

MEETING DATE	MEETING HOUR	SESSION NO
06/06/2017	10.00	12

**ISTINYE UNIVERSITY**  
**DIRECTIVE ON PRE-GRADUATE EDUCATION AND EXAMINATION FOR THE**  
**FACULTY OF MEDICINE**

**SECTION ONE**

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

**Purpose**

**ARTICLE 1 -** (1) The purpose of this Directive is to identify the definitions and rules related to planning, conducting and evaluating the pre-graduate education process of the Istinye University Faculty of Medicine.

**Scope**

**ARTICLE 2 -** (1) This Directive covers the rules regarding the structuring, execution and evaluation of the education process at the Faculty of Medicine of Istinye University.

**Basis**

**ARTICLE 3 -** (1) This directive was prepared based on the articles of Istinye University Regulation on Associate Degree and Undergraduate Education and Examination which leave the authority to make changes to the relevant units and Article 44/b of the 171. Law No. 2547, which was replaced by Article 171 of the Law No. 6111.

**Definitions**

**ARTICLE 4 -** (1) In this Regulation;

- a) **Dean:** refers to the Dean of the Istinye University Faculty of Medicine,
- b) **Vice Dean:** refers to the Vice Dean who is in charge of the pre-graduate education of the Faculty of Medicine,
- c) **Board of Directors:** refers to the Board of Directors of the Istinye University Faculty of Medicine
- d) **Commission:** refers to the education and measurement and evaluation commission (EMEC).

**SECTION TWO**

**Execution of the education**

**Language of instruction**

**ARTICLE 5 -** (1) The language of instruction at the Istinye University Faculty of Medicine is Turkish. However, resources in foreign languages can be used in course materials.

**Definitions of periods**

**ARTICLE 6 -** (1) The education process at the Faculty of Medicine is completed in six periods, each of which consists of one year.

(2) The educational periods in the curriculum are defined below;

(a) **Committee:** This is the educational unit which is categorized based on topics consisting mostly of basic medical sciences in the first three years of the education program.

(b) **Internship Block:** This is the educational unit in which topics related to professional practice, which are mainly focused on clinical medical sciences in the 4th and 5th years of the education program.

(c) **Clinical Rotation:** These are the clinical education periods included in the internship block in the 4th and 5th years of the education program.

(d) **Internship Period:** This is the 12-month applied training period at a hospital which has both compulsory and elective elements and executed by different departments in the 6th (final) year of the education program.

#### **Education period**

**ARTICLE 7 - (1)** The theoretical courses and applied trainings that are provided are handled and implemented as a whole, as required by the integrated education system at the Faculty of Medicine.

(2) Passing a grade level, passing the internship block, and internship qualification is implemented in the first three years, 4th and 5th years, and internship period of the education program, respectively.

(3) Graduates are awarded a Master's Degree.

### **SECTION THREE**

#### **Attendance in Courses, Counseling, Examinations and Assessment Methods**

##### **Compulsory attendance**

**ARTICLE 8 - (1)** Students are required to attend 70% of the theoretical courses and 80% of all the other practices and sessions. The status of attendance to courses and other educational activities is identified by the instructor. The attendance requirement of students who need to repeat courses other than applied ones and those with practice can be removed by the decision of the related board, provided that they do not have to repeat the courses due to absence. The fact that students in this status have medical reports does not relieve them of their attendance requirement.

(2) A student who fails to meet the 80% attendance requirement for practices and whose excuse for absence is accepted by the board of directors has to make up for the practices s/he failed to attend on the date and time provided by the relevant department to the extent of its capabilities to be able to take the exam of the relevant committee/internship block; if the student does not make up for the unattended practices, s/he shall not be allowed to take the exam.

(3) A clinical rotation grade is not created for students who fail to meet the 80% attendance requirement for each clinical rotation in the internship blocks and whose excuses for absence are not accepted by the board of directors. S/he is not allowed to take the written exam and the make-up exam for the internship block.

(4) The period in which a student is assigned by the Rectorship or the related unit's board of directors to participate in scientific, social, cultural and sporting activities shall not be considered as a period of absence. However, such periods cannot exceed 1/3 of the period for which attendance is required. Other than these, all absences due to excuses and the periods for which the student has a medical report are within the period of absence.

(5) The Board of Directors decides on the student to be considered excused. For the student to be considered as excused through a medical report during the education period, the medical report to be received must be accepted by the board of directors. The student whose health excuse is accepted by the board of directors cannot attend the classes and take exams during the period of the report.

(6) All applications related to excuses shall be submitted to the Dean's Office as of the beginning of the excuse and within 10 days of the end of the excuse at the latest. Subsequent applications and reports that are presented at a later date are not processed.

##### **Exams and Assessment Methods**

**ARTICLE 9 - (1)** Exams in which the knowledge and skills of the students are measured are: the written exam of the committee, practice exam of the committee, exam for the clinical study module, exam for free development practices, hospital/R&D applications exam, year-end written exam, year-end make-up exam and make-up exam.

**ARTICLE 10 - (1)** The definitions of the exams and the methods for the evaluation of success are as follows:

(a) **The Written Exam of the Committee (WEC):** WEC is the exam for the courses taken at the committees at the end of the committees in the first three years of the education program of the faculty of medicine. A written exam is held after each committee.

(b) **Application Grade of the Committee (AGC):** The AGC is calculated based on the grades of the practice exams of the committee and the exams for the clinical study module, which are held for each of the laboratory practices taught at the committee at the end of the committees in the first three years of the education program of the faculty of medicine. The rate of impact of the exams of the applied courses on the AGC is identified by the faculty board based on the rate of the course hours in the committee.

(c) **Committee Success Level (CSL):** This is the criterion that provides information about the committee success level which is calculated by applying the identified rates on the WEC grade applied at the end of the committee and the AGC.

(d) **Exam for the Clinical Study Module (ECSM):** This is the written exam which is held for the clinical study module at the end of the committee in the education program of the faculty of medicine.

(e) **Year-End Written Exam (YEWE):** YEWE is the exam that the student will take for the content of all the committees that s/he took that year after all the committees are finished at the end of the academic year.

(f) **Year-End Make-Up Exam (YEME):** YEME is applied to students whose year-end success levels are below 60 at the end of the academic year and who got a grade below 60 from YEWE.

(g) **Make-Up for YEME:** A make-up exam is held for the year-end make-up exam where it is deemed necessary due to unforeseen reasons.

(h) **Year-End Success Level (YESL):** This is the criterion for passing a grade level, which is calculated by applying the pre-determined rates on the CSL and YEWE (or YEME) grades for the committees taken in an academic year at the end of that year.

(i) **Make-up exam:** A make-up exam is an exam that is organized for students who fail to attend the exams for a just and valid reason that is accepted by the board of directors. The student shall apply to the relevant department with a petition within ten days of the date of the excuse. Students who do not attend the exams due to health excuses must document these with medical reports and such reports must be accepted by the board of directors.

(i) **Internship Exam (IE):** This is the written exam with a make-up exam, which is held at the end of the internships in the 4th and 5th years of the faculty of medicine.

(j) **Internship Success Level (ISL):** This is the criterion for passing the internship, which is calculated by applying the identified rates on the grades of the internship exam and the clinical rotation practice, at the end of the internships in the 4th and 5th years of the faculty of medicine.

#### **Evaluation of success, Passing a Grade Level, Passing the Internship**

**ARTICLE 11 - (1)** The success of the student in the first three years of education is evaluated by the following examinations and methods:

(a) The achievement of the WEC by the student is evaluated on the scale 100 full points; there is no requirement to get a minimum score, and there is no make-up exam.

(b) **Application Grade of the Committee (AGC):** The student takes an exam for the laboratory practices and studies included in the committee. The exam may be written or oral, as identified by the relevant department. It is evaluated on the scale of 100. The impact of the clinical study modules of the committees in each academic year on the AGC is calculated by the board of directors based on the weight of the course hours.

(c) The impacts of the WEC and AGC on the CSL are identified in proportion to the course hours.

(d) YEWE/YEME is the written exam used in calculating YESL along with the average grades of the CSLs. The number of the questions in the YEWE/YEME is determined by the relevant commission according to the weighted ratios of the theoretical committee courses of that academic year. The success of the student in YEWE is evaluated on the scale of 100 full points. The preparation, evaluation and contribution of the YEME to the YESL is the same as those of YEWE. Students whose annual average committee success level for the first three years of the education is above 80 are exempted from the YEWE. If the student wants to take the YEWE, s/he can apply to the Dean's Office with a petition and take the exam. The average of the CSLs that will be effective in the YESL is calculated by taking the ECTS weighted average of the committees. If the YESL score which is calculated by adding 65 percent of the average of the CSLs and 35 percent of the YEWE grade is 60 and above, the student passes a grade level.

If the calculated YESL is below 60, the student shall take the YEME. The transcript grade for a CSL grade below 60 which belongs to students who raised their YESL grade to over 60 through their YEWE/YEME grade, shall be recorded as the letter grade of B (successful). A student whose YESL grade is below 60 is obliged to repeat the relevant grade level and take all the exams in that academic year. The committee grade of a student who passed a grade level and whose CSL is below 60 is recorded as a letter grade of B (successful) in the transcript.

**ARTICLE 12 - (1)** In the 4th and 5th year of education, the method of passing the internship blocks is applied in the evaluation of the student's success. This is evaluated through the exams and methods provided below:

(a) **Clinical Rotation Grade (CRG):** This is the grade obtained for each rotation from the examinations and evaluations carried out by the departments which perform the clinical rotations in which the student is studying, and which are included in the relevant internship block. The student must obtain at least 60 points from the exams and evaluations that contribute to the determination of the CRG. A student whose CRG grade is less than 60 points takes the make-up exam for that clinical rotation, whose preparation and grade calculation criteria are the same as those of the CRG.

(b) **Clinical Rotation Grade Average (CRGA):** This is the achievement score of the CRG results obtained from the clinical rotations in the internship blocks, which is calculated based on the weight of the rotation in the block, which is determined in each academic year. It is calculated on the scale of 100 full points.

(c) **Written Exam for the Internship Block (WEIB):** The faculty board is responsible for the preparation, implementation and evaluation of the WEIB, which is held to measure whether the learning objectives are achieved or not at the end of the internship block trainings. The student success is calculated on the scale of 100 full points in the written exam for the internship block and the student is required to receive a minimum of 60 points. The criteria for preparing and evaluating the make-up exam for the internship block are the same as those for the WEIB.

(d) **Internship Block Success Level (IBSL):** The internship block success level is calculated by adding 50% of the WEIB result of the relevant internship block to 50 percent of the CRGA.

- The IBSL is calculated on the scale of 100 full points and the student's IBSL score must be at least 60 points for him/her to pass the internship block.

- A student whose IBSL is less than 60 points is obliged to repeat the internship block and take all the exams in that internship block.

- If the student who takes the internship block for the second time fails the internship block again, s/he can take the exams, evaluations and the WEIB that constitute the CRGA of the block before taking the internship block.

- A student who fails any of the 4th grade internship blocks can continue his/her education with the 5th grade internship blocks and can retake the internship blocks s/he failed within the 4th and 5th years. However, students must complete all the internship blocks of the 4th and 5th grades successfully in order to begin the internship period.

- The student cannot start the internship period without successfully completing all the internship blocks.

#### **Training in the Internship Period**

**ARTICLE 13 - (1)** A medical student who successfully completed the first five academic years of the education program and who is certified to have moved on to the 6th grade is called an Intern Physician.

(2) The internship period is 12 months. In this period, the student receives his/her qualification by working as a physician under supervision at internships that last for 15 days to two months, which are approved by the faculty board and included in the annual program.

(3) The content of the training during the internship period, the durations of the internships, application and evaluation principles, duties and responsibilities, and other related issues are handled by the relevant commission.

(4) The intern physician can do his/her elective internship at a faculty of medicine other than the Istinye University Faculty of Medicine with the approval of the relevant department and the Board of Directors.

(5) The intern physician serves and takes responsibility in accordance with the working order of the clinic or hospital where s/he works, as a part of the team.

(6) The qualification of the intern physician is evaluated by the faculty member/staff s/he works with through the intern physician evaluation form at the end of the work period. These forms are sent to the Student Registration Office by the departments within two working days of the end date of the internship.

#### **SECTION FOUR**

##### **Coordination of learning**

###### **Coordination Supervisors**

**ARTICLE 14 -** (1) Committee supervisors are: Faculty members who are responsible for the organization, execution and organization of the exams of each committee for the first three years of the education program.

(2) The year supervisor is: The faculty member who is responsible for the coordination of the committees in the entire year, the organization of the YEWE/YEME exam and the determination of the students' YESL for each academic year in the first three years of the education program.

(3) Internship Block Supervisors are: Faculty members who are responsible for the organization of the internship blocks, the coordination of the exams and the identification of the success level of the internship block in the 4th and 5th years of the education program.

(4) Supervisors for Training in the Internship Period are: Faculty members who are responsible for the coordination and evaluation of the success of the students' practices during their internship period and the internships in the 6th year of the education program.

#### **SECTION FIVE**

##### **Miscellaneous and Final Provisions**

###### **Effective Date**

**ARTICLE 15 -** (1) This Directive shall be effective on the date of its acceptance by the Istinye University Senate.

###### **Execution**

**ARTICLE 16 -** (1) The provisions of this Directive shall be executed by the Dean of the Istinye University Faculty of Medicine.