

From Atatürk University Faculty of Medicine:

**ATATURK UNIVERSITY
MEDICAL SCHOOL
EDUCATION-TEACHING AND EXAM APPLICATION PRINCIPLES**

**FIRST SECTION
Aim, Content, Basis and Definitions**

AIM

ARTICLE 1 - (1) The aim of these Practice Principles is to regulate the principles of education and exams and student records in Atatürk University School of Medicine.

Content

ARTICLE 2 - (1) This Code of Practice is intended for the students of Atatürk University Faculty of Medicine. It covers the provisions regarding education and examinations.

BASE

ARTICLE 3 - (1) This Code of Practice prepared on the basis of Ataturk University Faculty of Medicine Education-Examination Regulation is published in the Official Gazette dated 31.08.2012 and numbered 28397

Definitions

ARTICLE 4 - (1) In this Application Principles,

- a) ECTS:** The student needs to achieve the expected learning outcomes. European Credit Transfer System based on workload,
- b) Department:** The units that make up the department and cover the relevant branches,
- c) Mid-term exam:** Final exam at the end of each class during the academic year. and exams during the internship,
- ç) Science branch:** Units connected to the departments,
- d) Chapter:** Completing each other in terms of purpose, scope and quality, complementary to each other or education, scientific research and units that practice,
- e) Make-up exam:** Those who fail the final exam or end-of-internship exams. the exam that students take,
- f) Dean:** Dean of the Faculty of Medicine,
- g) Course group:** In the scientific integrity of education and training in the 1st, 2nd and 3rd grades the educational process consisting of more than one course,
- ğ) Period:** Three basic medical sciences, clinical medical sciences and family medicine each of the educational level,
- h) Education-training commission:** Planning and executing education-training the commission that contributes to its activities,
- ı) Academic year:** From the start of education to the end of make-up exams the time that goes up,
- i) Faculty:** Atatürk University Faculty of Medicine,
- j) Supervisor:** To be under the authority and responsibility of the chairman of the exams. the lecturer who helps the exam in accordance with the rules,
- k) Coordinator:** The lecturer carrying out the duties related to education and training,
- l) Coordinatorship:** Coordinators carrying out duties related to education and training, and group of coordinator assistants,

m) Make-up exam: Due to excuses, any exam, except for the year-end general exam, for students who are not able to enter and whose excuses are accepted by the Faculty Administrative Board the exam,

n) Joint compulsory course: in the subparagraph (i) of the first paragraph of the article 5 of the Law No. 2547 Atatürk's Principles and History of Turkish Revolution, Turkish Language and Foreign Language courses,

o) Practice / Practice course: It is related with the theoretical subjects within the scope of the course groups, to facilitate understanding of these issues and also to acquire skills in medicine education and training,

ö) Practice and Practice exam: Practical studies and practices in education exam for evaluation,

p) Hall President: Responsible for conducting the exam in accordance with the rules. lecturer,

r) Elective course: Apart from compulsory courses, the student's request from within and / or outside the field the course he took,

s) Class: Any of the academic years from the first to the sixth,

ş) Internship: Application of the medical profession to students who have received basic medical knowledge oriented, carried out by clinical disciplines and actively participating in students' studies education and training process,

t) End-of-internship exam: Each clinical application in the 4th and 5th grades at the Faculty practical and theoretical exam at the end,

u) Internship manager: In charge of managing the internship in the department with internship applications. a faculty member,

ü) Theoretical course: Faculty members regarding the subjects in the course groups The lesson described by

v) Theoretical exam: The evaluation of the theoretical courses in education exam,

y) Final exam of the year: covering all course groups at the end of the academic year. practical / practical and theoretical exam,

z) University: Atatürk University express.

SECOND SECTION

Duties and Powers of the Board, Commission and Internship Manager

Education commission

ARTICLE 5 - (1) Under the chairmanship of the dean or vice-dean on education and training Medical Education with pre-graduate education coordinators or assistants The branch representative consists of faculty members. He is responsible for the dean.

(2) Planning, execution and evaluation activities of education-training Executes.

Education and Training Coordinator before Graduation

ARTICLE 6 - (1) Before the academic year begins, the Dean one coordinator and one coordinator for each class assigned for the year

The assistant consists of the lecturer. He is responsible for the dean.

(2) Planning, execution and evaluation activities of education-training contributes.

(3) Collection of questions in midterm, final exam and make-up exams, regulates the printing and evaluation. Limited to unexamined question and account error checks whether there are material errors and notifies the Dean's Office for correction, if any.

(4) Makes the education-training evaluation of the internship and sixth grade students, failing determines the issues and reports the solutions to the dean.

(5) Works to solve the problems of students related to education and exams.

Continuing Medical Education-Teaching Coordinator

ARTICLE 7 - (1) Before the academic year begins, the Dean a coordinator faculty member and two assistant coordinators appointed for the year consists of members. He is responsible for the dean.

(2) Organizes scientific activities before and after graduation.

(3) It provides scientific coordination with the medical faculties at home and abroad.

IT Services Coordinator

ARTICLE 8 - (1) Before the academic year begins and the academic year by the Dean a coordinator faculty member and two assistant coordinators appointed for the year consists of members. He is responsible for the dean.

(2) Electronic document required for the educational activities of faculty members. performs scanning, provisioning and registration.

(3) Regulates the operation of computer and course tools in classrooms and laboratories.

(4) Updates the Faculty website.

(5) Electronic courses and follow-up of student courses and other scientific activities It provides.

Social and Cultural Activities Coordinator

ARTICLE 9 - (1) Before the academic year begins, the Dean a coordinator faculty member and two assistant coordinators appointed for the year consists of members. He is responsible for the dean.

(2) Sports, travel, concert, cinema, theater and organizes similar sports, social and cultural activities.

(3) Depending on the provisions of the legislation, the work of the student clubs It helps.

Internship manager

ARTICLE 10 - (1) Head of department in departments with internship applications is appointed by the academic staff from the department. Department, if required Deputy head of the internship may also be appointed by the president. To the head of the department is responsible against.

(2) The internship manager organizes the educational activities in the internship.

(3) The relevant class works in cooperation with the pre-graduate education coordinator and ensures that the internship is carried out in accordance with the program.

THIRD PART

Education and Training Provisions

Admission to the faculty and registration requirements

ARTICLE 11 - (1) Registration procedures to the faculty; Measuring, Selection and Placement Center, It is done between the dates determined by ÖSYM. Between the dates determined by ÖSYM Candidates who do not register, lose their registration rights.

(2) The following conditions are required for enrollment in the faculty:

a) Being a graduate of secondary or equivalent vocational school; foreign country secondary education Diploma equivalents for those who graduated from schools approved by the Ministry of Education be.

b) As a result of the placement made by ÖSYM, registration to the Faculty in that academic year to be entitled.

c) In the examination guide prepared by ÖSYM, specified for enrollment to the Faculty documents required for foreign students, required by the Directorate of Student Affairs. provide documents.

(3) Originals of the documents required for registration specified in the second paragraph above or University Certified sample is accepted by. Regarding military status and criminal record The transaction is made based on the candidate's statement.

(4) Candidates who have the right to enroll in the Faculty make their applications personally for enrollment. But, Candidates who cannot apply in person because of their excuses, through their representatives or legal representatives They can also register with.

(5) If it is understood that the documents and information provided by the registered students are not correct, Registration is canceled by the Faculty Administrative Board. Diploma awarded to those persons Including all documents, the necessary legal action is taken against them.

(6) Registration and admission requirements for foreign students, relevant legislation It is determined by the University Senate in accordance with its provisions.

Student transactions

ARTICLE 12 - (1) Registration of students who are entitled to receive education in the Faculty, issuance and certification of identity cards, deferment of military service, student documents Giving, keeping the files, arranging diplomas and diploma supplements require the written demands of students or the penalty of removal from the higher education institution. In cases, their registration is carried out by the Registrar's Office.

(2) Cancellation of enrollment of faculty students and other higher education horizontal transitions and adjustments of students from institutions, education and training The procedures regarding the exams are determined by the Dean's Office based on the decision of the Faculty Administrative Board. Executed.

Registration renewal and contribution

ARTICLE 13 - (1) Every student registration renewal is not done by the dean's office. as long as they have to renew their registration in the first two weeks at the beginning of each school year. Stated The student, who has not renewed his / her enrollment within a period of time, cannot take classes and exams in that year.

(2) Students who need to pay the contribution depend on the provisions of the relevant legislation. they must pay their contribution.

(3) The student who does not renew his registration within the specified time due to his excuse, the excuse The faculty may renew their registration within two weeks if approved by the board of directors.

Transfer and exemption

ARTICLE 14 - (1) Horizontal transfer quotas and transactions are subject to the provisions of the relevant legislation. It is determined and applied.

(2) Transfer applications are evaluated by the faculty board of directors and decided.

(3) Foreign language and preparatory class exemption procedures in the Department of English Medicine, 4.12.2008 "Foreign Language in Higher Education Institutions" published in the Official Gazette No. 27074 dated Regulation on the Principles to be followed in Teaching and Teaching in Foreign Language " executed according to the provisions.

(4) Students who will transfer to the English department, they must have applied from a faculty.

(5) Students who enroll in the faculty or transfer to the faculty in accordance with the relevant legislation, within two weeks after he had previously studied at higher education institutions; Partner can apply to the deanship in writing about the request for exemption from compulsory courses. The Faculty Administrative Board decision is required for exemption.

(6) Horizontal transfers in Associate and Undergraduate Level in Higher Education Institutions Transfer Between Programs, Double Major, Minor and Inter-Institutional Credit Transfer With the Regulation on Principles, Atatürk University Associate and Undergraduate

Level Institution Intra and Inter-Institutional Transfer and Practice Related to Credit Transfer
It is made according to the principles.

For students' transfer applications; Approved from the university he studied, 1) Not Döküm Certificate (Transcript), 2) Document showing the discipline status, 3) Higher education program Exam results organized by the Student Selection and Placement Center for the year in which they are located certificate, 4) Course contents, 5) Other cases required by the faculty for special cases documents.

Application documents; hand delivery to our Faculty as it will not be accepted by mail and cargoneeds to be done.

Exchange programs

ARTICLE 15 - (1) Between the university and a university at home or abroad In accordance with the agreements, within the framework of the student exchange program, at home or abroad Student mobility can be provided to universities for a year.

(2) Students studying in the preparatory and first year of the faculty are can not benefit.

(3) The student received within the scope of international and national student exchange programs The grades of the courses are converted into the grade system applied in the Faculty and recorded in the transcript.

(4) Applications related to exchange programs are determined by the University Senate. executed according to the procedures and principles.

Education periods

ARTICLE 16 - (1) Medical education in the Faculty is carried out in three periods. This periods;

a) Basic Medical Sciences Period: Clinic, mainly basic medical sciences sciences based on education and training, 1st, 2nd and 3rd education years covering the education period.

b) Clinical Medical Sciences Period: Basic medicine, mainly clinical medical sciences sciences based on education and training, covering the 4th and 5th education years education period.

c) Family Medicine Period: Medicine based on clinical medical sciences education education that completes the education, lasts 12 months and covers the 6th academic year. education period.

Education period

ARTICLE 17 - (1) Education period of the Faculty is determined by the Higher Education Council. Three years in the Basic Medical Sciences, Clinical Medical Sciences It is six years in total, two years in the Period and 12 months in the Family Medicine Period.

(2) Duration of education in the Department of English Medicine with one year preparatory class seven years in total is six years for those who succeed in taking the exemption exam from English.

(3) It is carried out according to the education-training year system and one education-year is at least 32 covers the week.

(4) The amount of ECTS to be taken during the six-year education period is 360.

Departments and language of instruction

ARTICLE 18 - (1) Two of the faculty are education-teaching, Turkish Medicine and English Medicine. section is executed.

(2) Education language; Turkish Medicine Department Turkish, English Medicine Department English or Turkish - English is mixed.

(3) Foreign language proficiency exam, compulsory foreign language courses in the Department of English Medicine and preparatory class program published in the Official Gazette dated 4.12.2008 and numbered 27074. "Foreign Language Teaching in Higher

Education Institutions and Foreign Language Teaching It is executed according to the provisions of the "Regulation on the Principles to be Complied with".

Education system

ARTICLE 19 - (1) Form of education is an integrated system. Education, 1st, 2nd and Course groups in 3rd grade, practical and theoretical internships in 4th and 5th grades, 6 In the 8th grade, it is done in the form of family medicine practices.

(2) Lessons can be theoretical, practical or both theoretical and practical. Theoretical in the first years, In recent years, it is essential that the applied content is more. The first year of education While clinical applications are also included, basic medical education and training until the last grade. continues.

(3) Theoretical trainings can also be given using distance education methods.

(4) Elective course not exceeding 25% of the total education content. It can be accommodated.

(5) With the aim of education-teaching to be community based, cooperation is possible.

(6) The curriculum is on the Education and Training Committee until the end of June every year. After preparing and approved in the Faculty Board, before the beginning of the academic year, teaching staff and students are announced.

(7) At the end of each academic year, the curriculum is evaluated.

Planning and evaluation of education

ARTICLE 20 - (1) Education and training is planned by the Department of Medical Education and Evaluated.

(2) Department of Medical Education, education and training before the academic year begins It makes plans regarding its programs and reports it to the Dean's Office.

(3) Medical Education Department, after the exams, measurement and evaluation processes makes and reports to the Dean's Office.

(4) Department of Medical Education, education and training when the academic year ends makes evaluations about their programs and reports them to the Dean's Office.

Basic Medical Sciences Education Period

ARTICLE 21 - (1) Education in the Basic Medical Sciences Period, It is carried out in groups of lessons divided during the year in a way that provides the best relationship.

(2) Course groups, duration and hours are prepared by the Education and Training Commission. It is approved by the Faculty Board.

Clinical Medical Sciences Period Education

ARTICLE 22 - (1) One of the theoretical and practical applications in the Clinical Medical Sciences Period internships are made.

(2) Internships and their durations are prepared by the Education and Training Committee and in the Faculty Board. confirmed.

Education in the Family Medicine Period

ARTICLE 23 - (1) Clinical and polyclinic applications in the Clinical Medical Sciences Period It was built. The starting date of this period is the first day or sixteenth day of all months of the year. This In addition to compulsory applications, elective applications can also be made in the period. Applications and their duration is prepared by the Education and Training Commission and approved by the faculty board.

(2) In elective applications, the student starts the sixth grade in which units to choose. On the date, the faculty notifies the student affairs office in writing. To prevent accumulation in elections Arrangements can be made by the Education and Training Coordinators before the graduation.

(3) Applications to be seen during the family medicine period, Faculty Board of Directors. It can be done at the Faculty of Medicine, which applies a similar course or

application program. But Education in other faculties cannot exceed two months. Detailed arrangement on this subject It is done by the Faculty Administrative Board.

(4) Candidate physicians who practice for internships where community based practices are performed For the working days, the amounts specified in the budget law are paid daily. Detailed on this topic arrangement is made by the Faculty Administrative Board.

Academic calendar

ARTICLE 24 - (1) The academic calendar for the next academic year shall be The proposal is evaluated and determined by the University Senate at the latest in May.

Compulsory attendance

ARTICLE 25 - (1) Attending practical and theoretical courses in all classes of the Faculty of Medicine It is mandatory.

(2) From 20% of the total number of days or hours of each practical and theoretical lesson Students who do not continue without any excuse cannot take practical and theoretical exams and 'F1' gets the grade. Similarly,% of the total number of days or hours of Family Medicine applications Students who do not attend more than 20 without an excuse are not considered.

(3) 20% of the total number of days or hours of each practical and theoretical lesson the excuse does not continue as an excuse and the excuse is accepted by the Faculty Administrative Board The student who is accepted cannot take the practical and theoretical exams and gets the grade 'E'. Similarly, Family Medicine more than 20% of the total number of days or hours of their applications Students whose excuses are accepted by the Faculty Administrative Board not taken.

(4) Students whose absenteeism period does not exceed 20% in internships and family medicine period, to compensate for the work that it does not continue on the days and hours indicated by the head of the department can take practical and theoretical exams.

Exams

ARTICLE 26 - (1) Exams in the Faculty mid-term exam, final exam, final exam, It is done as an internship exam and an excuse exam. In addition, faculty members previously informed giving or not giving some students or exams to the whole class during lessons and practices can.

(2) Exams can be done practically, theoretically or mixed.

(3) In practical evaluations, the skill and competence level of the student depends on the teaching method. objectively structured evaluation methods (practical examination, clinical examination, oral exam, mini clinical exam, short written exam, quiz, probe, student report, report presentation, computer aided presentation, multiple choice exam).

(4) The level of knowledge of the student in theoretical evaluations in accordance with the teaching method objective structured assessment methods (multiple choice exam, internship midterm exams short written exam, quiz, probe, report presentation).

(5) Midterm exams: The course at the end of the course group in the 1st, 2nd and 3rd classes group end exam and also exams that can be done during the internship. Practical at the end of each lesson group and theoretical courses exams are done separately. Practical and theoretical exams of each department the amount of points to be evaluated, the total practical and theoretical course hours taught in that course group It is determined by the Dean's Office in proportion to. From the practical exam at the end of the course group. the grade obtained is added to the theoretical exam grade. If midterm is done before the end of internship exams, the grade,% It contributes 20 final exam.

(6) Final exam of the end of the year: At the end of an academic year, the final course group examIt is the exam that takes place at the earliest 15 days and at the latest 21 days after the end of the course, covering all the groups. The rules applied in midterm exams are also valid for the final exam. Each lesson group the average score of the final exams is 70 and

provided that you get at least 60 points from the exam. Students who are above are considered successful without taking the final exam of the year. These students year if they want to take the final exam, they must do so in writing at least five business days in advance. They can take the final exam of the year provided that they report to the Dean's Office.

(7) Make-up exam: Those who fail in the final exam and final exam is the exam for students. Students who are not successful in the final exam of the year-end they can take the make-up exam. These exams are the earliest after the end of the final exam. It is done after the day and at the latest in September. Post-internship make-up exams, practical and theoretical one of the exams at the end of one of the next internship periods or at the end of the year makes. The student wants to take this exam in writing at least five working days before the exam. It must be reported to the Dean's Office.

(8) End-of-internship exam: It is the exam held at the end of each internship and course in the 4th and 5th class.

(9) Excuse exam: Due to excuses, any exam, except for the year-end general exam, for students who are not able to enter and whose excuses are accepted by the Faculty Administrative Board is the exam.

Preparation of Exams

ARTICLE 27- (1) Preparation and printing of exams for 1st, 2nd and 3rd classes, to the dean's office for storage, security, construction, finalization and publication The entire examination process including submission of the Department of Medical Education Responsibility.

(2) A question bank is established within the Department of Medical Education at the Faculty and The questions prepared by the faculty are accumulated in this question bank. Medical education With the cooperation of the department and the relevant coordinator, it is necessary for each course during the exam periods. at least 10 (ten) days before the exam to the system by the relevant faculty members to be entered. Questions of theoretical exam questions in 1st, 2nd and 3rd grades Deputy Dean and Head of Medical Education Department, It is done by the commission consisting of the coordinator. Printing questions before the exam It is carried out and stored in a safe place to be provided by the Dean's Office. This practical exam questions in exams are determined by faculty members.

(3) Theoretical exam questions in the 4th and 5th grades are prepared by the faculty members, Faculty members and internship managers are selected in cooperation. Practical exam questions in these classes, teaching determined by its members.

Conducting Exams

ARTICLE 28 - (1) Theoretical exam question booklets and other documents at least from the exam time Relevant coordinators 30 minutes ago under the supervision of the Department of Medical Education It is delivered to the hall heads through.

(2) Hall chairman and supervisors arrive at the exam hall before the start of the exam. and controls the hall.

(3) Students are taken to the hall and placed, a signed attendance is taken. Name in the student list Students who are not present will not be admitted to the hall.

(4) Students keep their identity documents on their desks during the exam.

(5) The rules to be followed in the exam are reminded by the chairman of the hall.

(6) Question booklets and answer sheets are ordered by the chairman and supervisors. distributed accordingly.

(7) Places that students must fill in on the answer sheets, students filled by

(8) Question booklets are used by students to check for misprints. It is checked, if the page is incomplete and has incorrect printing booklets, it is replaced.

(9) In the question booklet, the question booklet number, code and type are included in the answer sheets. It is written and coded by the students in the relevant fields.

(10) Name, surname and other information are written on the question booklets by the students.

(11) The exam period and the end time are specified by the chairman of the hall and the exam is started.

(12) Allow students to leave the exam within the first 15 minutes after the exam begins. not allowed.

(13) Students who fail to reach the beginning of the exam and who reach the exam within the first 15 minutes, but additional time is not given. Students who arrive after the first 15 minutes are not allowed to take the exam.

(14) Nobody other than the staff is allowed in the examination hall, a quiet environment is provided and students are supervised by the hall chair and the supervisors.

(15) Mobile phones, computers, all kinds of officers use of electronic and mechanical tools, lessons determined by the Education and Training Commission it is prohibited.

(16) When the exam is over, question booklets and answer sheets will be collected by supervisors.

(17) Hall exam minutes are filled and signed with the chairman and supervisors.

(18) After the exam, question booklets, answer sheets, attendance list and exam minutes, to the Head of the Department of Medical Education by the coordinator of the room by the chairman is delivered. In internships, these documents are delivered to the internship manager.

(19) Practical and practical exams are provided by the head of the department or the internship manager. It is done in the places it will determine.

(20) Practical and practical exams in internships, in charge of the department during the exam. It is held in commissions or commissions where all faculty members can participate.

Evaluation of Exams

ARTICLE 29 - (1) Exam documents are received by the Department of Medical Education. then, until the objection and review processes in Article 34 are completed, the answer is secure, without any action other than reading the paper from the optical reader are stored as.

(2) Before the theoretical exam, the signed results related to the practical exams are followed by the relevant exam. To the Department of Medical Education to be delivered to the Dean's Office via coordinator is delivered.

(3) Examination after the objection and examination process in paragraph 1 of Article 34 is completed documents are read and the results are related to the list including practical exam results. It is forwarded to the Dean's Office with the signature of the coordinator and the Head of the Department of Medical Education. Results by the Dean's Office, both in writing and through the Student Information System of our university. is announced.

(4) If there is a material error objection regarding the exam documents in accordance with the second paragraph of Article 34, Medicine Education Department is decided by examining the examination documents by the Presidency and it is explained to the concerned. At this stage, the objection issues in paragraph 1 of article 34 are re-examined subject cannot be made.

(5) Exam results may be other than excuses accepted by the Dean's Office. no later than 10 (ten) business days after the exam, including appeal and evaluation processes Announced.

(6) Exam results, according to the arithmetic rules, if the decimal part is 4 and below, 5 and below on the other hand, it is rounded up and determined over 100 points.

(7) In the theoretical exams, students will be asked on the question booklets and answer sheets. Filling the places that need to be filled accurately and completely

Responsibility papers are not taken into consideration in case of missing or error. Similarly, the printing of the question booklets and the missing page in terms of missing reviewing the questions and asking to change the question booklets, if any. It is the responsibility and in case of deficiency or error, evaluation over the existing documents makes.

(8) Medical Education Department after each exam in 1st, 2nd and 3rd grades General evaluation of the exam is done by. Questions such as difficulty, discrimination, distraction The faculty members are evaluated and feedback is given. The same evaluation, 4th It can also be done in internship exams in 5th grades.

(9) Department of Medical Education, in order to evaluate exams and education prepares surveys between faculty members and students. Feedback the results, next uses in the evaluation of exams and education.

Calculation of the success status and grade

ARTICLE 30 - (1) Final exam at the 1st, 2nd and 3rd grades and the end of the year Exam grades taken in the general exam or make-up exams determine the grade. A lesson Of the courses in the group, the number of courses, 8% of the total number of courses in that course group, and The lessons on it constitute a dam on their own and the other lessons on it. Student in the dam of course must take at least 50% of the total score of each course or course group, otherwise, the score reduction is performed and 50% of the total score of that course or course group The difference between the score and the score obtained is deducted from the total score of the final exam. Year who do not take the exam (F2) or fail (F3) although they have the right to take the final exam. the student is taken to the resit exam at the end of the year. Year-end grade, course group grades 60% of the average, 40% of the final exam grade or make-up exam grade It is found by the sum. 100 full points as a year-end score for the class to be successful A minimum score of 60 is required. To get at least 60 points from each course group exam provided that the average score of the final exams is 70 and above, and therefore the year year-end pass grade for students who do not take the final exam, average score. If these students take the final exam of the year, they do not pass the year-end. While calculating the grade, an evaluation is made in favor of the student.

(2) At the 4th and 5th grades, students at the end of their internships or courses To be successful, at least 60 out of 100 full points from each of the practical and theoretical exams must get points. Students who fail the practical exam cannot take the theoretical exam. Lesson or the internship achievement grade by averaging the scores from the practical and theoretical exam Calculated. Year-end success grade is found by the average of internship success grades.

(3) In order to be successful in the 6th grade in the family medicine period, the implementation units fulfill the terms of continuation of each of its activities as specified in this regulation. and clinical, outpatient, laboratory or field work, seizures from the head of the department, patient examinations and examinations, research reports and epicrises, patient treatment style and interest, seminars and practices that he participated in and other issues required by medicine that he successfully completed the unit in question and had the necessary seizures. a proficiency certificate must be obtained.

Failure status, repetition of class, internship and family medicine practices

ARTICLE 31 - (1) Year 1 passing grade in grades 1, 2 and 3, 100 full points Students who score below 60 are deemed unsuccessful and repeats that class. Each lesson average score of final exams on the condition of getting at least 60 points from group exam Excluding students who are 70 and above and therefore do not take the final exam of the year If the student who does not take the final exam at the end of the year does not take the make-up exam, it fails and repeats that class. The average grade of the student groups in this situation not taken into account.

(2) 100 from each of the practical and theoretical exams in the relevant internships in the 4th and 5th grades Students who score below 60 on the full score are considered unsuccessful. From the practical exam A student who is not successful cannot take the theoretical exam. Who do not take the practical or theoretical exam or If the student who fails does not take the make-up exams or the make-up exam, If he is not successful, he is deemed unsuccessful from that internship and repeats that internship.

(3) Successful in exams by repeating any internship in 4th and 5th grades If the student is successful in all other internships, the start of the new school year without waiting, at the beginning of an internship or course suitable for the education and training of a higher class Recorded.

(4) Each of the implementation units in the 6th grade during family medicine period does not meet the attendance requirements as specified in this regulation, A student who does not receive a proficiency certificate regarding the applications is deemed unsuccessful and repeats the work.

(5) Has absenteeism and does not compensate as stated in this Application Principles students fail and do it again.

Class passing principle

ARTICLE 32 - (1) Students belong to that class in any classroom, except for common compulsory courses. Unless you pass all the courses, groups and internships successfully, you can they can not.

Exam schedules

ARTICLE 33 - (1) Education programs excluding exam programs, midterm exams and end-of-internship exams academic year after being prepared in the education commission and approved by the faculty board is announced to faculty members and students before starting. Midterm exams, end of the course group The dates of the exams and end-of-internship exams are announced at least one week in advance. Religious and national Exams can be held on holidays and holidays other than Sundays. Exam dates, It cannot be changed without the permission of the Dean's Office.

Objection to the exam results

ARTICLE 34 - (1) Students within five working days following the exam date Appealing to the questions of the theoretical examination for scientific and technical reasons by applying to the Dean's Office with a petition Can. Regarding the practical exams, it can only request examinations in terms of material errors. Failure to apply within due time and the reasons for scientific and technical objection in the appeal petition If not notified, the application will not be processed. Dean's Office, appeal through the relevant coordinator examines the questions posed scientifically and technically to the faculty members who prepare the question. Teaching members, if there are questions that need to be canceled or the answer to be corrected, justify their written presents. Regarding the practical exam, if there are any material errors, it informs them by documenting them. Final evaluation and decision with the relevant class pre-graduate education coordinators they are given together by the Dean's Office. Canceled questions, if any, at the end of the evaluation Exam results are evaluated based on the remaining questions. An exam evaluation by the Department of Medical Education before this process is completed. not done and the result is not disclosed.

(2) Students will be informed within five business days following the date when the exam results were announced. By applying to the Dean's Office with a petition, an examination of the exam documents in terms of material error You may ask. At this stage, re-examination cannot be requested due to the reasons in paragraph 1. Made At the end of the evaluation, the results should be submitted to the relevant person by the Dean's Office within 10 (ten) working days.Reported.

(3) Exam documents are kept for two years. From keeping these documents to the end of the period Medical Education Department is responsible. The necessary infrastructure for storing the exam documents It provides the Dean's office.

Copy in exams

ARTICLE 35 - (1) Making copies, making copies or making copies during the exam the student who helped, similarly, copied during the examination of the exam documents, The student, who was found to have made or helped to make copies, received zero from that course counted. In addition, the relevant student, according to the relevant legislation provisions by the Dean's Office, makes.

Exam results and degrees of success

ARTICLE 36 - (1) Graduation of students in the evaluation of exams scores, letter grades, coefficients and explanations used in the determination of their degrees like this.

<u>Points</u>	<u>Letter</u>	<u>Grade Coefficients and Explanations</u>
90-100	AA	4:00
80-89	BA	3:50
75-79	BB	3:00
65-74	CB	2:50
60-64	CC	2:00
0-59	F3	Unsuccessful student
	G	Passes for non-vocational courses
	F1	A student who is absent and does not have the right to take the exam
	F2	Students who do not take the exam although they have the right to take the exam
	E	Students who do not take the exam due to their excuse

(2) Completed the Faculty in the determination of the degree of success in medical medicine education and training the average of the students' year-end grades for all years is taken and in the table below It is converted to degrees as shown.

<u>Coefficient</u>	<u>Degree of success</u>
3:50 to 4:00	Well
2:50 to 3:49	Good
2:00 to 2:49	Middle

(3) In determining the first, second and third place of the graduation period of the faculty the condition that the student has passed **without loss of class and internship** is sought. Graduation success ranking is made over 100 points.

Excuses

ARTICLE 37 - (1) Declaring an excuse for a justified and valid reason set out below Students must be admitted to the Dean's Office within five working days from the end of their excuses.must apply. Excuses that are not reported within this period are not accepted.

(2) Excuses are examined and decided by the Faculty Administrative Board.

(3) The justified and valid reasons for excuses are:

- a) The student has a health-related excuse documented with the health report,
- b) Sub-clause (2) of subparagraph (d) of the first paragraph of Article 7 of Law No. 2547 According to the sub-clause, due to the events that will result in disruption of education, Taking a break by the decision of the Higher Education Council,
- c) Provided that it is documented with a document to be given by the district's largest civil authority. The student had to interrupt his education due to natural disasters,
- ç) Another person to look after the death of first degree relatives or their severe disease that no one is present because of the absence of the student's education certification and its acceptance by the Faculty Administrative Board,

- d) Economic reasons that prevent students from continuing their education Come out,
- e) The student is under arrest,
- f) Finalized conviction or Higher Education Institutions Student Discipline According to the regulation, the term of suspension or removal from the higher education institution presence of other states,
- g) In case the student loses the right of deferment or the deferment is suspended, receiving,
- ğ) Other similar situations to be accepted by the Faculty Administrative Board as an excuse arise. Come out.

Procedures related to excuses

ARTICLE 38 - (1) With justified and valid excuses accepted by the Faculty Administrative Board Regarding, transactions are made according to the following principles:

a) Students whose excuse times will not require registration and freezing; unable to enter For exams, if they want, the right to exam is given according to these Practice Principles.

b) The excuse exam is also not accepted as an excuse, the student who does not take the excuse exam it is considered unsuccessful.

c) Education period of the students whose excuses are accepted for justified and valid reasons, Faculty It is frozen by the Board of Directors.

ç) The duration of the health report and other excused times are counted as absenteeism.

d) Students cannot take exams during the period when they are accepted as an excuse. it is invalid.

e) Make-up exam, the form of which is not specified in this Code of Practice, the related class graduation. It is done as determined by the pre-education coordinator.

(2) Due to their excuse in the 1st, 2nd and 3rd grades, for the student who cannot enter, the relevant class pre-graduate education coordinator a make-up exam is held at a date determined by him.

(3) Students who cannot take the final exam in the 1st, 2nd and 3rd grades due to their excuse. the student takes the make-up exam, and no make-up exam is opened.

(4) Students who do not take the make-up exam due to their excuse in the 1st, 2nd and 3rd grades a make-up exam is held for the student within the first two weeks of the next academic year.

(5) Final exam or make-up due to excuses in 4th and 5th grades For the student who cannot take the exam, the relevant class pre-graduate education coordinator A make-up exam is held at the end of an internship period to be determined.

Registration freeze

ARTICLE 39 - (1) Applications to freeze registration within the first ten working days of the year makes. Recording freezing requests based on health reasons are out of this period. About health excluding the reasons, within the framework of justified and valid reasons, for one year record can be frozen.

(2) Simple schizophrenia, paranoid schizophrenia, dissociative syndrome, and borderline cases enrollment for a maximum of two years during the study period due to mental disorders It can be frozen. Students who exceed this period are required to be asked and examined again The Faculty Board of Directors decides whether the registration freezing process will continue or not Data.

(3) Due to health problems other than mental disorders, the duration of registration not sought.

(4) If the student is a prisoner or a convict, if they apply By the decision of the Faculty Administrative Board, the registration is frozen until the end of this situation.

These students start education on the date the Faculty Executive Board deems appropriate.

(5) Students who applied to the Dean's Office to freeze registration, In case of justified and valid reasons stated in the regulation, the principles stated above within the framework of the decision of the Faculty Administrative Board.

(6) The student cannot continue his education and take exams in the year he / she freezes the registration. The maximum education period of the student who freezes the registration is extended by the period of registration freezing.

Permission

ARTICLE 40 - (1) The following procedures in cases where students are considered to be on leave makes:

a) Out-of-university scholarship, internship, research that will contribute to the education and training of students In the event of such opportunities, the decision of the Faculty Administrative Board and the University Administration Depending on the approval of the Board, it can be allowed for a maximum of one year. Time allowed is normal It does not count from the duration of education

b) Those who will participate in cultural and sports activities on behalf of the University and dated 21/5/1986 29 of the Law No. 3289 on the Organization and Duties of the General Directorate of Sports in accordance with the article in domestic and abroad competitions and their preparatory work Students whose participation has been deemed appropriate by the Rectorate, to be appointed They are considered to be on leave and excused for the courses or exams they cannot take within the period. These students The provisions of Article 38 of these Implementation Principles apply to.

c) Students participating in scientific, cultural and sports activities and similar activities on behalf of the Faculty
Faculty Board of Directors decides whether to be on leave and excuse.

Deleting and deleting Registration

ARTICLE 41 - (1) Students request that their registration be deleted in writing or related if they have been suspended from the University according to the legislative provisions They are dismissed from the faculty.

(2) Those who will leave the student at their own discretion should they apply with a petition. The diploma given to the student whose registration has been deleted for registration, back upon request It is given. Students who leave this way cannot be re-registered.

SECTION FOUR

Diplomas and Oath of Medicine

Diplomas

ARTICLE 42 - (1) Depending on the following conditions in the Faculty;

a) Associate Degree Diploma: For those who successfully complete the 1st and 2nd class courses They are given upon leaving the faculty and upon their request.

b) Undergraduate Diploma: Successfully complete 1st, 2nd, 3rd and 4th grade courses Completed from the Faculty and given upon request.

c) Medical Doctor Diploma: 1st, 2nd, 3rd, 4th, 5th and 6th grades successfully awarded to those who qualify for the 'Medical Doctor Diploma'.

Medicine Oath

ARTICLE 43 - (1) Successfully completing the Faculty and getting the Medical Doctor Diploma The winners of the Faculty of Medicine Diploma Oath.

CHAPTER FIVE

Miscellaneous and Final Provisions

Cases without provisions

ARTICLE 44 - (1) In cases where there is no provision in this Application Principles; other related Legislative provisions and Faculty Board or Faculty Board of Directors decisions are applied.

Adaptation

TEMPORARY ARTICLE 1 - (1) Before the 2012-2013 academic year, started students, published in the Official Gazette No. 24811 dated 10.07.2002. Education is subject to the Faculty of Medicine Education and Exam Regulations. continues to teach. These Practice Principles for those who repeat their classes adjustments to the Regulations and Application Principles applied to that class in that academic year. is decided by the Faculty Administrative Board.

Students completing their education in the preparatory class of the Department of English Medicine

PROVISIONAL ARTICLE 2 - (1) Department of English Medicine in 2011-2012 Academic Year Students who have completed their education in the preparatory class, according to these Practice Principles they continue their education.

Force

ARTICLE 45 - (1) These Practice Principles, Starting from the 2012-2013 Academic Year to be valid, it will enter into force on the date of acceptance in the University Senate.

Executive

ARTICLE 46 - (1) The Dean of the Faculty of Medicine executes the provisions of these Implementation Principles.