

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)

5.17. Pre-Clinical Stage Period Coordinators: Appointed by the Dean for a period of 2 years to coordinate the Pre-Clinical Stage Education.

They are responsible for determining the following issues through meetings with the Period Coordinator/Assistant and Executives, coordinating the documentation and archiving of the meetings:

- Ensuring the introduction of the Board, Student Presentations, and the Final Evaluation Meetings of the Board are carried out in accordance with the academic calendar.
- Organizing at least two meetings within each course board with Coordinator Assistants and Board Executives, documenting and archiving each meeting.
- Determining the total number of questions to be asked in exams, the distribution of questions for each science/department within the learning objectives, the format of question collection, and the deadline for the final collection. Reporting exam results appropriately