

**ISTINYE UNIVERSITY, FACULTY OF MEDICINE, EDUCATION AND EXAMS  
DIRECTIVE**

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

**Purpose**

**ARTICLE 1** – (1) The purpose of this Directive is to establish the rules, as well as the principles and procedures to be observed in the planning, execution and evaluation of all processes and activities related to education and assessment-evaluation at IstinYE University, Faculty of Medicine.

**Basis**

**ARTICLE 2** – (1) This Directive is based on Article 44 of Law No. 2547, and other articles authorizing relevant units for amendments to IstinYE University Directive on Associate/Undergraduate Programs and Exams.

**Scope**

**ARTICLE 3** – (1) This Directive covers the rules for all processes and activities regarding education and assessment-evaluation applicable to medicine education provided to students of IstinYE University, Faculty of Medicine, as well as the duties, powers and working principles of the committees with authority in medicine education.

**Definitions**

**ARTICLE 4** – (1) The following definitions shall apply for the purposes of this Directive:

- a) ECTS: European Credit Transfer System
- b) Head of the Department: Heads of departments at IstinYE University, Faculty of Medicine
- c) Department: departments at IstinYE University, Faculty of Medicine
- ç) Discipline: disciplines within the departments at IstinYE University, Faculty of Medicine
- d) Dean: Dean of the Faculty of Medicine at IstinYE University
- e) Dean’s Office: Dean’s Office of the Faculty of Medicine at IstinYE University
- f) Vice Dean(s): Vice Dean(s) responsible for education and other academic activities at IstinYE University, Faculty of Medicine
- g) Course Session/Internship Block/Internship Supervisor: the faculty member responsible for the operation of the whole Course Session/Internship Block/Internship program
- ğ) Course Session: each unit of education comprised of four to seven weeks of lectures and applied courses, drawn up with a view to ensuring integrity of the topics covered, comprising introductory and clinical integrated courses offered in the first three years of the educational program
- h) Period Coordinator: faculty members who are responsible for organizing education processes in all periods, and ensuring their complete and orderly execution
- i) Period: each one of the six Years of Education, comprised of at least twenty eight weeks
- j) Chief Coordinator of Education: the faculty member responsible for the structuring, preparation, and execution of educational programs
- k) Faculty’s Student Representative: the student elected each year by Student Representatives for the Classes from among their ranks, and invited to committee meetings whenever deemed necessary
- l) Faculty: IstinYE University, Faculty of Medicine
- m) Medicine Program in English Language: the English Language Program implemented in coordination with the Turkish Language Medicine Program at IstinYE University, Faculty of Medicine

- n) Internship Period: 12-month applied training period at a hospital, comprised of both compulsory and elective elements and executed by different departments in Year VI of the educational program
- o) Board of Trustees: Board of Trustees of IstinYE University
- p) Laboratory Committee: the committee responsible for the planning, development and implementation of professional and clinical skills involving basic medicine practices through applied laboratory training at the Basic Medicine Practice Laboratories
- q) Student Representative for the Class: a student representing a given class, elected each year by the students from among their ranks
- r) Assessment-Evaluation Committee: the committee comprised of the Dean, Vice Dean, Period Coordinators, Medicine Education Department Representative, and the Student Representative for the Faculty, and responsible for developing objective, valid and reliable assessment-evaluation methods and the execution of the procedures for exams in all periods of education
- s) Program Evaluation and Development Committee: the committee comprised of the Dean, Period Coordinators, Medicine Education Head or Representative of Department, and the Student Representative for the Faculty, responsible for the structuring, updating and development of the curricula for all periods of education as a whole
- t) Elective Courses Committee: the committee responsible for the structuring and execution of elective courses
- u) Internship Blocks: the compulsory and elective internships comprised of theoretical and applied training courses, implemented by one or more departments during Period IV
- v) Internship: the compulsory and elective internships comprised of theoretical and applied training courses, implemented by departments during Period V
- w) Introductory and Clinical Integrated Courses: the compulsory courses comprised of course sessions in the first three years of the educational program, accounting for a significant part of the credit load, and continuing through the whole year
- x) Medicine Program in Turkish Language: the program implemented in Turkish Language at IstinYE University, Faculty of Medicine
- y) University: IstinYE University
- z) Directive: IstinYE University, Faculty of Medicine, Education and Exams Directive
- aa) Board of Directors: Board of Directors of IstinYE University, Faculty of Medicine

## **SECTION TWO**

### **Education Period, Language of Education, Model of Education and Tuition**

#### **Education period**

**ARTICLE 5 – (1)** The education at the Faculty of Medicine covers six years, excluding the preparatory year. For a student to graduate, they are required to complete the program in a maximum of nine years without prejudice to the extensions specified in Article 44 of Higher Education Law No. 2547, having passed a course load amounting to at least 360 ECTS credits. The completion of the six-year academic calendar does not apply as a prerequisite for the students who successfully complete part of the required compulsory or elective courses or internship blocks/internships through supplementary studies based on agreements with institutions inside or outside the country, outside the scope of the academic calendar stipulated for the planned curricula. Such students are only required to meet the 360 ECTS credits requirement, and to have their supplementary studies approved by the Board of Directors.

### **Language of education**

**ARTICLE 6** – (1) The language of education at the Faculty is Turkish in the Turkish Language Program, and English in the English Language Program. The students who were admitted to the English Language program but could not meet the exemption requirement or who failed in Istinye University’s English Language Proficiency Exam must take the preparatory program. The principles applicable to education, exemption requirements, and exams of the English language preparatory program offered at Istinye University are regulated through Istinye University Preparatory Program Directive.

(2) The “international students” enrolled in the Turkish Language Program at the faculty are required to certify at least B2-level Turkish language proficiency in Istinye University Turkish Language Proficiency Exam or through documents issued by Turkish Language teaching institutions recognized by the Council of Higher Education (YÖK) before proceeding with Period I.

(3) The “international students” enrolled in the English Language Program at the faculty are required to submit a document attesting at least B2-level Turkish language proficiency issued by Turkish Language teaching institutions recognized by the Council of Higher Education (YÖK) to the Dean’s Office, by the end of Period III at the latest, before proceeding with the clinical training period. The students who do not/cannot submit the proficiency document within the said time frame will not be allowed to proceed with the clinical training period. The University may offer free elective courses with a view to supporting the development of Turkish language skills of such students. However, the responsibility for certifying at least B2-level Turkish language proficiency before proceeding with the clinical training period in which the student will come into contact with patients, rests with the student.

### **Model of education**

**ARTICLE 7** – (1) The faculty employs the Integrated Education Model enabling both vertical and horizontal integration. As per the Integrated Education Model, the lectures and applied training courses provided are addressed as a whole, with the teaching and education of medicine and related human sciences being implemented through simultaneous course sessions and internship programs under various disciplines. The program can include panels, problem-based learning (PBL) activities, integrated sessions, small-group training courses, peer training courses, case presentations, and simulation training methods in addition to courses and practices involved.

(2) The Integrated Medicine Education Model of the faculty is comprised of three stages.

a) Pre-Clinical Education Period: It covers course sessions where essentially the introductory and clinical medicine disciplines are subjected to horizontal and vertical integration within the framework of body-organ systems or themes for Periods I, II and III, and the applied training for Professional and Clinical Skills preparing students for clinical training and education in terms of skills, attitudes and behaviors, as well as medical practices. Furthermore, in each academic year, students make a presentation, and may take elective courses in line with their areas of interest, based on the principle of semester.

b) Clinical Education Period: It covers the internship programs extending through Periods IV and V, through which the student gains the skills to employ the basic concepts and principles of medicine in handling clinical cases and go with the suitable diagnosis and treatment approaches in light of the assessment of patients, and becomes competent in sufficiently applying their clinical skills, and develops the ability to exhibit attitudes and behaviors in line with professional and ethical values.

c) Internship Period: This is the training period continuing for an uninterrupted period of twelve months and constituting Period VI, where students who have successfully completed the first five periods take active part in clinical practices.

(3) Students who fail to successfully complete the Pre-Clinical Education period covering the first three years will not be allowed to proceed with the Clinical Education period whereas those who fail to successfully complete the Clinical Education covering Periods IV and V will not be allowed to proceed with the Internship Period.

(4) The Pre-Clinical Education period covering the first three years is based on passing a grade level while Periods IV and V is based on completing the Internship Block/Internship. Finally, the Internship Period seeks internship qualification, with the Graduates being issued a “Master’s Degree”.

#### **Tuition**

**ARTICLE 8** – (1) The education provided at the University is subject to tuition payment, with the exception of full scholarships granted in the university entrance exam by the Student Selection and Placement Center (ÖSYM). The applicable principles are set by the Board of Trustees at the beginning of each academic year. The principles and procedures regarding the extension of scholarships and discounts, on the other hand, are regulated through Istinye University Directive on Scholarships and Discounts for Associate/Undergraduate Programs.

### **SECTION THREE**

#### **Committees and Persons Related to Medicine Education, and Relevant Duties and Responsibilities**

##### **Committees and persons related to medicine education, and relevant duties and responsibilities**

**ARTICLE 9** – (1) Education at Istinye University, Faculty of Medicine is planned and executed by the Committees and Persons whose structures, duties and responsibilities are defined in Higher Education Law No. 2547, subject to regulation under this Directive. The committee members to work at such Committees are assigned by the Dean’s Office, and they remain in their positions pending replacement. The Medicine Education Department, reporting to the Dean’s Office, sets the agenda for the Educational Committees, organizes the relevant meetings, and registers the minutes of such meetings. The Dean and Vice Deans are inherent members of all committees, and attend committee work where necessary.

##### **Program evaluation and development committee:**

**ARTICLE 10** – (1) This committee is comprised of the Dean, Vice Dean, Chief Coordinator of Education, Head or Representative of Medicine Education Department, Period Coordinators, other faculty members appointed by the Dean’s Office, and the Student Representative for the Faculty. The members are appointed by the Dean. The committee convenes at least four times in each period of education, with the Dean or Vice Dean as the committee chair. The secretariat services for the committee is provided by the Medicine Education Department faculty members.

(2) The duties and responsibilities of the committee are as follows:

a) Determining the starting and end dates of the next academic year, and proposing such dates to the Dean’s Office by the end of June each year.

b) Presenting to the Dean’s Office, by the end of June each year, the program developed in light of the curriculum proposals within the framework of the reports submitted by Period Coordinators.

c) Ensuring the compatibility of the curriculum with the National Core Educational Program (UÇEP).

d) Ensuring the implementation and oversight of the educational decisions taken by the Board of Directors.

e) Reviewing area or non-area elective courses or internship proposals received from the Elective Courses Committee.

f) Reviewing the educational proposals by the Medicine Education Department, and the feedback reports prepared by the Department for the courses and internships included in the curricula.

g) Reviewing feedback provided by faculty members and Course Session/Internship Block/Internship Supervisors to Period Coordinators.

h) Having focus group interviews with student representatives for the class at the end of each semester, so as to receive and review feedback from students.

- i) Reviewing the feedback and reports received from the Assessment-Evaluation Committee.
- j) Reviewing the education-related proposals received from the Employers Advisory Board and the Graduates Advisory Board, at the end of each academic year.
- k) Preparing the “Program Evaluation Report” based on all data and feedback regarding education at the end of each academic year, and submitting it to the Dean’s Office.
- l) Submitting its views and proposals regarding necessary changes to educational regulations and directives to the Dean’s Office.

**Assessment-Evaluation committee:**

**ARTICLE 11** – (1) The committee is comprised of the Chief Coordinator of Education, one faculty member representing each of the Departments of Medicine Education and Biostatistics and/or Public Health, and other faculty members appointed by the Dean’s Office, and convenes with the Dean and/or Vice Dean acting as the chair. The committee convenes at least four times in each period of education, with the Dean or Vice Dean as the committee chair. The secretariat services for the committee is provided by a faculty member from the Medicine Education Department.

(2) The duties and responsibilities of the committee are as follows:

- a) Preparing the schedule of exams to be held within the academic year, and proposing it to the Dean’s Office.
- b) Preparing and developing the Question Preparation and Exam Configuration Guidelines, and checking the exams’ compliance with the guidelines.
- c) Setting the total number of questions to be included in the exams per Course Session, the number of questions assigned to each discipline/department in the context of learning objectives, the procedure for gathering the questions, the deadline for the submission of questions, through meetings with the Period Coordinator/Deputy Period Coordinator and Supervisors.
- d) Ensuring the development and managing the operation of the question database.
- e) Coordinating, under the oversight of the Dean’s Office, the exam hall and observer arrangements, as well as the jury committees for verbal exams in internship programs.
- f) Reviewing and resolving the post-exam student feedback, as well as petitions of objection against questions/exams, and make-up applications.
- g) Analyzing the exams within the academic year, and sharing the results of the analyses with the Period Coordinator/Deputy Period Coordinator, Supervisors, and Program Evaluation and Development Committee.
- h) Drawing up reports containing proposals for improving, enhancing, and overcoming practical problems regarding exams performed during the academic year, and submitting them to the Program Evaluation and Development Committee.
- i) Planning and ensuring the implementation of assessment-evaluation training courses for faculty members.

**Laboratory committee**

**ARTICLE 12** – (1) The committee is comprised of the Chief Coordinator of Education, one faculty member representing each of the Departments of Medicine Education and Family Practice, and one member from each department with laboratory practices appointed by the Dean’s Office, and convenes with the Dean and/or Vice Dean acting as the chair. The committee reports to the Program Evaluation and Development Committee. The committee convenes at least four times in each period of education, with the Dean or Vice Dean as the committee chair. The secretariat services for the committee is provided by a faculty member from the Medicine Education Department.

(2) The duties and responsibilities of the committee are as follows:

- a) Determining the needs such as machinery/equipment, cadavers, models, and consumables for the applied courses to be carried out at laboratories during the academic year, and proposing them to the Dean’s Office for procurement.

b) Working in cooperation with the Departments, Period Coordinator/Deputy Period Coordinators, and the Program Evaluation and Development Committee in the context of planning and execution of the applied course programs to be implemented at laboratories.

c) Performing/procuring internal audits regarding the measures for laboratory safety, submitting reports to the Dean's Office with respect to any deficiencies.

d) Specifying the professional and clinical skills required for performing the profession of medicine, implementing the configuration of training courses with a focus on the development of such skills, and presenting the proposals to the Program Evaluation and Development Committee.

e) Preparing guidelines for professional and clinical skills practices in coordination with the Medicine Education Department and carrying out implementations and exams.

### **Chief coordinator of education**

**ARTICLE 13** – (1) The Chief Coordinator of Education is appointed by the Dean from among faculty members, for a period of two (2) years, to ensure coordination among all committees involved in the preparation and execution of educational programs, and serves as an inherent member of all committees.

(2) Their duties and responsibilities are as follows:

a) Ensuring the achievement and maintenance of horizontal and vertical integration in all academic years.

b) Organizing at least one meeting per academic year with Period Coordinators/Deputy Period Coordinators and Course Session/Internship Block/Internship Supervisors for ensuring the compatibility of the curricula with UÇEP, and the development of Istinye University, Faculty of Medicine, Core Educational Program, reviewing the curriculum and presenting the results to the Program Evaluation and Development Committee in a report.

c) Preparing/procuring tables such as the “Bologna Information Package Content”, “Program Qualifications” and “Higher Education Qualifications Matrix of Turkey” in coordination with the Program Evaluation and Development Committee.

d) Leading the faculty's national and international accreditation activities, and ensuring coordination among the committees and commissions to be set up to prepare the “Faculty Self-Evaluation and Interim Evaluation Reports”.

e) Overseeing the activities of the education secretariat on behalf of the Dean's Office.

f) Organizing yearly evaluation meetings at least once every academic year with the Dean acting as the chair, and all relevant supervisors, Period Coordinators/Deputy Period Coordinators and Department Heads in attendance, along with student representatives, and submitting the End-of-Year Educational Evaluation Report containing the meeting minutes and proposals to the Dean's Office.

### **Period coordinators and their deputies**

**ARTICLE 14** – (1) For each period of education at the Faculty of Medicine, one Period Coordinator and a number of Deputy Period Coordinators based on the number of sections are appointed by the Dean from among faculty members. Period Coordinators report to the Chief Coordinator of Education, Vice Deans, and the Dean in the respective order.

(2) Their duties and responsibilities are as follows:

a) Overseeing the work of the Course Session/Internship Block/Internship Supervisors, and presenting problems and solution proposals, within the framework of relevant reports, to the Program Evaluation and Development Committee.

b) Reviewing the draft course session/internship block/internship program prepared by the Course Session/Internship Block/Internship Supervisors, and submitting it to the Program Evaluation and Development Committee at the beginning of June.

c) Ensuring the execution of educational activities in accordance with the academic calendar and programs.

d) Making sure that the exam halls, exam supervisors and observers are specified and appointed in cooperation with the Assessment-Evaluation Committee to ensure the organization of exams in accordance with the rules of the regulations and directives.

e) Presenting the revisions and new practices proposed with respect to the educational programs regarding the period they are responsible for, to the Program Evaluation and Development Committee.

f) Analyzing the condition of the classrooms at least once a year, and taking notes of the problems detected, monitoring the compatibility of the internship conditions with the curriculum, identifying potential problems and proposing solutions to the Program Evaluation and Development Committee.

g) Implementing the procedures to collect student feedback compiled by the Medicine Education Department.

h) Performing other functions regarding education, to be assigned by the Dean's Office and the Chief Coordinator of Education.

### **Course session/internship block/internship supervisors**

**ARTICLE 15** – (1) One supervisor is appointed by the Dean's Office to serve for a period of two years, upon the proposal by the relevant Period Coordinator, for each course session and clinical period internship block/internship. The Supervisor whose term has expired continues to serve in that capacity unless they submit a contrary statement in writing. A replacement supervisor to replace the Supervisor whose term has expired is appointed by the Dean's Office, based on the proposal by the relevant Period Coordinator. The faculty member who offers an elective course also serves as the supervisor for that course. The rates of contribution of the departments involved in the relevant Course Session/Internship Block/Internship are taken into account when appointing supervisors. The Supervisors report to the relevant Period Coordinator/Deputy Period Coordinator, Chief Coordinator of Education, Vice Dean, and the Dean in the respective order.

(2) Their duties and responsibilities are as follows:

a) Ensuring coordination between the departments involved in the Course Session/Internship Block/Internship they are responsible for, and the relevant faculty members.

b) Preparing the curriculum and academic calendar for the Course Session/Internship Block/Internship they are responsible for, and submitting them to the Period Coordinator at the beginning of June along with any proposals.

c) Ensuring uninterrupted execution of theoretical and applied courses, arranging the schedules for daily activities such as applied procedures in internships, seminars, joint visits, councils and student seminars and student presentations, and submitting such schedules to the relevant Period Coordinator.

d) Organizing the exams for the Course Session/Internship Block/Internship they are responsible for, on the dates specified by the Assessment-Evaluation Committee and the Board of Directors, and ensuring their execution without any problems.

e) Ensuring action on student feedback compiled by the Medicine Education Department at the end of the Course Session/Internship Block/Internship, and forwarding the feedback received to the Program Evaluation and Development Committee.

f) Preparing the end of course session/internship block/internship report comprised of the issues and recommendations by faculty members and students regarding Course Session/Internship Block/Internship, developing proposals to increase efficiency, and submitting them to the Period Coordinator in writing, within a maximum of 15 days following the end of the Course Session/Internship Block/Internship.

g) Performing other functions regarding education, to be assigned by the Dean's Office, Chief Coordinator of Education, Period Coordinator/Deputy Period Coordinator, and the Program Evaluation and Development Committee.

### **Elective courses coordinator and deputy coordinator**

**ARTICLE 16** – (1) One Coordinator and One Deputy Coordinator are appointed by the Dean’s Office for a period of two years to be responsible for the planning and execution of elective courses.

(2) Their duties and responsibilities are as follows:

a) Reviewing the requests for area elective courses by faculty members, and non-area elective courses by other educational units of the University, as well as by other universities, and preparing and submitting to the Program Evaluation and Development Committee a report on whether the requests received meet the requirements for opening elective courses.

b) Gathering the course syllabuses and the course information packages prepared by elective course supervisors, by the beginning of May prior to the relevant academic year.

### **Department heads**

**ARTICLE 17** – (1) They manage the administrative procedures, as well as educational activities of the departments, and report to the Dean’s Office. They convene the department committee in the context of taking decisions regarding educational activities, and submit the relevant department committee decision to the Dean’s Office. The Department Head is appointed by the Dean, from among faculty members in the department, to serve for a period of three years.

(2) Their duties and responsibilities are as follows:

a) Working in coordination with Supervisors, Period Coordinators/Deputy Period Coordinators, Chief Coordinator of Education, Vice Deans, and the Dean in order to ensure an effective and efficient structuring and implementation of the courses or internships during the academic year.

b) Supporting the supervisors in working in coordination with department faculty members, and ensuring the attendance of department faculty members in the meetings organized for such purpose.

### **Student representatives for the class and the faculty**

**ARTICLE 18** – (1) The students of Istinye University, Faculty of Medicine elect, at the beginning of the year, a student representative for each class from among their ranks through secret ballot under the supervision of the Period Coordinator. The student representatives for each class, in their turn, elect a Student Representative for the Faculty from among their ranks again through secret ballot under the supervision of the Chief Coordinator of Education. The results of both elections are reported to the Dean’s Office on a note. The Student Representatives for the Class serve for a period of one year. The elections are repeated at the beginning of each year. The same student can run for the position for six years, and can serve as the student representative for the respective class, if elected. The Student Representative for the Faculty represent students at the Program Evaluation and Development Committee meetings they are invited to. Should the Student Representative for the Faculty fail, without justification, to attend two consecutive meetings or any three meetings in a given academic year, they will no longer be invited to such meetings, and invitations will instead be sent to another student among the student representatives for the class.

(2) Their duties and responsibilities are as follows:

a) Ensuring necessary communications between the students in the class they represent, and the administrative bodies of the faculty.

b) Communicating the decisions of the Dean’s Office and the administrative bodies of the faculty, to the students in the class they represent.

c) Holding meetings, where necessary, with the students in the class they represent, to identify the problems and requests of the students and forward them to the Dean’s Office.

d) Communicating the course syllabus related proposals of the students in the class they represent, to the Dean’s Office through the Program Evaluation and Development Committee.



e) Holding meetings with the students in the class they represent to develop proposals for the exam schedule.

f) The Student Representative for the Faculty, in turn, is responsible for representing the students of the Faculty of Medicine at the Program Evaluation and Development Committee and the Student Council.

## **SECTION FOUR**

### **General Rules, Course Attendance, and Leaves**

#### **General Rules**

#### **General rules**

**ARTICLE 19** – (1) The main rules regarding the pre-clinical educational period are as follows:

a) This period includes the Introductory and Clinical Integrated Courses comprised of integrated sessions, as well as elective courses and common compulsory courses required by the Council of Higher Education (YÖK). The number of such courses, and their ECTS credit counts can vary from year to year. The Introductory and Clinical Integrated Courses comprised of course sessions are arranged on an annual basis for Periods I, II, and III. Each serves as a pass-or-fail test for overall achievement status in the year. Students are required to pass these courses in order to proceed to the next year of the program.

b) This period covers, in addition to the course sessions comprised of all lectures and applied courses, the Professional and Clinical Skills Practices preparing students for clinical training and education, pre-clinical student presentations, and other educational activities such as PBL, panels, integrated sessions, small group sessions and peer training courses deemed appropriate by the Program Evaluation and Development Committee. Furthermore, students may take elective courses in line with their areas of interest, based on the principle of semester.

c) The detailed program of the Introductory and Clinical Integrated Courses, common compulsory courses required by the Council of Higher Education (YÖK), and elective courses included in this period, with reference to the Academic Calendar, along with the course catalog presenting the supervisors of such courses, the faculty members teaching in the program, and the learning objectives and contents, assessment-evaluation methods, and the sources of reference utilized, are included in the Pre-Graduation Curriculum of Istinye University, Faculty of Medicine, and the Istinye University Information Package. The program is reviewed each year and announced before the commencement of the academic year.

d) Students who wish to attend the national and international student exchange programs such as FARABI, ERASMUS, and MEVLANA recognized by the faculty at an institutional level, may receive part of their education at another educational institution provided that they meet the requirements established by the applicable regulations. To do so, one needs to obtain the assent of the relevant Exchange Program Coordinator, and the Program Evaluation and Development Committee, as well as the approval of the Board of Directors. The students currently enrolled in Period I cannot take part in exchange programs.

(2) The main rules regarding the clinical education period are as follows:

a) This period (Periods IV and V) is comprised of compulsory and elective internships/internship blocks included in the curricula, to last for time frames specified each year by the Board of Directors on the basis of the proposal by the Program Evaluation and Development Committee.

b) The detailed program of the compulsory and elective internships with reference to the Academic Calendar, along with the course catalog presenting the faculty members taking part, the goals, learning objectives and outcomes of the internships, and assessment-evaluation methods are included in the Pre-Graduation Curriculum of Istinye University, Faculty of Medicine, and the Istinye University Information Package. The programs are reviewed each year and announced before the commencement of the academic year.

c) As a rule, the internships should provide an opportunity for students to attend clinical and polyclinic activities, engaged in applied work in direct contact with faculty members, and take part in other daily activities (joint visits, councils, surgeries, etc.) the department requires the students to attend. In line with the learning objectives, and with a view to ensuring vertical integration with the pre-clinical period, lectures deemed necessary can also be included in the context of internships.

d) All compulsory and elective internships included in the program for this period are effected at University Hospitals, by the relevant departments of Istinye University, Faculty of Medicine. However, part of the internships can be served at public or private medical institutions based on an official protocol subject to the approval of the Board of Directors, upon the proposal of the departments and the Program Evaluation and Development Committee.

e) The students can do their compulsory or elective internships inside or outside the country in the context of ERASMUS, MEVLANA and FARABI programs, or other national and international student exchange programs recognized by the faculty at an institutional level. To do so, one needs to obtain the assent of the relevant Exchange Program Coordinator, and the Program Evaluation and Development Committee, as well as the approval of the Board of Directors.

(3) The principles and procedures regarding education and training, as well as qualifications applicable to the Internship Period are regulated through the “Internship Directive of Istinye University, Faculty of Medicine”.

#### **Attendance in classes**

**ARTICLE 20** – (1) The pre-clinical education period:

a) At least 70% attendance in lectures and at least 80% attendance in applied courses is a must. In case this requirement is not met for a given Course Session, the student is deemed to be absent from the relevant Course Session, and cannot take the exam for that part (lecture and/or applied course) of the Course Session. This will be shown on the student’s transcript with the letters DZ (absent).

b) The students who fail to meet the requirement of at least 70% attendance in lectures and at least 80% attendance in applied courses in a given semester are deemed to be absent from such courses, and cannot take the end-of-semester exams they have been considered to be absent from. This will be shown on the student’s transcript with the letters DZ (absent).

c) On the other hand, the students who fail to meet the requirement of at least 70% attendance in lectures and at least 80% attendance in applied courses throughout the year will not be allowed to take the resit exams. This will be shown on the student’s transcript with the letters DZ (absent).

d) Students are required to achieve at least 80% attendance in Professional and Clinical Skills Practices, and competence with all skills specified on the skills report card for the year. Students whose attendance through the planned education period is less than 80% will not be allowed to enroll in the make-up program, and thus will not be able to remedy their shortcomings on the report card. Students who meet the attendance requirement, but have not completed their skills report cards, are required to complete their report cards in the make-up program. Students who fail to meet the attendance or report card requirements will not be allowed to take the Objective Structured Skills Exam (NYBS).

e) Attendance of students for the classes is tracked through the method to be specified by the Assessment-Evaluation Committee.

(2) The clinical education period:

a) The student is required to achieve an attendance rate of at least 80% in internship blocks/internships. Students who fail to achieve at least 80% attendance rate at any given department’s program in internship blocks involving multiple departments are deemed to be absent from the whole internship block. Students who had failed to meet the attendance requirement cannot take the End of Internship Block/Internship Exams or the Resit Exams. This will be shown on the student’s transcript with the letters DZ (absent).

b) Attendance of students is tracked through the method to be specified by the Assessment-Evaluation Committee.

(3) The principles and procedures regarding attendance requirements applicable to the Internship Period are regulated through the “Internship Directive of Istinye University, Faculty of Medicine”.

#### **Leaves**

**ARTICLE 21** – (1) The time frames the students, who had been assigned to a duty by the President’s Office or the Dean’s Office, had been serving in that capacity, is not taken into account in assessing attendance in all periods from Period I to Period VI, and the student are deemed to have fulfilled the attendance requirement for those time frames.

### **SECTION FIVE**

#### **General Rules regarding Exams, Exam Preparations, Exam Applications**

##### **General rules on the pre-clinical education period (Periods I, II, and III)**

**ARTICLE 22** – (1) The exams and assessments applicable to the Pre-Clinical Education Period covering Periods I, II, and III are executed within the framework of the following principles:

a) The exams and assessments for the electives and common compulsory courses required by the Council of Higher Education (YÖK), included in the curriculum for the Pre-Clinical Education Period at the Faculty of Medicine, and the passing grades are regulated through the “Istinye University Directive on Associate and Undergraduate Programs”.

b) The exams for the common compulsory courses required by the Council of Higher Education (YÖK) as specified by law are carried out in the date range noted in the Academic Calendar, under the coordination by the President’s Office.

c) The exam dates for electives are announced by the Dean’s Office at the beginning of the year, and the exams are executed by the supervisor of the course within the framework of the “Istinye University Directive on Associate and Undergraduate Programs”.

d) The exams and performance assessments in Introductory and Clinical Integrated Courses offered within the framework of the Integrated Education Model during the Pre-Clinical Education Period at the Faculty of Medicine are carried out as per the following assessment-evaluation methods:

1) Course session exams held at the end of course sessions carried out for 4 to 7 weeks during the fall and spring semesters to include written and verbal/applied exams.

2) Fall and spring semester final exams held at the end of the first and second semesters to include written and verbal/applied exams.

3) Objective structured skills exam.

4) Student presentations evaluation.

5) Problem-based teaching evaluation.

e) In addition to lectures and applied exams, miscellaneous assessment-evaluation methods such as projects, assignments and quizzes may also be employed in the assessment of students. The weights assigned to such elements are announced to students in advance.

##### **General rules on the clinical education period (Periods IV and V)**

**ARTICLE 23** – (1) The exams and assessments applicable to the Clinical Education Period covering Periods IV and V are executed within the framework of the following principles:

a) The assessment of performance in the Clinical Education Period is provided through the written and verbal/applied exams conducted at the end of the Internship Block/Internship.

b) The verbal/applied exams refer to the exams carried out by at least two faculty members assigned to the Internship Block, entailing a verbal assessment of the student’s knowledge and skills. Where necessary, the exam can be carried out with the participation of one faculty member and one specialist physician. In case the Internship Block/Internship is executed by multiple departments, these departments may create the jury committees jointly, or choose to perform separate verbal/applied exams.

c) In verbal/applied exams, students are subjected to exams either individually or in small groups, by the jury committees appointed by the head of the department. The joint grade pertaining to the Internship Blocks is set on the basis of the rate of contribution of each department/discipline.

### **Exam preparations**

**ARTICLE 24** – (1) The preparations for the exams are carried out within the framework of the following principles:

a) The date and time of the exams are set by the Assessment-Evaluation Committee in consultation with the Chief Coordinator of Education, Period Coordinators/Deputy Period Coordinators, Supervisors, and Student Representatives for the Period, and are confirmed and announced by the Dean's Office.

b) The number of halls to be used for the exam, and the number of faculty members and assistants to be appointed as hall chairs and observers are specified by the Assessment-Evaluation Committee and the Medicine Education Department, and are announced by the Dean's Office to appointed personnel and supervisors.

c) Exams can be carried out through multiple-choice, open-ended, match-up, fill-in-the-blanks, or similar types of questions, in written or verbal form, provided that the method is announced to students in advance. Exams can be performed either in person, or, where necessary, online. The methods or techniques to be employed for the exams are specified with the decision of the Dean's Office, based on the proposal of the Assessment-Evaluation Committee.

d) The number of theoretical questions to be included in the exams to be held at the end of course session/internship block/internship, as well as in semester finals, along with the distribution of questions and the contribution of applied exams in the overall grade are specified by the Assessment-Evaluation Committee based on the proposals by the course session/internship block/internship supervisors and period coordinators/deputy period coordinators.

e) Provided that the sources of reference the student may use and utilize in preparing for the exam are specified in advance in course plans, and that the overall weight of such questions in the exams is not more than 20%, students may also be presented with questions about topics which were not discussed in the classes, but were nonetheless covered with the students being expected to read about/research.

f) The approved number and distribution of the questions, and the procedures to supply the questions, are requested by the supervisor from the relevant departments, provided that the request is made at least ten days in advance of the exam date for Periods I, II, and III, and at least seven days in advance of the exam date for Periods IV and V. The supervisor arranges the questions provided to them, creates the question booklets, and applies final checks on the questions.

g) The final form of the exam questions thus produced is checked by the supervisor, the Period Coordinator and the Assessment-Evaluation Committee, and after necessary changes and revisions on exam questions the exam booklets are produced.

h) The finalized exam booklets are printed under coordination by the Supervisor and the Faculty Secretariat, and the exam documents (exam notes, exam hall, attendance lists, exam booklets, answer sheets, and the list of rules the students shall abide by during the exam) are kept secure and confidential till the exam date, by the Medicine Education Department in the case of exams for Periods I, II, and III, and by the internship block/internship supervisor in the case of exams for Periods IV and V.

i) Where necessary and upon the approval of the Faculty Board of Directors, the exams can also be performed online, without any printed documents.

### **Performance of exams**

**ARTICLE 25** – (1) Exams are carried out in accordance with the following principles:

a) The exam documents are delivered by the Medicine Education Department or the internship block/internship supervisor to the exam hall chairs 15 minutes in advance of the time the exam will start, as attested on a delivery note.

b) Students who had previously entered the exam hall are first removed from the hall, and are then allowed to enter the exam hall under the supervision of the hall chair and observers, checking their student IDs and comparing them against the exam attendance list. The students are seated with appropriate spaces left between them.

c) Students can only take ID cards, pencils, erasers and water into the exam hall. Devices which are capable of storing, processing and transferring information (mobile phones, tablets, personal computers, wireless devices, smart watches, Bluetooth devices, etc.) and items such as books and lecture notes will not be allowed into the exam hall. Bringing such devices or items into the exam hall is deemed an attempt to cheat. An incident note is issued for any students who cheat or attempt to cheat in the exam, and procedures stipulated by the relevant legislation apply in such cases.

d) Before the exam starts, the rules applicable to all students are announced to the students by the hall chair by reading them in the exam hall.

e) The students should bring in valid ID documents into the exam hall, and should keep them on the desk in a form visible to the exam officials.

f) Any students who show up late within the first 30 minutes following the start of the exam are allowed to take the exam without any time extension. No students are allowed to leave the exam hall within the said time frame, save for the cases of emergencies and extraordinary circumstances.

g) The students are required to write their full names and student ID numbers on the exam booklets and answer sheets, and to sign both.

h) The answers should be placed on the answer sheets. Any answers placed on the question sheets will be disregarded.

i) Students who cheat or attempt to cheat, or assist others in or facilitate cheating are deemed to have failed in the exam with a grade of 0. Such cases are noted on the statement to be drawn up by the exam officials. Furthermore, these students will also be subjected to the procedure stipulated in the Student Disciplinary Regulation for Higher Education Institutions.

j) In the case of exams performed online, the rules applicable to the exam are shown on the screen as a separate page before the commencement of the exam. Students are required to abide by such rules, and notify the Period Coordinator immediately about any technical problems to occur during the exam.

### **Announcement of exam results, and objections**

**ARTICLE 26** – (1) The announcement of exam results and the objections against the exams are governed by the following principles:

a) In case a material error regarding the exam and the questions is observed during the exam, the Course Session/Internship Block/Internship Supervisor should be notified. If the error can be remedied during the exam, required fix is applied, and the correction made is announced to the students in all exam halls by the Course Session/Internship Block/Internship Supervisor.

b) In Periods I, II, and III, the questions and correct answers are announced to the students once the exam is completed. Objections against exam questions are submitted to the Dean's Office using a pre-printed objection letter, with justification and references to current, valid and printed literature, within a maximum of three work days following the exam. Objections against the questions are submitted to the Assessment-Evaluation Committee by the Period Coordinator/Deputy Period Coordinator in consultation with the faculty member who prepared the question. Only the revisions affirmed by the committee are effected. The grades received in the exams are entered into the student automation system by the Course Session Supervisor within a maximum of three work days following the conclusion of the objections against the questions, and are announced to students upon approval by the Period Coordinator and the Chief Coordinator of Education.

c) In the case of Periods IV and V, the exam results are entered into the student automation system by the Internship Block Supervisor/Internship Supervisor within a maximum of three work days following the exam, and are announced to students upon approval by the Period Coordinator and the Chief Coordinator of Education.

d) For all periods, justified objections to exam results are submitted to the Dean's Office using pre-printed objection letter within three work days following the announcement of results. The objections are reviewed and resolved by the Assessment-Evaluation Committee, with the decisions being announced to students.

e) Used question and answer sheets bearing the student's name and surname are not given to the students. Once the objections to exam results are filed and concluded, the theoretical exam documents, as well as the written notes containing the questions asked to and the general remarks on each student in the verbal/applied exams are submitted by the supervisor to the Medicine Education Department within a maximum of five work days, for archival purposes.

f) The exam documents and other documents related to the grades are stored in the archives of the Medicine Education Department for a period of at least five years.

### **Grading of exams and proceeding to the next year**

**ARTICLE 27** – (1) Exams are graded within the framework of the following principles.

a) The exams are graded over a 100-point scale.

b) To be able to proceed to the next year of education during Periods I, II, and III, students should get a grade of 60 or more over a score of 100, by the end of the year in Introductory and Clinical Integrated Courses.

c) To be able to proceed to the next year of education during Periods IV and V, students should get a grade of 60 or more over a score of 100, in each Internship Block/Internship.

d) In all exams, fractional grades are expressed with a maximum of two digits after the point, and are rounded to the nearest integer at the time of announcing the raw grades to the students (e.g.: 59.50 → 60 and 59.49 → 59).

### **Calculating end-of-year grade for the pre-clinical education period**

**ARTICLE 28** – (1) Grade for Course Sessions: This refers to the average of Grades for Course Sessions received in all Course Session Exams, including the lectures and applied exams carried out during the academic year. The Course Session grade has an impact of 40% on the end-of-year grade.

(2) Final Grade for First and Second Semesters: This is calculated by adding 50% of the final grade for the first semester and 50% of the final grade for the second semester. The final grades for the first and second semesters have an impact of 40% on the end-of-year grade.

(3) Objective Structured Skills Exam (NYBS) Grade: At the end of the academic year, NYBS is performed to assess professional and clinical skills. NYBS contributes to the end-of-year grade at a level of 10%.

(4) Student Presentations Grade: This is the grade based on the evaluation of the presentation each student will perform once a year for each academic year, effected by the Course Session Supervisor and Period Coordinator/Deputy Period Coordinator on the basis of check-lists. It contributes to the end-of-year grade at a level of 10%.

(5) In case PBL evaluations and other similar evaluation methods are introduced in the curriculum, the student presentation contribution to the end-of-year grade and the contribution of other elements of evaluation to the end-of-year grade can be revised as 5% for each, provided that the Board of Directors approval is received, and the matter is announced to students in advance.

(6) Relative evaluation system is not applied in the assessment of Introductory and Clinical Integrated Courses. The letter grade equivalents of the grade issued for the course over a 100-point scale, the corresponding achievement level, and the weight factor are established in accordance with Table-1 below.

a) Table 1: Letter Grade List

<b>Letter Grade</b>	<b>Achievement Level</b>	<b>Weight Factor</b>	<b>Raw Grade Range</b>
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

**Resit exam**

**ARTICLE 29** – (1) At the end of each academic year, resit exams are held on the dates announced in the Academic Calendar.

(2) Students who have met the attendance requirements, but were unable to take the finals for the first and second semesters, or who have received less than 60 points as end-of-year grades for the Introductory and Clinical Integrated Courses in Periods I, II, and III take the resit exam at least 15 days after the final for the second semester. The resit exam covers a combination of the finals for the first and second semesters, and is based on similar contents and arrangements. The resit exam contributes to the end-of-year grade at a level of 40%.

(3) Students whose grades for the Introductory and Clinical Integrated Courses are still less than 60 points after the resit exam for Periods I, II, and III are deemed to have failed.

(4) Students who also received a grade less than 60 points in the resit exams, and who thus failed, will, under no circumstances, be allowed to proceed to the next year, and will instead repeat the Introductory and Clinical Integrated Courses for the year.

**Calculating the internship block/internship grade in the clinical education period**

**ARTICLE 30** – (1) The Internship Block grade in Period IV is comprised of 65% of the written exam held at the end of internship, and 35% of the applied exam held at the end of internship.

(2) The applied exam grade may be fully derived from the verbal exam performed at the end of the Internship Block, or may be a combination of the verbal exam and another assessment-evaluation method (student presentation, project, assignment, NYBS, etc.), with the approval of the Assessment-Evaluation Committee based on the proposal by the Head of the Department/Internship Block Supervisor. In such cases, the Internship Block Grade will be comprised of 65% of the grade received in the written exam, 25% of the grade received in the verbal exam, and 10% of the grade received through the other assessment-evaluation method applied.

(3) Students who fail in all internship blocks planned for Period IV will not be allowed to proceed to internships specified for Period V.

(4) The Final Exam for Internship in Period V can be performed either as a written exam only, or as a combination of the written exam and the applied exam. In case only written exam is used, the grade received in the written exam serves as the Grade for Internship. In case a combination of the written exam and applied exam is used, 65% of the grade received in the written exam and 35% of the grade received in the applied exam will serve as the Grade for Internship. The applied exam can be comprised of a verbal exam, student presentation, project, assignment, and NYBS.

(5) For the student to be deemed successful in the Internship Block, the Internship Block Grade/Internship Grade should be at least 60 points over 100.

(6) Relative evaluation system is not applied in the Internship Block/Internship Grade. The Internship Block/Internship Grade is converted to letter grade based on Table 1.

**Internship resit exam, summer internship**

**ARTICLE 31** – (1) Provided that the student has met the attendance requirement, but failed in the Final Exams for the Internship Block/Internship, a resit exam is performed for each Internship Block/Internship. The date set for resit exams for each academic year is announced in the Academic Calendar. The student may exercise their right for a resit exam with the resit exams held on the said date. However, they may also exercise this right by taking any Internship Block/Internship Final Exam held for the Internship Block they have failed, during the year.

(2) The resit exam is planned with contents and arrangements similar to that of the Internship Block/Internship Finals.

(3) Students who have also received a final grade for the Internship Block/Internship less than 60 points in the resit exam are required to repeat the Internship Block. Such students are included in the group list to match their curriculum, and start the Internship Blocks with that group.

(4) Students who fail in the Internship Block/Internship for Periods IV or V may attend the internships that may be offered by the Faculty or made available at domestic or overseas educational institutions during summer. The compatibility of the internship programs offered at other institutions is reviewed by the Faculty Board of Directors, in light of the views and recommendations of the Program Evaluation and Development Committee and the relevant Department(s). Students who have been successful in the summer internships offered at the faculty, or at other institutions deemed compatible, are deemed to be successful.

(5) Students who have failed to successfully complete the internships planned for Period IV will not be allowed to take the internships planned for Period V, during the summer internship period.

(6) Students who have failed in elective internships for Period V may take any other elective internship to replace the internship they failed in, with the exception of the elective internships they have already taken and passed.

## **SECTION SIX**

### **Make-up Exam and Supplementary Exam Rights**

#### **Make-up exams**

**ARTICLE 32** – (1) Make-up exams are offered with respect to Theoretical Exam on Course Session, Applied Exam on Course Session, Final Exam for the 1st Semester, Final Exam for the 2nd Semester, NYBS, Theoretical Final Exam for Internship Block/Internship, Applied Final Exam for Internship Block/Internship, and Resit Exam, which the student had been unable to take with an excuse approved by the Faculty Board of Directors, in accordance with Istinye University Rules of Procedure for Make-up Exams.

(2) The student is required to submit a written application to the Dean's Office, within five work days following the date of the exam the student was unable to take due to their excuse. The student whose medical excuse is approved will not be allowed to attend the classes and take the exams during the term of their medical report. However, students who wish to attend the classes and/or take the exams before the end of the term of medical report should get a new report stating their ability to do so, if the initial report does not state so.

(3) The procedures and contents of the make-up exam are specified by the Dean's Office on the basis of the proposal by the Assessment-Evaluation Committee. The make-up exam may differ from the exam the student was unable to take due to their excuse (in terms of the use of open-ended questions, fill-in-the-blanks method, etc.).

(4) The contribution of the make-up exam to the End-of-Year Grade and the Grade for Internship Block/Internship is the same with the exam it replaced. No make-up exam right can be provided for make-up exams.

#### **Supplementary exam right**

**ARTICLE 33** – (1) Students who have taken all internships for Period V, and taken the exams by fulfilling the attendance requirement, are granted the right to take a supplementary exam regarding a maximum of one Internship Block/Internship they had failed in Period V, so as to enable their progress to the Internship Period. For a student meeting the requirements stated in this article to utilize the supplementary exam right, the student should submit a petition to the Dean's Office within three work days following the announcement of the resit exam or summer internship exam results. Following the review of the cases, the Dean's Office announces the names of the students to be given rights to take supplementary exams. Rights to supplementary exams specified in this article are granted to each student only for once. The internship exam grades of the student who took the supplementary exam are disregarded, with the grade received in the supplementary exam being considered the final grade. The supplementary exam is comprised of the components of the final exam for the internship.



Students who take but fail in the supplementary exam are required to repeat the internship. They should repeat the internship by being included in the next relevant internship group as provided in the academic calendar.

## **SECTION SEVEN**

### **Miscellaneous and Final Provisions**

#### **Abrogated provisions**

**ARTICLE 34** – (1) With this Directive entering into force, the “Pre-Graduation Education and Exams Directive of the Faculty of Medicine” which entered into force through the Board of Trustees decision dated 16/06/2017 No. 09, and the “Pre-Graduation Education and Exams Directive of the Faculty of Medicine” which entered into force through the Board of Trustees decision dated 21/11/2019 No. 30 have been abrogated.

#### **Cases which are not regulated**

**ARTICLE 35** – (1) The cases which are not regulated in this Directive shall be subject to the provisions of the applicable legislation, decisions by the Council of Higher Education (YÖK), Interuniversity Council decisions, and the decisions by the IstinYE University Senate and the relevant Committees or the Boards of Directors.

#### **Effect**

**ARTICLE 36** – (1) This Directive shall enter into force on the date of its approval by the Board of Trustees.

#### **Execution**

**ARTICLE 37** – (1) The provisions of this Directive shall be executed by the President of IstinYE University.