

REPUBLIC OF TURKEY
ALTINBAŞ UNIVERSITY
DIRECTIVE ON EDUCATION & TRAINING AND ASSESSMENT IN MEDICAL
EDUCATION

Basis

ARTICLE 1 - (1) The principles set forth herein have been drawn up in accordance with the provisions of the “*Altınbaş University Regulation on Associate’s and Undergraduate Degree Education and Training*” published in Official Gazette No. 27949 of May 30, 2011; and the “*Regulation on Minimum Education Requirements for Medicine, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy and Architecture Programs*” published in Official Gazette No. 26775 of February 2, 2008.

Scope

ARTICLE 2 - (1) This Directive covers provisions regarding the Curriculum and Assessment Guidelines for “Medical School”.

ARTICLE 3 - (1) The following terms shall have the meanings as specified;

- a) “**Weighted Score**” means the score calculated by multiplication of average score of subject committee, scores obtained from course exams, which are not part of subject committee, and training scores with the respective subject committee; and by multiplication of scores obtained from course exams, which are not part of subject committee, and training scores with “ECTS” value,
- b) “**Academic Advisor**” means a faculty member assigned by Dean’s Office to help and advise students on academic matters,
- c) “**SGPA**” (**Semester Grade Point Average**) means the average calculated by division of the sum of weighted scores (obtained by student in each year/semester) by total ECTS credits,
- d) “**Subject Committee**” means a group of courses where 1st, 2nd and 3rd year medical students are introduced to a certain biological system taught through interdisciplinary approaches within a specified period of time,
- e) “**Average Score of the Subject Committee**” means the average score/grade obtained by 1st, 2nd and 3rd year medical students in all examinations held for each subject committee,
- f) “**Term**” means a portion of an academic year comprising one semester specified in the academic calendar,
- g) “**Integrated System**” means an integrated teaching system where interrelated biological systems are taught through different courses within the same subject committee during 1st, 2nd and 3rd year of study,
- h) “**Final Examination**” means a test given to students at the end of a complete degree course,
- i) “**CGPA**” (**Cumulative Grade Point Average**) means the average calculated by the division of the sum of credit-weighted scores obtained by student for all courses in his/her curriculum by the sum of ECTS credits of the said courses,
- j) “**Internship**” means a 12-month period of practical training of 6th-year medical students, comprising clinical, polyclinical and laboratory practices,
- k) “**Committee Chair**” means a faculty member assigned by the Dean’s Office, preferably selected from among faculty members teaching the highest number of subjects to be offered in each subject committee to 1st, 2nd and 3rd year medical students,

l) “Year-Long Courses” means the courses offered throughout the 1st, 2nd and 3rd year of study, assessed through midterm and final examinations,

m) “Training” means the learning and instruction process offered as practical and theoretical Internal Medicine and General Surgery courses throughout the 4th and 5th year of study.

Education and Training

ARTICLE 4 - (1) In medical school, medical education lasts 6 years. Preparatory classes are not a part of the given period.

(2) English is the medium of instruction in medical school. During 4th, 5th and 6th year of study, English and/or Turkish can be used as a medium of instruction in clinical education. Medical students are required to attend a compulsory English Preparatory Class. Matters regarding placement tests, learning in a foreign language and English Preparatory Class shall be governed by the provisions of the *“Regulations on Foreign Language Teaching in Higher Education Institutions and the Principles that shall be followed in Foreign Language Teaching”* and the *“Directive for English Language Instruction in Altınbaş University English Preparatory Class”*.

(3) 1st, 2nd and 3rd year medical education shall be carried out through integrated subject committees; 4th and 5th year medical education shall be carried out through practical training and the 6th year medical education shall be carried out through the internship.

(4) 4th and 5th year trainings and internship shall be carried out in English or Turkish languages at hospitals holding an internship & training agreement with Altınbaş University. Any internship or training to be carried out outside the contracted hospital shall be solely subject to Medical School Administrative Board’s decision.

(5) Courses that are not part of subject committee are offered on the basis of passing grades system. Medical students must obtain passing grades for the said courses in order to earn a medical degree.

(6) 1st, 2nd and 3rd year medical education shall be carried out on the basis of earning passing grades for subject committees; 4th and 5th year medical education shall be carried out on the basis of student’s performance during practical training. In case of poor academic performance, student must retake/repeat the subject committee or committees s/he failed in his/her 1st, 2nd and 3rd year; similarly, in case of poor academic performance, student must retake/repeat the trainings s/he failed in his/her 4th and 5th year.

(7) Each subject committee — namely, MED101, MED 103, MED 104 and MED 106 — offered during the 1st year of medical school, are prerequisites for MED 303, MED 304, MED 305, MED 306, MED 307, MED 308, MED 309, MED 310, which are third-year subject committees. Accordingly, students failing to complete/take any 1st year subject committee shall not be allowed to take any 3rd year subject committee. Similarly, each subject committee — namely MED 204, MED 205, MED 208, MED 210, MED 253, MED 255 — offered during the 2nd year of medical school, are prerequisites for MED 401, MED 411, MED 422 and MED 432, which are fourth-year subject committees. Accordingly, students failing to complete/take any 2nd year subject committee shall not be allowed to take any 4th year subject committee.

(8) Students must earn a minimum passing score, which shall correspond to at least half of the total points of questions asked in subject committee examinations to be conducted for each course. Otherwise, the difference between the score corresponding to half of the total points of

questions and the score earned by student will be subtracted from student's total earned score for the relevant course.

(9) 2nd and 3rd year medical students wishing to study abroad or at another institution in Turkey as part of National and International Student Exchange Programs may be allowed to continue their studies in another University for 1 year provided that the curriculum equivalence of the respective University is recognized by the Medical School Administrative Board.

(10) 4th and 5th year medical students may be allowed to take part in trainings in other institutions within the scope of Student Exchange Programs provided that their equivalency is recognized by the Medical School Administrative Board. Also, students may be exempted from trainings completed in another institution in accordance with the decision of Medical School Administrative Board.

Committee Chair

ARTICLE 5 - (1) A Committee Chair shall be appointed by Dean's Office to each subject committee offered during 1st, 2nd and 3rd years. Committee Chair shall be selected from among faculty members who teach classes/subjects, preferably the highest number of subjects, included in the respective subject committee.

Roles and Responsibilities of the Committee Chair

ARTICLE 6 - (1)

- a) In cooperation with the respective faculty members, establishing integration between courses and its contents included in the subject committee to which s/he is assigned.
- b) Ensuring that the curriculum of the subject committee to which s/he is assigned is run properly.
- c) Providing other faculty members assigned to the same subject committee with the necessary information in order to record student attendance; identifying students registered for courses but not attending.
- d) Holding and administering examinations for the subject committee to which s/he is assigned.
- e) Evaluating examination results of the subject committee to which s/he is assigned; assigning letter grades for each student and announcing the grades.
- f) Evaluating the feedback from faculty and students at the end of each subject committee; providing the Class Coordinator with information regarding the evaluation and the feedback.

Undergraduate Transfer and Course Exemption

ARTICLE 7 - (1) Students transferring from another program to attend Medical School shall not request exemption from courses included in subject committees. Medical School Undergraduate Transfer Commission shall decide on the exempted courses and whether the student must take courses from previous years.

Compulsory Attendance

ARTICLE 8 - (1) Student attendance in courses, lab classes and practices is compulsory. Students, who are absent for more than 30% of theoretical classes and more than 20% of practical classes, shall not be allowed to sit the respective subject committee examination. Attendance in 4th and 5th year's trainings and internship is compulsory as those are considered hands-on/applied education. Students, who are absent for more than 20% of trainings and internship hours, shall not be allowed to sit the internship examination.

Successful/Unsuccessful Academic Record

ARTICLE 9 – (1) The success grade for subject committee and courses that do not make part of subject committee, is calculated by evaluating 40% of scores obtained in midterm exams or activities substituting for midterm exams and 60% of scores obtained in final exams together.

(2) In order for a student is deemed to be successful, s/he shall meet the attendance requirements as well as obtain at least 50 points in subject committee final examination worth 100 points. Chair of the respective subject committee shall assign letter grades to all students, who achieve a score of 50 points and above in subject committee final examination, by taking into account the grade points earned per class.

(3) A makeup examination shall be held on specific dates for students who have been given an “F” grade because of their general committee point average and/or because they scored 50 points or below in subject committee final examination even though they have met the attendance requirements.

(4) Theoretical and practical examinations conducted at the end of each training in 4th and 5th years are called “training examination”. Passing grade is at least 50 points out of 100.

(5) In 6th year, a faculty member appointed by the respective Department shall assign grades to students on a scale out of 100 after having evaluated student success by taking into account clinical, polyclinical, lab and on-site activities/practices performed by student; the number and duration of on-call shifts; patient folders prepared by students; their relationship with patients, patient’s relatives, physicians and students in different occupational groups. Success grade for internship is 50 out of 100 points.

(6) Makeup examination shall apply to students who have failed subject committee, courses which do not make part of subject committee and on-site trainings, and it shall substitute the final examination score.

(7) Successful students wishing to take makeup examinations to raise their grades shall be deemed to have renounced the Final examination grade.

(8) Any student who is assigned a makeup grade of "F shall be responsible for retaking the respective course s/he failed and sitting the exams on the next semester it is offered, without compulsory attendance. However, students who are required to retake the course due to non-attendance shall be responsible for retaking it on the next semester it is offered and attending the course regularly.

Passing Grades and Graduation

ARTICLE 10 – (1) In the event that students fail the courses with code “MED”, they shall retake the respective course in the next semester it is offered so as to complete their credits.

(2) Student and Academic Advisor shall pay attention to attendance requirements when selecting courses and ensure that subject committees/courses do not overlap in student’s timetable. Exceptions are subject to Medical School Administrative Board’s decision.

(3) In contradistinction to Altınbaş University Regulation on Associate’s and Undergraduate Degree Education and Training, medical students who fall behind in their credits and wish to catch up with their peers or wish to retake courses with the purpose of raising their grades

may be allowed to exceed the University's ECTS upper limit by 13 credits and take a maximum of 43 ECTS course credits, provided that they have a CGPA of 2.00 or above.

(4) Students who are about to carry out their 4th year trainings must have a minimum CGPA of 2.00. Those having a CGPA below 2.00 must retake subject committees/courses that they had regularly attended yet failed in the previous semesters (they are expected only to sit the exams for these courses as they met the attendance requirements); take courses that they did not take in the previous semesters and/or retake courses for which they did not meet the attendance requirements before until they can achieve a minimum CGPA of 2.00.

(5) A minimum CGPA of 2.00 is required in order to graduate. Those having a CGPA below 2.00 must retake subject committees/courses that they had regularly attended yet failed in the previous semesters (they are expected only to sit the exams for these courses as they met the attendance requirements); take courses that they did not take in the previous semesters and/or retake courses for which they did not meet the attendance requirements before until they can achieve a minimum CGPA of 2.00.

Diploma of a Medical Doctor

ARTICLE 11 - (1) A "*Doctor of Medicine*" degree is awarded to students after the completion of six years of study. CGPA obtained at the end of six years of study shall be shown on the transcript as "*Medical School Undergraduate GPA*".

Situations Where There's No Legal Provision

ARTICLE 12 - (1) In situations where there's no legal provision in this directive, Altınbaş University Regulation on Associate's and Undergraduate Degree Education and Training, provisions of other related regulations, Administrative Board and Senate decisions shall apply.

Effective Date

ARTICLE 13 - (1) The provisions of this directive shall enter into force as of the beginning of Academic Year 2016-2017.

Execution

ARTICLE 14 - (1) The provisions of this directive shall be executed by the Dean of Medical School on behalf of the President of Altınbaş University.

*This Directive has been approved by the Decision No. of the University Senate on