

REGULATION

Ataturk University:

ATATURK UNIVERSITY FACULTY OF MEDICINE EDUCATION AND TRAINING AND THE EXAM REGULATIONS

English Turkish MEDICINE ARTICLE 15 – (1) Education and training at the faculty is carried out in two departments, Turkish medicine and English medicine.

(2) education in the type section of the Turkish language, Turkish, English Medicine in the Department of English or Turkish-English mix **Purpose, Scope, Basis and Definitions**

Purpose

ARTICLE 1-(1) The purpose of this Regulation is to regulate the principles related to student registrations, education and examinations at Atatürk University Faculty of Medicine.

Scope

ARTICLE 2-(1) This Regulation covers the provisions related to the education and examinations of students of Atatürk University Faculty of Medicine.

Basis

ARTICLE 3 - (1) This Regulation has been prepared on the basis of Articles 14 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 – (1) The provisions of this Regulation,

a) ECTS: expresses the European Credit Transfer System based on the workload required by the student to gain the expected learning outcomes,

b) Department: The units that make up the department and cover the branches of science related to the subject,

c) Midterm exam: The final exam of the group at the end of each course group during the academic year and the exams taken during the internship,

c) Branch of science: Units connected to departments,

d) Part I: objective, scope and quality of the Department of complementary or close to each other, which constitute a whole in terms of education, scientific research and application units engaged in,

e) Integration exam: The exam taken by students who fail the general exam at the end of the year or the final exam of the internship,

f) Dean: Dean of the Faculty of Medicine,

g) Course group: educational process consisting of several courses in which education and training is given in scientific integrity in grades 1, 2 and 3,

ğ) Term: Each of the three levels of education and training, including basic medical sciences, clinical medical sciences and family medicine,

h) Education and training commission: Commission that contributes to the planning and implementation of education and training activities,

i) Academic year: The period from the beginning of education to the end of integration exams,

i) Faculty: Ataturk University Faculty of Medicine,

j) Coordinator: A faculty member who performs tasks related to education and training,

k) Coordination: a group of coordinators and assistant coordinators who carry out tasks related to education and training,

l) Joint compulsory course: Atatürk's Principles and the History of the Revolution, Turkish Language and foreign language courses specified in the first paragraph (i) of Article 5 of the Law No. 2547,

m) Practical / practical course: education and training related to theoretical topics covered by the course groups, which facilitates the understanding of these topics and also provides skills in medicine,

n) Practical / practical exam: An exam conducted for the evaluation of practical studies and applications in education and training,

o) Elective course: The course taken by the student from within and/or outside the field, in accordance with his / her request, except for compulsory courses,

- d) Class:** Any of the academic years from the first to the sixth,
- p) Internship:** The educational process carried out by the branches of clinical sciences aimed at applying the profession of medicine to students who have received basic medical knowledge and in which students take responsibility by actively participating in the studies,
- r) Final exam of internship:** practical and theoretical exam held at the end of each clinical practice in the 4th and 5th grades at the faculty,
- s) Internship manager:** A faculty member responsible for managing an internship in a department with internship applications,
- s) Theoretical course:** A course taught by faculty members in relation to the topics covered by the course groups,
- t) Theoretical exam:** An exam conducted for the evaluation of theoretical courses in education and training,
- u) General exam at the end of the year:** Practical / practical and theoretical exam covering all course groups at the end of the academic year,

THE SECOND CHAPTER

Duties and Powers of the Board, Commission and Internship Manager

Education and training commission

ARTICLE 5 - (1) The education and training commission is appointed by the Dean from among the Faculty members. He is responsible to the dean.

(2) The Commission carries out the activities of planning, conducting and evaluating education and training.

Coordinator

ARTICLE 6 (1) faculty appointed by the dean from among the members before graduation, the Academic Coordinator, continuing medical education coordinator, Information Services Coordinator, Social, and consists of the Coordination of cultural activities. He is responsible to the dean.

(2) The coordinator contributes to the activities of planning, conducting and evaluating education and training, organizes scientific events before and after graduation, conducts information services, organizes social and cultural events.

Internship manager

ARTICLE 7 - (1) The internship manager is appointed by the dec of the department from among the faculty members of the department in the departments where there are internship applications. He is responsible to the head of the department.

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

THE THIRD CHAPTER

Provisions Related to Education and Training

Terms of admission and registration to the faculty

ARTICLE 8 - (1) Procedures for the faculty are made between the dates determined by the Measurement, Selection and Placement Center (OSYM). Candidates who do not register between the dates set by the Osym will lose their registration rights.

(2) The following conditions are required for registration at the faculty:

a) To be a graduate of a secondary school or equivalent vocational school; diploma equivalences for graduates of secondary schools in foreign countries must be approved by the Ministry of National Education.

b) As a result of the placement made by OSYM, he gained the right to enroll in the Faculty in that academic year.

c) prepared by OSYM exam guide, the documents for registration to the faculty for foreign students, as required by the Department of Student Affairs provide.

(3) The original or University-approved sample of the documents required for registration specified in the second paragraph shall be accepted. As for the status of military service and judicial registration, the transaction is made on the basis of the candidate's declaration.

(4) Candidates who have the right to enroll in the faculty make their applications for registration in person. However, candidates who cannot apply in person due to their excuses can also register through their proxies or legal representatives.

(5) If it becomes clear that the documents and information submitted by the students who have registered are not correct, their registration will be canceled by the faculty board of directors. All documents, including diplomas issued to these persons, are canceled and the necessary legal action is taken on their rights.

(6) The conditions of registration and admission of foreign students are determined by the University Senate in accordance with the provisions of the relevant legislation.

Student transactions

ARTICLE 9 – (1) the records of the students who see education in the faculty, the issuance of identity cards and certification of military service deferment procedures, the issuance of student documents, files, keeping the writing processes of students with diplomas and diploma supplements of the regulation demands deletion of records in cases punishable by dismissal from the institution or the Student Affairs Office is executed by.

(2) the records of the students, faculty and transfer students from other higher education institutions with the cancellation of the making of the adaptation, Education, exams and procedures for faculty with regard to the decision of the board is administered by the dean's office.

Registration renewal and contribution

ARTICLE 10 - (1) Each student must renew his / her registration within the first two weeks at the beginning of each academic year as long as it is in accordance with the legislation and pay his / her contribution in accordance with the established principles.

Internal transfer and course exemption

ARTICLE 11 - (1) Internal transfer quotas and transactions are determined and applied depending on the provisions of the relevant legislation.

(2) Foreign language and preparatory class exemption procedures in the English medical department are carried out in accordance with the provisions of the Regulation on the Principles to be Followed in Teaching Foreign Languages and Teaching in Foreign Languages in Higher Education Institutions published in the Official Journal dated 4/12/2008 and numbered 27074.

Exchange programs

ARTICLE 12 - (1) In accordance with the agreements concluded between the university and a university at home or abroad, student mobility can be provided to universities at home or abroad for a period of one year within the framework of the student exchange program.

(2) Students studying in the preparatory and first year of the faculty cannot benefit from exchange programs.

(3) Within the scope of international and national student exchange programs, the grades of the courses taken by the student are converted into the grade system applied at the Faculty and processed into a grade casting document.

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

Education and training periods

ARTICLE 13-(1) Medical doctor education and training at the faculty is carried out in three periods. These periods are;

a) Basic Medical Sciences Period: It is an educational period covering the 1st, 2nd and 3rd academic years, mainly based on the education of basic medical sciences, as well as clinical sciences.

b) Clinical Medical Sciences Period: It is an educational period covering the 4th and 5th academic years, mainly based on the education of basic medical sciences, including clinical medical sciences.

c) Family Medicine Period: It is an educational period that lasts for 12 months and covers the 6th academic year that completes the medical education-training based on the education-training of **clinical medical sciences**.

Duration of education

ARTICLE 14-(1) The duration of education and training at the faculty is a total of six years, including three years in the Basic Medical Sciences Period, two years in the Clinical Medical Sciences Period and 12 months in the Family Medicine Period, within the framework of the provisions established by the Higher

Education Council.(English) The duration of education in the medical department in English is a total of seven years along with a one-year preparatory class, and six years for those who have succeeded by taking the exemption exam from English.

(3) The academic year is conducted according to the system and covers at least 32 weeks of the academic year.

(4) The amount of ECTS required to be taken during the six-year academic term is 360.

Departments and language of education

English Turkish MEDICINE **ARTICLE 15** – (1) Education and training at the faculty is carried out in two departments, Turkish medicine and English medicine.

(2) education in the type section of the Turkish language, Turkish, English Medicine in the Department of English or Turkish-English mix

(3) The foreign language level determination exam, compulsory foreign language courses and preparatory class program in the English medical department are conducted in accordance with the provisions of the Regulation on the Principles to be Followed in Teaching Foreign Languages and Teaching Foreign Languages in Higher Education Institutions.

Education and training system

ARTICLE 16-(1) The form of education is an integrated system. Education and training is conducted in the form of groups of courses in grades 1, 2 and 3, internships based on practice and theory in grades 4 and 5, and family medicine practices in grade 6.

(2) It is essential that there is more theoretical content in the first years and more applied content in the last years. From the first year of education, clinical applications are also included, while basic medical education continues until the last year.

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

(4) Elective courses may be offered at certain rates in the program.

Planning and evaluation of education and training

ARTICLE 17-(1) Education and training is planned and evaluated by the department of medical education.

Academic calendar

ARTICLE 18-(1) The academic calendar for the next academic year is determined by the University Senate no later than May, by evaluating the proposal of the Faculty.

The necessity of continuation

ARTICLE 19 - (1) It is compulsory to continue practical and theoretical courses in all classes of the Faculty of Medicine.

Exams

ARTICLE 20 - (1) Examinations can be conducted in practical, theoretical or mixed form. As mentioned below, the exams are held at the faculty as an intermediate exam, general exam at the end of the year, integration exam, final exam at the end of the internship and decency exam.

a) Midterm exams are the final exam of the course group at the end of the course group in grades 1, 2 and 3, and also exams that can be taken during the internship.

b) General exam at the end of the year: This is an exam that covers all course groups held after the end of the last course group exam at the end of the academic year.

c) Make-up exam: This is an exam for students who do not succeed in the general exam at the end of the year and in the final exams at the end of the internship.

c) Final exam of the internship: This is the exam held at the end of each internship and course in grades 4 and 5.

d) examination: the final exam due to any examination accepted by the board excuses except for students and faculty exam.

Calculation of success status and success rating

ARTICLE 21 - (1) The exam grades taken in the final exam of the course group and the general exam or integration exams at the end of the year in the 1st, 2nd and 3rd grades determine the success grade. Dams are created in courses or lesson groups within a course group. The student must receive at least 50% of the total points belonging to each of the courses or groups of courses subject to the dam, otherwise the points will be deducted. A student who does not take the exam (F2) or fails (F3), although he has the right to take the general

exam at the end of the year, is taken for the integration exam at the end of the year. The year-end passing grade is found with 60% of the average of the grades of the course groups and the total of the year-end general exam grade or 40% of the integration exam grade. In order for the class to be completed, at least 60 points out of 100 full points must be taken as a passing grade at the end of the year. Provided that you get at least 60 points from each course group exam, the average score of the course group final exams is 70 and above, and therefore for students who do not take the general exam at the end of the year, the passing grade at the end of the year is the average score of the course group final exams. If these students take the general exam at the end of the year, the passing grade at the end of the year is calculated, and the evaluation in favor of the student is made.

(2) practical/practical exams in the 4th and 5th grades are held in commissions or commissions that all faculty members working in the department can participate in during the exam. In order to be successful at the end of their internship or courses, students must get at least 60 points out of 100 full points from each of the practical and theoretical exams. A student who does not succeed in the practical exam cannot take the theoretical exam. The course or internship success grade is calculated by taking the average of the scores obtained from the practical and theoretical exam. The end-of-year achievement grade is found with the average of the internship success grades.

(3) in order to be successful in family medicine in the 6th grade, the conditions for continuing the activities of each of the practice units as specified in this Regulation must be met and a certificate of proficiency related to clinical practice must be obtained.

Repetition of failure status, class, internship and family medicine practices

ARTICLE 22 – (1) Students who are below 60 points out of 100 full points at the end of the year in grades 1, 2 and 3 are considered unsuccessful and repeat that class. Provided that you get at least 60 points from each course group exam, the student who does not take the year-end general exam, with the exception of students who have an average score of 70 and above and therefore do not take the year-end general exam, is considered unsuccessful if he does not take the year-end integration exam and repeats that class. In this case, the student's grade point average in the course groups is not taken into account.

(2) students who have received grades below 60 out of 100 full points from each of the practical and theoretical exams in the relevant internships in the 4th and 5th grades are considered unsuccessful and repeat this internship. A student who does not succeed in the practical exam cannot take the theoretical exam. Students who fail the internship are given the right to integrate one of the practical and theoretical exams at a time.

(3) a student who has succeeded in his exams by repeating any internship in the 4th and 5th grades is registered at the beginning of an internship or course that is suitable for the education of an upper class without waiting for the start of the new academic year if he has succeeded in all other internships.

(4) in the 6th grade, a student who does not fulfill the requirements for continuing the activities of each of the practice units in the family medicine period as specified in this regulation, does not receive a qualification certificate related to clinical practice is considered unsuccessful and repeats the work in that unit.

(5) Students who have absenteeism as specified in this Regulation and do not make compensation are considered unsuccessful and do it again.

The principle of passing the class

ARTICLE 23 - (1) Students cannot take courses or internships from an upper class unless they have successfully passed all the courses, course groups and internships belonging to that class, except for common compulsory courses, in any class.

Examination programs

ARTICLE 24-(1) Except for exam programs, midterm exams and final exams, the academic year be prepared and announced to the teaching staff and students before the start of the academic year. The dates of the midterm exams, final exams of the course group and final exams of the internship are announced no later than one week in advance. Exams can also be taken on holidays other than religious and national holidays and Sundays. Examination dates cannot be changed except with the permission of the Dean's Office.

Objection to the exam results

ARTICLE 25 - (1) Students may apply to the Dean's Office with a petition within five working days following the date of the exam and request the cancellation of some questions on scientific and technical grounds. At the end of the assessment, if any, the canceled questions are excluded from the evaluation, and the exam results are evaluated on the remaining questions, and the results are announced by the Dean's Office within 10 days.

(2) Students may request a re-examination of the exam document in terms of material error by applying to the Dean's Office with a petition within five working days after the date of announcement of the exam results. At the end of the evaluation, the results are announced by the Dean's Office.

(3) Exam papers are stored for two years. The coordinators of pre-graduation education and training are responsible for the storage of these documents. It is the responsibility of the Dean's Office to provide the necessary infrastructure for storing the exam papers.

Cheating in the exams

ARTICLE 26 - (1) A student who is found to have made a cheat, made a cheating or helped to make a cheat during the exam or during the examination of the exam document is considered to have received zero from that course. In addition, transactions are made about the student in question in accordance with the provisions of the relevant legislation by the relevant Deanery.

Exam results and success ratings

ARTICLE 27 - (1) The scores, letter grades, coefficients and explanations used in evaluating the exams and determining the students' graduation degrees are as follows.

<u>Scores</u>	<u>Letter Grade</u>	<u>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-professional courses)
	F1 is Absent.	A student who does not have the right to take the exam
	F2	A student who does not take the exam even though he has the right to take the exam
	E (Excuse)	A student who did not take the exam because of the

(2) In order to determine the degree of success in medical doctor education and training, the average of the end-of-year success grades of the students who have graduated from the Faculty are taken and translated into degrees as shown in the chart below.

<u>Coefficient of</u>	<u>Success</u>
3.50-4.00	Fairly Good
2.50-3.49	Good
2.00-2.49	Medium

(3) In the determination of the first, second and third graduation periods of the faculty, the condition that the student has passed all the classes and internships for the first time is searched. The graduation achievement ranking is based on 100 points.

Excuses

ARTICLE 28 - (1) Students who declare excuses for a justified and valid reason determined below must apply to the Dean's Office no later than five working days from the date of the end of their excuses. Excuses not reported during this period are not accepted.

(2) Justifiable and valid reasons for the excuses are as follows:

a) The student has an excuse about the health documented by the health report,
b) decency of education by the decision of the Council of Higher Education due to events that will lead to disruption of education in accordance with sub-paragraph (2) of paragraph (d) of the first paragraph of Article 7 of the Law No. 2547,

c) The fact that the student had to take a break from his studies due to natural disasters with the registration of being documented with a document to be issued by the largest property supervisor of the dec,

d) The student must decertify that he / she has to take a break from his / her studies due to the death of first-degree relatives or the absence of anyone else to care for them in case of their severe illness, and this is accepted by the Faculty Board of Directors,

d) the emergence of economic reasons that prevent the student from continuing his education,

e) The student is under arrest,

(f) A final conviction or disciplinary 18/8/2012 28388 published in the official gazette dated according to the regulations of higher education institutions, higher education institutions other than suspension or expulsion from the presence of the term,

g) the student loses the right to registration or is conscripted due to the removal of the registration,

d) the emergence of other similar situations that the Faculty Board of Directors will accept as an excuse.

Transactions related to excuses

ARTICLE 29 – (1) In relation to the justified and valid excuses accepted by the Faculty Board of Directors, the following principles are applied:

a) Students whose excuse periods will not require registration freezing; For exams that they cannot take, if they want, the right to take an exam is granted in accordance with this Regulation.

b) The periods of study of students whose excuses are accepted for justified and valid reasons are frozen by the decision of the Faculty Board of Directors.

c) The duration of the medical report and other excused periods are counted as absences.

d) Students cannot take exams during the period when they are considered excused, the exam of the entrants is considered invalid.

Suspending Registration.

ARTICLE 30 - (1) Applications for suspending registration are made within the first ten working days of the year. Registration suspend requests based on health reasons are outside this period. Except for health-related reasons, registration may be suspended for a period of one year during the education period within the framework of justified and valid reasons.

(2) Due to mental disorders such as simple schizophrenia, paranoid schizophrenia, dissociative syndrome and borderline cases, registration may be frozen for a maximum of two years during the entire period of study. By requesting and reviewing a health report from students who have exceeded this period, the Faculty Board of Directors decides whether the registration suspending process should continue.

(3) Due to health problems other than mental disorders, the registration period is not requested for registration suspending..

(4) If a student is in detention or convicted, his registration will be suspended by the decision of the Faculty Board of Directors until the date of termination of this situation if they apply. These students begin their education and training on the date that the Faculty Board of Directors deems appropriate.

(5) The registration of students who have applied to the Dean's Office for registration suspending may be applied by the decision of the Faculty Board of Directors in accordance with the above-mentioned principles if there are justified and valid reasons specified in this Regulation.

(6) A student cannot continue his / her studies and take exams in the year when the registration is suspended. The maximum period of study of the student who suspends the registration is extended until the registration suspend period.

Permission

ARTICLE 31 – (1) In case of students being considered on leave, the following operations are performed:

a) If opportunities such as non-university scholarships, internships, and research arise that will contribute to the student's education and training, they may be allowed for a maximum of one year depending on the decision of the Faculty Board of Directors and the approval of the University Board of Directors. The period during which he is on leave does not count as the normal period of study.

b) cultural and sporting activities on behalf of the university will participate with the organization and duties of the General Directorate of Sports 21/5/1986 dated No. 3289 accordance with the provisions of Article 29 of the law on domestic and international competitions, and their preparation to participate in activities approved by the rector seconded by students for a course or examination that they are not allowed within the designated period is considered authorized and excused.

c) The Faculty Board of Directors decides that students who participate in scientific, cultural, sporting and similar activities on behalf of the Faculty should be considered on leave and excused.

Deleting and deleting records

ARTICLE 32 - (1) Students are dismissed from the Faculty if they request the deletion of their records in writing or have received a penalty for expulsion from the University in accordance with the provisions of the relevant legislation.

(2) Those who will leave their studentships at their own request apply to the Student Affairs Department with a petition. The diploma given to the student whose registration has been deleted for registration is returned at his request. A student who leaves this way will not be re-registered.

THE FOURTH PART

Diplomas and Medical Vows

Diplomas

ARTICLE 33 - (1) Diplomas are awarded at the Faculty depending on the following conditions:

a) Associate Degree Diploma: It is given to those who have successfully completed their 1st and 2nd grade courses upon leaving the Faculty and upon their request.

b) Bachelor's Degree Diploma: It is given to those who have successfully completed their 1st, 2nd, 3rd and 4th grade courses upon leaving the Faculty and upon their request.

c) Medical Doctor Diploma: 1, 2, 3, 4, 5 and the 6th grades are awarded to those who have successfully completed and qualified for a diploma of a Medical doctor.

The medical oath

ARTICLE 34 - (1) Those who successfully complete the faculty and are eligible to receive a Doctor of Medicine Diploma are required to take a diploma oath of the Faculty of Medicine.

THE FIFTH PART

Miscellaneous and Final Provisions

Cases where is no provision

ARTICLE 35- (1) In cases where there are no provisions in this Regulation, the decisions of the Council of Higher Education, the University Senate, the Faculty Board of Directors or the Faculty Board shall be applied with the provisions of other relevant legislation.

Implementation of the regulation

ARTICLE 36 - (1) Sub-regulatory procedures related to the implementation of this Regulation are determined by the Deanery.

The repealed regulation

ARTICLE 37- (1) The Regulation on Education and Examination of Atatürk University Faculty of Medicine, published in the Official Gazette dated 10/7/2002 and numbered 24811, has been repealed.

Adjustment

PROVISIONAL ARTICLE 1- (1) those students who started education in the 2012-2013 academic year prior to, 10/7/2002 24811 published in the official gazette dated (), subject to university education and examination regulations to education continues. The adaptation of those who repeat the class from these students to this Regulation is decided by the Faculty Board of Directors in accordance with the regulation applied to this class in that academic year.

Students who have completed their studies in the preparatory class of the Department of Medicine in English

PROVISIONAL ARTICLE 2- (1) Students who have completed their studies in the preparatory class of the English Medical Department in the 2011-2012 academic year continue their studies in accordance with this Regulation.

Put into Force

ARTICLE 38- (1) This Regulation enters into force on the date of its publication, effective from the academic year 2012-2013.

Executive

ARTICLE 39 - (1) The provisions of this Regulation are carried out by the Rector of Atatürk University.