronic software. The method or technique for conducting exams is determined according to recommendations from the Assessment and Evaluation Board, decided by the Dean and announced to the students.
- d) On board/applied course block/applied courses' end-of-course exams and final exams, the number of theoretical questions and distribution and the weight of the applied exams on the exam grade are determined by the authorized boards of education with the recommendations of the education supervisors and term coordinators/deputies.

**İSTİNYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 November 2023	14:00	2023-2024/03

- e) Exams may include questions on topics that are not covered in the course but related. These can be assigned to students to be read/researched if the resources available are stated in the lesson plans in advance and the total weight of such questions in the exams does not exceed 20%.
- f) The number and distribution of approved questions are requested by the education supervisor from the relevant departments, provided that the questions are submitted at least ten days before the exam date for Term I, II and III, and at least seven days before the exam date for Term IV and V. The education supervisor performs the final checks of the questions submitted, organizes and prepares the booklets if the exam will be held in printed form, and enters the questions into the software platform used if the exam will be held electronically.
- g) The final version of the prepared exam questions is checked by the Education Supervisor, Term Coordinator and the authorized boards of education. The necessary changes and adjustments are made to the exam questions, and they are readied for use in the exam.
- h) Exam question booklets readied for use in the exam are printed in the Coordination of the Applied Course Block Education Supervisor and the Faculty Secretariat. Exam documents (exam minutes, exam hall, attendance lists, exam question booklets, answer sheets and the list of rules that students will follow in the exam) are kept by the Department of Medical Education for Term I, II and III exams until the exam date, taking the necessary confidentiality and security measures. For Term IV and V exams, the relevant exam documents are kept by the Applied Course Block Education Supervisor until the exam date.
- i) Under appropriate conditions, the exams are held electronically in the classroom, without the use of printed paper, or online, when necessary, with remote access, within the framework of the Istinye University Faculty of Medicine Examination Administration Principles and Rules, which are shared with the students through the web page and academic program booklet. All precautions are taken to prevent cheating in exams held electronically in a classroom environment or online with remote access.

**Announcement of exam results and objections**

**ARTICLE 20** – (1) Procedures regarding the announcement of exam results and objections to exams are carried out within the framework of the following principles:

- a) During the exam, if a material error is detected regarding the exam and the questions, the Course Committee/Applied Course Block/Applied Course Education Supervisor is informed, and if it is possible to make the necessary correction at the time of the exam, the correction is made. The correction made is announced to the students in all exam halls by the Course Board / Applied Course Block / Applied Course Education Supervisor.

**ISTINYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

- b) At the end of the exam in Term I, II and III, the exam questions and correct answers are announced to the students. Appeals to the questions are submitted to the authorized boards of education by the Term Coordinator/Assistant, after considering the opinion of the faculty member who prepared the question, an appropriate response is made by the board. Exam are evaluated and results announced and entered into the student automation system by the Course Board Administrator within two business days of decisions on the appeals and are announced to the students after approval by the Term Coordinator and the Chief Education Coordinator.
- c) For Term IV and V, the exam results are entered into the student automation system by the Applied Course Block/Applied Course Education Supervisor within two business days of the exam and are announced to the students after approval by the Term Coordinator and the Chief Education Coordinator.
- d) Appeals to the exam results for all semesters are made through a printed objection petition completed in writing and submitted to the Dean's Office within three (3) business days of the announcement of results. Appeals are evaluated and decided by the authorized boards of education, and the decision is announced to the students.
- e) After the appeals to the exam results are made and finalized, the theoretical exam document, the questions asked in the oral/applied exams and the written report containing the general evaluation are forwarded to the Department of Medical Education by the Education Supervisor to be archived. This occurs within five business days of finalization of the appeals to the exam results.
- f) Exam documents and other documents related to the determination of the exam grade are kept in the Archives of the Department of Medical Education for at least five years.

**Evaluation of exams and moving to the next grade**

**ARTICLE 21** – (1) Evaluation of exams is carried out as follows:

- a) Evaluation of exams is done on a hundred points basis.
- b) To continue to the next grade in Term I, II and III, students must have a year-end success score of sixty out of a hundred or above in basic and clinical integrated courses.
- c) To continue to the next grade in Term IV and V, the Success Score for each Applied Course Block/Applied Course must be sixty or above out of a hundred.
- d) In all exams, fractional grades are expressed with a maximum of two digits after the decimal point and are rounded to whole numbers when the raw grades are announced to the student (examples: 59.50 → 60 and 59.49 → 59).

**İSTİNYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 November 2023	14:00	2023-2024/03

**Calculation of the year-end success score of the pre-clinical education phase**

**ARTICLE 22** – (1) The Subject Committee Success Grade is the average of the Course Committee Success Grades obtained from all Course Committee Exams, consisting of theoretical and practical exams held during the academic year. Course Committee success grades affect the end-of-year success score by 40%.

(2) The First and Second Semester Final Exam Success Grade is calculated by taking 50% of the first semester final exam grade and 50% of the second semester final exam grade. The first and second semester final exam success grades affect the year-end success score by 40%.

(3) The Objective Structured Skills Exam (OSSE/NBYS) Grade is given at the end of the academic year, where professional and clinical skills are evaluated. The contribution of OSSE to the year-end success score is 10%.

(4) The Student Presentation Grade is the grade based on the presentation made by each student annually. Presentations are evaluated by the Course Board Education Supervisor and the Term Coordinator/Assistant through checklists. The Student Presentation Grade contributes 10% to the year-end success score. Students who participate in national or international meetings with oral presentations, take part in projects supported by TÜBİTAK and similar institutions, have scientific articles published, or participate in social responsibility projects and whose participation is approved by the Faculty Board of Directors, are excused from making a student presentation. These activities are considered as presentations and are awarded a full score as a presentation grade.

(5) With the addition of vertical corridor education portfolio evaluation, PBL evaluation and similar evaluation methods within the training program, the contribution of the student presentation to the end-of-year achievement score can be arranged as 5% and the contribution of the other evaluations to the end-of-year achievement score can be arranged as 5%, provided that the approval of the Board of Directors is obtained and the change is announced in advance to the students.

(6) Relative evaluation is not applied in the evaluation of the cumulative class passing grade consisting of the exams and other assessment and evaluation methods specified in Article 17 of basic and clinical integrated courses. However, relative evaluation can be applied in course board, semester and year-end and re-sit exams where 50% of the students taking the exam receive a raw score below 60. The relative evaluation system is applied in exams where the number of students is 20 or more. While calculating the number of students, students who do not take the relevant exam, do not meet the attendance requirements, and whose raw success score in the exam is 19 or below and 96 or above are not included in the calculation. The letter grade equivalents of the course grade in the hundred percent system, degree of success and weight coefficient are determined in Table-1 below.

**ISTINYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 November 2023	14:00	2023-2024/03

a) Table 1: Letter Grade Table

Letter Grade	Degree of Success	Weight Coefficient	Raw Grade Range
AA	Excellent	4,0	90-100
BA	Very Good	3,5	80-89
BB	Good	3,0	73-79
CB	Average	2,5	66-72
CC	Pass	2,0	60-65
DC	Fail	1,5	55-59
DD	Fail	1,0	50-54
FF	Fail	0,0	0-49

**Re-sit exam**

**ARTICLE 23** – (1) Re-sit exams are held at the end of each academic year on the dates announced in the academic calendar.

(2) Students who meet the attendance requirement but who could not take the first and second semester final exams, or whose final grade in the Term I, II and III basic and clinical integrated course is below sixty points, take the re-sit exam at least fifteen days after the second semester final exam.

(3) Those whose success grade in the basic and clinical integrated course is below sixty after the re-sit exam in Term I, II and III are considered unsuccessful.

(4) A student whose success grade is below sixty after the re-sit exams and who fails cannot continue to the next grade under any circumstances and must repeat the basic and clinical integrated course of that year.

**Calculation of clinical education phase applied course block/applied course success score**

**ARTICLE 24** – (1) Semester IV Applied Course Block Success Score consists of 60% of the applied end-of-course written exam and 40% of the applied end-of-course practice exam.

(2) While the entire application exam grade may consist of the oral exam grade at the end of the Applied Course Block, or with the recommendation of the Head of the Department/Applied Course Block Education Supervisor and the approval of the authorized boards of education, a different assessment and evaluation method (student presentation, project, homework, NYKBS, simulated patient and screen/web/VR based structured exams, etc.) can be applied in addition to the oral exam, provided that it is announced to the students at the beginning of the applied course block/applied course. The impact rate of one or more methods used on the 40% verbal grade is determined by the department. Term IV students must have met the relevant applied course report card qualification to take the oral and written exams at the end of the applied courses.



**İSTİNYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

(3) Students who fail all Applied Course Blocks scheduled for Term IV cannot take Term V Applied Courses.

(4) In Term V, the Applied End-of-Course Exam may consist of only a written exam or a written and practical exam. If only a written exam is given, the Applied Course Success Score is equivalent to the exam grade received from the written exam. If written and practical exams are administered together, the Applied Course Success Score consists of 60% of the written exam and 40% of the practical exam. Applied Course exam may consist of oral exam, student presentation, project, homework, NYKBS, simulated patient and screen/web/VR based structured exams. The impact rate of one or more methods used on the oral grade, which is 40%, is determined by the department. In order for Term V students to start their internship training, they must have met the Term V applied course report card qualification.

(5) To be considered successful in the Applied Course Block/Applied Course, a student must achieve a minimum of sixty points on the Applied Course Block Success Score/Applied Course Success Score.

(6) Relative evaluation is not applied to the Applied Course Block/Applied Course Success Score. Applied Course Block/Applied Course Success Score is converted into a letter grade according to Table 1.

(7) Students who violate the provisions of the Framework Regulation or the official working rules of the enterprise where the practical course is held are considered to have failed in their practical training.

**Applied course re-sit exam in the summer applied course**

**ARTICLE 25** – (1) A re-sit exam is held for each Applied Course Block/Applied Course in which the student is not absent for his or her classes but fails the Applied Course Block/Applied Course Final Exams. The date determined for re-sit exams is announced in the academic calendar every academic year. The student can use his re-sit exam right in the re-sit exam held on this date or can take any Applied Course Block / Applied End-of-Course Exam during the year for the failed Applied Course Block.

(2) Re-sit exams are planned in a similar content and order to the Applied Course Block/Applied End-of-Course Exams.

(3) After the re-sit exam, students whose Final Success Grade in the Applied Course Block/Applied Course is below sixty must repeat the Applied Course Block/Applied Course. In this case, the student is added to the group list suitable for his/her education program and starts the Applied Course Blocks/Applied Course with that group.

(4) Students who fail the Applied Course Block/Applied Courses in Term IV or Term V can continue the applied courses opened by the faculty or in educational institutions at home and abroad during the summer periods. The suitability of the applied course program in other institutions is evaluated by the

**İSTİNYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

Faculty Board of Directors, considering the opinions and suggestions of the relevant Department(s) and authorized boards of education. Students who are successful in summer applied courses offered at the faculty or summer applied courses at appropriate external institutions are considered successful.

(5) Students who cannot successfully complete the applied courses scheduled for Term IV cannot take the applied courses scheduled for Term V in summer practical courses.

(6) Students who fail the Term V elective applied courses can substitute another elective applied course other than ones they have already succeeded in.

**CHAPTER 6**

**Make-up Exams and Additional Exam Right**

**Make-up exams**

**ARTICLE 26** – (1) Make-up exams are opened for Course Board Theoretical Exam, Course Board Applied Exam, first Semester Final Exam, second Semester Final Exam, NYBS, Applied Course Block/Applied End-of-Course Theoretical Exam, Applied Course Block/Applied End-of-Course Practice Exam and Re-sit Exam in accordance with the Istinye University Make-up Exam Application Principles and due to a valid excuse accepted by the Faculty Administrative Board.

(2) The student must apply to the Dean's Office with a written petition within five business days from the date of the exam that he/she could not take due to valid excuse. The student whose health excuse is accepted cannot attend classes and take exams during the report period, but the student who wants to continue the course and/or take the exam before the end of the report period must receive a new report stating that he/she can continue his/her studies if it is not stated in the report. The exam of students who take the exam while on medical report is considered valid. However, students who submit a report after taking the exam are not given the right to take a new exam.

(3) The manner and content of the make-up exam are determined by the Dean's Office at the recommendation of the Assessment and Evaluation Board. The make-up exam may differ from the exam that cannot be taken due to an excuse (open-ended questions, fill-in-the-blanks, etc.).

(4) The contribution of the make-up exam to the End of Year Success Score and the Applied Course Block/Applied Course Success Score is the same as the impact rate of the exam it replaces. There is no make-up exam for the make-up exams.

**Right to additional examination**

**ARTICLE 27** – (1) A student who takes all the applied courses in Semester V and fulfills the attendance requirement and takes the exams is given the right to take an additional exam from a maximum of one Applied Course Block/Applied Course that he/she failed in Semester V to start the Internship Period.

**İSTİNYE UNIVERSITY  
SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NUMBER</b>
01 November 2023	14:00	2023-2024/03

To benefit from the right to take an additional exam, students under the conditions specified in this article apply to the Dean's Office with a petition within three working days following the announcement of the exam results of the re-sit exams or summer applied courses. After the student's situation is examined, the Dean's Office announces the names of the students who will benefit from the additional exam right. Additional exam rights defined in this article are granted to each student only once. The applied course exam grades of the student who takes the additional exam are not taken into consideration; the additional exam grade is considered as his / her success grade. The additional exam consists of the components of the practical end-of-course exam.

(2) Students who benefit from the right to take an additional exam but fail must repeat the applied course. They repeat the applied course by being included in the next relevant applied course group in the academic calendar.

**CHAPTER 7**

**Miscellaneous and Final Provisions**

**Repealed provisions**

**ARTICLE 28** – (1) This Directive repeals the "Faculty of Medicine Pre-Graduation Education and Examination Directive" effected by the Decision of the Board of Trustees on 16 June 2017 and numbered 09; the "Faculty of Medicine Pre-Graduate Education and Examination Directive" effected by the Decision of the Board of Trustees on 21 November 2019 and numbered 30; and the "Istinye University Faculty of Medicine Education and Examination Directive" dated 02 October 2020.

**Situations without provision**

**ARTICLE 29** – (1) For cases outside the provisions of this Directive, decisions of the relevant legislative provisions and CoHE, Interuniversity Board and Istinye University Senate and Relevant Board or Relevant Board of Directors apply.

**Force**

**ARTICLE 30** – (1) This Directive shall take effect as of the date of its approval by the Senate.

**Executive**

**ARTICLE 31** – (1) The provisions of this Directive shall be executed by the Rector of Istinye University.